

Health and Safety Manual appendix

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Meaning of notifiable incident

Under the Bill, a notifiable event will mean

- The death of a person; or
- A notifiable injury or illness; or
- A notifiable incident.
- Notifiable injury or illness will include an injury/illness that requires immediate treatment, hospitalisation, and/or medical treatment within 48 hours of exposure. It will also include any infection to which the carrying out of work is a significant contributing factor.

In general terms, a notifiable incident will mean an incident in relation to a workplace that exposes any person (be they a worker or otherwise) to a serious risk to that person's health and safety arising from immediate or imminent exposure to external physical influences that are listed in the Bill, like electric shocks, structural collapse, inrush of water, interruption in ventilation, collision of vessels etc. This will include situations where no injury occurred but workers were nevertheless exposed to a serious risk.

The duty to keep records of notifiable events

The Club will be required to keep a record of all notifiable events for at least 5 years commencing with the date that the PCBU notifies the regulator of each event (in accordance with the duty to notify as outlined above).

The duty to ensure that the site where a notifiable event has occurred is kept undisturbed

As is the case under the present Act, the Bill will impose a duty on the person who manages or controls a workplace at which a notifiable event has occurred, to, so far as is reasonably practicable, ensure that the site is not disturbed until authorised by an inspector. This is commonly known as “freezing” the scene. The site includes any plant, substance, structure, or thing associated with the notifiable event.

Serious harm definition

In the new Act, a **notifiable injury or illness**, means—

any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- the amputation of any part of his or her body:
- serious head injury:
- serious eye injury:
- serious burn:
- the separation of his or her skin from an underlying tissue (such as degloving or scalping):
- a spinal injury:
- the loss of a bodily function:
- serious lacerations:
- an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:
- an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:
- any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
 - with micro-organisms; or
 - that involves providing treatment or care to a person; or
 - that involves contact with human blood or bodily substances; or
 - that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products



Keeping an accident register

All Clubs, regardless of size , need to investigate and record work place risks – regardless of whether the risk has caused injury or not.

Accident registers can be kept in various ways provided they contain all the required details. You could record the details of all accidents and keep a copy of each completed form in an accident register file to meet your record-keeping obligations. It's your responsibility to keep your accident register up-to-date, there are some forms attached which can be copied and used and comply with legislative requirements.

The details in your accident register should feed into your hazard management process. They can be used to describe and analyse accidents and think about how to eliminate or manage the risks involved to prevent accidents recurring.

Accident and Injury Investigation Flow Chart



EMERGENCY PHONE NUMBERS

In event of FIRE, MEDICAL EMERGENCY or ARMED ROBBERY and
Any other security emergency Dial **111**

MANAGEMENT

Managers Home Telephone #

Mobile #

Track Manager..... Telephone #

President..... Telephone #

SECURITY EMERGENCY

Security/Alarm Company Telephone #

Police Department Telephone #

Emergency Number DIAL 111



FIRE EMERGENCY

Fire Department..... Telephone #

Emergency Number..... DIAL 111

MEDICAL EMERGENCY

Ambulance..... Telephone #

Hospital..... Telephone #

SERVICE PROVIDERS

Locksmith..... Telephone #

Power Board Telephone #

Plumbing Emergency Telephone #

Telephone Malfunction..... Telephone #

Animal emergencies (MAF)..... Telephone 0800 809 966

Fire Extinguisher Service Telephone #

Electrical Problem/Power Failure..... Telephone #

National Poison Centre Telephone 0800 764 766

DUTY OF Care

CONTRACTORS AND SUB-CONTRACTORS

Management of Contractors

Selection of a contractor

Anyone who engages a contractor such as a builder, electrician or plumber, etc. must take steps to ensure that the contractor, our employees, visitors or customers are not harmed while carrying out the work that the contractor was engaged to do.

If we engage a contractor we are known as a 'principal', under the Act. Principals are not expected to be an expert in the work of the contractor, but they must:

- Check that the contractor has a good health and safety record
- Check that the contractor has a Health and safety plan
- Check that the contractor has current certification and permits.
- Has competent staff who have staff training.
- Tell the contractor of any hazards relating to the site where they will be working that they would not otherwise be expected to know about, and
- Raise any concerns about unsafe work practices with the contractor.
- What hazards will the contractor bring to our site.
- How can we protect our staff and customers?

