SURF LIFE SAVING

HEALTH AND SAFETY MANUAL

Muriwai
Great Since 48
Volunteer Lifeguard Service

the Surf CLUB
AT MURIWAI

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INTRODUCTION

ENTITIES COVERED BY THIS MANUAL

MURIWAI VOLUNTEER LIFEGUARD SERVICE INCORPORATED (MVLS/MLSAT)

MURIWAI LIFESAVING AMENITIES TRUST (MLSAT) "The Surf Club at Muriwai"

PURPOSE OF THIS MANUAL

The purpose of this manual is to provide an overview of **MURIWAI VOLUNTEER LIFEGUARD SERVICE (MVLS)** and **MURIWAI LIFESAVING AMENITIES TRUST (MLSAT)** Health and Safety Management System (HSMS). This manual intentionally uses common industry terminology. If there is any uncertainty on the terminology contained within this manual, please refer to the Definitions section, then the Safety, Welfare and Risk Manager if further clarity is required. MVLS/MLSAT has established a HSMS system which applies to all MVLS/MLSAT locations and operations. All workers at MVLS/MLSAT events and operations are required to comply with the MVLS/MLSAT's HSMS at all times.

Additionally, contractors and subcontractors providing goods and/or services are required to comply with MVLS/MLSAT's HSMS when attending MVLS/MLSAT events and while on sites operated or controlled by MVLS/MLSAT.

SLSNZ HSMS

MVLS/MLSAT's HSMS includes, but is not necessarily limited to:

- SLSNZ's Regulations
- SLSNZ and MVLS/MLSAT Health & Safety Policies
- SLSNZ and MVLS/MLSAT Operational Policies
- This Health and Safety Manual
- National Standard Operating Procedures (NSOPs)
- MVLS/MLSAT Operating Procedures (CSOPs), where these directly relate to specific NSOPs, and SLSNZ operations
- Worker's training

MVLS/MLSAT's HSMS applies to all MVLS/MLSAT's work which includes all:

- Voluntary and regional (paid) patrols
- Emergency call out squads (ECOS) and search and rescue (SAR) operations
- Lifeguard training, including IRB training
- Lifeguard surf sport and member training, including IRB competition training
- Lifeguard and member assessment and examination
- Internal and external event guarding

LEGISLATIVE CONTEXT

This manual is written in accordance with the Health and Safety at Work Act (HSWA) 2015. Under the HSWA, MVLS/MLSAT is a PCBU (person conducting a business or undertaking). Therefore, MVLS/MLSAT must ensure, so far as is reasonably practicable, the health and safety of:

1. workers of MVLS/MLSAT, while they are at work
2. workers whose activities in carrying out work are influenced or directed by MVLS/MLSAT, while the workers are carrying out the work

These duties are outlined in detail in the HSWA and can be found on WorkSafe NZ's website.

In addition to the Health and Safety at Work Act 2015 and the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, the following legislation may also apply:

- Maritime Transport Act 1994
- Building Act 2004
- Crimes Act 1961
- Fire and Emergency New Zealand Act 2017
- Hazardous Substances and New Organisms Act 1996
- Hazardous Substances Regulations 2019
- Accident Compensation Act 2001
- Land Transport Act 1998
- Resource Management Act 1991
- Children's Act 2014
- Protected Disclosure Act 2000

In addition, individuals and organisations can be subject to civil actions. This is where legal action is taken by a private individual as a result of a serious act or omission by another person, for example breach of contract or torts (nuisance and negligence). In many situations, the Accident Compensation Act 2001 covers injury caused by negligence. However, there may be situations that are outside the legislation where a civil case can be made if there is a failure to take reasonable care where a duty of care is owed to a person.

One possible defence to negligence could be to argue that the person who has suffered the loss has voluntarily assumed the risk of that loss or injury. Again, it will depend on the circumstances of the incident.

Also, the Accident Compensation Act 2001 does not cover mental injury, which means people can seek compensation for mental injuries that have resulted from a breach of a duty or a serious omission which did not result in personal injury (for example, the mental trauma of seeing someone being attacked by a shark when MVLS/MLSAT did not call off the event after a shark sighting in the area).

RESPONSIBILITIES – WHERE DO THEY LIE?

Responsibility for health and safety exists at multiple levels:

LEVEL	RESPONSIBILITY
SLSNZ	SLSNZ is a PCBU in its own right and is responsible for all of its own people, operations, events and workplaces. SLSNZ also influences and sometimes directs Club surf lifesaving operations and activities through Health & Safety (H&S) policies, National Standard Operating Procedures (NSOPs) and this Health and Safety Manual.
Club	Clubs, whether a PCBU or not, are responsible for their own people, operations, events and workplaces (refer to What if a club is not a PCBU? p. 7). Clubs develop their own policies and CSOP's, so long as these do not contravene NSOPs.
Individual	Each individual, whether a staff member, Club member, contractor or visitor also has to take responsibility for their own health and safety.

In many cases, the responsibility for health and safety is shared. MVLS/MLSAT will likely share health and safety duties, in some contexts, with other PCBUs such as SLSNZ, event management organisations, schools, event managers, contractors and subcontractors. These shared health and safety duties are known as 'overlapping duties'. It is a legislative requirement that there must be consultation, cooperation and coordination of activities with all the PCBUs that share overlapping duties.

It is more likely that a business or undertaking will successfully meet their duty to consult, cooperate and coordinate if they:

- Plan ahead, by thinking through every stage of the work and recognising how the work could affect other PCBUs and the public
- Identify the health and safety risks that need managing
- Consult other PCBUs to agree how to control each risk
- Consult other PCBUs to decide which PCBUs are best placed to control each risk
- Clearly define roles, responsibilities and actions, and explain these so everyone knows what to expect

MVLS/MLSAT designated personnel must actively engage with contractors in a timely manner, prior to contractors providing goods and/or services to an event or site, to ensure shared health and safety responsibilities are understood and agreed to for the health, safety and welfare of all people that may be affected by MVLS/MLSAT and/or the contractor's work in the shared workplace.

Examples of overlapping responsibilities include NSOP's and equipment specs. If SLSNZ develops an NSOP that is found to be dangerous, or specifies a piece of equipment that is badly designed, then SLSNZ could be held accountable for an incident where a Club member injures themselves as a result of that.

However, if a MVLS/MLSAT develops a CSOP that ignores the relevant NSOP or modifies a piece of equipment, or fails to maintain it – then the MVLS/MLSAT could be held responsible for the injury. Equally if a MVLS/MLSAT member does not follow the MVLS/MLSAT CSOP then they as an individual may be held accountable. This also applies to SLSNZ staff not following an SLSNZ policy or NSOP.

Where multiple parties are involved, it is always helpful to identify a 'lead' PCBU. For example, where SLSNZ leads the lifesaving work or activity, e.g., regional lifeguard assessment, an IRB competition, regional lifesaving sport competition, etc. where various Clubs and/or members participate, then SLSNZ is considered the lead PCBU. This way there is no confusion as to who is taking the lead on H&S with this activity, and it is less likely that the parties involved mistakenly assume someone else is looking after it. *Additional information on overlapping duties can be found on worksafe.govt.nz*

WHAT IF A CLUB IS NOT A PCBU?

MVLS/MLSAT employs one or more individuals and is considered a PCBU under the HSWA. As such, where MVLS/MLSAT leads the surf lifesaving work or activity, e.g., volunteer patrol, Club lifeguard training, Club lifeguard sport training, Club rookie lifeguard training, etc., then the MVLS/MLSAT is considered the lead PCBU.

The MVLS/MLSAT still has a moral obligation for health and safety and there are also obligations under other pieces of legislation identified above (refer to p. 4), which are not dependent on a MVLS/MLSAT meeting the definition of a PCBU.

In relation to the HSWA, the non-PCBU status does not take away the responsibility for taking all reasonable steps to look after the health and safety of members; rather, it provides some protection from prosecution if they are found to have failed in that obligation.

Either way, MVLS/MLSAT strongly recommends members take the approach that the MVLS/MLSAT is a PCBU and act accordingly.

REPLACEMENT OF THE PATROL OPERATIONS MANUAL (POM)

As of 30 September, 2020, the Patrol Operations Manual (POM) should not be used wherever there are NSOPs available and practicable for use. NSOPs take effect from 1 October, 2020. Additionally, Club/Service Operating Procedures (CSOPs), where available, will also take effect from 1 October, 2020.

NSOPs in conjunction with CSOPs are the primary source of informing the procedures and practices for all workers, for all MVLS/MLSAT work. The continued development, review and implementation of NSOPs and CSOPs is part of MVLS/MLSAT's commitment to continuously improve MVLS/MLSAT's HSMS across all operations.

DEFINITIONS

Club – includes all Clubs and Community Lifeguard Services which are members of SLSNZ.

CSOPs – Club/Service Operating Procedures – provides details of specific procedures relevant to a specific Club or Service provider, e.g., specifies the required location to refill an IRB fuel bladder. CSOPs are often an addition to a related NSOP.

Harm - any illness and/or injury resulting from psychological, physical or emotional harm.

Hazard - an actual or potential cause or source of harm.

Hazard Identification - the process of recognising that a hazard exists and defining its characteristics.

Hazard Assessment - the overall process of determining whether a hazard is significant.

HSMS – health and safety management system.

Incident - unplanned or uncontrolled event that results in harm.

Near Miss - unplanned or uncontrolled event that does not result in harm, but in slightly different circumstances may have resulted in harm.

Notifiable Events – include work related deaths, illness or injury sustained by someone, or incidents that exposed someone to serious risk.

Notifiable Death – when a person has been killed as a result of work.

Notifiable Incident – when a person's health and safety is seriously threatened or endangered as a result of a work situation.

Notifiable Injury or Illness - an injury or illness that requires (or would usually require) the person to be admitted to hospital for immediate treatment. Does not include being taken to hospital for out-patient treatment by a hospital's A&E department, or for corrective surgery.

NSOPs – National Standard Operating Procedures – provide detailed procedures for the various types of work, i.e., duties and tasks that workers are expected to undertake, e.g., how to safely fill up an IRB fuel bladder.

Officers – designated individuals appointed to lead and/or manage the whole, or segments of, MVLS/MLSAT HSMS and/or operations.

Operations – refer to definition of Work.

Overlapping Duties – contractors that work with MVLS/MLSAT have a shared responsibility for the health and safety duties for the work.

PCBU – a person controlling a business or undertaking. MVLS/MLSAT work is not commercial in nature, so MVLS/MLSAT's work is considered an undertaking, which still binds MVLS/MLSAT to the Health and Safety at Work Act (HSWA) 2015.

Risk - the likelihood of an adverse event occurring and the consequence of the loss (damage, injury, liability) if the event did occur.

Reasonably Foreseeable - a consequence is reasonably foreseeable if it could have been anticipated by an ordinary person of average intelligence as naturally flowing from their actions, i.e., predictable but not bizarre.

Reasonably Practicable - the actions and/or controls which could reasonably be applied at a particular time to ensure health and safety, taking into account and weighing up all relevant matters including, but not limited to, time, effort, effectiveness, availability of resources and cost, to mitigate risks.

Volunteer - a person who does work which they do not receive payment or reward for, e.g., lifesaving patrols, participating in fundraising, assisting with Surf Life Saving sport training or events for SLSNZ and/or a Club.

Volunteer Workers – are treated as workers under the HSWA. A volunteer is a volunteer worker when:

- They work for MVLS/MLSAT when MVLS/MLSAT knows they are doing the work or has given consent for the work to be done, e.g., volunteer hosts/caterers at a SLSNZ IRB development camp
- The work is an integral part of MVLS/MLSAT's operations, e.g., lifeguard examiners

Club Volunteer workers – are treated as workers under the HSWA. A volunteer is a volunteer worker when:

- They work for the Club when the Club knows they are doing the work or has given consent for the work to be done, e.g., volunteer administrator or coach
- They do the work on an on-going and regular basis, e.g., volunteer lifeguard on a Club patrol
- The work is an integral part of the Club operations, e.g., Club lifeguard instructors.

Work – any task or activity, which is expected of a worker. NSOPs identify much of the work expected of MVLS/MLSAT workers.

Worker/s – any person who carries out work for SLSNZ or a Club. This includes all SLSNZ or Club staff, volunteer lifeguards, contract lifeguards, community education instructors, lifeguard instructors and examiners, surf officials, coaches and managers.

Workplace - any place where work is being carried out.

HEALTH AND SAFETY RESOURCES

SLSNZ has a number of resources which relate to health and safety:

1. Health and Safety (H&S) policies
2. Operational policies
3. This Health and Safety Manual
4. National Standard Operating Procedures (NSOPS)
5. Club/Service Operating Procedures (CSOPS)
6. The Member Protection Toolbox

Keeping current

Remaining current with legislative requirements and H&S resources will likely help reduce the incidence of unwanted events and reduce the potential for harm to workers.

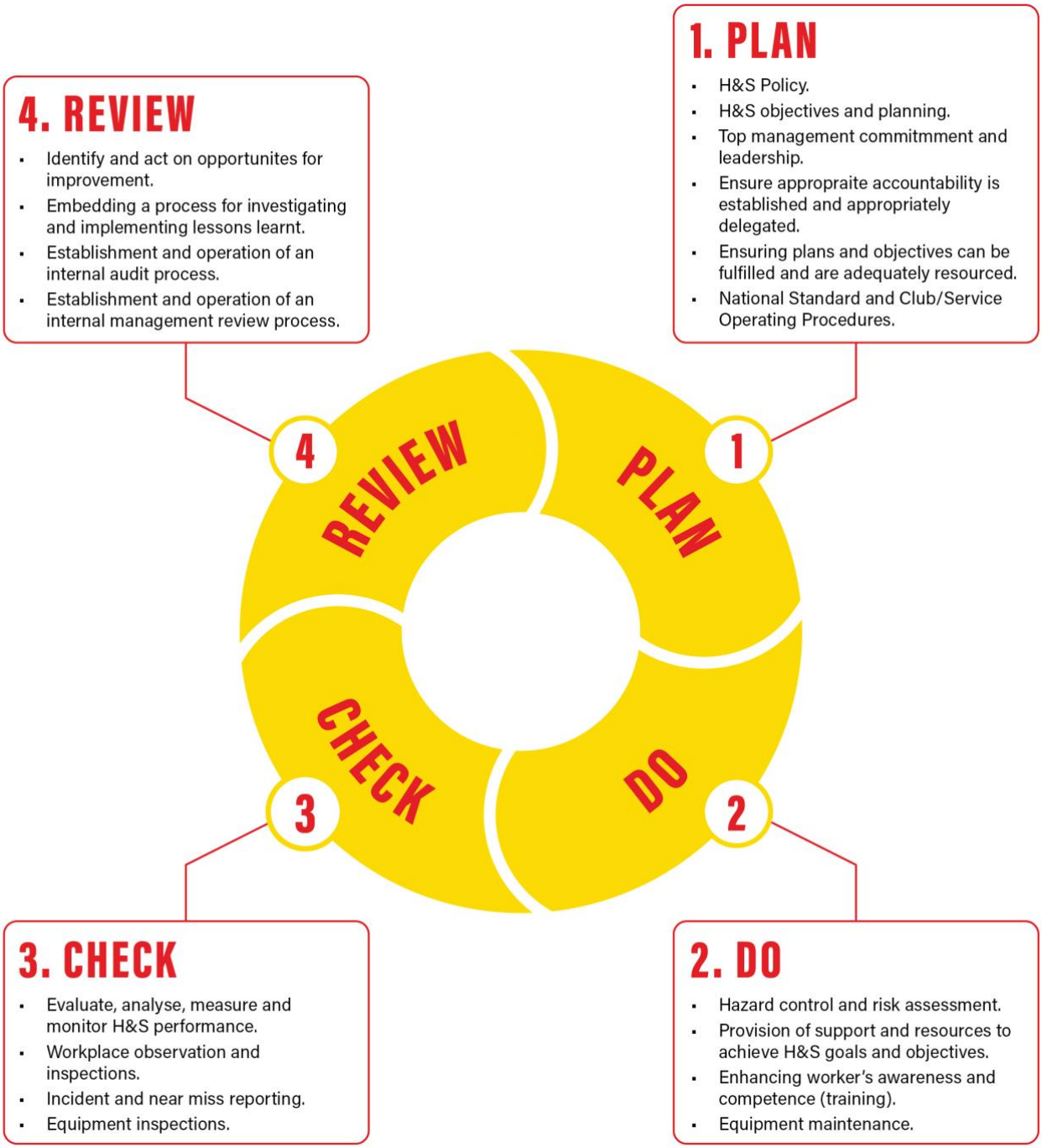
Care should be taken to ensure that legislative annual compliance obligations are met to avoid any surprises. The following annual compliance checks may be required by some Clubs:

