

New Zealand Deerstalkers' Association Inc.

HEALTH AND SAFETY PLAN



April 2017

With Acknowledgement to Fish and Game NZ

NZDA HEALTH and SAFETY POLICY

Purpose

The New Zealand Deerstalkers' Association (NZDA) is committed through consultation with workers to provide a healthy and safe workplace for all workers, customers and visitors and is committed to constantly improve Health and Safety standards and procedures.

Scope

This policy applies to all NZDA workers and includes paid staff and volunteer workers.

Policy

NZDA will, as far as is reasonably practicable, comply with the provisions of legislation dealing with health and safety in the workplace, by:

- providing a safe physical and emotional work environment;
- ensuring a health and safety strategy/plan is in place and that engagement and consultation with staff on the strategy occurs;
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and staff are not exposed to hazards;
- ensuring there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries, and reporting serious harm incidents;
- having a commitment to a culture of continuous improvement.

The National Office Manager, as an Officer (as defined in the HSWA 2015), is also responsible for implementing this policy within the National Office and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation;
- take all reasonable steps to protect workers, volunteers and visitors in the workplace from unsafe or unhealthy conditions or practices;
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place to deal with issues of this nature;
- provide information and training opportunities to workers;
- advise the National President of any emergency situations as soon as possible.

The National Office Manager, as an officer may be personally liable if they fail to meet or comply with health and safety obligations.

All workers (employees, contractors, and volunteer workers) are expected to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work;
- following instructions, rules, procedures and safe ways of working;
- reporting any pain or discomfort as soon as possible;
- reporting all injuries, incidents and near misses;
- helping new staff members, trainees and visitors to the workplace understand the safety procedures and why they exist;
- reporting any health and safety concerns or issues through the reporting system;
- keeping the workplace tidy to minimise the risk of any trips and falls;
- wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards.

Workers may be personally liable if they fail to meet or comply with their health and safety obligations.

All others in the workplace must:

- follow all instructions, rules and procedures while in the workplace;
- report all injuries, incidents and near misses to the National Office Manager;
- wear protective clothing and equipment as and when required to minimise their exposure to hazards.

Signed: _____ (National President)

Date: _____ 21/02/2018

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SECTION 1: INTRODUCTION

NZDA National Office and Branches are committed to maintaining a safe and healthy working environment for the safety and health of all our workers and other persons in our workplace.

It is EVERYONE'S business and every worker is expected to share in the commitment to avoid the risks and accidents which may cause personal injury, property damage or any other type of loss.

This plan is set out to provide you with information to ensure you know what procedures need to be followed in relation to health and safety for everyone in our workplace.

Please take the time to familiarise yourself with our Health and Safety plan. If you have any questions or suggestions on improvement please let National Office or your branch Health and Safety coordinator know.

SECTION 2: POLICY

The Health and Safety policy statement will provide NZDA staff and members with a written point of reference about NZDA's commitment to Health and Safety. The policy is the first stage in the association's Health and Safety plan and includes the following:

- NZDA National Executive's commitment to Health and Safety and their place within the culture of NZDA;
- NZDA National Executive's legal responsibilities under the Health and Safety at Work Act 2015 and the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016;
- The responsibilities of National Office Manager, workers and others in the workplace;
- Reference to training and information;
- Statutory requirements as minimum standards; and
- A culture of continuous improvement processes.

Our Policy is set out on page 2. This needs to be signed and a copy displayed for all workers to see.

SECTION 3: HEALTH AND SAFETY AT WORK ACT 2015 (HSWA)

The guiding principle of the Health and Safety at Work Act 2015 (HSWA) is that workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from work risks as is reasonably practicable.

HSWA is the key work health and safety law. It sets out the health and safety duties that must be complied with.

