



# Dunholme Health and Safety Manual

## 1. Policy and Introduction

### Overview

This document provides an overview of how health and safety is managed at Dunholme Lawn Tennis Club (Dunholme) and provides direction and guidance for Dunholme members and visitors regarding safety at Dunholme facilities in support of Dunholme's general commitment to health and safety.

For the purpose of this document, 'Dunholme members' include Dunholme members and personnel under the immediate direction of Dunholme members, but not personnel whose work is being monitored by Dunholme e.g. our contractors.

This document covers any activity taking place within the Dunholme grounds. However, it is not intended as a set of fully comprehensive directives. It is important to remember safety behaviour fundamentals such as – no horseplay, remain alert to danger, obey warning signs and directives, wear sensible clothes at all times, respect safety (and other) equipment, act only within one's competence, stay within one's comfort and experience zone etc.

### Health and Safety Policy

#### We believe that:

- No Dunholme objective will take priority over Health and Safety
- All incidents are preventable
- Whilst committees have ultimate accountability, we all have responsibility for Health and Safety
- All personnel have the responsibility to stop any activity they believe is unsafe or cannot be continued in a safe manner

#### To achieve this, we will:

- Maintain and continually improve our Health and Safety Management System
- Proactively identify hazards and unsafe behaviour and take all steps to manage these to as low as reasonably practicable
- Set targets for improvement and measure, appraise, and report on our performance
- Assess and recognize the Health and Safety performance of members and contractors
- Consult and actively promote participation with members and contractors to ensure they have the training, skills, knowledge and resources to maintain a healthy and safe workplace
- Accurately report and learn from our incidents
- Design, construct, operate and maintain our assets so that they safeguard people and property
- Require our contractors to demonstrate the same commitment to achieving excellence in Health and Safety performance
- Comply with relevant legislation, regulations, codes of practice and industry standards



# Dunholme Health and Safety Manual

## Members Engagement

All members and visitors to Dunholme are responsible for health and safety and member participation is essential to keeping the workplace healthy and safe. Health and safety decisions, discussions and the production of health and safety documentation should take a consultative approach to ensure the engagement of all stakeholders.

All persons must have an understanding of their health and safety responsibilities relevant to their positions and current legislation. They must comply with all health and safety policies and procedures and ensure their actions or inactions do not cause harm to themselves or others.

## Roles

- Health and Safety Representatives (H&S Reps – Dunholme Committee)
  - Responsible for championing H&S in the club. Conducting regular checks of the Dunholme facilities, H&S signage and first Aid supplies. First port of call for any staff H&S queries. Investigation and recommended actions relating to incidents.



# Dunholme Health and Safety Manual

## 2. Health & Safety Procedures

Emergency procedures must be made available to all members. This should include fire or other evacuation, earthquake and other civil defence emergencies and security breaches.

### 2.1 First Aid Measures

#### **First Aid Kits**

A First Aid Kit is located in the marked cupboard in the clubrooms. The kit is stocked with a range of plasters, bandages and antiseptics. The contents of the kits are inspected and replenished on a regular basis by the H&S Rep.

If an incident occurs which requires more than **Minor injury** attention, then assistance shall be sought from a certified first aider or medical practitioner. No matter how minor, details of the injury should be recorded on the Incident Report Form and given to H&S Rep for action which includes making recommendations to the committee to approve or discuss.

#### **Defibrillators:**

The Health and Safety Notice board contains directions to the AED's located nearest to the Dunholme Clubrooms. This notice is reviewed at the start of each term as part of the club facility safety walk.

## 2.2 Hazard and Risk Management

All health and safety hazards are to be reported so that the appropriate corrective and preventative actions can be taken. As a consequence, the likely recurrence of similar hazards and incidents is minimised.

#### **Hazard Identification and Risk Assessment**

A 'Hazard' is a source or situation with the potential to cause injury, damage or loss whereas 'Risk' is the chance of something happening that will have an impact (either positive or negative) on objectives. In this case risk is a combination of the likelihood and consequence/severity of a hazard causing actual harm or damage.

The Dunholme facility present a variety of hazards including but not limited to manual handling, portable electrical equipment, slips, trips and falls. Under health and safety legislation there is a general duty to provide a safe environment with appropriate and safe amenities. In the clubhouse, this includes emergency arrangements and the provision of safe equipment, furnishings and fittings. Within the Dunholme facility, types of hazards include:

- Physical - e.g. slips, trips, falls, manual handling, vehicles (car parks) and electricity.

