



# **Health and Safety Policy**

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## **Section One – Introduction and Accountability**

Tri Star Gymnastics is committed to providing a healthy and safe environment for all employees, contractors, athletes and visitors.

Health and safety is an integral part of the clubs business.

This Health and safety Policy specifies the responsibilities of the Club and its employees for health and safety in the workplace. In particular, it refers to obligations under the Health and Safety in Employment Act 1992 and subsequent amendments of 2015 effective from 1<sup>st</sup> April 2016.

### **1.1 Health and Safety Goals**

- Provide and maintain a safe working environment for employees, contractors, class participants and visitors
- Promote excellence in health and safety management
- Continually improve current health and safety performance
- Systematically identify actual and potential hazards and manage those hazards by eliminating them, isolating them or minimising them
- Establish and maintain communication on health and safety
- Support staff participation in health and safety matters
- Identify needs and provide training on health and safety
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters
- Comply with legal and organizational obligations.

### **1.2 Legislative Requirements**

The Health and Safety in Employment Act (1992) and subsequent amendments requires employees to take all practicable steps to ensure the health and safety of staff members at work by:

- Providing a safe working environment
- Providing and maintaining facilities for staff members' safety and health
- Ensuring plant and equipment on the premises are safe
- Ensuring staff members are not exposed to hazards
- Developing emergency procedures
- Ensuring that no action or inaction by staff members is likely to cause harm to themselves or any other person

The Health and Safety in Employment Regulations (2015) impose duties on employers in respect of the workplace, certain staff members, and types of work. The Resource

Management Act, Building Act, Fire Service Act, Hazardous Substances and New Organism Act, and the Accident Insurance Act also include health and safety elements.

### **1.3 Accountability**

The Club as the Employer and the GM has accountability for the health and safety of the club employees, contractors, class participants and visitors. This is provided for by:

- Demonstrating continuous improvement through a systematic approach to occupational health and safety matters that includes setting specific objectives, systems and programmes in partnership with senior managers, the board and relevant others
- Documenting and communicating the Health and Safety Policy and holding employees 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 as an element in positions descriptions and as a measurable outcome of an individual's performance appraisal where appropriate
- Expecting employees to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities as defined below

**Full time employees/contractors** have key responsibility for developing, implementing and improving the club health and safety management system as an integral part of the day-to-day operations. These include the following:

- Providing leadership and direction in matters of health and safety
- Developing employee commitment to achieving excellent health and safety standards
- Developing a clear chain of responsibility for health and safety matters
- Demonstrating a commitment to continually improving health and safety performance
- Demonstrating a commitment to the accurate reporting and recording of health and safety matters
- Participating in regular, documented health and safety management audits and taking steps to remedy any deficiencies
- Sustaining interest in and communications about health and safety throughout the operation

**Part time and casual employees** are responsible for

- Becoming familiar with and abiding by all applicable club policies and guidelines, and relevant statutory obligation
- Following established procedures to ensure safe performance of a given task
- Reporting all occupational injury, illness, near miss accidents

- Advising managers when unsafe acts and/or conditions occur
- Correcting unsafe conditions when appropriate, possible and safe to do so
- Behaving in a manner which does not endanger the health and safety of themselves, other employees, contractors, class participants or visitors

## **Section Two – Health and Safety Policy**

### **2.1 Policy Statement**

Tri Star Gymnastics Club is committed to developing, implementing and observing a safe and healthy work environment for all persons. A safe and healthy work environment is achieved through the cooperation and compliance of every employee with the club procedures and relevant work standards, which are developed through a participatory approach.

### **2.2 Scope**

This policy applies to all employees of the club including fixed-term, part-time and casual staff. Contractor's health and safety policies must be compatible with this policy

### **2.3 References**

- The Health and Safety in Employment Act (1992)
- The Health and Safety in Employment Regulations (2015)
- Other relevant Regulations and Codes of Practice and best practice guidelines
- Gymnastics New Zealand relevant regulations and policies

### **2.4 Responsibilities**

The GM has ultimate accountability for providing and maintaining a safe and healthy work environment. Full time employees and managers share the accountability for managing health and safety within their areas of control as an integral feature of their day to day activities

**2.5.1 Full time employees** will take all practicable steps to provide and maintain a safe and healthy work environment by:

- Establishing and implementing appropriate standards and procedures
- Establishing and insisting upon safe methods, safe equipment and safe practices at all times
- Providing effective training for employees as appropriate

**2.5.2 Part Time Employees** are responsible for observing safe work practices, following the clubs procedures and complying with relevant work standards and statutory obligations. Employees have opportunities to participate in health and safety in-house training