- Building Warrant of Fitness
- Location Compliance Certificate – refer to Hazardous Substance below

HEALTH AND SAFETY FRAMEWORK

The MVLS/MLSAT Health and Safety Management System (HSMS) is based on the quality management 'plan-do-check-review' cycle:

Figure 1 - Quality management cycle - plan, do, check, review



The rest of this Manual follows this structure.

1. PLAN

1.1 NATIONAL LEVEL MANAGEMENT COMMITMENT

Surf Life Saving volunteers have been saving lives throughout New Zealand since 1910. Not surprisingly, the health and safety of our workers is paramount to being able to provide for the safety of others, on our beaches and in our communities.

We respect the challenging natural environment and elements that we operate in, and we are committed to ensuring that our people arrive to work healthy and leave healthy every day. We rely on one another to create and maintain safe workplaces and will not cut corners to provide for the safety of our people.

MVLS/MLSAT is committed to developing and maintaining effective safety systems that target the work of our people. Our vision of excellence aligns across all our work and we are committed to continual improvement to highlight the importance of workers' health, safety and wellbeing, as well as ensuring efficiency in our operations.

Health and Safety vision

- Everyone comes to work and goes home safely

Health and Safety purpose

- To protect all workers and those affected by the work of Surf Life Saving New Zealand from harm

Health and Safety values

- Safety is part of everything we do.
- Everyone has a role to play in safety improvement.
- Everyone has the right and the requirement to intervene to prevent unsafe actions

OUR FOCUS ON SAFETY

Figure 2 *– MVLS/MLSAT's safety focus areas*

Safe People

Keeping people safe near the water means we must first commit to the health, safety and welfare of ourselves and those working around us. We must continually strive to ensure we are competent in the required areas of our work, so that we can perform our best, all while loving what we do. We must share knowledge and work together across our organisation to make it easier to do our work, while continuing to learn and develop. We must challenge those within our organisation who are not committed to maintaining and developing our HSMS for the advancement of member health, safety and welfare.

Safe Systems

Safe systems ensure that our health and safety procedures are fit for purpose, up to standard with lifesaving's best practices and continually improving. Our systems will continually evolve in the health, safety and welfare space. With the growing expectations from legislation and development in other surf organisations, there is an undeniable need for change in MVLS/MLSAT's health and safety systems and approach. We aim to ensure our systems keep our workers and others safe. All workers must therefore commit to using our HSMS at all times. MVLS/MLSAT workers are encouraged to be open and honest about any known or perceived shortfalls in our health and safety systems.

Safe Operations

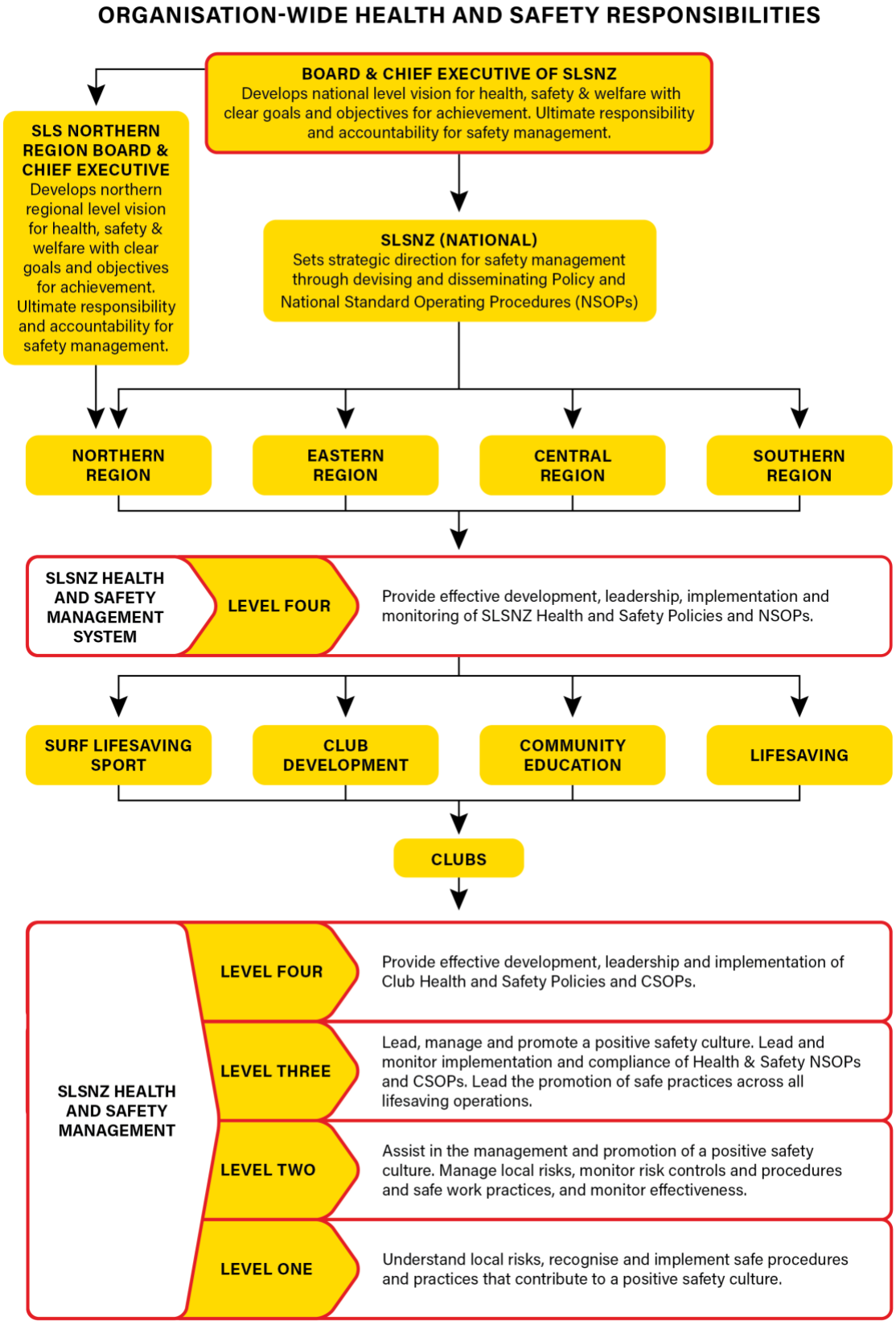
Safety management and operational excellence are intimately linked. From the moment we arrive at work to the moment we go home, safety must be planned into the work we do. Our operations have been designed and are developing to ensure they are fit for

purpose so that nobody drowns on our beaches. When carrying out work, we will act in a professional manner, with our colleagues and peers and to the public whom we serve.

