



Avon Rowing Club Board Commitment and Policy

Purpose

This section lists the objectives of the health, wellbeing and safety manual, provides a brief summary of health and safety legislation, and defines accountabilities.

Objectives

The Avon Rowing Club health, wellbeing and safety programme aims to:

- continually improve current health, wellbeing and safety performance
- provide a safe and healthy environment for members, supporters and contractors
- identify and control actual and potential hazards
- establish and maintain communication on health, wellbeing and safety
- identify needs and provide training on health, wellbeing and safety
- comply with legal and organisational obligations.

Objectives will be achieved through:

- the Board's support and commitment to health, wellbeing and safety
- implementation of policies and procedures
- implementation of an annual health, wellbeing and safety induction for club members
- regular reviews and evaluations
- three-monthly health, wellbeing and safety meetings
- two-yearly review of health, wellbeing and safety manual.

Legislative Requirements

As a volunteer association, the Avon Rowing Club is not bound by the Health and Safety at Work Act 2015. However, it has a duty of care, so far as is reasonably practicable, to ensure the health and safety of club members, supporters and visitors while at Kerrs Reach.

Accountability

The Avon Board is accountable for the health, wellbeing and safety of all members, supporters, and contractors. It is committed to proactively identifying and managing its health, wellbeing and safety risk by:

- providing a safe and healthy environment
- ensuring plant and equipment on the premises are safe
- ensuring club members, supporters and contractors are not exposed to hazards
- having clear emergency procedures
- ensuring that no action or inaction by club members, supporters and contractors is likely to cause harm to themselves or any other person.

The Club Manager has key responsibilities for developing, implementing and improving the health, wellbeing and safety management system as an integral part of day-to-day operations. These include the following:

- providing leadership and direction in matters of health, wellbeing and safety
- developing club member commitment to achieving excellent health, wellbeing and safety standards
- establishing, monitoring and achieving overall health, wellbeing and safety goals and objectives
- ensuring that all coaches and active club members receive appropriate induction training, and are involved in the improvement of systems and practices where relevant
- conducting regular health, wellbeing and safety inspections
- maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards
- acting in the capacity of the health, wellbeing and safety representative
- ensuring the manual is kept up to date and is managed as a controlled document.

Health, Wellbeing and Safety Meetings

- Health, wellbeing and safety meetings will be held in September, December, March and June each year.
- The health, wellbeing and safety team consist of the Club Manager, a Board member, a coach, and a senior club member.
- Any club member who wants to be on the health, wellbeing and safety team may self-nominate. Changes to the team will be communicated via Facebook.
- An extraordinary meeting will be held in the event of a serious harm injury being investigated.
- The health, wellbeing and safety manual will be reviewed two-yearly by the Club Manager in consultation with the Board and club members.

References

The Health and Safety at Work Act 2015

<https://worksafe.govt.nz/dmsdocument/824-introduction-to-the-health-and-safety-at-work-act-2015-special-guide>