C:\Users\Duncan\Google Drive\Documents\Tennis\HealthSafety\Dunholme\_H&S\_Manual.docx 15/09/2017 Dunholme Lawn Tennis Club, 33 Ridings Rd Remuera Page 3



# Dunholme Health and Safety Manual

- Environmental – e.g. noise, dust, temperature, glare, wet weather and lighting. ■
- Psychological – e.g. fatigue, stress, anxiety, bullying, emotion and resilience.
- Biological – e.g. communicable diseases (colds and flu), bacteria, parasites food hygiene and industrial diseases.
- Chemicals and substances – e.g. dishwasher detergents.

#### **Hazard Reporting**

All hazards identified by Dunholme members must be reported on the [Hazard Report Form](#) and given to the H&S Rep.

#### **Controlling Hazards and Risks**

When a hazard is identified, it must be assessed to determine the likelihood of causing harm. Once hazards have been identified and given a risk rating, they can be assessed to determine if they are significant or not

and this will determine what, if any, action is required to eliminate or minimise them.

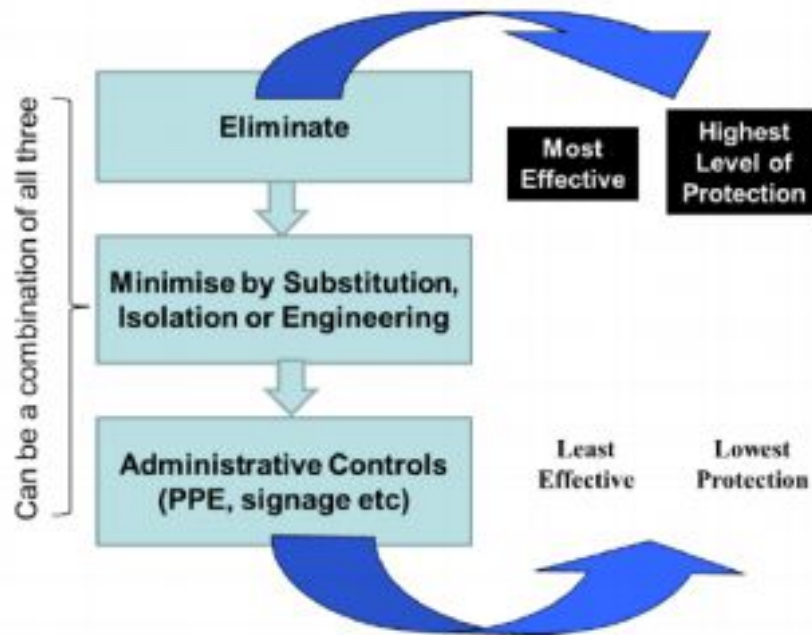
An identified hazard is to be either eliminated or controlled to reduce the risk to as low as reasonably practicable through one or a combination of controls:

- Substitution.
- Isolation.
- Engineering.
- Administration.
- Personal Protection Equipment – which is to be considered only as a last resort.

When identifying controls, the following hierarchy is to be applied:



## Dunholme Health and Safety



# Manual

## Risk Register

A Risk Register is available in the clubhouse that details all hazards and risks along with their control measures. The Risk Register should be regularly reviewed and updated at least annually along with regular club inspections. When carrying out quarterly club inspections, it is important to identify any new hazards and check the adequacy of control measures for existing hazards.

## Quarterly walk around

At the start of each term, a Dunholme facility walk around identifying any old and new hazards and risks will take place. The [Safety Checklist](#) will be used to identify any new hazards/risks. The risk register will be used to look at existing hazards and see if they still exist, and if they do, checking that the control measure in place are still relevant.

## Health & Safety Training

All members will receive regular newsletters with updates on health and safety which highlights any specific hazards and risks from the Risk Register and emergency arrangements.

## Portable Electrical Equipment

Office portable electrical equipment is subject to routine testing and tagging within the following timeframes (iaw AS/NZS3760:2010):

- Annual test for electrical equipment that is subject to regular movement and/or located in kitchens. ■
- For all other clubhouse equipment test every 5 years.

