



Health, Safety and Wellbeing Policy and Procedures

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Employer commitment and policy

Purpose

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

Objectives

The Waikato Badminton Association Inc (WBA) health, safety and wellbeing programme aims to:

- promote excellence in health, safety and wellbeing management
- continually improve current health, safety and wellbeing performance
- provide a safe and healthy work environment
- identify and control actual and potential Risks
- establish and maintain communication on health, safety and wellbeing
- support staff participation in health, safety and wellbeing matters
- identify needs and provide training on health, safety and wellbeing
- demonstrate a commitment to the accurate reporting and recording of health, safety and wellbeing matters
- comply with legal and organisational obligations.

Objectives will be achieved through:

- management's support and commitment to health, and safety and wellbeing
- implementation of policies and procedures
- implementation of an annual health, and safety and wellbeing programme Plan
- staff education and participation
- maintaining a quality philosophy
- regular reviews and evaluations
- bi-annual health & safety meetings
- two-yearly health, safety and wellbeing policy review.

Legislative requirements

The Health and safety at Work Act 2015 requires employers to take all reasonable steps to ensure the health, safety and wellbeing of staff at work by:

- providing a safe working environment
- providing and maintaining facilities for staff members' health, safety and wellbeing
- ensuring plant and equipment on the premises are safe
- ensuring staff members are not exposed to Risks
- ensuring staff members have good mental and physical health
- developing emergency procedures
- ensuring that no action or inaction by staff members is likely to cause harm to themselves or any other person.

Other people who have duties under the Act include persons in control of places of work; self-employed people; principals to a contract; contractors and subcontractors; and staff members.

The Health and safety Work Act 2015 impose duties on employers in respect of the officers, CEO, staff, and types of work. The Resource Management Act, the Building Act, the Fire Service Act, the Health and Safety at Work (Hazardous Substances) Regulations 2016, and the Injury Prevention, Rehabilitation, and Compensation Act also include Health and safety elements.

Accountability

The Waikato Badminton Association Inc Board as the employer representative has ultimate accountability for the health, safety and wellbeing of all staff. This is provided for by:

- Demonstrating continuous improvement through a systematic approach to occupational health, and safety and wellbeing matters that includes setting specific objectives, systems and programmes in partnership with staff and reviewing these yearly
- Documenting and communicating the health, safety and wellbeing policy and holding staff members responsible for supporting the policy and related procedures.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice.
- Incorporating health, and safety and wellbeing as an element in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate.
- Expecting all staff to share the responsibility for meeting the requirements of health, safety and wellbeing legislation and maintaining ongoing accountability through the roles and responsibilities defined below.

The Chief Executive Officer (CEO) has key responsibilities for developing, implementing and improving the health, and safety and wellbeing management system as an integral part of day-to-day operations. These include the following:

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

Health, Safety and Wellbeing Meetings

- Quarterly health, safety and wellbeing staff meetings are to be held.
- The health, safety wellbeing committee (representatives or team) comprises:
 - WBA Chief Executive Officer
 - WBA President
 - One additional WBA Board Member
- Employees will be involved in the selection of health, safety and wellbeing representative members through informal discussion and agreement at a general staff meeting. Any employee wanting to be on the health, safety and wellbeing committee may self-nominate and will as a result be invited to attend the committee meetings. Changes to the committee will be communicated via email to all staff.
- Any employee is welcome to attend a health, safety and wellbeing committee meeting. The date and time of meetings will be circulated to all staff via group email.
- An extraordinary meeting will be held in the event of a serious harm injury being investigated.
- The health, safety and wellbeing policy will be reviewed two-yearly by the CEO in consultation with staff and in conjunction with ACC self-assessments.

Employee Consultation

Staff are encouraged to actively participate in health, safety and wellbeing meetings.

Where changes to existing policies are being considered, staff will be invited to comment and participate in the consultation process prior to implementation of changes.

Staff may have their nominated representative participate or advocate on their behalf as part of the consultation process.

References

Health and safety at Work Act 2015

Health and safety at Work (General Safety and Risk) Regulations 2016

Other relevant regulations and codes of practice

Employee Health and Safety Handbook

Risk management

Purpose

To further improve the method for systematically identifying, assessing and controlling Risks in the workplace as required by the Health and Safety at Work Act 2015.

Scope

The procedures apply to all Waikato Badminton Association Inc activities.

Responsibilities

The CEO is responsible for:

- conducting regular health, safety and wellbeing inspections
- maintaining the Risk register (<https://waikatobadminton.donesafe.com>) including identification and risk analysis
- working with staff to control identified Risks
- working with staff to mitigate/improve the circumstances to have a positive impact on wellbeing
- authorising specialist consultants to be contracted where existing staff competency is not available to identify, eliminate or minimise Risks (for example assessment of workstations) and address situations to improve wellbeing.

