



## Health & Safety Policies/Procedures

Last updated September, 2016

### **PURPOSE**

The purpose of this policy is to create a safe and healthy club environment for our club members and visitors, and to do all we can to prevent accidents and illness in our club environment. This policy documents the Club's commitment to meeting its obligations under the Health and Safety at Work Act 2015.

### **OBJECTIVES**

The Eastern Suburbs Health and Safety Programme aims to;

- Promote excellence in health and safety management
- Continually improve current health and safety performance
- Provide a safe and healthy club environment
- Identify and control or mitigate hazards and risks
- Establish and maintain communication on health and safety
- Support club members participation in Health and Safety matters
- Identify needs and provide training on health and safety
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters

Eastern Suburbs AFC will;

- Regularly inspect the Clubrooms to identify, manage, and control/mitigate hazards and risks to establish safe club and work practices
- Provide information to foster awareness of health and safety
- Make adequate preparations for emergencies
- Record all reported accidents and "near misses" and investigate where necessary to ensure future accidents are avoided
- Notify WorkSafe New Zealand of a "notifiable event"
- Provide reasonable opportunities for club members to be involved in Health and Safety

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## **Eastern Suburbs AFC**

Madills Farm, 6 Baddeley Avenue, Kohimarama, Auckland

Po BOX 25343, St. Heliers, 1740

Email: [admin@easternsuburbs.co.nz](mailto:admin@easternsuburbs.co.nz)

Phone: 09 578 1375



Club members will;

- Contribute to the process of risk identification and, as required, assist in the analysis and control of hazards and risks
- Ensure all known accidents or near misses involving club members and/or visitors are reported to the committee
- Not undertake any activity which is unsafe
- Look out for the safety of fellow club members or visitors
- Observe all safety rules (including warning signs) and risk controls

## DEFINITIONS

The terms ‘workers’, ‘volunteers’, ‘volunteer workers’, ‘PCBU’, and others used in this policy have particular meanings in the Health and Safety at Work Act 2015.

## ENVIRONMENT

The Club has different physical environments which pose different hazards, and which are used by people with varying obligations for Eastern Suburbs AFC under the Health and Safety at Work Act 2015:

1. The Clubhouse: used by a wide range of people, included but not limited to workers, volunteers, volunteer workers, contractors, visitors, and Club members
2. The Auckland Football Pitches and Facilities: including buildings and carparks

A key principle of health and safety is that those who are best placed to manage hazards do so. The club wishes to ensure that the welfare of all members is prioritised. This will involve a diverse range of actions (such as coaches/managers prioritising the welfare of an injured player, or members who respect decisions of match officials at games). Auckland Football Federation is accountable for providing a safe playing environment for our players at their grounds. Any hazards or health and safety issues identified by Club members or supporters will be notified to Auckland Football Federation.

The rest of this policy focuses on Health and Safety as it relates to the Clubrooms located at Madills Farm, Kohimarama.

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## **RISKS**

We are all responsible for identifying potential risks in the Clubroom environment. A list of potential risks has been identified, and can be found in the [Risk and Hazards Register](#).

All users of the Clubhouse are responsible for taking care of their own health and safety, as well as complying with all health and safety instructions

## **ACCIDENTS/EMERGENCY**

When an accident or near miss occurs, the below steps must be followed.

Firstly, ensure the injured person receives the required medical treatment. There is a first aid kit located in the cupboard in the kitchen.

If an accident or near miss involving serious harm occurs:

- Do not move the person
- Call 111 for an ambulance and seek the appropriate medical treatment

All accidents or near misses must be reported to the committee. The committee will then inform WorkSafe New Zealand if the incident is a 'Notifiable event', and otherwise review the accident or near miss and take steps to mitigate any risks for future prevention purposes.

## **CLUBROOM EVACUATION PROCEDURE**

Evacuation procedures for the Clubrooms are posted on the wall in the entrance-way, and exit doors have signs above them.

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## **FIRE SAFETY**

Fire exit doors are identifiable via signage and are kept clear of obstacles.

In the event of a fire:

- If possible, operate the nearest fire alarm
- Call 111
- Use a fire extinguisher if safe

Immediately vacate the building via the closes exit

- Make sure any visitors leave the building with you
- Walk, do not run
- Do not return for personal belongings
- Report to the meeting point outside of the clubrooms

## **SMOKING**

All areas in the clubrooms are designated non-smoking. Smoking is discouraged anywhere on the premises, although is permitted outside.

## **EARTHQUAKE SAFETY**

In the event of an earthquake, move away from windows and anything that could be dangerous if it falls. Find cover under tables or doorways.

After the earthquake, if it is safe to do so, evacuate the building and assemble on the concrete carpark area outside. Check for injuries, hazards, and fires.

## **CONTRACTORS ON SITE**

The Club is firmly committed to the provision of a safe and healthy workplace or environment for staff members, contractors, subcontractors, and visitors.

The club will ensure contractors and subcontractors have a safe environment to work, and the contractors and subcontractors will;

- Identify any hazards they will bringing on to the site, and how these will be mitigated
- Ensure their employees and/or subcontractors have received appropriate safety training
- Provide any emergency and personal protective equipment they may require
- Report any accidents or near misses incurred to the ESAFC Health and Safety Coordinator

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## HEALTH AND SAFETY CONTACTS AND INFORMATION

<b>What</b>	<b>Where/Who</b>
Trained First-Aider	Game-day Coordinator
First Aid Kit	In the Kitchen cupboard inside clubrooms
Risk Register	Behind the bar in clubrooms
Accident Register	Behind the bar in clubrooms
Fire Extinguishers	In clubrooms
Assembly Point	Concrete carpark outside
Contact person for Clubroom Key	Club Chairman
Health & Safety Coordinator	Club President

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