### **2.5 Risk Management**

Tri Star Gymnastics will endeavour to:

- (a) Identify hazards in the building and the physical activity programmes
- (b) Minimise risks by:
  - Provision and correct use of safe equipment
  - A regular maintenance check on equipment
  - Education of coaches and gymnasts in the correct use of equipment
  - Education of coaches in first aid
  - Education and provision of qualified coaches in appropriate gymnastic sport and physical activity programmes for participants
- (c) Appoint a Health and Safety Committee whose responsibilities shall be to :
  - Formulate and post safety rules and emergency procedures
  - Maintain an operational First Aid Kit
  - Ensure that accident records are completed and recorded, and that management are advised of accidents
  - Evaluate appropriateness of and compliance with rules and procedures and recommend changes where required
- (d) Publish, post and enforce safety rules and emergency procedures

## **Section Three\_ Hazard Identification and Control**

### **3.1\_\_\_ Purpose**

To further improve the method for systematically identifying, assessing and minimizing hazards in the workplace as required by the Health and Safety in Employment Act

### **3.2\_\_\_ Definitions**

**Hazard** means an activity, arrangement, circumstance, event, occurrence, process, situation or substance (whether arising or caused within or outside of the place of work) that is an actual or potential cause or source of harm.

**Significant Hazard** means a hazard that is an actual or potential cause or source of:

- Serious harm
- Harm, dependent on the extent or frequency of the person's exposure to the hazard
- Harm that does not usually occur, or usually is not easily detectable until a significant time after exposure to the hazard

### **3.3\_\_\_ Legal Requirements**

Employees are required to systematically identify all existing and new hazards to employees at work. This involves observing what goes on in the workplace and determining where dangers lie and/or analysing workplace tasks. Each area, process, task and occupation will be

examined to ensure that all hazards have been identified. Wherever possible the identification process will be done in conjunction with the employees.

Each hazard will be reviewed to see if it is a significant hazard. All significant hazards will then be reviewed in the following order:

- Eliminate
- Isolate
- Minimise the likelihood of harm

### **3.4 Procedure**

If it is not possible to eliminate the hazard, you must isolate e.g. install yellow pads around chains.

It is the responsibility of the GM to oversee the systematic inspection and maintaining of the record system for all equipment in the gymnasiums. A full inspection and maintenance repairs will be undertaken once per annum with a visual inspection on an informal bases undertaken by appointed staff each month.

It is the responsibility of the GM to maintain a maintenance folder for equipment in offices, multipurpose rooms and public areas. A full inspection will be undertaken once per year. It is the responsibility of the GM to maintain a current Building Warrant of Fitness for the building.

## **Section Four – Accident Reporting and Rehabilitation Policy**

### **4.1 Policy Statement**

An employee injured at work who required medical treatment must also provide the club with a copy of the completed ACC forms (if applicable) and, if time off work is required, must provide a medical certificate.

### **4.2 Scope**

This policy applies to employees of the Club, class participants, contractors and visitors.

### **4.3 Purpose**

- To provide consistent procedures for recording and investigating work related incidents and accidents and to set out the work related personal injury claim form
- To provide consistent procedures for recording and investigating class participant incidents and accidents
- Through planned rehabilitation, to manage proactively the early return of employees to as normal a life as possible have regard to the consequences of the personal injury

### **4.4 Definitions**

- **“Work-related personal injury”** is a personal injury that the insured suffers as set out in the Accident insurance Act. This includes a definition of personal injury caused by a work-related gradual process, disease or infection
- **“Lost time accidents”** are work related personal injuries that result in more than a day off the job
- **“Treatment Provider”** means a registered medical practitioner if time off work is required, or a registered health professional such as a physiotherapist,
- **“Alternative Duties”** are early return interventions. These duties are a temporary modification of the employees work tasks and must not aggravate the personal injury or delay the healing.
- **“Serious Harm”** means resulting in a condition that amounts to or results in permanent loss of bodily function. Or temporary severe loss of bodily function and/or any harm that causes the person to be hospitalised for a period of 48 hours or more.

## 4.5 Responsibilities

### 4.5.1 Full time staff are responsible for:

- Preventing accidents and injury
- Taking all practicable steps to see that all employees in areas under their control are aware of the club's accident reporting system
- Arranging appropriate first aid and emergency care where required if an accident occurs
- Recognising that the prompt return to work of an employee is a normal practice and expectation
- Remain in supportive contact with an employee who is off work as a result of personal injury

### 4.5.2 Part time staff are responsible for:

- Observing any established health and safety procedure that relates to the work performed
- Reporting and documenting all accidents, incidents and observed hazards to their programme manager
- Providing a copy of the completed ACC forms
- Participating in an appropriate rehabilitation programme
- Providing ongoing medical certificates to the GM

## 4.6 First Aid and Accident Reporting

All club full time employees and employees undertaking a supervisor role must hold a current first aid certificate.

