



# **Tennis Auckland**

## **Health and Safety**

### **Policy**

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## OUR COMMITMENT

- A. This policy is to be read and followed by all:
- i. Staff
  - ii. Contractors (and their staff),  
Subcontractors (and their staff) and Volunteers
- B. All hazards, incidents, accidents and the corresponding investigations and corrective actions will be kept in [www.hseconnect.co.nz](http://www.hseconnect.co.nz)

## HEALTH AND SAFETY POLICY STATEMENT

TENNIS AUCKLAND mission is to have zero harm in the workplace. We recognise the need to ensure the safety and health of all our employees, volunteers, contractors and visitors. It is our intention to strive for excellence in health and safety management, thereby achieving operational effectiveness and organisational sustainability.

As we work together to continually improve performance and proactively manage hazards arising from our facilities and activities, TENNIS AUCKLAND will:

- Take reasonably practicable steps to provide and maintain a safe working environment, plant and systems for all employees, volunteers, contractors and visitors that is without risk to health,
- Provide information, instruction, training and supervision to ensure hazards are identified, assessed and managed effectively,
- Support and encourage employees through the provision of health and safety resources to achieve the required objectives and outcomes,
- Ensure accurate reporting, notification and investigation of all injuries and incidents and provide effective work rehabilitation for all work-related injuries and non-work injuries where appropriate,

- Foster and encourage open and honest employee participation and consultation processes in health and safety matters, creating a positive safety culture.

All TENNIS AUCKLAND employees, volunteers and contractors are required to:

- Report all incidents and injuries,
- Participate and engage in the health and safety management systems,
- Report any hazards or safety concerns
- Actively participate in rehabilitation programmes for work related injuries/illnesses.

A strong health and safety culture is a key part of our organisational strategy. TENNIS AUCKLAND team expect open and honest involvement and commitment to achieve a safe, healthy working environment and support the wellbeing of our employees, volunteers, visitors and contractors.



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**Officer**

02 Dec 2020

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**Date**

## EMPLOYEE PARTICIPATION

It is important that all employees participate and engage in processes relating to health and safety at work so that:

- Everyone with relevant knowledge and expertise can help make the place of work healthy and safe; and
- When making decisions that affect employees and their work, TENNIS AUCKLAND has information from employees who face health and safety issues in practice.

TENNIS AUCKLAND gives everyone the opportunity to participate and engage as well as allowing employee representation in the ongoing processes for improvement of health and safety in the employees' places of work. Therefore:

- Once a new hazard has been identified, we will work together to deal with that hazard - whether it be by eliminating or isolating so far as is reasonably practicable.
- We will regularly assess each hazard which has been identified to determine whether it is a significant hazard or not; and TENNIS AUCKLAND will ensure that you, as an employee, are provided with information about:
  - What to do if an emergency arises while you are working
  - The hazards which have been identified
  - The steps which have been taken to isolate the likelihood that the hazards will be a cause of harm to you, or to others.

## TENNIS AUCKLAND OBLIGATIONS

In meeting our commitment, we will:

- Systematically manage health and safety.
- Take reasonably practicable steps to provide and maintain a safe and healthy working environment.
- Provide for the health and safety of employees while they are at work.
- Take reasonably practicable steps to manage, address, monitor, and reduce avoidable workplace stress.
- Establish and insist upon safe methods and safe practices at all times.
- Establish procedures for dealing with emergencies that might arise while employees are at work.
- Take reasonably practicable steps to identify hazards and:
  - Eliminate hazards where reasonably practicable; or.
  - Isolate where reasonably practicable

- Provide health and safety training for employees.
- Provide employees with a reasonable opportunity to participate and engage effectively in the ongoing process of improvement of health and safety in the workplace, including involving employees in the development of procedures to identify hazards and eliminate or isolate these hazards so far as is reasonably practicable.
- Generally keeping employees informed on health and safety issues, including;
  - Ensuring employees and other persons understand and accept their responsibility to promote a safe and healthy place of work.
  - Ensuring the Health and Safety Hazard Identification Register is updated regularly.

## EMPLOYEES' OBLIGATIONS

Employees have obligations under the Act. These include:

- Taking reasonably practicable steps to ensure your own safety and that nothing you do or fail to do causes harm to yourself or to any other person at work.
- Being proactive with respect to identifying hazards and eliminating or isolate hazards so far as is reasonably practicable
- Reporting any accident or near miss (where someone could have been injured)
- Participating and engaging in health and safety training, improvement and workplace meetings.
- Familiarising yourself with the hazards identified in the Health and Safety Hazard Identification Register as this Register is updated when new hazards are identified. Please ensure that you login to [www.hseconnect.co.nz](http://www.hseconnect.co.nz) regularly.
- Complying with any relevant regulations made under the Health and Safety at Work Act 2015.
- Ask if you are uncertain about anything.