1.2 ACCOUNTABILITIES AND RESPONSIBILITIES

Ultimate accountability and responsibility of health and safety lies with the respective chairs of MVLS/MLSAT. However, in order for all workers to return home safely, health and safety requires a shared commitment, and there are specific responsibilities that are allocated to groups and individuals to help achieve this. In addition, a person may have overlapping duties within the chart shown above. A duty imposed on a person by the HSWA is non-transferable, nor can these duties be contracted out, but reasonable arrangements can be made to ensure duties are being met. Responsibilities can be delegated with reasonable arrangements in place, but your accountabilities cannot.

Figure 3 *– SLSNZ organisational context*



Officers

An officer is a person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. *Officers can also be considered workers*.

Officers are responsible for some and possibly all of:

1. Providing leadership and direction in matters of health and safety.
2. Developing commitment to achieving excellent health and safety standards.
3. Establishing, monitoring and achieving overall health and safety goals and objectives.
4. Ensuring that all workers receive appropriate induction training and are involved in the improvement of systems and practices where relevant.
5. Conducting regular health and safety inspections.
6. Maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards.
7. Acting in the capacity of the health and safety representative.
8. Ensuring any changes to the Health and Safety Manual are distributed to workers and the manual is kept up to date and managed as a controlled document.

Officers have a duty to apply due diligence, meaning they must take appropriate, proactive steps to ensuring the MVLS/MLSAT operations comply with the HSWA. Exercising due diligence means taking reasonable steps to:

- Acquire, and keep up to date, knowledge of operational health and safety matters
- Gain an understanding of the nature of the operations of MVLS/MLSAT, and the hazards and risks associated with those operations
- Ensure that MVLS/MLSAT has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to people's health and safety from work carried out by MVLS/MLSAT workers
- Ensure that MVLS/MLSAT has, and implements, processes for complying with any duty or obligation of MVLS/MLSAT under the HSWA
- Ensure that MVLS/MLSAT has appropriate processes for receiving and considering information regarding incidents, hazards, and risks, and for responding in a timely way to that information
- Verify the provision and use of the resources and processes referred to above

Workers

All people assisting with MVLS/MLSAT operations or services are considered workers.

A worker is an individual who carries out work in any capacity for MVLS/MLSAT. This includes contractors and sub-contractors, and 'volunteer workers.' Workers must:

- Take reasonable care for their own health and safety
- Take reasonable care that what they do or do not do, does not adversely affect the health and safety of other persons
- Cooperate with any reasonable workplace health and safety policy or procedure that has been notified by MVLS/MLSAT to workers
- Comply, so far as reasonably able, with any reasonable instruction given by MVLS/MLSAT, so that MVLS/MLSAT can comply with HSWA and regulations

OTHERS - Visitors and others, such as the public

Visitors and other people at the workplace must take reasonable care for their own health and safety. They must make sure that their action or inaction does not adversely affect the health and safety of others. They must also follow any reasonable instruction from MVLS/MLSAT while attending MVLS/MLSAT events or operations.

1.3 EMERGENCY PLANNING

MVLS/MLSAT has identified a range of emergencies that may arise and affect MVLS/MLSAT workers. The National Standard Operating Procedures (NSOPs) outline the required emergency procedures for the following emergencies:

- Fire
- Earthquake
- Local Tsunami
- Regional Tsunami
- Distant Tsunami
- Missing Person at Sea

All Clubs and regional SLSNZ offices must have CSOPs detailing local variances/requirements.

1.4 NATIONAL STANDARD OPERATION OPERATING PROCEDURES (NSOP)

NSOPs set out the minimum standards to safely undertake surf lifesaving operations. These procedures are to be achieved by all Clubs. It is important that all workers understand and follow the NSOPs at all times.

1.5 CLUB/SERVICE OPERATING PROCEDURES (CSOP)

CSOPs provide important Club/Service specific information and procedures that are unique to the Club or location, environment and scope of operations. CSOPs are an extension of the NSOPs and detail further localised procedural information set out by the Club or Service. Every lifeguard, member or volunteer undertaking Club duties, e.g., driving an ATV or filling a fuel bladder, must be familiar with the content of the relevant NSOP and CSOP for the duty they are undertaking. Check with your Club to confirm where their CSOPs can be found.

2. DO

2.1 MVLS/MLSAT'S HEALTH AND SAFETY MANAGEMENT SYSTEM

MVLS/MLSAT has introduced a new Health and Safety Management System (HSMS) to help guide, direct and communicate MVLS/MLSAT's health and safety requirements and expectations. The HSMS outlines four different levels of health and safety within MVLS/MLSAT. Any person(s) involved in MVLS/MLSAT operations will fall into one of four levels:

- Level One – for those who DO work for MVLS/MLSAT
- Level Two – for those who MANAGE workers
- Level Three – for those who LEAD and manage workers
- Level Four – for those who develop and monitor the HSMS.

Figure 4 *- Health & Safety Management System*

SLSNZ - HEALTH AND SAFETY MANAGEMENT SYSTEM				
LEVEL	**LEVEL ONE**	**LEVEL TWO**	**LEVEL THREE**	**LEVEL FOUR**
Level Description	For those who **DO** work	For those who **MANAGE** workers	For those who **LEAD** managers and workers	For those who **OWN** the HSMS
Level Roles	Patrol Support Lifeguard Award Volunteer Board Rescue Module Surf Official Level 1	Deputy Patrol Captains Senior Lifeguards Assistant Coaches (Sport & LG) Rock Training Module Surf Official Level 2	Patrol Captains Instructors Examiners Facilitator Training RWC Operators Advanced Lifeguards Surf Official Level 3 Coaches	Chief Executive Safety, Welfare & Risk Manager Operations Leadership Team National Managers Regional Managers Club Development Officers Community Ed. Coordinators Manual Writers/Developers Policy Writers/Developers NSOP Writers/Developers CSOP Writers/Developers Emergency Response Planners Some Contractors Club - Board Members Committee Chairs Staff and/or senior lifeguards with level 4 responsibilities
Level Content	Risk Management in Practice Level 1 SAFER Some Operational NSOPs Some Operational CSOPs	Risk Management in Practice Level 2 General Risk Assessment Procedures Patient Report Forms Most Operational NSOPs Most Operational CSOPs Hazard Register	H&S Manual Operational Policies Risk Management in Practice Level 3 Operational Risk Assessment Emergency Responses Incident and Injury Flow Chart Incident Report Forms All Operational NSOPs All Operational CSOPs	
Web Site	HSMS Landing Page SAFER Model Link to Level One content listed above	HSMS Landing Page SAFER Model Link to Level Two content listed above	HSMS Landing Page SAFER Model Link to Level Three content listed above	
Manuals (and workbooks)	Surf Lifeguard Manual	IRB Drivers Manual	Patrol Captain's Manual/ Resource Advanced Lifeguard Manual/ Resource RWC Manual Examiner manuals & instrructor / facilitator resources	

The purpose of implementing this new level system is to:

- Empower everyone to 'do' safety, regardless of their role
- Clarify to individuals what level they are at and what health and safety content they are expected to know
- Direct workers at all levels to the appropriate and necessary resources for their role, responsibilities and accountabilities

All details and resources regarding the HSMS, can be found on the SLSNZ website under Health and Safety.