All staff are responsible for:

- implementing hazard management procedures and creating a positive culture in their work area
- taking all practicable steps to ensure that Risks identified are eliminated, isolated or controlled
- taking practicable behavioural steps to create a positive culture
- completing a hazard report online (<https://waikatobadminton.donesafe.com>) if a hazard is identified and providing this to the CEO (who will undertake a full identification and risk analysis and enter details into the hazard register)
- informing others (staff, visitors and contractors) of any Risks to health, safety and wellbeing which are known to be associated with the work they perform and the steps to be taken to control any such Risk
- ensuring unsafe acts, unsafe conditions and issues impacting wellbeing in a negative way are appropriately addressed.

Procedure

Hazard management steps include:

1. Identification – describe the hazard and state the location of the hazard. Describe a situation that would have a negative impact on the wellbeing of yourself and others
2. Risk analysis – rate the risk
3. Control – Recommend the control measure (eliminate, isolate or minimise).
4. Complete details on the Risk management register (<https://waikatobadminton.donesafe.com>).

If difficulties are experienced in identifying, eliminating or controlling Risks or a lack in understanding the role culture plays in the workplace, the CEO will engage an outside contractor with appropriate experience.

Hazard management needs to be completed:

- systematically for all areas and processes at regular three-monthly intervals
- when an accident occurs; a check is needed to ensure Risks listed and their controls are adequate
- when a new process or equipment is introduced
- if there are concerns on the wellbeing of staff or participants
- if a new hazard is observed or reported.

Step 1 – Identify hazards

Hazard Identification Process²

1.	Use inspection, audits, walk-through surveys and checklists to determine Risks		
	Working Environment Area used and its physical condition Workplace layout Location of material/equipment and distances moved Types of equipment used Energy Risks Risks which could cause injury Characteristics of materials, equipment Risks which could cause ill health Psycho-social environment (culture) Organisation environment	Human Factors Knowledge and training Skills and experience Health, disabilities, fitness, mental state Age and body size Motivation Risk perception and value systems Protective clothing, equipment, footwear Leisure interests	Tasks Task analysis Working postures and positions Actions and movements Duration and frequency of tasks Loads and forces involved (mental and physical) Intensity Speed/accuracy Originality Work organisation
2.	Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from health, safety and wellbeing meetings. Identify situations and behaviours that may be having a negative impact on the staff and culture		

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Score	Scale	Frequency of accident or illness
1	Rare	May occur only in exceptional circumstances, e.g. less than 5% chance of occurring
2	Unlikely	Could occur at some time, e.g. 5-29% chance of occurring
3	Possible	Should occur at some time, e.g. 30-59% chance of occurring
4	Likely	Will probably occur in most circumstances, e.g. 60-79% chance of occurring
5	Almost certain	Will occur in most circumstances, e.g. 80%+ chance of occurring

Impact scale

Score	Scale	Severity of accident or illness
1	Minimal	Negligible injury or illness
2	Minor	Minor injury or illness requiring minor first aid and/or less than one weeks' recovery
3	Moderate	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1-6 week's recovery
4	Major	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than six weeks' recovery
5	Extreme	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than six weeks

² Table: Adapted from Interaction of people, tasks, and environment for hazard analysis (developed from Hay 1992, and OSH 1991: P10) Likelihood scale.

A risk assessment category (critical, high, moderate or low) for each Risk is compiled by using the chart below. Risks with the highest rating are given priority.

Risk assessment chart

Likelihood	Impact				
	Minimal	Minor	Moderate	Major	Extreme
Almost certain	H	H	C	C	C
Likely	M	H	H	C	C
Possible	L	M	H	C	C
Unlikely	L	L	M	H	C
Rare	L	L	M	H	H

Legend:

C	Critical risk; immediate action required
H	High risk; senior management attention is needed
M	Moderate risk; management responsibility must be specified
L	Low risk; manage by routine procedures

The risk assessment category is entered into the Risk Score column beside the hazard on a Hazard Management form. 'Significant Risks' are identified according to the definition above. Where there have been risks identified relating to wellbeing conversations will be needed to determine the effect and the best remedial actions needed.

Step 3 – Control

Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are methods of minimisation to be applied. When wellbeing has been compromised intervention will be required.

If a minimisation strategy is used, the Act requires monitoring of employees' exposure to the hazard. In this event, a schedule should be developed and implemented whereby the Health, safety and wellbeing representative (CEO) regularly monitors³ the hazard noting variances and taking appropriate action where necessary (such as obtaining expert advice).

Definitions

- 'Hazard' means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything

that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.

