



PERINGA UNITED ASSOCIATION FOOTBALL CLUB INCORPORATED

HEALTH AND SAFETY POLICY AND PROCEDURES

Purpose

It is up to all of us at Peringa United AFC to create a safe and healthy club environment and workplace for our employees, club members and visitors. We need to work together and do all we can to prevent accidents and illness in our work and club environment. This policy provides a summary of information relevant to health and safety in our club and we ask that you familiarise yourself with it. We recognise that if we work together on all aspects of health and safety, we will get a better result.

Objectives

Peringa United AFC's 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 and work environment;
- Identify and control or mitigate hazards and risks;
- Establish and maintain communication on health and safety;
- Support employees and Club members participation in health and safety matters;
- Identify needs and provide training on health and safety; and
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters.

Peringa United AFC will;

- Regularly inspect the Club's environment to identify, manage and control / mitigate hazards and risks and 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";
- Ensure employees are properly trained to do their work in a healthy and safe manner; and
- Provide reasonable opportunities for you, as Club members or employees, to be involved in health and safety.

As Club members and Peringa United AFC employees, we ask you to:

- 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, visitors and/or employees are reported to the Health and Safety Co-ordinator;
- Not undertake any activity which is unsafe;
- Look out for the safety of fellow Club members, visitors and/or employees; and
- Observe all safety rules (including warning signs) and risk controls.



Induction

On joining Peringa United AFC as a member or becoming an employee, please read this health and safety information.

Risks

We are all responsible for identifying potential risks in the Peringa United AFC environment. A list of potential risks that have been identified are attached to these policies and procedures. Please let the Club's Health and Safety Co-ordinator know if you see anything you consider hazardous so he/she can add it to the risk register and take action to prevent harm.

Accidents / Emergency

When an accident or near miss occurs at Peringa United AFC, please follow these steps:

- Make sure the injured person receives the required medical treatment.
- There is a first aid kit located in the clubroom kitchen. Icepacks are in the freezer in clubroom kitchen.

If an accident or near miss involving serious harm occurs:

- Don't move the person
- Call 111 for an ambulance and seek the appropriate medical treatment.

If a defibrillator is needed, one is located on the roadside side of the changing room block. The cabinet can be opened by obtaining the code from emergency services on 111.

If an ambulance is required to enter the park grounds a key is available on the key board in the clubroom kitchen.

All accidents or near misses need to be notified to the Club's Health and Safety Co-ordinator. Please fill out the attached form and email it to peringaafc@peringaafc.co.nz or give to a committee member.

The Club's Health and Safety Co-ordinator will inform Worksafe New Zealand if the incident is a "notifiable event" and otherwise review the accident or near miss and take steps to eliminate or minimise any risks to prevent a similar accident happening again.

Clubroom evacuation procedure

Please familiarise yourself with the evacuation procedure if you are in the clubrooms and a fire or emergency occurs.

Fire Safety

How to be fire safe:

- Don't block fire exits; and
- Keep fire doors closed



In the event of a fire:

- If possible, operate the nearest fire alarm;
- Call 111, ask for the fire service and advise the operator of the location;
- Use a fire extinguisher if it is safe;
- Immediately vacate the building via the closest exit;
- Make sure any visitors leave the building with you;
- Walk, don't run;
- Don't return for personal belongings; and
- Report to the meeting point in the carpark by the roadside.

Smoking

All areas in the clubrooms and changing room block are designated non-smoking. Smoking 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, desks or doorways;
- After the earthquake, evacuate the building or grounds and assemble in the carpark by the roadside; and
- 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 contractors, sub-contractors and visitors.

The Club will ensure contractors and sub-contractors have a safe environment to work and contractors and sub-contractors will:

- Identify any hazards they will be bringing to the site and how those hazards will be mitigated;
- Ensure their employees and/or sub-contractors have received safety training for the job;
- Provide any emergency and personal protective equipment they may require; and
- Report any accidents or near misses incurred by the contractors, employees of the contractors, sub-contractors or visitors to the Club's Health and Safety Co-ordinator.

Members' Welfare

The Club wants to ensure that the welfare of all members is looked after. This will involve a diverse range of actions ranging from coaches and managers prioritising the welfare of a player when he/she is carrying an injury to members who are supporters respecting the decisions of referees officiating at games.

The Club, all members, players, coaches, managers, referees, parents and guardians are required to abide by the Peringa United AFC Code of Conduct.

Additionally, the Club has a Child Protection Policy and an Anti-Harassment Policy. These can be viewed on the Club website (www.peringaafc.co.nz).



