

# Avon Rowing Club Board Health, Wellbeing and Safety Commitment and Policy



## Purpose

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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

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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
- regular health, wellbeing and safety meetings
- two-yearly review of health, wellbeing and safety manual.

## Legislative Requirements

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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, visitors, and contractors while at Kerrs Reach.

## Accountability

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**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

## ***Avon Rowing Club Commitment to Safety Management***

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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**

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- A health, wellbeing and safety meeting will be held at the start of the club season.
- 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**

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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>

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## **WORKERS RESPONSIBILITIES (INCLUDING VOLUNTEERS & CONTRACTORS)**

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The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Avon Rowing Club. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Cooperating with all displayed rules, safety regulations, instructions, policies and procedures.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.