- **'Hazard Identification'** is the process of recognising that a hazard exists and defining its characteristics.
- **'Hazard Assessment'** is the overall process of determining whether a hazard is significant.
- **'Harm'** means 'illness, injury or both'. The term is only used in the context of harm that is more than trivial.
- **'Notifiable Injury/Illness, Event and Incident'** Please refer to the definition under the legislation.
- **'Wellbeing'** is the state of being comfortable, healthy, or happy.

References

Health and safety at Work Act 2015

Health and safety at Work (General Safety and Risk) Regulations 2016

Occupational Overuse Syndrome Prevention Policy

Policy statement

Occupational Overuse Syndrome (OOS) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of OOS has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore the risk factors for OOS need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.

Scope

This policy applies to all staff members of Waikato Badminton Association Inc.

Purpose

To provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

Responsibilities

The CEO is responsible for:

- taking all practical steps to ensure that there is compliance with the *OSH Code of Practice (COP) for Visual Display Units*
- ensuring all staff at risk attend an OOS awareness training session in their first month of employment and as may be required
- encouraging staff to report any work-related pain to the CEO as early as possible
- ensuring the work environment of any staff who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- facilitating an early return to work for any staff member who has been absent through an OOS-related injury where possible.

Staff members are responsible for:

- reading the OOS awareness information and attending training where required
- adjusting workstation equipment to maintain a comfortable body position
- taking breaks away from the workstation and practising micro-pauses as appropriate
- reporting early symptoms to the line manager (preferably before visiting a doctor)
- participating in an early return to work programme if applicable.

Procedures

Pre-employment procedures

Managers will seek to establish if the prospective staff member suffers from any gradual process injury that the particular job may aggravate or contribute to, by checking the statement on the application form.

Existing staff

- Individual staff members should adjust their own workstation to maintain a comfortable working position, vary tasks, practise micro-pauses and take other breaks. They must report any problems to the health, safety and wellbeing representative, who in turn may request a full workstation assessment from a properly trained Workstation Assessor. The Workstation Assessor will work with the staff member to recommend changes or adjustments, and will provide a brief summary of findings to the employee and CEO.
- Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days the following actions should be taken. By taking these steps individuals will be making important decisions about stopping the symptoms from worsening and developing into a possibly serious and long-term condition.

Standards

Approved Code of Practice for the Use of Visual Display Units in the Place of Work; Guidelines to the Selection and Purchase of Workstation Furniture and Equipment.

Definitions

Please refer to the Health and Safety at Work Act definition of Notifiable Injury/Event/Incident definition under section 23-25.

References

The current *Approved Code of Practice for the Use of Visual Display Units in the Place of Work* published by the OSH service of the Department of Labour
Guidelines to the Selection and Purchase of Workstation Furniture and Equipment
The Accident Reporting and Rehabilitation Policy
Record of Accident/Incident/Notifiable Event/Injury

Smoke-free working environment policy

Policy statement

It is a requirement of the Smoke-free Environments Act 1990 that all employers have a written policy on smoking for all areas occupied by the employer and frequented by employees.

Waikato Badminton Association Inc management recognise that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. Waikato Badminton Association Inc supports a safe and healthy environment.

Scope

This policy applies to employees of and visitors to Waikato Badminton Association Inc.

Purpose

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all the areas normally used for work.
2. Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.

Responsibilities

The CEO is responsible for:

The maintenance of smoke-free signage.

Procedure

Smoke-free buildings:

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property.

In the event that an employee chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

Passive smoking:

Smoking is permitted in outside areas, provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people, and opening windows and doors within their close proximity.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the CEO.

References

Smoke-free Environments Act 1990

Smoke-free Amendment Act 2003

Stress at work

Policy statement

Waikato Badminton Association Inc recognise the responsibility of the employer to actively reduce and manage stress in the workplace. Stress may arise from both personal and organisational sources and have a negative impact on wellbeing.

Waikato Badminton Association Inc clearly has a degree of control only over the latter, and these guidelines provide a framework for stress management in the workplace. Waikato Badminton Association Inc has a duty to ensure good wellbeing of its employees is a priority.

Background information for employees

“Stress arises when a person’s capabilities are overwhelmed by demands”⁵

Every day, individuals are confronted with a variety of demands or ‘stressors’. These may arise from either personal sources e.g. ill-health, marital discord, family problems, financial uncertainty, or from institutional sources e.g. work overload or underload, role conflict, lack of control, physical environment. Stressors produce a biochemical response in the body which prepare the body to do what is essential during a stressful situation (in preparation for fight or flight) and can impact negatively on the individual's wellbeing. The stress response is highly functional and can lead to elevated performance, through constructive and creative responses, increased and well-directed energy, improved morale and motivation, and increased efficiency and effectiveness. Where an individual is exposed to demands that are too intense, frequent or chronic, the stress response can create unhealthy, destructive outcomes, e.g. cardiovascular disease or depression.