Important Peringa United AFC Health and Safety Contacts and Information

What	Where/Who
Trained First Aider	Hamish Gunson (Secretary)
First Aid Kit	Clubroom kitchen. Ice packs in the freezer located in the clubroom kitchen
Defibrillator	Roadside side of the changing room block. The cabinet can be opened by obtaining the code from emergency services on 111.
Risk Register	In the health and safety folder in the clubrooms
Accident Register	In the health and safety folder in the clubrooms
Fire Extinguishers and fire blanket	In the clubroom kitchen
Fire exits for clubrooms	Main entry door and door to deck
Assembly point in the event of an evacuation	Carpark by the roadside
Key for field gates	Located on the key board in the clubroom kitchen
Health and Safety Co-ordinator	TBC

Hazard Register

Hazard Identified	Risk (Potential Harm)	Risk Rating	Managing the Risk



Accident Register

Name	Time and Date	Description of Injury	When and How Accident or Incident Happened	Recorded into Hazard Register	
				Yes	No

INCIDENT/NEAR-MISS REPORT

In case of an emergency:

- Contact emergency services: 111
- Call WorkSafe: 0800 030 040

Personal details

NAME:	PHONE NUMBER:
ADDRESS:	DATE OF BIRTH:
	SEX: <input type="radio"/> Male <input type="radio"/> Female

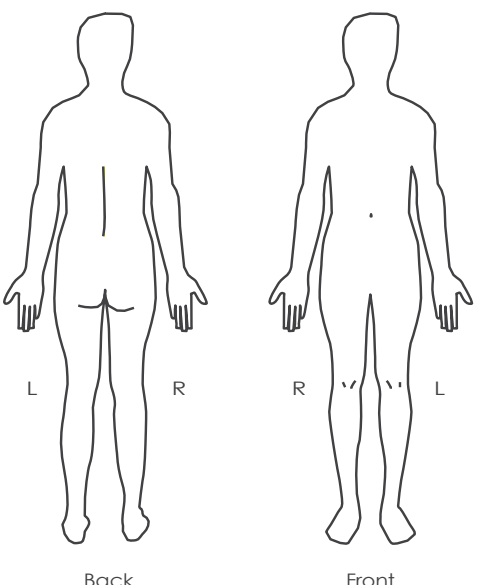
Details

CLUB NAME:	JOB TITLE:
<input type="radio"/> Employee <input type="radio"/> Contractor	<input type="radio"/> Member <input type="radio"/> Visitor

Accident details

DATE:	<input type="radio"/> Near-miss	<input type="radio"/> No treatment	<input type="radio"/> First aid	<input type="radio"/> Doctor	<input type="radio"/> Hospital	<input type="radio"/> Serious harm
TIME:	<input type="radio"/> AM	<input type="radio"/> PM	Hours at work:	Date reported:		

Nature of injury

<input type="radio"/> Strain/sprain	<input type="radio"/> Cut	<input type="radio"/> Head injury	<input type="radio"/> Fracture/break	<input type="radio"/> Gradual process
<input type="radio"/> Bruising	<input type="radio"/> Burns	<input type="radio"/> Poison/chemical	<input type="radio"/> Multiple injuries	<input type="radio"/> No injury
LOCATION OF INJURY (CIRCLE LOCATION)		WHERE DID THE ACCIDENT HAPPEN?		
				
HOW DID THE ACCIDENT HAPPEN?				
WAS THE PERSON TRAINED FOR THE TASK THEY WERE DOING?				<input type="radio"/> Yes <input type="radio"/> No
IF A VEHICLE WAS INVOLVED, RECORD TYPE OF VEHICLE				
WAS A SIGNIFICANT RISK INVOLVED?				<input type="radio"/> Yes <input type="radio"/> No
IF YES, WHAT WAS THE SIGNIFICANT RISK?				
IS THE RISK ON THE RISK REGISTER?				<input type="radio"/> Yes <input type="radio"/> No

WHAT HARM COULD HAVE HAPPENED?

STEPS TAKEN TO PREVENT A SIMILAR EVENT HAPPENING AGAIN

SPECIFIC ACTIONS REQUIRED	PERSON RESPONSIBLE	BY WHEN	DATE COMPLETED

INITIAL NEEDS ASSESSMENT (ONLY COMPLETE IF A DOCTOR'S VISIT WAS REQUIRED)

<input type="radio"/> Able to continue full duties	<input type="radio"/> Able to do light duties	<input type="radio"/> Unable to work
<input type="radio"/> Help available at home	<input type="radio"/> Assistance required at home	<input type="radio"/> Transport assistance needed

Form completed by

NAME:	POSITION:
SIGNED:	DATE FORM WAS COMPLETED: