

## HEALTH AND SAFETY POLICY STATEMENT and PURPOSE

### HEALTH AND SAFETY POLICY STATEMENT

#### POLICY:

The Board and Management of NZB are committed to meeting all obligations and requirements under the Health and Safety at Work Act 2015, or Government Emergency Directives, and to operating and maintaining a compliant and up to date H&S Management System.

#### PURPOSE:

The Board *and Management* of the NZ Bridge Inc (NZB) are committed to providing and maintaining a safe and healthy environment for all employees, members, visitors and contractors/subcontractors who undertake paid or volunteer activities for NZB, or attend or participate in events run by it or any of its delegated Sub-Committees.

In fulfilling the above aims, the Board and Management of the NZB are committed to regular consultation on H&S matters with employees, members, contractors, subcontractors, suppliers and visitors.

In doing so, the Board and Management will:

- allocate appropriate resources to fulfil the aims of the H&S Policy
- continually review and report on the H&S Management System and hazards
- appoint and train a Board or staff member to oversee and implement the H&S Management System
- encourage consultation and feedback to encourage all to actively participate in delivering a healthy and safe environment

This will be actioned by:

- providing appropriate induction, training and supervision for those delivering activities with or for NZB
- encouraging those above to identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimize them
- ensure that all are made aware of the hazards in their environment and are adequately informed and advised, so that they can participate and enjoy a safe environment
- encourage accurate and timely reporting and recording of all accidents and near misses, and investigating and reviewing
- ensuring all those who deliver activities with and participate in NZB places of work or events understand that they play a vital and responsible role in maintaining a safe and healthy environment.

A healthy and safe environment is everyone's responsibility.



Chair:

Date: 7 July 2021

NEXT REVIEW: March 2022

## **BACKGROUND: HEALTH AND SAFETY RESPONSIBILITIES**

### DUE DILIGENCE:

Where NZB has a duty or obligation under the Act or directive from Government through an Emergency Notice, then NZB – through a nominated person or persons - must exercise due diligence to ensure that NZB complies with that duty, obligation or Notice.

Due diligence includes taking reasonable steps to:

- a) acquire, and keep up to date, knowledge of health and safety matters;
- b) gain an understanding of the nature of the operations of the business or undertaking of NZB and generally the hazards and risks associated with those operations;
- c) ensure that NZB has available for use, and uses, appropriate resources and processes to eliminate or minimize risks to health and safety, from work or activities carried out as part of the conduct of the business or undertaking;
- d) ensure that NZB has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- e) ensure that NZB has, and implements, processes for complying with any duty or obligation of NZB under the Act;
- f) Follow and share and advice affiliated bodies on all NZ Government directives relating to national emergencies, such as pandemics, and other natural disasters
- f) verify provision and use of resources and processes referred to in paragraphs (c)-( e)

For the purposes of paragraph (e), the duties of NZB include:

- eliminating or minimizing risks to health and safety;
- reporting notifiable incidents;
- consulting with all those involved in the delivery of events and outputs;
- ensuring compliance with notices issued under the Act;
- ensuring provision of training and instruction to all about health and safety.

### DUTY OF THOSE DELIVERING ACTIVITIES

For the purpose of this document a 'worker' is anyone who carries out activities in any capacity for NZB, including employees, members, participants, contractors/subcontractors (and their employees), apprentices and volunteers etc.

A worker must:

- a) take reasonable care for his or her own health and safety;
- b) take reasonable care that his or her own acts or omissions do not adversely affect the health and safety of other persons;
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by NZB to allow NZB to comply with the Act;
- d) cooperate with any reasonable policy or procedure of NZB relating to health and safety at the place of delivery that has been notified to workers.

### AFFILIATED CLUBS

Affiliated Clubs are legal entities and have an obligation to manage and implement their own Health and Safety Policy and have H&S procedures in place. No sanctioned NZB tournaments should occur at an Affiliated Club where a Club Health and Safety Policy is not in place, and a H&S plan for such tournament has not been completed and filed.

### REASONABLY PRACTICAL

NZB is required to manage risks to health and safety by identifying reasonably foreseeable hazards that could give rise to health and safety risks, and determining means to eliminating risks, so far as is reasonably practicable. Where it is not reasonably practicable to eliminate the risks, they must be minimized so far as is reasonably practicable.

‘Reasonably practicable’ means that which NZB is reasonably able to do in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

- the likelihood of the hazard or the risk concerned occurring;
- the degree of harm that might result from the hazard or risk;
- what the person concerned knows, or ought reasonably to know about the hazard or risk;
- ways of eliminating or minimizing the risk;
- the availability and suitability of ways to eliminate or minimize the risk;
- after assessing the extent of the risk and the available ways of eliminating or minimizing the risk, the cost associated with available ways of eliminating or minimizing the risk, including whether the cost is grossly disproportionate to the risk.

Reasonably practicable ways of minimizing risks include, but are not limited to:

- developing and implementing rules and procedures,
- following updated directives from Ministry of Health or other government bodies
- provision of and use of personal protective equipment,
- licensing;
- containment;
- safety rails;
- alcohol and drug testing;
- induction and training; and
- independent overview.