There are wide individual differences in the way we each respond to stressors, and therefore the optimum stress load that maximises performance varies by individual and by task. (The Yerkes-Dodson Law refers to the fact that performance increases with increasing stress loads up to an optimum point, and when the stress load becomes too great, performance decreases.)

Some common signs of stress and a low level of mental wellbeing in individuals are:

- headaches, feeling tired, or having difficulty sleeping
- worrying a lot, feeling anxious and tense for no explained reason
- having difficulty concentrating, finding it hard to make decisions
- lower level of confidence, making mistakes, forgetting things
- feeling impatient and irritable, drinking more alcohol, smoking more.

“Stress is inevitable: distress is not”⁶

(A high level of wellbeing prepares you better for periods of stress)

Organisational stressors can be grouped into four categories:

- Physical – the physical environment in which one works, e.g. temperature, office design, noise, lighting etc.
- Task – the nature of the work itself, the specific activities assigned to the employee, e.g. reception, budget management.
- Role – the expectations that others have of one’s role and its function within the organisation, e.g. conflicting or ambiguous expectations.
- Interpersonal – the social, personal and working relationships that exist.

Scope

This policy is applicable to all staff.

Purpose

- To assist all staff to understand the causes of stress, and work together in ways that encourage positive responses to work demands.
- To enable staff to identify indicators or symptoms of stress and to assess the extent to which they or other individuals are responding positively or negatively.
- To encourage managers and staff to seek information and early assistance in managing their own stress in a constructive way.
- To provide information and advice regarding the causes and impact of stress in the work situation, and offer some ways for managing stress positively.
- To have procedures for dealing with negative stress or distress effectively.

Responsibilities

The CEO is responsible for:

- facilitating training and information for managers in effective management practices and styles, covering the nature of stress, and promoting responsible prevention and rehabilitation attitudes towards it as determined by the CEO.
- providing up-to-date and accessible information on stress.

- adjusting the physical environment, the workload, task design, pacing of work and work schedules to alleviate significant stress/distress for an individual, in full consultation with the individual concerned.
- making free specialist counselling available for staff.

Prevention

- allow staff to participate in collaborative decision-making.
- allow staff to exercise as much autonomy and control as is practical.
- provide training to enable work to be done most effectively.
- provide accurate, fair and prompt feedback on performance
- consider job design, job descriptions and performance targets with the aim of reducing unnecessary stressors.
- consult with employees to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

Early intervention

- Act immediately if a staff member seems overly stressed (have a conversation)
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst other staff, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

All staff are responsible for (where applicable):

- managing your time and realistically prioritising tasks.
- taking regular, necessary breaks during the day.
- taking your annual leave.
- taking leave accrued as time in lieu as soon as practicable.
- not working excessively long hours.
- discussing with your manager the issues that are causing you stress, along with any suggested solutions.
- seeking advice and help from others – talk to partners, friends, colleagues, a professional counsellor or your manager if possible.

References

The Health and Safety at Work Act 2015 and Regulations

Manual handling

Purpose

To provide a starting point for the identification, assessment, prevention and control of the hazards and risks associated with manual handling in the workplace.

Scope

The policy is applicable to all employees.

Responsibilities

The CEO is responsible for:

- identifying the manual handling tasks that are likely to be a risk to health, safety and wellbeing, in the office workspace, re-assessing the risks on a regular basis, taking steps to control those risks, and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to staff members
- providing information and training (eg. courses) for staff about the Risks they are exposed to or that they may create and what controls are in place.

Staff members are responsible for:

- taking all reasonable and necessary precautions for their own health, safety and wellbeing, (and that of others), when carrying out manual handling tasks
- being familiar with current accepted best practice for manual handling, including use of equipment.

Definitions

The *Code of Practice for Manual Handling* published jointly in June 2001 by OSH and ACC defines manual handling as:

“any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any animate, or inanimate object”.

Sources of further information

Information relating to manual handling can be found in the following:

Code of Practice for Manual Handling OSH (Department of Labour and ACC)

Manual Handling Hazard Control Record (Worksheet, OSH and ACC)

Manual Handling: A Work Book (Department of Labour)

Helpful Advice on Managing Your Acute Low Back Pain (ACC)

Active and Working (National Health Committee and ACC)

Acute Low Back Pain Management (National Health Committee and ACC)

The following websites have further information:

www.worksafe.co.nz and/or www.acc.co.nz

Accident management

Policy statement

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and Waikato Badminton Association Inc has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and OOS type conditions.

A staff member injured at work who needs medical treatment must provide Waikato Badminton Association Inc with a copy of the completed ACC forms, and, if time off work is also required, must provide a medical certificate. Discretionary leave will be considered where stress and/or poor mental wellbeing is a factor.

Scope

This policy applies to employees of Waikato Badminton Association Inc, including fixed-term, part-time and casual staff.

Purpose

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

Responsibilities

To assist Waikato Badminton Association Inc in meeting its aims in the prevention and management of work-related wellbeing and personal injury, there are responsibilities for the employer through line managers working in partnership with employees.

The CEO is responsible for:

- preventing accidents, and injury and positive wellbeing by providing a safe and healthy work environment within their areas of office operation
- taking all practicable steps to see that all staff are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur. In the case of poor mental wellbeing staff have access to a professional counselling agency (e.g. EAP)
- arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- ensuring that weekly compensation payments are paid during any period of incapacity
- acting as the health, safety and wellbeing representative, including liaison with ACC and investigation of workplace injury or accident.

Staff members

Every staff member is responsible for:

- observing any established health, safety and wellbeing procedure that relates to the work performed
- participating in relevant health, safety and wellbeing training, e.g. OOS prevention, manual handling
- accurately reporting and documenting all accidents, incidents and observed Risks to the CEO
- obtaining initial medical treatment from a registered treatment provider of his/her choice (this must be a registered medical practitioner if lost time is involved)
- providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the CEO
- reporting non-work injuries resulting in time off to the CEO as soon as possible.
- reporting when stress levels are getting too high or when their wellbeing is compromised

Procedures

Pre-employment injury prevention procedures

The person or agency responsible for recruitment will check information provided as part of the application process to ensure that prospective staff members have stated that they are physically and mentally fit to perform the duties of the position for which they have applied before appointment is finalised.

Record of accident/incident/Notifiable Event or Injury

The Health and Safety At Work Act 2015 places requirements on employers to record and investigate accidents. Reportable incidents, events and accidents must be reported, to the Worksafe NZ as practicably as possible. The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

Notification of work-related accidents/incidents and how to make a claim

Whenever there is a work-related accident, incident or reportable event, the staff member must take the following steps:

- Inform the CEO as soon as possible after the accident/incident occurs.
- Complete an accident/incident/serious harm report on <https://waikatobadminton.donesafe.com>.

- If medical treatment is required and/or there is lost time, the staff member must, in addition to completing the form above, seek treatment from a treatment provider of their choice. (This must be a registered medical practitioner if lost time is involved.) ACC forms will need to be completed.
- Provide copies of any completed ACC forms (and a medical certificate if lost time is involved) to the CEO as soon as possible.

Accident/Incident reporting investigation

In the event of an incident or reportable event, the CEO must be advised immediately so that Worksafe can be advised. The CEO should:

- ensure receipt of all relevant information (incident report, ACC forms, medical certificates as applicable)
- initiate and carry out an investigation. This must commence as soon as practicable of the event concerned
- ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised in accordance with the requirements of the Health and safety at Work Act 2015.
- ensure all corrective actions that have been identified are carried out within the specified timeframes
- the investigation report will be reviewed by the CEO to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant Risks have been controlled in accordance with the requirements of the Act
- Inform CEO if counselling is required or has been sought (optional).

When events result in 'Notifiable Injury/Event/Incident', take the following steps:

- Notifiable injury or illness and event must be notified to Worksafe as soon as practicable.
- Make sure anyone injured or suspected of injury has received medical attention if necessary.
- Do not interfere with the accident scene without the permission of an Inspector from the Worksafe.
- Complete the reporting and investigation procedures and take steps to control the risks following a hierarchy of controls. The injured person must also provide a medical certificate from the treatment provider and forward it to the health, safety and wellbeing representative or CEO.
- OOS type conditions may become 'serious incidents' and must be reported to Worksafe (via the CEO) if the following conditions are met:
 - The person is suffering from pain which is significantly more than discomfort, and considers it work related.
 - The person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days, irrespective of whether they take sick leave.
 - The person has voluntarily obtained, or been directed to obtain, medical help for the condition.
 - A diagnosis of an OOS type condition that is or could be work related is made by a medical practitioner.

Definitions

- '**Work-related personal injury**' is a personal injury that the staff member suffers as set out in the Injury Prevention, Rehabilitation, and Compensation Act. This includes a definition of personal injury caused by a work-related gradual process, disease, or infection or stress.
- '**Lost time accidents**' are work-related personal injuries that result in more than a day off the job (i.e. the staff member is unable to resume work the day after a personal injury has occurred).
- '**Treatment provider**' means a registered medical practitioner if time off work is required, or a registered health professional such as a physiotherapist, chiropractor, counsellor etc. if time off work is not necessary.