# Dunholme Health and Safety Manual

## Manual Handling

A hazardous manual task means a manual task that involves any of the following:

- Repetitive or sustained force.
- High or sudden force.
- Repetitive movement.
- Sustained or awkward posture.
- Exposure to vibration.

For Dunholme members this can include tasks such as moving archive boxes, moving furniture or retrieving equipment from shelves.

Some considerations to minimise manual handling issues include:

- Providing general awareness to members on manual handling risks at committee meetings or similar awareness sessions.
  - Check weight of items before attempting to lift anything.
  - When lifting always maintain a straight back and bend the knees.
  - Keep any item close to the body when lifting.
  - Avoid storing items above shoulder height.
  - Avoid overfilling archive boxes with materials and keep the weight of the archive box below 8-10 kilograms (where possible).
  - Provide storage for spare equipment – avoid heavy items being placed above shoulder height. ■
- Ensure the kitchen area is kept tidy and uncluttered.
- Store heavy crockery items on low shelves and within easy reach.
  - Do not overload trays or trolleys – make several trips if necessary.
  - Remove obstacles to maintain a clear space during lifting.
  - Group lifts to be used for moving any heavy items of furniture
  - Engage specialist contractors during office refurbishment and reorganisation activities.

## 2.3 Incident Management

All health and safety incidents are to be reported and investigated so that the root cause is identified and appropriate corrective and preventative actions are taken. As a consequence, the likely reoccurrence of similar hazards and incidents is minimised.

### Incident Reporting

Dunholme is committed to the prevention and management of workplace injury and illness. Accurate reporting and recording of all incidents is an integral part of health and safety and is fundamental to injury prevention.

All tennis/work related incidents including injuries and near misses to persons on Dunholme premises must be reported using the [Incident Report Form](#) that can be found by the First Aid Kit. Any serious incidents,



# Dunholme Health and Safety Manual

near misses and injuries must be reported to the Club Manager ([admin@dunholmetennis.co.nz](mailto:admin@dunholmetennis.co.nz)) or Club President immediately ([president@dunholmetennis.co.nz](mailto:president@dunholmetennis.co.nz)).

## **Incident Investigation**

Once an incident has been reported, the level of investigation required will be assessed based on the severity of the incident by the H&S Rep. If a serious incident occurs, an appropriately trained person shall conduct the investigation. Where a significant event has occurred Dunholme may engage an external provider to undertake the investigation on behalf of Dunholme. If a [Notifiable Event](#) has occurred, the investigation may be in conjunction with or in addition to the regulatory authority's investigation.

The investigation will be undertaken with a view to preventing reoccurrence in the future. Thus, the investigation will highlight deficiencies in the company's risk management controls if applicable and/or any lessons learned and recommendations. Should deficiencies in the risk management system be identified the corrective actions will include a systematic update of registers, procedures or processes.

Responsibility for corrective action will be assigned, time-bound, signed and dated as part of an incident and injury investigation and may include recommendations for further training and injury prevention strategies.

## **The Scene of an Incident**

### *Assistance at Incident Scene*

At the scene of an incident any member must:

- Not put themselves or anyone else at risk before attempting to offer assistance ■  
Ensure the relevant emergency services have been called.
- Ensure the emergency alarm has been activated / raised as appropriate.
- Secure the incident scene as soon as possible. Only interfere with the incident scene if essential to provide first aid or to prevent the situation from escalating.
- Notify the President or any Committee Member as soon as reasonably practicable so that they can determine if the incident is reportable to WorkSafe NZ as a Notifiable Event.

It is an offence to interfere with an incident scene where a Notifiable Event has occurred, except in special circumstances as stated in the Health and Safety at Work Act 2015.

### *Witnessing an Incident*

Any member who is a witness to an incident must record the following details at the earliest opportunity to ensure accuracy of memory:

- Date, location and time of incident.
- Name of injured person(s) (if known).
- Names and contact details of other witnesses (if known).
- Type of injury.
- Part of body injured.
- Source or cause of injury.
- Any damage to equipment or plant.



# Dunholme Health and Safety Manual

- Description of the incident including the events leading up to the incident.

Witnessing an incident can be a traumatic experience which can lead to emotional and sometimes physical distress. When Critical Incident Support is required please contact the Club Manager or Club President.