## VOLUNTEER OBLIGATIONS

If you're a volunteer, you must take reasonable care of your own safety and take care not to do anything which could harm another person. You should follow all reasonable safety instructions given to you by the PCBU, so that they can comply with their obligations under HSWA and its regulations (these are the duties of other persons at workplaces).

If you're a volunteer worker, you have the same health and safety duties as paid workers. In addition to the duties above you must also co-operate with any reasonable health and safety policy or procedure of the PCBU, as long as this has been notified to you. Reasonable care means that you should do what a reasonable person would do in the same circumstances. This is for you to determine; however, the following considerations may be helpful:

- the skills and knowledge you have
- what the risks and outcomes are
- the resources you have available.
- Some steps you can take include:
- only doing tasks that have been assigned to you
- only doing tasks that you have been trained to do or are familiar with
- not doing tasks that you think are unsafe
- reporting new hazards and risks to the PCBU
- being familiar with the PCBU's health and safety policies and rules
- providing feedback on health and safety issues
- using any personal protection equipment that is provided, and storing and maintaining it as instructed
- participating in health monitoring programmes.

## EMERGENCY PLAN

The risk of unwanted events such as fire and other natural disasters on site are always present. It is vital then to know the procedures in case these happen.

The purpose of an emergency plan is to provide a system for emergencies that may occur on our properties. Possible causes are fire, natural causes such as earthquake or storm, gas leak, structure collapse, bomb scare, explosion or accident.

Evacuation procedures will vary from site to site. Staff must ensure that they are familiar with the evacuation procedures in the respective locations.

In any emergency situation, if the manager is off-site, their role will be filled by the person nominated to fill that role



### General Procedures

- Vacate danger area immediately.
- Assess the situation, without endangering your personal safety or life.
- Isolate, disconnect or contain danger, if possible, without endangering your personal safety or life.
- If you are the person in charge, ensure that all personnel are clear of the danger area.
- Provide first aid to injured personnel if trained to do so.
- The accident scene is not to be interfered with unless absolutely necessary to save a life, or property.
- For emergency services telephone 111.





### Assembly Area

- The assembly area in the event of an emergency is on the street front across from the building.



### Exits

- Ensure you know where the fire exits are.
- Ensure fire exits are kept clear.



### Fire

Evacuation of the entire building is essential if a fire is discovered, or the fire alarms sound. Further, if a manager gives the instruction to evacuate, then you must do so even if the alarms cannot be heard.

#### **If you discover a fire in your area:**

- Sound the alarm
- If time permits and there is no personal danger, telephone the New Zealand Fire Service by calling 111 and asking for the Fire Service
- If you can give any further information about the type of fire and its precise location within the building, then do so
- Only to the extent that it is considered fully safe and not posing any personal danger should you attempt to extinguish a fire using the firefighting equipment in the building
- Alternatively, maintain a holding action prior to the arrival of the Fire Service
- Do not use hose reels on fires involving electrical equipment
- If you have visitors when the alarm is activated, make sure they vacate the building with you

- Do not carry drinks during an evacuation (if spilt, they may cause an accident and hold up the evacuation, and if the drink is hot it may cause burns)
- Do not return to the building for any reason until the Fire Service or manager indicate that it is safe to do so
- Fire Extinguishers - to be used by trained staff only

### **Manager duties:**

- Ensure that all persons have evacuated the building by checking all areas. Close all doors as you check each area
- Do not turn off lights
- Do not allow anyone to enter or re-enter the building until authorised by the Fire Brigade or Fire Fighting Team
- Ensure that everyone is accounted for and are clear of the area in case the fire breaks out in the open
- When the area that you are responsible for is clear, proceed to the designated assembly point



## **Natural Disaster**

### **Earthquake**

Most casualties from earthquakes are caused by falling objects, collapsing debris, moving furniture and after-effects like fire.

Please take action at the first indication of the ground shaking.

### **Indoors:**

- Remain in the building - it is safer.
- Take shelter under a solid structure, e.g. door frame or desk.