References

Injury Prevention, Rehabilitation, and Compensation Act 2001
 Privacy Act 1993
 Human Rights Act 1993
 Health and safety at Work Act 2015
 Health and safety at Work (General Safety and Risk) Regulations 2016

Rehabilitation policy

Policy statement

Waikato Badminton Association Inc is committed to initiating vocational rehabilitation programmes whenever appropriate for work-related personal injury (all staff) and for non-work personal injury (excludes contracted staff who fall outside the definition of 'employee'). The aim is to assist optimum recovery, early return to work and resumption of normal lifestyle without undue delay. The benefits of rehabilitation are greatest when the process is begun as soon as possible.

Staff are expected to participate fully in their own rehabilitation programme which will be established through a consultative approach. The injured person is entitled to support, advice and representation from their nominated representative⁹. Medical information will be obtained with formal consent from the staff member and will be treated confidentially.

Purpose

Through planned rehabilitation, to manage proactively the early return of staff members to as normal a life as possible, having regard to the consequences of the personal injury.

The CEO is responsible for:

- identifying suitable alternative duties, where possible, to enable an early return to work for the staff member
- confirming that a rehabilitation plan is established, if appropriate, following a lost time accident
- monitoring the staff member's progress towards recovery and the suitability of the alternative duties and/or rehabilitation programme
- taking steps to see that appropriate levels of confidentiality are maintained consistent with the principles of the Privacy Act 1993
- reviewing health, safety and wellbeing management after a critical event, or if there is a change in work procedures or health, safety and wellbeing policy
- acting as the health, safety and wellbeing representative and person responsible for liaison with ACC on behalf of your organisation.

Staff members are responsible for:

- participating in an appropriate rehabilitation programme, including a return to work programme which requires alternative duties or partial hours
- providing ongoing medical certificates to the CEO.

Rehabilitation procedure

Early return to Work for full-time and part-time employees

A staff member who has experienced work-related personal injury and who has taken time off to recover will be supported in a return to work as early as possible and in accordance with medical advice. This involves a partnership between the staff member and the CEO, medical treatment providers and others as appropriate in the circumstances. At any stage the staff member can choose to be accompanied by a representative or support person. An early return to work may involve a modification of the person's working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

Medical information

The staff member must give a copy of their completed ACC forms, or medical certificate, from the treatment provider (this must be a registered medical practitioner if lost time is involved), to the CEO.

The medical certificate will state the staff member's capacity or incapacity for work and specify a date for review (second visit) by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured person is off work for more than seven consecutive days they must provide a medical certificate confirming they are 'fit for work' to the CEO.

Capacity to work and the provision of alternative duties

The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a staff member rehabilitates to his/her former role. This is a proactive approach to enable a staff member to return to work as quickly as possible and maximise the chances of full recovery.

The CEO, in consultation with others as appropriate, will try to identify suitable alternative duties after considering:

- the nature and severity of the illness/injury
- the medical information provided and the restrictions imposed by treatment providers
- the previous work undertaken by the staff member
- the predicted timeframe for rehabilitation (if known).

Regular review

The CEO will review the rehabilitation programme in consultation with the staff member at regular intervals (usually every two weeks) involving others as appropriate. Where uncertainty exists about the suitability of

duties being performed or where the progress of a staff member is slower than anticipated, the CEO will seek additional professional assistance as appropriate.

Alternative placement or permanent disablement

Where at any point it becomes clear that a staff member will be unable or is unlikely to return to former duties as a result of work-related personal injury, Waikato Badminton Association Inc will explore the possibility of suitable alternatives with the employee.

When an employee's personal injury is so severe as to prevent him/her returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment contract.

Definitions

- **'Rehabilitation'** means a process of active change and support with the goal of restoring the staff member's health, independence and participation to the maximum extent practicable. It comprises treatment, social rehabilitation and vocational rehabilitation.
- **'Rehabilitation plan'** means an individualised rehabilitation programme to facilitate the early and safe return of the staff member to the same or equivalent duties as those previously performed on a long-term basis.
- **'Alternative duties'** are early return to work interventions. They may include alternative work, or other forms of action appropriate for the staff member. These duties are a temporary modification of the employee's work tasks. They must not aggravate the personal injury or delay healing, must be compatible with the business of the organisation, and be subject to regular review. A staff member may be fit for alternative duties from the occurrence of the personal injury, or when improvement has occurred following a period of being unfit for work.

References

Injury Prevention, Rehabilitation, and Compensation Act 2001

Privacy Act 1993

Human Rights Act 1993

Health and safety at Work Act 2015

Health and safety at Work (General Safety and Risk) Regulations 2016

Emergency management

Policy

Waikato Badminton Association Inc recognises the need to be prepared for emergency situations that may be encountered while at work.

Scope

This policy applies to all full-time and part-time Waikato Badminton Association Inc employees and contractors.