Other Legislation/Regulations that needs to be adhered to:

1. Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016
2. Employment Relations Act 2000
3. Injury Prevention, Rehabilitation, and Compensation Act 2001

4. Land Transport NZ
5. Electricity Act 1992
6. Transport Accident Investigation Commission Act 1990
7. Smoke-free Environments Act 1990
8. Hazardous Substances and New Organisms Act 1996 (HSNO)
9. Environmental Risk Management Authority www.ermanz.govt.nz
10. Factory and Commercial Premises (First Aid) Regulations 1985
11. Arms Act 1983
12. Maritime Transport Act 1994
13. And all common NZ law.

Approved Codes of Practice

The list below outlines the Approved Codes of Practice that are applicable for Fish and Game. They can be downloaded from:

<http://www.business.govt.nz/worksafe/information-guidance/approved-codes-of-practice-acops>

Hazardous Substances: Management of in the workplace.

Noise: in the workplace

General Safety Guidelines

The following guidelines can be downloaded from:

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-alphabetical-listing>

Robbery: Guidelines for the Safety of Staff from the Threat of Armed Robbery or Violent Offenders

Computers: Guidelines for Using Computers

Chainsaws: A Guide to Safety with chainsaws

Machinery: Guidelines for the Provision of Facilities and General Safety in Machinery Vehicle or Vessel Operation

Shift-work: Advice for Employers and Employees

Stress and Fatigue

For detail on the HSWA - refer Appendix **H&S 1**

Further Information on the HSWA

For further information see "The Introduction to the health and safety at Work Act 2015 (March 2016) - By visiting:

<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/introduction-to-the-hsw-act-2015>

SECTION 4: HEALTH AND SAFETY ANNUAL TIMETABLE

Health and Safety Policy Review

To be reviewed by Natex every 3 years - next review June 2019

Operations Work Plan (OWP) and Budget

NZDA OWP and Budget will be reviewed annually. Direct costs, hours and training requirements need to be reviewed pertaining to Health and Safety. This review will take place between February and April each year.

Health and Safety Plan review (this document)

NZDA Health and Safety Plan will be review annually. This review will take place between July and August each year, and at other times when required.

Hazard review

A review of all hazards within the hazard register will be undertaken on a rotation basis. Refer **H&S 3** for the Annual timetable.

Tailgate/RAMS Reviews

A review of the site specific hazards (via a Tailgate form) (e.g. a range shoot, a training activity, planned hunt etc.) will be undertaken before the activity is undertaken.

Training

Training will be undertaken when needed or where legislation requires. The nature of the tasks to be undertaken will determine the training and the timing of training and refresher courses.

Any Training that is identified to minimise a hazard should be included on the hazard register.

Audits

A regular timetable of Audits needs to be established. Refer Section 9 (Refer Appendix **H&S 2** Manager Audit Checklist and **H&S 3** for Annual Timetable)

SECTION 5: EMPLOYEE PARTICIPATION IN HEALTH AND SAFETY

NZDA is committed to ensure all workers engage and participate in matters relating to Health and Safety.

In order for efficient use of resources a two tier approach to Health and Safety is being considered (Branch level and National level).

Two Tier Approach to Health and Safety

Branch

- Weekly and Monthly meetings - Each branch must put in place a process to meet regularly (monthly) to discuss issues relating to health and safety within the workplace. Minutes from these meetings must be taken and available to all staff.
- If hazards are identified outside meeting times and require action - these hazards need to be reported to the Health and Safety coordinator to ensure procedures are put in place to minimise the Hazard.
- After an incident or near miss, the reporting procedures must be adhered to as per section 10.

National

Elected Natex members, comprise the **National Health and Safety Committee**. The HUNTS Advisory Committee provides input.

The National H&S Committee meets quarterly.

The National Health and Safety committee is part of a NZDA national framework to help improve the management of workplace Health and Safety nationally. The national H&S

committee is a forum for collective discussion regarding Health and Safety and for helping branch officers to:

- Comply with the legislation;
- Implement a process of continuous improvement;
- Specifically support employee involvement.