First Aid boxes are located in the main reception and in the First Aid room.

Information pertaining to emergency contacts and any known medical conditions of an employee and programme participants is available in the club database (friendly manager) which all permanent employees have access to.

The following guidelines need to be adhered to:

#### **4.6.1 Minor Injury/Illness**

- Small cuts that require plaster
- Ripped hands from bars/rings
- Headaches
- Bruises
- Bites/Stings
- Bleeding nose
- Minor soft tissue injuries that require ICE

When a minor injury occurs tell the parent about it at the end of the session

#### **4.6.2 Medium Injury**

- Large cuts that require dressings
- Soft tissue injuries such as sprained ankles
- Head injury

Immediate first aid treatment should be completed by an employee with a first aid certificate. This is found in the office on the left-hand shelves. The accident form must be completed and signed by the first aider involved.

If in doubt to the seriousness of the injury, arrangements may need to be made to take the injured person to the nearest Accident and Emergency Centre. If the person is under the age of 18 then parents should be contacted to come and pick the child up. In the event the parent can't come then a trained first aider should take the child to the ACC.

#### **4.6.3 Major Injury**

- Cuts that require stitching
- Suspected broken bones
- Dislocations
- Concussion
- Major falls, even if no sign of external injuries (there may be internal injuries)
- Major medical conditions
- Loss of consciousness
- Burns
- Amputations/Electrocution
- Asthma attack or any other medical condition that may occur



If the accident causes serious harm, the accident site is not to be disturbed until after the accident has been investigated. If the accident causes serious harm the Duty Manager is to contact 111 Emergency directly and follow instructions.

An accident form must be completed and recorded in the accident register.

#### **4.7 Blood/Body Fluid**

The GNZ policy is attached to this publication

#### **4.8 Head and Neck Injuries: Health and Wellbeing Policy**

GNZ policies are attached to this publication

### **Section 5 – Emergency Planning**

#### **5.1 Purpose**

To manage emergencies effectively with the safety of employees, contractors, class participants and visitors in the club as a top priority, but also with minimal damage to property and disruption to business.

#### **5.2 Actions and Responsibilities**

The GM is responsible for:

- Ensuring all employees know to ring 111 in the case of an emergency
- Ensuring all employees who have contact with class participants, communicate evacuation procedures
- Ensuring fire wardens are appointed and properly trained to provide an orderly and well managed evacuation of the building in the event of an emergency.
- Arrange for emergency evacuations every six months

A Fire Evacuation Plan is attached to this publication

A loss of power policy is attached to this publication

### **Section 6 – Guidelines, Policies Related to Health and Safety**

#### **6.1 Security**

##### **Roles**

All GFA class coaches will mark a role at the start of class. All competitive athletes must sign in and out of the building. All class participants under the age of 18 years must wait inside the building for parents to arrive.

### **Access to the Gym**

Access to the Grant Price Gymnasium is via the side door. Access to the Keith Hay Gymnasium is via the front doors.

### **Locking the Gym**

Only full time employees have the ability to lock or unlock the gym. Where possible two employees should lock up at the end of the day for safety purposes.

## **6.2 Behaviour for Safe Conduct at the Club**

- Registered class participants only are to use equipment, and only during their scheduled session
- Class participants are to check with their coach before touching any equipment
- All participants must be suitable clothed for physical activity. Buckles, Buttons and zips are not permitted.
- Long hair must be tied up
- No jewellery is permitted
- Ill or contagious children must stay at home until they have recovered. All open cuts must be covered
- No smoking in the facility
- Parents are responsible for children who are not participating in classes
- Children may not run anywhere in the facility
- Respect and due care of all equipment:
  - Mats
    - All landing mats must be both stored and used on a flat surface
    - Under no circumstances should mats be folded or bent or left on an uneven surface.
  - Small Equipment
    - All small equipment must be returned to its respective storage location after use.

## **6.3 Coaches Behaviour and Ethics**

The coaches Code of Ethics is attached to this publication

The coach's guide to stretching and massage is attached to this publication

#### **6.4 Education**

All staff must complete a yearly police check before beginning work at Tri Star.

All staff must complete Child Safety training (Sport NZ).

All staff must have attained or be working towards GNZ (or equivalent) qualifications for the level of gymnastics they are coaching.

All staff must have read the staff Code of Ethics, Child Protection and Health and Safety Policy and be kept informed of any updates.