Responsibilities

The CEO or other delegated person (e.g. H&S representative) is responsible for:

- acting as the warden for Waikato Badminton Association Inc
- ensuring all staff receive emergency preparedness training
- maintaining emergency supplies of water and provisions in accordance with civil defence requirements
- maintaining a register of those staff who may require special assistance in the case of an emergency requiring evacuation.

All staff are responsible for:

- maintaining familiarity with emergency responses and following procedures
- advising the CEO of any special assistance that may be required in case of an emergency requiring evacuation (e.g. in case of deafness, physical disability)
- ensuring their own safety if working in the building after hours or alone, by utilising security measures that are available (e.g. doors electronically locked).

Procedures

1. When emergency services are required

- For emergency services dial 1 for an outside line then 111 and ask for the service you require:
FIRE
AMBULANCE
POLICE.
- Stay calm, give your name, details of the emergency, and street address - which is Eastlink Badminton Stadium, 30 Old Farm Road, Hamilton East 3216.
07 856 3049
- Visitors
Visitors are the responsibility of the person they have called to see.

2.Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

If you discover a fire:

- activate the alarm and dial 111
- alert people in your area and the warden (any staff member or Club Committee member onsite is the Waikato Badminton Association Inc warden) or a health, safety and wellbeing representative in his/her absence
- do not extinguish the fire unless there is no personal danger to you or anyone else
- if time permits and there is no danger, close all doors and windows
- evacuate the building following the evacuation procedure or scheme
- after evacuation meet at the assembly point.

If the fire alarm sounds:

- walk quickly to your nearest exit (do not use lifts)
- make sure any visitors leave the building with you
- do not stop to take personal items with you
- keep to the left of the stairs
- meet at the assembly area (Eastlink carpark) and report to the building or floor warden.

3.Earthquake

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- keep calm and help those who need assistance
- warden will turn off all electrical sources and gas taps
- wait for orders from your warden
- check for Risks and extinguish any fires if safe to do so

- evacuate if instructed to do so
- listen to the radio for civil defence instructions.

If you need to evacuate or the fire alarm sounds:

- use evacuation procedures to leave the building
- keep together
- follow the warden's instructions
- meet at the assembly area (Eastlink carpark).

4.Flooding (in building, e.g. sprinklers)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- Contact the CEO and/or building manager (Eastlink Badminton Society President - Maurice Smith 027 615 0719)
- Prepare to evacuate.

5.Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Move vital records to highest accessible point if safe to do so.
- Notify emergency services.
- Prepare to evacuate.

6.Unwanted visitor

If a person is displaying unusual behaviour:

- move to a safe place and secure the area if possible
- keep calm, make no sudden movements
- do what the offender asks
- try to memorise as many details about the offender as possible
- notify police as soon as it is safe to do so. Leave the phone line open until police arrive.

7.Bomb threat

When a bomb threat is received, or a suspicious object is discovered, it must be treated as genuine until proven otherwise.

Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

- Keep calm.
- Keep the person talking – don't interrupt.
- Let them feel in charge – keep the person on the line, don't hang up.
- Ask Bomb Threat check questions, for example
 - Where did you put the bomb?
 - What does the bomb look like?
 - What will make the bomb explode?
 - When is the bomb going to explode?
 - What is your name?
 - Where are you?
- Record responses (such as the exact wording of the threat), date and time of call, any distinguishing background noises, caller gender, estimated age.
- Do not operate the manual alarm points or electrical switches, or use a mobile telephone as this may activate the device.
- Attract assistance if possible and have this person alert staff and notify Police on 111.
- Evacuate the building if directed to do so by the Police (but do not hang the phone up on the caller).

8. Covid 19/Pandemic Plan

Please refer to the detailed [WBA Pandemic Policy](#) and [WBA Pandemic Plan](#). For further guidance please see below:

<https://legislation.govt.nz/act/public/2020/0012/latest/LMS344134.html?src=qs>

<https://legislation.govt.nz/act/public/1956/0065/latest/DLM305840.html>

<https://legislation.govt.nz/act/public/2006/0085/latest/DLM404459.html>

<https://legislation.govt.nz/act/public/2002/0033/latest/DLM149789.html>

First aid

Policy statement

Waikato Badminton Association Inc has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure safe and consistent care is taken when first aid may be required in the workplace.

Scope

This policy applies to all Waikato Badminton Association Inc employees.

Responsibilities

The CEO is responsible for:

- ensuring appropriate first aid supplies are provided at the Waikato Badminton Association Inc office (see minimum list below) and are not out of date
- ensuring that first aid supplies are accessible to staff at the office
- being the designated first aid representative for Waikato Badminton Association Inc
- holding an appropriate first aid certificate or other equivalent qualification
- ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered (<https://waikatobadminton.donesafe.com>)

References

Health and safety at Work Act 2015

Health and safety at Work (General Safety and Risk) Regulations 2016

<https://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727580.html>

Addendum

Waikato Badminton Association Inc Office first aid supplies should be inspected on a regular basis.