See appendix **H&S 4** for Roles and Functions of the National Health and Safety Committee.

SECTION 6: INFORMATION, TRAINING AND SUPERVISION

Employer Responsibilities

NZDA (National Office and Branches) will take all practicable steps to ensure that every employee who does work, uses plant, or deals with a substance of any kind is supervised by a person who has, knowledge and experience of the workplace, plant and substances to ensure the employee will not be harmed or cause harm to another employee. Otherwise employees will be adequately trained and understand the training given for the safe use of all equipment, objects, substances, and protective clothing and equipment they may be required to use or handle.

NZDA (National Office and Branches) will take all practicable steps to ensure employees are given information in a manner that they can reasonably understand, taking into account language, literacy and culture.

Worker Responsibilities

Workers have a duty to:

- Protect their own Health and Safety;
- Ensure that they do not act in any way that could bring harm to themselves or any other person;
- To use safe and healthy work practices at all times;
- To use the Personal Protective Equipment (PPE) provided;

If a worker is unsure of any safe method for work practice then the worker must not continue until they seek advice from their supervisor.

Worker Induction

Any new staff member as part of their induction must be taken through the Health and safety plan and once they have been trained and aware of the hazards they are to sign the Employee Health and Safety Agreement (**H&S 5**).

SECTION 7: DISPLAY OF SAFETY INFORMATION

National Office and each branch are to ensure all appropriate Health and Safety information is displayed. This includes:

- NZDA Health and Safety Policy (per page 2)
- Health and Safety Committee meeting minutes
- List of Fire Wardens (If appropriate)
- List of People holding First Aid Certificates

This also includes signage relating to:

- Visitors reporting to Reception
- First aid kits
- Accident Register
- Emergency exits
- Emergency procedures/wardens
- Fire extinguishers (type and use)
- Chemical storage (if any)

SECTION 8: HAZARD IDENTIFICATION AND CONTROL

NZDA (National Office and Branches) strive to ensure, so far as reasonably practical, the health and safety of workers, and that other people are not put at risk at work. The organisation has in place a regime of regularly assessing risks in places of work (i.e. previously existing, new and potential risks) and regularly reviewing these to see whether these risks are significant and require further Health and Safety action. There is an on-going opportunity for employees, volunteers and employee representatives to be actively involved in identifying and managing risks in the workplace.

Where there is a significant hazard NZDA will take all practical steps to Eliminate the hazards. If elimination is not practical, we will take all reasonable steps to Isolate the hazard.

Where isolation is impractical, the hazard will be Minimised by:

- Good work practices being maintained;
- Employees are properly trained and supervised;
- Protective clothing and equipment is provided and used by all employees at all times necessary; and
- If required, and with consent of the employee, employees health will be monitored in relation to the exposure to the hazard.

NZDA Identification Procedure

All workers will be given an opportunity to identify and manage risks/hazards within NZDA. Each branch may use a variety of techniques to identify risks within the work place however, the following procedures are in place:

1. National Office Weekly staff meetings. An agenda item on the weekly staff meeting is Health and Safety - Workers are able to identify any new risks that have developed over the week and or risks that will be associated with the work that is planned for the coming week.
 - a. In order to classify the hazard - you may wish to make use of the "Assessing Hazards Template" **H&S 6**
 - b. At every meeting, any hazard identified will be documented with assigned responsibilities and timeframes. Refer **H&S 21** for the Weekly Health and Safety Minutes. Minutes from this meeting will be distributed to all staff by email. Many hazards identified in the weekly or monthly meetings may already be included on the hazard register and the minutes become a reminder to all workers to be continually focusing of safety at work. The minutes also become a register of maintenance that is required around workplace.