For all contracts a form similar to the *Contractor Health and Safety Agreement* in the appendix should be used, even if the contractor is providing their services on a voluntary basis they and the Club still have a duty of care to undertake.

Endeavour to use contractors from a list of approved contractors. These will be contractors who have demonstrated a good health and safety record in the past and have already signed an agreement with you.

Although principals have a responsibility to ensure that contractors they engage are not harmed, contractors also have responsibilities for their own health and safety. In the majority of cases, the primary responsibility for health and safety is likely to be with the contractor.

Contractor Induction

The following induction is for low risk contractors doing minor day to day work.

- Venues that cannot be entered on various days.
- Sound travels between the floors so permission needs to be granted for various times to do noisy or vibrating work. You may be asked to stop work for various reasons.
- Work areas to be kept safe from employees, visitors, customers and other contractors. We require good housekeeping and area restrictions.
- Sign 'In' & 'Out' when on the premises. This is so that if an emergency occurs, we can account for you.
- All incidents & injuries are to be reported.
- All work carried out must be done within the Club's H&S guidelines.
- If carrying out work such as 'Work at Height', 'Confined space entry', 'Electrical Isolation', etc, you need to approve methodology before starting work.
- Knowledge of our emergency procedures.

For specific types of high risk work, a 'WorkSafe Method Statement' may be required. We will monitor compliance on this.

Steps required for monitoring

The following steps are recommended to monitor contract work as it is being undertaken, and identify problems before accidents or incidents occur:

- effective management of the principal /contractor relationship, with all parties being aware of their roles and responsibilities through the contractual framework
- the principal having overall responsibility for the control and co-ordination of the contract
- regular meetings to review health and safety performance
- regular inspections
- raising issues that require attention by the contractor for any unsafe work practices observed
- investigating accidents and incidents
- the principal and contractor both meeting their obligations to report serious harm occurrences to the Department of Labour
- post-contract evaluation of performance

There should be arrangements for principals to record progress in health and safety and regularly report on performance to the contractor. This should include recording positive features as well as any deficiencies, as the progress record can be useful in future contracting decisions. Conversely, any significant breach of the terms of the contract could lead to its being terminated and/or the contractor being removed from the principal's approved list.

Contractor's Agreement

Date

Dear _____

RE: CONTRACT FOR _____

To comply with the Health and Safety at Work Act we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:
 - Safety policy;
 - Hazards and the hazard controls; and
 - Accident reporting procedures

2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015 In particular:
 - Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
 - We, as the Principal, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
 - All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
 - Any accident or incident which harms or may have harmed any person in the workplace, in addition to being preserved, recorded and notified as required under Sections 55-57 of the Health and Safety at Work Act 2015 , are to be reported to Us, as the Principal.
 - All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by any person engaged in the workplace.



3. Before commencing work on our premises, all contractors must ensure that any employees of the contractor, subcontractors on our premises, or if an individual, they are conversant with:
- Emergency procedures (to be followed in the event of an emergency);
 - Safety rules and procedures;
 - Hazards which have been identified, and the hazard controls.
4. We as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of:

Contractor's Name:

Contractor's Signature:

Date:

Contact Phone / Fax Number(s):

Sign the attached copy and return with your Health and Safety Management Plan / Manual.

Workplace Health & Safety Checklist

Persons Carrying out inspection:

Date:

Management of Health and Safety	Yes	No	Comments
Is there a <i>Health & Safety Policy</i> signed and dated?			
Is the <i>Health & Safety Policy</i> displayed?			
Is there a health & safety committee that meets regularly?			
Is there a trained safety representative working with the employer on health & safety issues?			
Is health & safety discussed at meetings?			
Has the <i>Health & Safety Manual</i> been updated in the last year?			
Is all equipment assessed for health & safety prior to purchase?			
Have contractors 'work practices' been reviewed during the past year?			
Hazards	Yes	No	Comments
Is the register up to date?			
Are new hazards reported and actioned? (Comment on how many?)			
Is there a <i>Hazard Identification and Control Form</i> readily available? Are controls enforced and effective?			