Minimum contents for workplace first aid kits

- A manual giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (various sizes), appropriate to the type of work
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 6 medium-sized, individually wrapped sterile unmedicated wound dressings, about 12 cm x 12 cm
- 2 large sterile individually wrapped unmedicated wound dressings, approximately 18 cm x 18 cm
- 1 pair of disposable gloves
- 1 resuscitation mask.

Note: Pain relief should not be included in first aid kits. Special provision for treating allergic reactions should be the responsibility of the person with the allergy.

Employee information, training and supervision

Policy statement

Waikato Badminton Association Inc recognises the responsibility of the employer to promote a safe and healthy workplace. Employees need to actively participate in workplace health, safety and wellbeing and require information, training and supervision to support safe workplace practices.

Purpose

To ensure that employees are provided with adequate information, training and supervision on health, safety and wellbeing matters.

Scope

This policy applies to all Waikato Badminton Association Inc employees.

Responsibilities

The CEO is responsible for ensuring that all newly appointed staff receive:

- an induction to health, safety and wellbeing in the workplace
- a copy of the Employee Health, safety and wellbeing Handbook
- an opportunity to complete the induction process and gain familiarity with Waikato Badminton Association Inc policies and procedures
- any additional training that is required as a result of specific work activities or requirements
- any protective clothing or equipment required for the position
- adequate supervision to ensure a safe workplace including a workstation assessment.

The CEO is responsible for ensuring that staff receive:

- opportunities for employees to contribute to health, safety and wellbeing
- notification of all health, safety and wellbeing meetings
- an opportunity to attend ongoing training in relation to health, safety and wellbeing relevant to the organisation and employee responsibilities (for example, health, safety and wellbeing representative training, first aid training).

All staff are responsible for:

- following instructions of your employer or employer representative (e.g. supervisor)
- completing the induction process including reading the employee health, safety and wellbeing handbook, policies and procedures and undertaking paid training as directed
- reporting Risks (using <https://waikatobadminton.donesafe.com/>)
- using and caring for protective equipment or clothing provided by the employer
- cooperating with the monitoring of workplace Risks and employees' health (with permission)
- reporting work-related injuries or ill health
- not undertaking work that is unsafe
- not interfering with an accident scene.

References

Health and safety at Work Act 2015

Health and safety at Work (General Safety and Risk) Regulations 2016

Employee Health, safety and wellbeing Handbook

Contractors/visitors onsite

Policy statement

Waikato Badminton Association Inc is firmly committed to the provision of a safe and healthy workplace for contractors, sub-contractors and visitors in accordance with its Occupational Health, safety and wellbeing Policy and with its duties under the Health and safety at Work Act 2015, and Health and safety at Work (General Safety and Risk) Regulations 2016. In meeting these requirements Waikato Badminton Association Inc seeks to:

- ensure that contractors and subcontractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on Waikato Badminton Association Inc premises
- promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times
- ensure that all visitors are not harmed while on Waikato Badminton Association Inc premises.

Responsibilities

The reception staff (or other nominated person) is responsible for:

- ensuring details of any specific Risks that may be relevant to the visitor and/or contract worker are provided to the visitor and/or contractor
- advising the contractor on miscellaneous matters, such as how to activate the fire alarm, the location of fire extinguishers and first aid assistance, escape possibilities, and where and to whom the contractor should report in case of an emergency situation, or an accident
- advising visitors of any Risks and evacuation procedures in case of an emergency and of the policy that they must be escorted at all times
- maintaining a record of visitors and contractors on the premises and providing the contractor or any unescorted visitor with suitable identification (ID badge)
- ensuring there are strategies for on-site communications for contractors (e.g. site meetings).

Staff are responsible for:

- ensuring visitors are escorted by a staff member at all times (unless they have been issued with a visitor ID badge) to ensure their safety and wellbeing and assist that person if required should the building need to be evacuated.

The contractor is responsible for:

- providing details of any Risks that they will be bringing onto the site or any Risks that may be created as a result of the nature of the work being undertaken, together with how these Risks will be mitigated
- ensuring the contractor's employees have received the safety training required for the specific job, including protocols for issuing keys or entry to restricted areas
- providing and using emergency and personal protective equipment they may require.

The visitor is responsible for:

- acting on the instruction of the CEO (or other nominated health, safety and wellbeing representative) in the case of an emergency
- advising the receptionist of any special assistance that may be required in case of an emergency requiring evacuation.

References

Health and safety at Work Act 2015

Health and safety at Work (General Safety and Risk) Regulations 2016

The Fire Safety and Evacuation of Buildings Regulations 1992

Visitors, and Contractors, Registers