## **Notifiable Events**

### *Notifying the Regulator*

As the Regulatory Authority, WorkSafe New Zealand must be notified of any incident that requires notification as per sections 23 and 24 of the Health and Safety at Work Act 2015. Examples of the type of incident are those involving:

- Serious injuries (for example fatality, and injuries involving serious head injury, or amputation; ■ Prescribed occupational illnesses;
- Dangerous occurrences (or events); and
- Environmental breaches.

In general, notification to the regulator is to be immediate or by the fastest possible means. It is vital therefore to report all incidents in a timely manner.

See [Appendix 1](#) for further information on Notifiable Events.

### *Regulatory Authority Investigation*

Dunholme members will co-operate with the regulatory authority (WorkSafe NZ) at all times. The authority should be asked to put any questions or requests for interviews, samples, etc. in writing. In any subsequent interviews with the authority, the individual and Dunholme are entitled to have legal advisors or support people present.

## 2.4 Personal Safety Tips

REMEMBER: YOUR PERSONAL SAFETY IS MORE IMPORTANT THAN YOUR BELONGINGS

Keeping yourself safe in different situations is often simply a matter of being aware and being prepared. Thinking about personal safety issues in advance enables you to find strategies for avoiding difficult situations and keeping yourself free from harm.

## 2.5 Protective Clothing and Equipment

Protective clothing appropriate to the nature of the work and to the environment should be worn. The principal may have requirements for protective clothing that you must comply with.

Dunholme members should give careful consideration to the type of footwear and ear muffs should be worn

in noisy environments (i.e. certain contractors on site).

C:\Users\Duncan\Google Drive\Documents\Tennis\HealthSafety\Dunholme\_H&S\_Manual.docx 15/09/2017 Dunholme Lawn  
Tennis Club, 33 Ridings Rd Remuera Page 8



# Dunholme Health and Safety Manual

When playing in a heated environment, ensure you drink plenty of water and have access to water at all time as well as use sun block cream, wear a hat and sunglasses.



# Dunholme Health and Safety Manual

# 3. Appendix 1 – Health & Safety Definitions

Notifiable Event: A notifiable event means any of the following events that arise from work:

- a) the death of a person; or
- b) a notifiable injury or illness; or
- c) a notifiable incident.

Meaning of Notifiable Injury or Illness

1. A notifiable injury or illness, in relation to a person, means—

- a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
  - i. the amputation of any part of his or her body:
  - ii. a serious head injury:
  - iii. a serious eye injury:
  - iv. a serious burn:
  - v. the separation of his or her skin from an underlying tissue (such as de-gloving or scalping):
  - vi. a spinal injury:
  - vii. the loss of a bodily function:
  - viii. serious lacerations:
- b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:
- c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:
- e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

2. Despite subsection (1), notifiable injury or illness does not include any injury or illness declared by regulations not to be a notifiable injury or illness for the purposes of this Act.

# Dunholme Health and Safety Manual

## Meaning of Notifiable Incident

1. A notifiable incident means an unplanned or uncontrolled incident in relation to a workplace/club that exposes members or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—
  - a) an escape, a spillage, or a leakage of a substance; or
  - b) an implosion, explosion, or fire; or
  - c) an escape of gas or steam; or
  - d) an escape of a pressurised substance; or
  - e) an electric shock; or
  - f) the fall or release from a height of any plant, substance, or thing; or
  - g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
  - h) the collapse or partial collapse of a structure; or
  - i) the collapse or failure of an excavation or any shoring supporting an excavation; or j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
  - m) any other incident declared by regulations to be a notifiable incident for the purposes of this section.
2. Despite subsection (1), notifiable incident does not include an incident declared by regulations not be a notifiable incident for the purposes of this Act.

**Injury Incident** – an event (action) that causes a person to be harmed.

**Property Damage Incident** – an event (action) that causes damage to property or equipment

**Incident/near miss** – an event that in different circumstances might have caused harm.

**Hazard** - is anything that has the potential to cause injury, illness or death, includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).

**Risk** – is the combination of the likelihood of something occurring and the consequence should it occur. (Likelihood x Consequence)

**Major incident** – an event that fits the Notifiable Event definition or has the potential to have had serious consequences in terms of people, equipment or facilities.

**Minor injury** – one that did not require referral to a Medical Practitioner, i.e. first aid treatment only.