

HEALTH AND SAFETY POLICY

Values

Disability Sport and Recreation Hawke's Bay (DSRHB) is committed to the health and safety of everyone involved with it. This includes: Members, whānau, participants, supporters, contractors, employees, service providers, and volunteers.

DSRHB believes maintaining a safe and healthy environment is everyone's responsibility, though it acknowledges everyone will have different roles and responsibilities.

People should be protected against harm as far as possible, and health and safety hazards should be identified and addressed quickly and thoroughly.

Purpose

This policy aims to:

- Support an environment at DSRHB that is safe and healthy
- Provide a process for proactively identifying, reducing and eliminating hazards and risks to health and safety.

Application

This policy applies to anyone involved in DSRHB. This includes: Members, volunteers, participants, supporters, coaches, employees, service providers, and families/whānau of members/participants.

Appointment of Health and Safety Officer

At least one member of DSRHB is appointed as a Health and Safety Officer, responsible for:

- Updating and maintaining the Hazard Identification Register
- Completing Incident Reporting Form
- Reporting to the Committee/Board on identified hazards, incidents and near misses
- Overseeing the implementation and management of this Health and Safety Policy.

Health and Safety Responsibilities

Everyone

Everyone, including volunteers will:

- Take reasonable care of their own health and safety
- Take reasonable care to ensure their actions or inactions do not affect the health and safety of others
- Share the responsibility equally, by identifying and reporting hazards, near misses and incidents using the Hazard Identification Register and Incident Reporting Form to the Health and Safety Officer
- Join in relevant health and safety training as required
- Prioritise Health and Safety in everything they do
- Supervise the children/young people in their care
- Make sure they understand what good health and safety practices look like in the context of the activity/sport
- Follow this Health and Safety Policy.

The Committee will:

- Provide and maintain a safe and healthy environment at DSRHB including making sure equipment and activities meet appropriate health and safety standards
- Appoint at least one Health and Safety Officer
- Make health and safety a permanent agenda item at all meetings
- Ensure employees, volunteers, coaches and contractors use safe ways of working

- Provide all information, training and supervision required to minimise health and safety risks
- Address identified hazards and actions required from reported incidents/near misses
- Provide specific opportunities for employees/ volunteers to raise health and safety issues and suggest areas for improving DSRHB's health and safety processes.

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