- c. If required, update the Hazard register as required and make sure all staff are aware of the new Hazards. (When required print off the new hazard register and ensure all staff mark as read and understood- recommend this is undertaken quarterly)
2. Natex, Branch and HUNTS meetings. Each meeting should have Health and Safety on the agenda. all staff should be included in a Health and Safety meetings.
3. Tailgate meetings. Before workers start a new project or task in the field, a tailgate meeting will be held to discuss the risks associated with that project/field work and to refresh staff of the risks. The tailgate form is preprinted and any new hazards identified on site will be added to the tailgate form and signed off by all party members. (see Tailgate forms T/R 1,2,3)
4. Audits There are a number of regular audits in that workers/managers have at their disposal. (refer Section 9)
5. New machinery/equipment is purchased When **new or modified equipment, material, services, work processes or training activities are introduced into the workplace**, it is important that hazards present are identified and controlled appropriately, and added to the hazard register. (e.g. new high shelving posing danger of falls).

Procedure for the discovery of a new hazard

Upon discovery of a new hazard at work:

- Anyone immediately affected by the hazard needs to be informed;
- The hazard is to be Eliminated, Isolated or Minimised - in that order;
- The hazard and controls will be documented in the on-site hazard register (may be on the Tailgate form) - make use of **H&S 6** for the Hazard Assessment template;
- Staff are to be informed of any controls implemented;
- The hazard and controls will be recorded in the master hazard register.

SECTION 9: AUDITS AND PLANNED INSPECTIONS

. Audits may be may be timetabled or managers may undertake random audits at any time. The National Office Manager and branch officers in charge of facilities or programs need to undertake regular audits - refer **H&S 2** for a Manager Audit Checklist.

Audit checklists should be used, signed off and filed when completed.

1. Workplaces will be inspected on a rotating basis (over the course of a year the whole workplace will be covered).
2. An inspection checklist will include general housekeeping matters in addition to all hazards.
3. Any new hazards identified will be incorporated into the hazard register and all employees informed.
4. Any new machinery/plant/task will have a hazard assessment undertaken prior to commission.
5. Refer to the **H&S 3** for Annual timetable summary.

SECTION 10: ACCIDENTS/INCIDENT/REPORTING

It is so important that all accidents and near misses are reports to enable NZDA to meet its legal responsibilities, to inform others and to identify further controls to minimise or prevent accidents from occurring in the future.

NZDA and the HSWA 2015 requires:

- All accidents and near misses to be reported;
- Notifiable events must be reported to the National Office Manager or branch officer immediately and as a result Worksafe must be notified.

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

- Death;
- Notifiable illness or injury; or
- Notifiable incident.

Refer **H&S 7** for details regarding Notifiable Events

Accident, injury and incident investigation

Where appropriate and unless directly involved, key employees will investigate accidents as soon as possible in conjunction with the injured party, witnesses and other appropriate personnel. (See reporting/recording/investigation flow chart in this section).

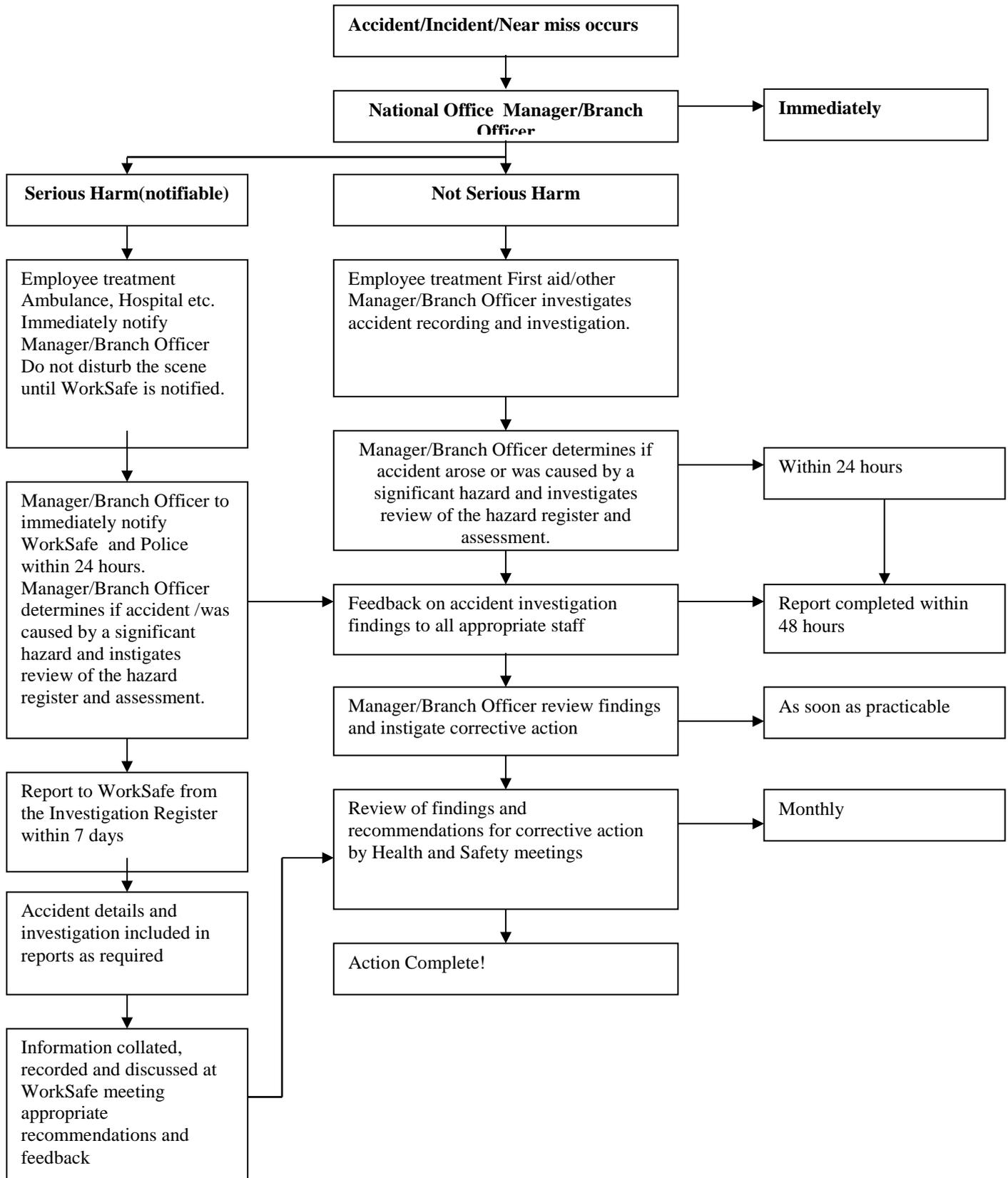
An appointed investigator will complete an investigation within 24 hours of the incident occurring. If deemed necessary (Notifiable events only), external assistance with the investigation may be sought. (refer **H&S 8** for procedures for notifiable event)

In the event that an investigation is required, the following points must be observed:

- Complete the Investigation as soon as possible. (refer Appendix NZDA 19 for Accident Investigation procedures);
- Be non-judgmental and without blame as this will assist on gaining the correct facts;
- Aim to ensure there is no recurrence of injury;
- Ask questions of the injured party and other witnesses ensure that you understand exactly what happened;
- Ensure you record what people have said and the effect on equipment, productivity etc;
- Once a problem is identified, use the follow process to get all the facts and get to the root cause:
 1. What controls are in place?
 2. Why didn't they work?
 3. What is now needed for prevention?
 4. Establish underlying causes.
 5. Is there a need to inform, train/retrain employees?
 6. Find out if the accident was caused by a significant hazard?
 7. Review hazard management plans.
 8. Gather information from the employee maintaining confidentiality.
 9. Feedback on accident investigation findings to all appropriate staff.

Where new hazards are identified as part of the investigation, they must be entered into the Hazard Register. If the cause is from an existing hazard review the management plan.

Accident Reporting/Recording/Investigating Flow Chart



Accident in the Field

In the event of an emergency in the field, evacuation may be required. Dial 111 and if no coverage get a team member to travel to coverage. If no coverage activate the PLB.

Inform the National Office Manager/Branch Officer as soon as possible.

Accident in the field resulting in death

Motor Vehicle accident

If you are involved in a motor vehicle accident:

- Do not admit blame for the crash;
- Do not offer or accept money to/from anyone involved in or who witnessed the accident;
- Notify our NZDA insurance company as soon as possible (-via the National Office)

The following procedures must be followed:

Stop and give assistance:

You must stop at the scene of any accident in which you are involved in. Give assistance as required to anyone that is injured.

Safety Steps to follow:

These steps may reduce further accidents and injuries

- If possible, move the cars involved out of the flow of traffic;
- Turn the vehicle's car ignition off and put hand brake on and hazard lights;
- Where possible, place red warning triangle 100 metres from the accident scene.

Do I need to report Accident to Police?

If someone is hurt, you must report to the Police as soon as possible and no later than 24 hours after the crash.

What Information do I have to give?

The Police will ask for your driver's licence and:

- Your name and address;
- Name and address of the vehicle owner (If you are not the owner);
- The vehicles registration number.

The Police may ask for a roadside breath test, which you cannot refuse.

What information should I get from others?

- Name and address and contact numbers of those involved and any witnesses;
- Insurance details from the others involved in the accident;
- If possible take photos of the scene'
- Write down what happened - time, place, road conditions etc.

Firearm Incident on a Range

Following a firearm incident causing death or serious harm the procedures laid out in Range Standing Orders must be followed and the scene should be managed by the Range Officer

- Cease fire and clear all firearms
- Render first aid and contact 111 for ambulance
- Advise NZ Police that there has been a firearm incident on a range
- Seal off the area
- Secure but do not remove or strip the firearm involved in the incident
- Advise the Range controlling authority and NZDA National Office
- Make a list of all participants present and remain present until cleared by Police
- Give no media interviews. Refer all media to NZ Police.

SECTION 11: OFFICE SECURITY

When working alone in the office, doors should be locked.

Office doors/windows/gates are to be locked upon departure. An alarm (if fitted) is to be turned on when leaving the office.

SECTION 12: FIRE EMERGENCY PROCEDURES

Fire is risk in both the Office and the Field. All buildings must have up to date, approved and working smoke alarms installed.

In the event of a fire, the first priority is the protection and safety of all staff and visitors in the workplace.

Office fire procedures:

If you find a Fire or other Emergency requiring evacuation:

- Set off alarm and evacuate the building/area;
- Warden to check that the offices have been evacuated;
- Contact 111 (Note you may have to dial 1 for outside line);
- All staff to assemble at designated area. Warden to account for all persons;
- Only if conditions permit, and safety is not jeopardized, should you attempt to extinguish the fire.

The fire warden for National Office is -

Field fire procedures:

Extreme care is to be taken to prevent accidental fire in the field situations:

- No flame is to be lit in or near plantation forest or other flammable vegetation types;
- All camp fires must be fully extinguished before departure;
- Observe all fire bans;
- Report wild fires ASAP to 111.

For all other Emergency procedures refer NZDA 20

SECTION 13: FIRST AID and PLB's

First Aid Kits

- A First Aid kit must be kept in National Office and branch club rooms., if multiple floors or buildings then one for each building/floor. This must be accessible to all staff at all times;
- All vehicles shall carry a first Aid Kit (to be maintained by person assigned to that vehicle) and Audit checklist to be completed annually;
- Field parties should carry a First Aid kit, where practical;
- Employees are required to attend first aid/CPR training.

PLPB Personal Locator Beacons (PLBs)

Branches are encouraged to provide a PLB on branch activities in remote areas with no cell phone coverage. PLBs should be registered with the National Rescue Coordination Centre (NRCC).

If PLB is accidentally activated - contact NRCC - 0508 472 269 (0800 4 RCCNZ)

SECTION 14: FIELD Activities

Field activities (hunting, training) is a major component of the work undertaken by NZDA national and branch Officers. Health and Safety in the field is of paramount concern, and all staff must ensure that accidents in the field are minimised, and that all field parties have the equipment and training to cope adequately with any foreseeable situation.

There are many hazards associated with field work that are potentially dangerous. Before heading out there are a number of procedures to follow to ensure the health and safety of all:

- **Notify:** Ensure National Office/branch officer is notified of your details of travel - departure, where you are heading and estimated time of arriving back- please give details of time to notify police or search and rescue;
- **Size:** Wherever possible work with at least 2 people. However, this is not always possible so extra care needs to be taken when working alone;
- **Responsibility:** One team member (leader) is responsible for the Health and Safety of the team;
- **First Aid:** Need at least one first aid kit in the team and one person must have a current first aid certificate. The leader must ensure the team has the appropriate first aid equipment. All vehicles must have a first aid kit;
- **Communication:** Appropriate communication must be used. A cell phone or if required a PLB - these must be carried with you when leaving the vehicle;
- **Clothing:** Appropriate clothing should be worn for the conditions;
- **Food:** Always carry sufficient food and drink;
- **Avoid any potential illegal operations or suspicious persons;**
- **Driving:** Take particular care when driving - especially after a long day. If in doubt take a rest or cease driving altogether. Drivers need to make responsible decisions;
- **Don't take risks. If in Doubt don't do it.**

General Procedures:

- Prior to departure for field activity, a field team member is to be appointed who is responsible for the health and safety of all field party members during the period of the field trip. The Team Leader must print out/create a **Tailgate/RAMS form** appropriate for the work to be undertaken;
- Prior to departure for field activity, the field party leader is to brief all field members on the type of activity to be undertaken, personal equipment they will require, likely hazards they will face, and the procedures that will be used to counter these hazards. They will also determine the expected return time for the trip;
- Before departing on shorter trips, advise (Reception Staff) a reliable nominated contact of details of your planned destination, expected return, and a contact phone number.:
- Fill in a 5 Minute form and leave at reception ; **H&S 9**
- Field parties must have a suitable communication system, such as a cell phone, or a PLB that will work in the area. Phones and PLB's should be carried with you at all times;
- On arrival at the activity location a Tailgate meeting of all field staff is undertaken. Any new hazards are added to the tailgate form and this is signed off by each field member;
- If staff alone in the field, daily communication is to be made to the contact person - outlining planned activity and travel. The contact person will immediately inform nominated staff if the person does not make contact within two hours of the scheduled time;
- On arrival back in the office the leader will file the signed Tailgate form and update the electronic version of the Tailgate form.

SECTION 15: WORKING ALONE

In many branch situations it is unavoidable to work alone eg. Range maintenance. Safety is paramount and the following is expected:

- The member informs the appropriate branch contact of their intended itinerary, including location, and expected time of return;
- On return, the member will advise the branch contact.
- An overdue time should be set, after which procedures to find the member will be undertaken - this may include notification of Police, and the commencement of search and rescue;
- The member must carry a cell phone and or the PLB if the location is remote and cell phone coverage limited;
- A Tailgate form must be completed before the field work is undertaken and the worker must assess the conditions to ensure his or her safety at all times.

SECTION 16: Range Officers

Acting as a range officer requires compliance with the Range Standing Orders for the particular range and a level of proven knowledge and competence.

Any person acting as a Range Officer on a NZDA range must be trained and approved by the branch range committee or its designated officer.

SECTION 17: MOTOR VEHICLES

Vehicle travel is a high risk activity. The motor vehicle policy is appended, and similar provisions are included in all personnel employment contracts. Particular care is to be taken when using vehicles:

- Vehicles are not to be driven when drivers are overly fatigued;
- ATV's are not be used without appropriate driver certification/training;
- 4WD vehicles are not to used off road without appropriate experience;
- All Vehicles will have a first aid kit and fire extinguisher
- All road vehicles must comply with the NZ Land Transport Act.

SECTION 18: PERSONAL PROTECTIVE EQUIPMENT

Within Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, if Personal Protective Equipment is required to be used to minimise risks to health and safety then NZDA will provide the personal protective equipment - unless it has been provided by another PCBU.

Employees have specific responsibilities to (1) take all practicable steps to use protective equipment; and (2) to wear the protective equipment that is provided.

When issuing PPE NZDA must ensure that (1) it is suitable for the nature of work, (2) it is of suitable size and fit (3) it is maintained and repaired and (4) workers are adequately trained in wearing/using the PPE.

At all times PPE will meet industry standards/recognized codes of practice.

SECTION 19: MAINTENANCE OF EQUIPMENT

- All equipment owned and used by NZDA must be maintained in a safe and sound condition;
- Equipment should be inspected thoroughly before use. Any repairs, maintenance or servicing required should be undertaken immediately or scheduled to be completed before the equipment is used;
- Some equipment owned or managed by NZDA can only be serviced by professionals specialising in those fields. Staff should not attempt to undertake maintenance and servicing of equipment without appropriate training;
- Any faulty, malfunctioning or obsolete equipment must be reported and acted upon.

SECTION 20: SAFETY TO OTHER PERSONS AT NZDA FACILITIES

"Other Persons" include people visiting NZDA National Office for meetings or appointments.

Persons using a rifle range must comply with Range Standing Orders and the instructions of the Range Officer.

If there is a planned group booking, then a visitor agreement is required. (NZDA 14 Visitor Agreement).

On arrival:

- In the absence of a written hazard plan, a verbal briefing of known hazards and work place procedures and safety requirements;
- All visitors will sign the on-site register/range book acknowledging that they have been briefed on health and safety matters. Visitors will also sign the register on their departure from the site (**H&S 15- Visitor Register**);
- Where a hazard plan exists, visitors will be expected to read it and will also receive a verbal warning. (**H&S 16 Visitor Induction**).

SECTION 21: CONTRACTORS AND SUB CONTRACTORS (OTHER PCBU's)

NZDA National Office and Branches are required to manage contractors, sub contractors and visitors to ensure they are not harmed or cause harm to others while undertaking and performing their work. In effect this means that NZDA (National and Branch) have a duty to care and take reasonable steps to ensure the contractors and their employees are not harmed and do not harm anyone while carrying out their work.

NZDA (National and Branch) will engage contractors that are able to demonstrate a good Health & Safety record and evidence that they are complying with the HSWE Act.

As Contractors are considered Workers they also have responsibilities to adhere to the Health and Safety on site. National Office Manager/Branch Officers will be responsible to co-ordinate H&S induction for contractors and manage any contractor engaged at any site.

Approved Contractors

NZDA (National/Branch Officers) will ensure contractors meet the following requirements:

- The necessary technical skills;
- A Health and Safety compliance programme already in place that is compatible with the principal's programmes;
- Can provide NZDA with Health and Safety policies and procedures.

Consulting with other PCBU's (Contractors)

NZDA (National/Branch Officers) will ensure that they consult with contractors to exchange important health and safety information about the following:

- Work activities;
- Health and safety risks; and
- other important health and safety information.

SECTION 22: VOLUNTEERS WORKERS

Certain volunteers are classified as volunteer workers.

Range Officers and HUNTS Instructors are considered a volunteer worker because:

- NZDA knows they are carrying out activities and have given consent for it to be done;
- the volunteer does the work on an ongoing and regular basis;
- the activity is an integral part of NZDA's business.

NZDA owe the same duty to volunteer workers as to paid workers (except for worker engagement and participation duties).

Volunteer workers (Range Officers and HUNTS Instructors) have the same duties as other workers (as described in **H&S 1**)

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