Accidents	Yes	No	Comments
Is the <i>Hazard Register</i> up to date?			
Are there any near miss accidents recorded in the accident register?			
Have any serious harm accidents been reported to WorkSafe			
Have accident investigation forms been completed properly for all accidents recorded in the register?			
Emergency Procedures and First Aid	Yes	No	Comments
Are emergency evacuation procedures clearly displayed in the workplace?			
Are first aid kits available, well stocked and checked regularly?			
Is the list of First Aiders up to date and certificates current.			
Has an emergency drill been carried out in the last 6 months?			
Have fire extinguishers and hoses been inspected within the last year?			
Are emergency exits clear and is there clear access to firefighting equipment?			
Training and information	Yes	No	Comments
Have all new employees received health and safety induction training?			
Have health and safety training records been completed following ongoing training?			

Have employees received training in the jobs they do? (i.e. machinery hazards, use of VDUs, safe lifting techniques).			
Is health and safety information kept at the site and made available to employees? (If yes, describe what this information is).			
Are all employees aware of the company health and safety manual, if there is one?			
Contractors	Yes	No	Comments
Have all contractors engaged by the company been asked for information on their health and safety record?			
Have contractors reported accidents and new hazards during their work?			
General	Yes	No	Comments
Is lighting adequate, including outside areas and stairwells? (<i>All bulbs working, covers in place, no complaints?</i>)			
Is ventilation adequate?			
Is heating adequate?			
Is workplace generally clean and tidy?			
Are aisles clear and items put away?			
Are exits clear and unobstructed?			

Are there any protruding sharp or dangerous objects in the areas?			
Is the floor in good condition and free from tripping hazards?			
Offices & Computers	Yes	No	Comments
Is fixed shelving attached to the walls?			
Are chairs provided for computer users fully adjustable? (<i>Height of seat adjusts; back rest adjusts up and down and in and out</i>).			
Have computer users been given information on the health risks of using them?			
Have any computer users complained of aches and pains caused by computer use?			
Electricity	Yes	No	Comments
Is all electrical equipment in good condition? (No damaged cables, plugs, etc.)			
Are all electrical cables trailed around the edge of work areas where no one will trip over them?			
Are isolating transformers or RCD's available / used with electrical equipment outside, in wet conditions or if any other particular hazard?			
Is all equipment isolated from the power source before cleaning or maintenance is carried out?			
Lifting	Yes	No	Comment
Is a step or ladder provided if it is needed to reach items on high shelves?			

Are heavy and / or frequently used items stored at around waist level?			
Is a trolley or some other help available to move heavy items?			
Kitchen	Yes	No	Comment
Is a safe storage area provided for sharp knives?			
Are safety guards on equipment in place and in good condition?			
Is fume extraction provided and filters regularly cleaned?			
Can people exit from freezers or chillers if shut inside?			
Equipment	Yes	No	Comment
Is all equipment in good condition and regularly maintained?			
Is equipment safely stored when not in use?			
Are guards in place, where provided?			
Are ladders in good condition?			
Hazardous Substances	Yes	No	Comment
Are chemicals stored so they are not in direct contact with food?			
Are all chemicals in containers that are correctly labelled.			
Are all flammable substances, including fuel, stored in a fire resistant store when not in			

use?			
Is information available on the hazards of the substances used? (<i>For example Material Safety Data Sheets</i>).			
If LPG is on site, are procedures for its use clearly displayed, is the area free of rubbish and other combustibles and does the site have a Dangerous Goods licence?			
Are only 9kg cylinder being used inside the buildings.			
Are CO2 cylinders chained so that they will not fall over?			
Protective Clothing and Equipment	Yes	No	Comments
Have all employees been issued with, or have access to, appropriate protective clothing and equipment? (<i>Such as aprons, hats, boots, and gloves, etc.</i>)			
Is all protective clothing and equipment in good condition?			
Is protective clothing and equipment seen to be used where necessary?			
Vehicles	Yes	No	Comments
Does everyone driving vehicles have the correct licence (<i>for cars, trucks, fork lifts, etc.</i>)			
Are all company vehicles in good condition? (<i>All serviced and have Registration, WOF, etc as required</i>)			

Are all employee vehicles that are used for work in good condition (<i>roadworthy, warranted, registered</i>)			
Signs	Yes	No	Comments
Are warning signs in use when washing floors, etc			
Emergency Equipment	Yes	No	Comments
Check Emergency equipment under the Stables Stairway			
Check Batteries			
Check Batteries in Room Loudhailers			

**ACTION REQUIRED
FOR ALL NO ANSWERS DESCRIBE ACTION THAT WILL BE TAKEN**

Accident / Incident Register

Name	Time and Date	Description of Injury	When and How Accident or Incident Happened	Recorded into Hazard Register	
				Yes ✓	No



NB: All Serious Harm accidents must also be recorded on "Notice or Record of Accident / Serious Harm" form, and forwarded to nearest OSH Office within 7 days of event.



Hazardous Substances Register

Chemical Name	Trade Name	Quantity Stored on Site	Used For	Containers Labelled <input type="checkbox"/>	MSDS available <input type="checkbox"/>	Safety Equipment Required [please state]

Hazard Management Template

Below is a recognised hazard management template that have been prepared with some typical race course hazards identified.

Register of racing related hazards and controls

Risks	Hazards	Risk control	(E)liminate (I)solate (M)inimise	1-5 Low to High	Who is responsible?	When?	raceday day
What could go wrong?	What could cause it to go wrong?	What is in place to prevent it going wrong?					
Damage to running rail and/or outside perimeter rail	Wear and tear, weather deterioration, vehicle/horse damage	Regular inspections for sharp edges, splinters cracks and structural damage	E/I	2	Racecourse manager	Dependant on activity but regularly	
Track surface	Damaged surface, holes, ridges could cause falls	Regular inspection to ensure track is free of ridges, holes and obstacles	E	4	Racecourse Manager	Before usage – daily if necessary.	
Towers	Weather, earthquakes, wear and tear	<ul style="list-style-type: none"> ■ Access controls and signage in place ■ Ensuring all railing, handrails are built to required standard and maintain in good condition ■ Ensure all height access equipment is of recognised standard and maintained in good condition. E.g. ladders cleaned before use. ■ Provide staff training ■ Refer to OSH guidelines Prevention of falls from heights ■ Towers earthed 	E	3	Racecourse Manager NZRB Trackside team leader	Before use	

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9. Vehicles Participating - road legal, speed, trailers, access to site for emergency vehicles

Risks (what could go wrong?)	Hazards (what could cause it to go wrong?)	Risk control (What is in place to prevent it going wrong?)	(E)liminate (I)solate (M)inimise	1-5 (Low to High)	Who is responsible?	When?	Event day ✓
Vehicle vs Person	Person on race course	<ul style="list-style-type: none"> Event Safety officer and Marshals to supervise race starts and finish Safety fences in place to cordon off race course from attending public Designated area for competitor vehicles Speed limit (5k) in place for vehicle driven around event area 	M	2	<ul style="list-style-type: none"> Event Organiser Event Safety Officer Event Marshals 	Event Day	
No access for emergency vehicle	Blocked entrance	<ul style="list-style-type: none"> Traffic marshals to ensure open access for emergency vehicles Designated parking area for St John Ambulance Safety Officer and Event Organiser to meet any emergency vehicles arriving on site 	E	2	<ul style="list-style-type: none"> Event Organiser Event Safety Officer 	Event Day	

		<ul style="list-style-type: none"> • Local fire officers on site as volunteers • PA announcements to advise attendees 					
Dog Trailers	Poor visibility	<ul style="list-style-type: none"> • Separate area for dog trailer parking away from general public • Suitability competent supervisor of designated area 	E	2	<ul style="list-style-type: none"> • Event Organiser • Event Marshals 	Event Day	