- Keep away from shelves with heavy objects, any equipment that may be dangerous if it falls over and from windows that may break or shatter.
- If there is no suitable cover, the following procedure should be used:
  - Drop to your knees, away from windows;
  - Keep your knees together
  - Clasp both of your hands firmly behind your head, bowing your neck
  - Bury your face in your arms, protecting your head
  - Try to keep calm and assist those who might panic
  - If the evacuation order is subsequently given follow the fire evacuation procedures
  - Follow the instructions of your manager

#### **When the shaking stops:**

- Major earthquakes are often followed by after-shocks. Normally these are of less magnitude than the earthquake itself. When the shaking stops, stay inside unless you are confident that it is safe to move outside.
- If it is safe to do so, turn off power sources.  
If you are outside the building, you are required to stay outside the building.

#### **Flood and High Winds**

- Seek higher ground or safe shelter if outside.  
Contact 111 if necessary.
- If inside, follow earthquake procedures.



### Gas Leak

- If any suspicion of a gas leak arises, all fire, cigarettes and other sources of flame must be extinguished. Do not search for the source of the leak with a naked flame.
- Do not operate any electrical switches. Even turning a light off may cause a small spark in the switch.
- Do not operate the manual fire alarm switch.
- Immediately notify a manager who will contact the appropriate authority. If a manager is not available, ring Emergency Services on 111.

**Special note:** evacuation is by word of mouth not manual alarm. Adhere to instructions given by Police, Fire Service or managers.



### Bomb Threats

If a bomb threat call is received, there is no alternative but to treat it as a potential danger. All staff should be familiar with the action to be taken when a telephone call is received in respect of a bomb threat.

Although the majority of bomb threat calls are hoaxes, each call must be treated as genuine until confirmed otherwise.

Following the receipt of a bomb threat, the Management must be immediately advised after alerting Emergency Services on 111.

Assessment of a call, and the information divulged by the caller may influence what action management takes. Police advice and assistance will normally still be required. Specific details from the caller about the makeup of the organisation and personalities therein, will add credence to the threat. If, however, the caller

is vague and does not give specific details about the premises, layout, people, etc. Then the possibility of a device being present is reduced but cannot be discounted.

Remain calm during the conversation.

Keep the caller talking as long as possible, but do not interrupt. If possible, pay attention to any background sound which may give an indication as to where the call is coming from. If the caller has not said where the bomb has been placed, get as much detail as possible. This will shorten the time taken with any search.

Ask questions such as what time the bomb is likely to explode, if the bomb is an explosive or an incendiary and how long the bomb has been in position.

Any answers to the above questions should give an indication as to whether or not this is a hoax, and as much of this information as possible should be passed on to the Police. The longer the caller can be kept in conversation, the more can be found out about him/her.

In the event of a bomb threat, the fire alarm will not be sounded, and any instruction to evacuate the building will be by word of mouth.

If an evacuation order is given, take personal effects (e.g. briefcase, handbags etc.) with you.



### Discovery of an Unusual Object

Following the receipt or discovery of an unusual object, the Management must be immediately advised prior to alerting Emergency Services on 111. It is the decision of management to determine what action is to be taken. Suspicious items received through the

mail should preferably be left where they have been delivered, but if circumstances dictate, they may be gently moved and isolated in a secure area. However, objects which have been discovered or left by an unknown person should definitely not be touched.

A decision will be made by management on how to handle the discovery and it is likely that he/she will arrange for the area to be evacuated and sealed to prevent subsequent access. This does not mean locking doors etc. unless absolutely necessary but ensuring that personnel who may be oblivious to the emergency cannot enter the danger area.

The Police will determine what action is to be taken. If the building is to be evacuated, this will be advised by word of mouth, as the manual alarm will not be activated.

If an evacuation order is given, take personal effects (e.g. briefcase, handbags etc.) with you. Remain calm and inform only those who need to know.



## Harassment/Bullying

Harassment/bullying in the workplace, including but not limited to sexual & racial harassment, is unacceptable and will not be tolerated under any circumstances. Report immediately to an independent member of management if subjected to it.

### Harm

- Decrease in productivity
- Intimidation of staff members resulting in stress and other possible conditions
- Absence of staff

Staff at all levels are not to discuss or attempt to deal in any way with any allegations of harassment, including sexual harassment and bullying. The

complaint **MUST** be referred directly to ‘an independent member of management’ who will deal with complaints or infringements in the first instance.



### Hazardous Material

- If trained and safe to do so, remove hazard, close all doors and turn off any electrical equipment in the vicinity.
- Manager to determine if evacuation is needed
- Await emergency services and do what they say.



### Medical Emergency

- Seek assistance and direction from the nearest certified first aider
- Dial 111. Give your name, where you are, number of persons injured and if they can assist you on the phone

## DRUGS & ALCOHOL POLICY

### Introduction

TENNIS AUCKLAND is obliged under the Health and Safety at Work Act 2015 to take reasonably practicable steps to ensure health and safety within the workplace.

Impairments due to drug or alcohol use and abuse are hazards within the workplace that may result in harm.

### Purpose

This procedure outlines the management of drugs and alcohol in the workplace.

TENNIS AUCKLAND has a policy that all persons working for them **must** arrive at work unaffected by drugs or alcohol and remain that way while they are on duty.

Illicit drugs are not permitted on TENNIS AUCKLAND work sites under any circumstances.

Alcohol must not be consumed in the workplace except after all work has ceased for the day, and with the consent of the manager.

Employees, Volunteers, Contractors (and their staff) and Subcontractors (and their staff) shall:

- ensure that they are not, by the consumption of alcohol or a drug, in a state, which may affect job performance or endanger their own safety or the safety of any other person
- ensure that they are not adversely affected by drug or alcohol use during working hours, this includes employees engaged in afterhours work, casual or contract work
- ensure they are fit for duty and to meet established standards for job performance, conduct and safety
- Advise their manager that they have been prescribed medication by a medical practitioner if that medication can have an effect on their work performance or if it increases the risk to their own safety or the safety of others. (Management will respect confidentiality. Employees will not be disadvantaged or discriminated against by notifying a potential risk)
- Immediately consult with their manager if they have concerns about working with another worker because of possible increased risk to health or safety from the use of non-prescription drugs or alcohol consumption.

If alcohol or drug related problems continue, then disciplinary procedures will be taken.

The carrying, storing or use of Illicit drugs on TENNIS AUCKLAND premises shall result in disciplinary action, which may include dismissal, and/or referral to the Police. Sale, transfer or manufacture of illicit substances in the workplace will result in dismissal. This includes the distribution of prescription drugs except where a license is held.

Any employee taking medication, whether or not prescribed by a medical practitioner, which is known to possibly impair the ability to work in a safe and productive manner (for instance, due to impaired co-ordination or concentration, fatigue or drowsiness) must advise their manager before carrying out work duties.



The manager will decide whether the employee can remain at work or whether a temporary transfer to other duties or work restrictions are required. If in doubt about the possible side effects of medication, the employee must discuss those with a medical practitioner.

TENNIS AUCKLAND will assist employees who suffer from alcohol or substance abuse problems, by arranging assessment, diagnosis, treatment and follow-up counselling or support from appropriate agencies as required. However, it is the responsibility of the employee to seek assistance before impaired performance **due to** drug and/or alcohol testing leads to disciplinary action.

# Rehabilitation

## **Worker return to work policy**

Any Worker who has experienced a work-related personal injury and who has taken time off to recover will be supported in a return to work as early as possible and in accordance with medical advice. This involves a partnership between ACC, the Worker and us, medical treatment providers and others as appropriate in the circumstances. An early return to work may involve a modification of the Workers working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

## **Medical information**

The Worker must provide us with a copy of their completed ACC forms and/or medical certificate, from the treatment provider.

The medical certificate will state the Worker's capacity or incapacity for work and specify a date for review (second visit) by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured Worker is off work for more than seven consecutive days they must provide us with a medical certificate confirming they are 'fit for work'.

## **Capacity to work and the provision of alternative duties**

The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a Worker rehabilitates to their former role. This is a proactive approach to enable the Worker to return to work as quickly as possible and maximise the chances of full recovery.

## **Alternative placement or permanent disablement**

Where at any point it becomes clear that the Worker will be unable or is unlikely to return to former duties as a result of work-related personal injury, our Management will explore the possibility of suitable alternatives with the Worker.

When the Worker's personal injury is so severe as to prevent them returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment contract.

## **HAZARD REGISTER**

Hazards in work areas are identified and procedures are developed to manage by elimination or isolation so far as is reasonably practicable. Report to your manager any hazards that you may identify which might cause injury. Report at once so that the risk can be analysed and corrective action will be put in place. Then upload to hazard register on [www.hseconnect.co.nz](http://www.hseconnect.co.nz).

## **ACCIDENT REPORTING**

All incidents and accidents and the corresponding investigations and corrective actions are kept in - [www.hseconnect.co.nz](http://www.hseconnect.co.nz)