



## **NZB Health and Safety Policy– updated August 2023**

### **Policy Statement**

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The Board and Management of NZ Bridge Inc (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.

### **Policy Principles**

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The NZB will provide and maintain 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.

It will promote the fact that a healthy and safe environment is everyone's responsibility

The NZB are committed to regular consultation on H&S matters with employees, members, contractors, subcontractors, suppliers, and visitors.

In doing so, NZB 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 ensure all involved actively participate in delivering a healthy and safe environment

### **Policy Objectives**

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The aims of this policy are to:

- promote the health and welfare of all those participating in activities organised by NZB
- support staff, members and volunteers to adopt best practice to safeguard and protect themselves from harm,
- offer guidance to NZB members and clubs on safe working practices
- require all those who deliver on behalf of NZB, to adopt and abide by all relevant legislation
- respond to any allegations of misconduct or harm in line with this Policy and its procedures,
- regularly monitor the implementation and delivery of this Policy and these procedures

## Scope of Policy

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The Policy is for anyone who carries out activities in any capacity for NZB, including employees, members, participants, contractors, volunteers.

It is expected that they will:

- take reasonable care for their own health and safety.
- take reasonable care that their own acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as is as reasonable, with any instruction that is given by NZB to allow NZB to comply with the Act.
- cooperate with any reasonable policy or procedure of NZB relating to health and safety at the place of delivery.

## Policy Review

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This policy will be reviewed every 12 months with the next review date: **January 2024.**

The policy may be reviewed more frequently if legislative changes so require, or where specific concerns have been raised about the existing policy that so warrant an immediate review.

**Implementation of Policy:           October 2023**

**Ratified by NZB Board:           Minutes of 13 September 2023**

**Next review:                            January 2024**

## Supporting Responsibilities

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### 1. 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 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 delivery of the business activity.
- d) ensure that NZB has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responds 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, shares and advises affiliated bodies on all NZ Government directives relating to national emergencies, such as pandemics, and other natural disasters.
- g) verify provision and use of resources and processes referred to in paragraphs above.

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.

### 2. AFFILIATED CLUBS

Affiliated Clubs are legal entities and have an obligation to manage and implement their own Health and Safety Policy and to 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 implemented by the Club's Tournament Management Committee.

### 3. 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, considering, 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,
- alcohol and drug testing,
- induction and training, and
- independent overview.

#### **4. PROACTIVE IMPLEMENTATION**

This policy 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.