2.2 EMPLOYEE TRAINING, INFORMATION, SUPERVISION AND COMPETENCY

MVLS/MLSAT is responsible for the promotion of a safe and healthy workplace. Health and safety management begins at the recruitment and procurement stage to ensure all workers have the necessary physical and mental abilities to do their job, or can acquire these skills through training and experience. MVLS/MLSAT intends to provide more health, safety and welfare training to employees and in any instance records and/or qualifications shall be kept. Any time-sensitive qualifications should be renewed prior to the expiry date wherever practicable, but within 30 days of the expiry date.

Any person(s) that carries out training must be competent and have the appropriate knowledge, skills and experience to deliver the content, which is to be approved by SLSNZ.

Additional critical information such as emergency response and incident reporting needs to be communicated to and understood by all staff and volunteer workers. Workplace inductions should be given to all new workers and/or returning workers as outlined in the Inductions NSOP; sufficient to understand the hazards, risk and controls associated with their work.

2.3 WORKER ENGAGEMENT, PARTICIPATION AND REPRESENTATION

MVLS/MLSAT will consult with workers wherever practicable about issues in the workplace that affect their health and safety. Consultation will be proactive, to help prevent any accident, injury or illness. Engaging with workers on health and safety matters and responding to expressed concerns should help establish an organisational commitment and a more positive health and safety culture.

Line managers are encouraged to actively seek participation from their workers in any matters related to health and safety. Where changes to health and safety policies and procedures are considered, workers, where practicable, will be invited to comment and participate in the consultation process prior to implementation of changes. All workers are

encouraged to highlight any health and safety matters or concerns they have with their line manager or safety representative.

For example, the health and safety agenda item that is a permanent feature of the regular monthly 'all staff' meeting is one of many opportunities to express any health and safety concerns or queries, or highlight any negative or positive observations.

Extraordinary meetings may be held in the event of a notifiable incident, which may result in an investigation. Any problems identified within the meetings should be referred to the appropriate level of management.

Health and safety consultation is carried out in various other forms, including discussion groups, emails, noticeboards, signage, and annual/monthly reports. To further promote a positive health and safety culture, MVLS/MLSAT recognises and will continuously aim to make health and safety a part of the way we do things, and improve the health and safety culture and representation across all our operations.

2.4 CLUB ENGAGEMENT

SLSNZ will engage at least annually with Clubs on health and safety matters. SLSNZ will provide annual updates and guidance on health and safety developments, particularly in regards to changes to policy, procedures and practices. However, any health and safety related concerns by Clubs are welcomed via the appropriate regional or national manager.

2.5 DOCUMENT MANAGEMENT

SLSNZ is moving towards an electronic document management system. However, it is important to ensure that workers have access to the appropriate and current health and safety information and resources. It is equally important to obtain and maintain health and safety records and data, including incident data, audit reports, training and attendance records, risk assessments, etc. This information will increasingly be used to identify trends or emerging patterns, which should inform health and safety decisions and practices. Additionally, health and safety records should be kept for a minimum of 7 years.

2.6 RISK ASSESSMENT: HAZARD IDENTIFICATION, RISK ANALYSIS, AND CONTROLS

A hazard is an actual or potential cause or source of harm. There is an expectation under the HSWA to identify hazards that give rise to reasonably foreseeable risks to health and safety. However, identifying a hazard is not enough. The legislation also states that risks that arise from hazards must be eliminated so far as is reasonably practicable. Therefore, it is important to understand how people are exposed to or interact with identified hazards

in order to assess what the risks are so that controls can be considered and applied where necessary or practicable to do so.

Due to the nature of the work carried out by MVLS/MLSAT, there are two types of risk:

General Risk is associated with the tasks that are often predictable and/or done on a day to day operation, for example, setting up an IRB, refuelling an IRB, repairing motors, driving vehicles on beaches, etc.

Dynamic Risk is associated with tasks with inherently changing hazards due to the environment, people, and/or equipment, for example, operating a lifeguarding patrol in changeable surf/tide conditions.

SLSNZ uses a variety of hazard identification and risk assessment tools to help manage health and safety needs, and also to record and document compliance:

- Hazard Register
- SAFER Risk Management
- General Risk Assessment
- Operational Risk Assessment.

Hazard Register

Most of MVLS/MLSAT hazards associated with general risk can be grouped under the following headings:

- Biological
- Chemical
- Physical
- Ergonomic
- Psychosocial, e.g., stress, bullying

All hazards should be systematically identified and recorded in a Hazard Register. Appendix 1 contains a Hazard Register Template. A Hazard Register Exemplar can be found in Appendix 2. The hazards on the Hazard Register are likely to be related to the fixed environment like regional offices and/or Clubs. The Hazard Register should be reviewed and updated as necessary, and visible for workers or visitors.

Hazards can be systematically identified using one or more of the following methods:

- Physical inspection (inspection checklist)
- Workplace observation
- Operational experience

- Employee consultation
- Analysis of incident reports

A non-exhaustive list of common hazards can be found in Appendix 3.

SAFER Risk Management

The SAFER Risk Management process enables everyone to do 'safety'. SAFER underpins and informs all Surf Life Saving operations with consideration of risk management. SAFER is an easy-to-remember approach to preventing harm to self and/or others and encourages users to consider control measures to make work safer.

SAFER is encouraged where quick action is needed. It is carried out on the spot in developing and changing situations or when unexpected hazards present themselves during routine tasks. SLSNZ and MVLS/MLSAT recognises that it will not always be reasonably practicable to complete a formal Risk Assessment form. Where reasonably practicable, video/audio tools, such as a cell phone, can be used to record your SAFER Risk Management process.

Figure 5 *–SAFER Risk Management Process*

General Risk Assessment

The General Risk Assessment (GRA) is used when assessing tasks which are unlikely to change significantly due to the predictable nature of the work. These tasks are likely to be carried out in a fixed environment like regional offices, but could involve tasks within dynamic environments such as the beach, which may have predictable hazards, e.g., driving on the beach. The identified risks are analysed and evaluated using the SLSNZ Likelihood and Consequence Rating Scales, Risk Matrix, and Risk Magnitude Table. Refer to the General Risk Assessment NSOP for written procedures on how to complete GRAs.

Operational Risk Assessment

The Operational Risk Assessment (ORA) is used to document hazards and their associated risk within dynamic environments. The ORA encourages repeated assessments due to changing environmental conditions. The ORA uses the same Rating Scales, Risk Matrix, and Risk Magnitude Table shown below. Refer to the Operational Risk Assessment NSOP for written procedures on how to complete ORAs in both paper and digital app formats.

Risk evaluation

In the most simple terms, risk can be defined as Risk = Likelihood x Severity. SLSNZ's updated Rating Scales (Figure 5) and Risk Matrix (Figure 6) are to be used when evaluating risk to provide consistency across all operations. Risk ratings are a useful tool to prioritise risk, for example, which area to allocate more resources, e.g., people, rescue assets, etc., or highlighting particular hazards more frequently to the team, or increased monitoring of more risky tasks.

Importantly, controls are necessary to mitigate high rating risk or risk magnitude ratings. It is important that numbers are not '*fudged*' to make the risk look '*less scary*'. Risks should be evaluated accurately and then managed accordingly.

The purpose of evaluating risk is to:

- Prioritise the risks to make managing risk easier
- Determine if existing controls are adequate
- Determine the level of action necessary
- Create an awareness of risk.

Risk Assessment Tables

Figure 6 *- Likelihood and consequence rating scales*

Likelihood (L)

SCORE	SCALE	FREQUENCY OF ACCIDENT
1	Rare	Would only occur in exceptional circumstances.
2	Unlikely	Incident conceivable at some time, but only remotely possible.
3	Possible	Could occur at some time, has probably happened in the past.
4	Likely	Will probably occur in most circumstances, known to have happened in the past.
5	Almost certain	Expected to occur in most circumstances, regularly occurred in the past.

Consequence (C)

SCORE	SCALE	SEVERITY OF HARM (PSYCHOLOGICAL, PHYSICAL, AND/OR EMOTIONAL)
1	Insignificant Harm	No real harm or illness resulting – e.g. minor bumps, bruises or abrasions.
2	Minor Harm	First aid or minor medical treatment is required – e.g. sprains, strains and cuts.
3	Significant Harm	Harm or illness requiring treatment by a qualified medical practitioner such as a GP, physio, dentist, or a hospital e.g. fractures, dislocations, soft tissue damage, or wounds requiring stitches.
4	Serious Harm	Life or limb threatening harm or illness, permanent disablement e.g. multiple trauma injuries with potential for permanent disablement.
5	Fatality	One or multiple fatalities.

Figure 7 *- Risk Matrix: Consequence (C) x Likelihood (L)*

SLSNZ RISK MATRIX							
Consequence (C)	5	Fatality	5	10	15	20	25
	4	Serious harm	4	8	12	16	20
	3	Significant harm	3	6	9	12	15
	2	Minor harm	2	4	6	8	10
	1	Insignificant harm	1	2	3	4	5
			Rare	Unlikely	Possible	Likely	Almost certain
			1	2	3	4	5
			Likelihood (L)				

Once a risk has been evaluated, the Risk Magnitude Table (Figure 8) provides information on the action necessary for low, moderate, high, and unacceptable risks.

Figure 8 *- Risk Magnitude Table – Stars refer to the rating on the ORA app.*

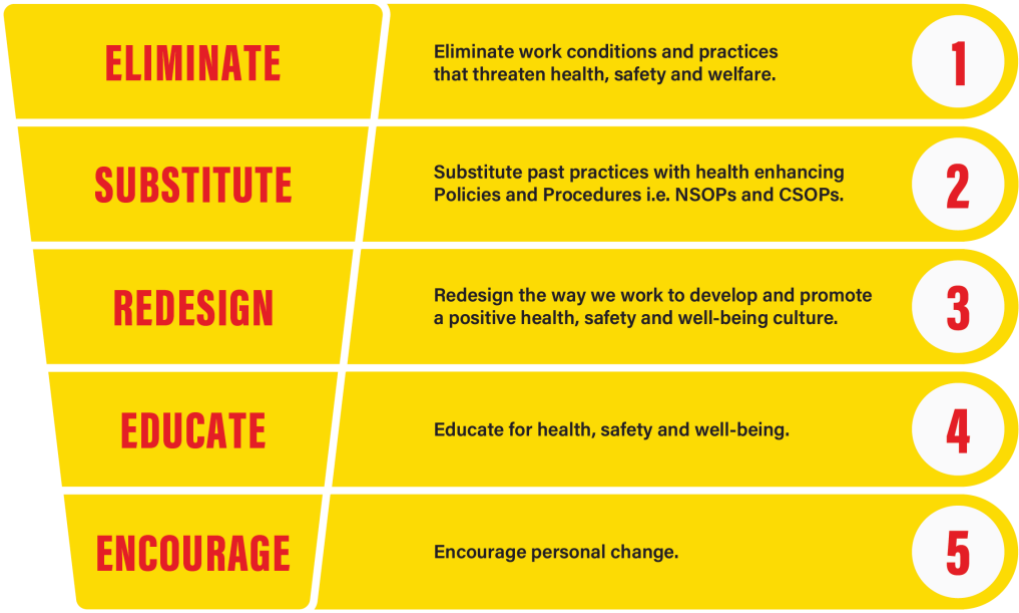
RISK MAGNITUDE	SCORE	ACTIONS TO BE TAKEN
Low ★	1-4	Risk which is acceptable. Monitoring is required to ensure that the existing control measures are maintained and working as expected.
Moderate ★★	5-12	Where reasonably practicable, additional control measures should be considered and applied to reduce the risk, particularly at higher scores within this category. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Monitoring is required to ensure that all control measures are maintained and working as expected.
High ★★★	15-16	Where reasonably practicable, additional control measures must be considered and applied to reduce the risk. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Consideration of additional control measures is required, including applying additional resources, as part of the continual improvement process. Monitoring is required to ensure that all control measures are maintained and working as expected.
Unacceptable ★★★★	20-25	If it is not possible to reduce the risk, even with unlimited resources, the risk cannot be justified on any grounds. The work must stop immediately or not be carried out if the work has not started.

Controlling Risk

Risk control is the process of deciding how to mitigate or lower a risk once identified. There is a prescribed hierarchy of six levels of controls with the goal of either eliminating the risk or reducing the risk to an acceptable level. This process is to be used for all risks. The aim is to control the risk as low so far as is reasonably practicable (ALARP or SFARP). It is expected that when controlling risk we must think in the order of the hierarchy, starting with 'Eliminate' if reasonably practicable, and so on.

The approach to controlling hazards utilises a hierarchy of options (Figure 9).

Figure 9 - *Hierarchy of control measures*



A number of control measures may be available to control a risk. Each control measure will require different resources, including cost and time frames. When determining which control method to use, consider:

1. What is the cost of eliminating or minimising the risk?
2. Is the cost (money, time, trouble, benefit) grossly disproportionate to the risk?
3. What are the long and/or short term strategies for risk control?

Risk Review

Continue to monitor and assess the task, hazards, risks and control measures for effectiveness and update as necessary. The Operational Risk Assessment and the system around its purpose is designed to capture risk review in dynamic environments that are continually changing.

Even when hazard controls are assessed and adequate, they should be periodically reviewed to ensure they remain valid and are working as expected.

This process of assessment and periodic review of risk assessment should be documented to provide evidence of the assessor, date of assessment, and actions taken as a result of the review.

General Risk Assessments are 'live' documents. As long as the task is carried out within the organisation it is important to ensure the assessment reflects the current practice. There are generally four occasions when a GRA should be reviewed, including:

1. The introduction of a new task that has not been assessed
2. Following an accident or near miss
3. Every two years
4. Following a significant change, which may include:
    - Influx of new workers
    - Change of workplace layout
    - Introduction of new workplace
    - Introduction of new equipment

3. CHECK

3.1 WORKPLACE OBSERVATIONS AND INSPECTIONS

Regular workplace observations should take place to ensure workplace hazards are being effectively controlled. This may be a formal process, such as documented pre-use vehicle checks, or an informal process, such as a quick team safety meeting to discuss a present hazard. Formal documented inspections should be carried out on all equipment to proactively identify hazards, e.g., refer to Vehicle Pre-use Inspection NSOP.

3.2 INCIDENT AND NEAR MISS REPORTING

MVLS/MLSAT has an incident, injury and near miss reporting process (Figure 10) which must be followed in the event of work and/or worker related incidents, including near misses.

Incident - an unplanned event that resulted in harm. All incidents resulting in a minimum of First Aid treatment are to be reported.

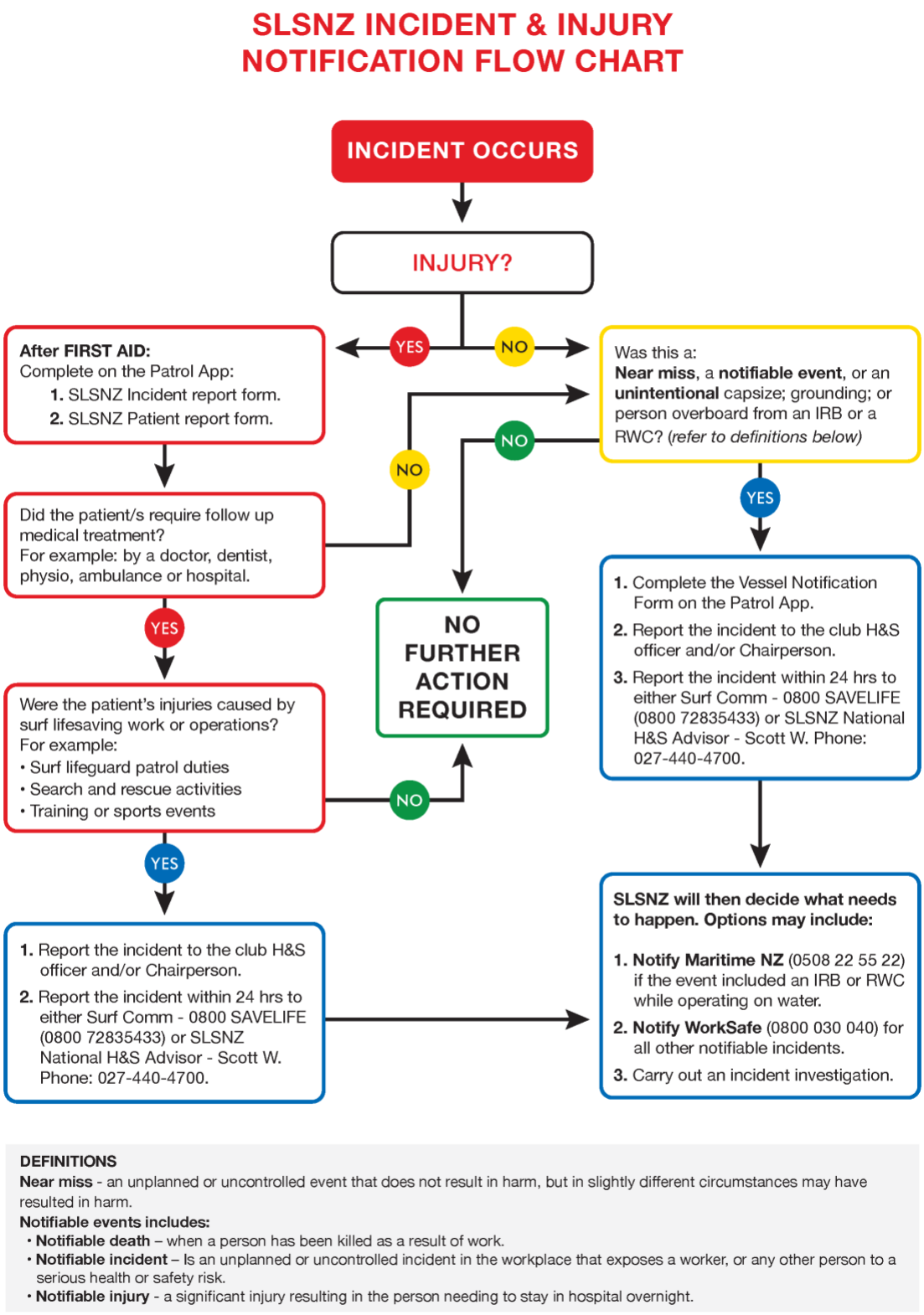
The SLSNZ Incident Form is to be used if a near miss or an incident occurs. Additionally, a Patient Form must be completed for each individual that is harmed. These forms are designed to capture relevant details of the event and are to be escalated to the relevant line manager.

Use the SLSNZ Incident Reporting NSOP for assistance in determining what action to take and/or who to escalate information to.

Near miss – an unplanned event that has the potential to cause harm, but did not result in harm.

Notifiable event – Some incidents or near misses require immediate notification to an external agency (see below). This information is included in the Incident Reporting NSOP. Notifications must be made as soon as practicable and must also include notification to the SLSNZ designated personnel. It is a legal requirement for all persons to cooperate and assist officials from the relevant authorities when investigating notifiable events.

Figure 10 *- SLSNZ Incident and Injury Notification Flow Chart*



3.3 WORKSAFE DEFINITIONS

A notifiable event is when any of the following occurs as a result of work:

A **Death** that is related to work activity is notifiable.

A **Notifiable Illness or Injury** is any that would usually require a person to be admitted to hospital for immediate treatment, including:

- Amputation
- Serious head injury
- Serious eye injury
- Serious burn
- De-gloving or scalping
- Spinal injury
- Loss of consciousness, speech, movement, function of internal organ, sense(s)
- Serious lacerations
- Serious infections (diseases caught from animals, legionnaire's disease).

A **Notifiable Incident** is an unplanned or uncontrolled incident that results in:

- An escape, a spillage, or a leakage of a substance
- An implosion, explosion, or fire
- An escape of gas or steam
- An escape of a pressurised substance
- An electric shock
- The fall or release from a height of any plant, substance, or thing
- The collapse, overturning, failure, malfunction of, or damage to any plant that is required to be authorised for use in accordance with regulations
- The collapse or failure of an excavation or any shoring supporting an excavation
- The inrush of water, mud, or gas in workings in an underground excavation or tunnel
- The interruption of the main system of ventilation in an underground excavation or tunnel
- A collision between two vessels, a vessel capsize, or the inrush of water into a vessel.

If the incident reaches the 'Notifiable Incident' threshold then a notification must be made by the fastest means possible. Please follow the WorkSafe NZ link below to report the notifiable incident.

WorkSafe NZ: http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events/notifiable-incident

3.4 MARITIME NZ DEFINITIONS

You must report any accident, incident or serious harm injury to Maritime New Zealand as soon as practicable after it occurs.

An **Accident** means an occurrence that involves a vessel, and in which:

- A person is seriously harmed as a result of being on the vessel
- There is direct contact with any part of the vessel including any part that has become detached from the vessel
- There is direct exposure to the wash of the vessel or interaction (other than direct contact) between two vessels
- There is involvement in the salvage of any vessel - except where the injuries are self-inflicted or inflicted by other persons, or when injuries are to stowaways hiding outside the areas normally available to passengers and crew
- The vessel sustains damage or structural failure that:
    - Adversely affects the structural strength, performance or seaworthiness of the vessel; or
    - Would normally require major repair or replacement of the affected component; or
    - Poses a threat to the safety of people on board the vessel; or
    - There is a complete or partial failure of machinery or equipment that affects the seaworthiness of the vessel; or
    - There is a loss of, or damage to, or movement of, or change in the state of, the cargo of the vessel which poses a risk to the vessel or other vessels; or
    - There is a significant loss of, or significant damage to, property (not being the cargo carried by the vessel) or the property of any person (whether or not aboard the vessel), whether or not the loss or damage arises from an interaction between two vessels; or
    - There is a loss or escape of any substance or thing that
    - May result or has resulted in serious harm to any person; or
    - May pose a risk, or has resulted in damage to the vessel or other vessels; or
    - May pose a risk, or has resulted in damage to any property (whether or not on board the vessel); or

- A person is lost at sea (whether or not subsequently found) or is missing; or
- The vessel is foundering, capsizing, being abandoned; stranding; missing or has foundered, capsized, been abandoned, been in a collision, or has had a major fire on board.

An **Incident** means any occurrence, other than an accident, that is associated with the operation of a ship and affects or could affect the safety of operation.

A **Mishap** means an event that:

- Causes any person to be harmed
- In different circumstances, might have caused any person to be harmed.

Serious Harm means:

- Death
- Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
    - Respiratory disease
    - Noise-induced hearing loss
    - Neurological disease
    - Cancer
    - Dermatological disease
    - Communicable disease
    - Musculoskeletal disease
    - Illness caused by exposure to infected material
    - Decompression sickness
    - Poisoning
    - Vision impairment
    - Chemical or hot metal burn of eye
    - Penetrating wound of eye
    - Bone fracture
    - Laceration
    - Crushing
    - Amputation of body part - including part of a finger
    - Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
    - Loss of consciousness from lack of oxygen

- Loss of consciousness or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance
- Any harm that causes that person to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

Minor Injuries, such as a small cut or a sprain, do not have to be reported to Maritime NZ.

If the incident reaches the 'Notifiable Incident' threshold then a notification must be made by the fastest means possible. Please follow the Maritime NZ link below to report the notifiable incident.

Maritime NZ: https://www.maritimenz.govt.nz/commercial/safety/accidents-reporting/

4. REVIEW

4.1 INCIDENT INVESTIGATION AND LESSONS LEARNT

In some cases, there will be events that will result in an internal and/or external investigation. Internal investigations will be conducted within MVLS/MLSAT by MVLS/MLSAT designated personnel. External investigations will be conducted by the relevant authority (WorkSafe, Maritime, Police, etc.).

Near miss events may also be subject to investigation by MVLS/MLSAT and/or relevant authorities.

Currently there is no formal internal investigation procedure within MVLS/MLSAT. However, this has been highlighted and is a part of SLSNZ's continuous improvement plan.

Although investigations are a reactive measure to health, safety and welfare incidents, they allow MVLS/MLSAT to determine whether harm arose from a significant hazard, and also to identify the underlying causes of the event, with the intention of preventing a reoccurrence. Events which are unlikely to reoccur or do not present a serious risk of harm, do not warrant a full investigation. In other words, the level of harm or potential harm should be reflected in the detail, or limit thereof, of the investigation. Worker cooperation is required for both internal and external investigations. Details on internal investigations are available in the Incident Investigation NSOP.

Internal and external audits

MVLS/MLSAT is continuously striving to develop effective systems to ensure compliance with organisational expectations and legislative requirements. While operation audits are few in number, MVLS/MLSAT encourages all workers to self-assess the processes they currently utilise for continuous improvement of health and safety objectives. It is MVLS/MLSAT's intention to develop and implement additional audit processes as resources permit.

4.2 DOCUMENT CONTROL

SLSNZ and MVLS/MLSAT recognises that all policies and procedures need to be reviewed on a periodic basis to ensure compliance, and that they need to be effective and reflect the current operational best practice.

SLSNZ's and MVLS/MLSAT's HSMS policies and procedures will be reviewed at least every three years. Documents should have a written record of review dates. If a document is outdated or does not reflect current practice, please highlight your concerns to your line manager and/or the document owner.

APPENDIX 1: HAZARD REGISTER TEMPLATE

HAZARD REGISTER (Biological, Chemical, Physical, Ergonomic, Psychosocial)						
LOCATION:						
Biological hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk
Chemical hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk
Physical hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk
Ergonomic hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk
Psychosocial hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk

APPENDIX 2 - HAZARD REGISTER – EXEMPLAR

HAZARD REGISTER (Biological, Chemical, Physical, Ergonomic, Psychosocial)						
LOCATION:						
Biological hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk
Bodily Fluids	Coming into contact with bodily fluids from another human	Infection; contaminatio n	PPE requirements; adequately packed First Aid Kits; All persons are first aid trained;	Satisfactory	Club Manager	
Chemical hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk
Petrol	Petrol finds an ignition source; Petrol comes into contact with skin/eye; Environment al damage	Major fire at Club or office; Irritation of the skin; Loss of eye site; Reputational damage	Training required to handle fuel; Fuel Storage and Handling NSOP; Moderate supervision of task; designated refuelling area; Emergency spill kit available; fire extinguishers available	Good	Club Manager	See Refuelling IRB GRA
Physical hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk
Debris/ slippery surface	Items/Debris left on floor or in walkway;	Broken limb; banged up knee;	Adequate foot wear required in specified areas (no	Good	Club Manager	See Pedestrian Movement

	untidy work area		jandals); Keep pedestrian spaces, doors and accessways clear and remove any hazards in the way			around Site GRA
Low Ceiling Height	Walking into low ceiling; banging head	Moderate cut to the head; concussion	Signage warning people of low ceiling	Satisfactory	Club Manager	
Ergonomic hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk
Manual Handling	Unmanageable weight; twisting spine	Minor to major back injury	Trollies are available for use; required two-person lift if weight is unmanageable	Weak	Club Manager	See Manual Handling GRA
Musculoskeletal Disorders	Sitting too long; Workstation not fit for purpose	Carpal Tunnel, Minor to major spinal injury	Stand up desks made available to staff	Satisfactory	Club Manager	
Psychosocial hazards Record here what the hazard is- the SOMETHING that could cause the harm	Potential hazard **How** could the hazard cause harm?	Possible outcomes What could go wrong? The injury/harm	Hazard controls in place What is currently being done to prevent the outcome?	Control Effectiveness (good, satisfactory, marginal, or weak)	Monitoring of hazard controls Who are the people/persons responsible for monitoring this risk?	Comments Reference any useful documents, procedures or Risk Assessments specific to this risk
Bullying	Decline in mental wellbeing of workers	Self-harm; mentally unwell; lack of confidence; anxiety	Monitoring over group events; regular announcements /discussions regarding teamwork	Marginal	Club Manager	
Harassment	Decline in mental wellbeing of worker(s)	Stress; depression; anxiety; self-harm ideation	Harassment policy	Marginal	Club Manager	
Deadlines	Decline in mental wellbeing of worker(s)	Burnout; stress; anxiety; sleep disorders	Worker/ line manager communication	Marginal	Club Manager	

APPENDIX 3- LIST OF COMMON HAZARDS

(NOT AN EXHAUSTIVE LIST)

Hazard- an actual or potential cause or source of harm

Biological Hazards	Chemical Hazards	Physical Hazards	Ergonomic Hazards	Psychosocial Hazards
Bacterial Infection Animal Bacteria Blood borne viruses Moulds; bacteria; fungi	Asbestos Petrol Cleaning products/solutions Paints/ Solvents Pollution	Weather Conditions Wave Conditions Rips/Currents Debris Stingers Equipment UV Radiation Extreme Temperatures Fire Slips/trips/falls Contact with machinery Contact with hard surfaces/ structures Falling object Sharp object Motor vehicle collision Working at height	Manual Handling Job Design- poor workstation setup	Bullying Harassment Deadlines Violence Lack of autonomy

Hazardous substances

The hazardous substances regulations (2017) made under the Health and Safety at Work Act 2015 require each location where chemicals are stored or used to have a register detailing:

- The product name
- CAS or UN number
- Substance classification
- Quantity
- Location

This register must be kept up to date and be accessible at all times.

Any handlers of hazardous substances should be familiar with each product they use, and understand the GHS pictograms on the label. Where the need for personal protective equipment has been identified, workers must ensure these items are used.

The most common hazardous substance in SLSNZ is petrol. WorkSafe NZ advises that storing petrol presents a significant hazard because it gives off vapours which are extremely flammable. Petrol storage containers must always be:

1. approved
2. containers 25 litres or less
3. fitted with a screw-cap or closure to prevent leakage of liquid or vapour
4. compliant with the requirements of:
    a. AS/NZS 2906:2001—Fuel containers—Portable—Plastics and metal; or
    b. ASTM F852:08—Standard specification for portable gasoline containers for consumer use; or
    c. A standard referred to in a safe work instrument

Storing more than 50 litres

Storage of more than 50 litres of fuel is only permitted where the required Location Compliance Certificate exists.

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