



## Bay Olympic Health & Safety Policy

### 1. Purpose

Our policy sets out our commitment to providing and managing a robust health & safety system, with a key focus on identifying, assessing and controlling critical health and safety risks at our Clubrooms and facilities to keep members and visitors (including contractors) safe.

This Policy applies to all members, and visitors to our facilities.

### 2. Objectives

The Bay Olympic Health and Safety Programme aims to:

- Provide a safe and healthy Club environment.
- Promote excellence in health and safety management.
- Continually improve current health and safety performance.
- Identify and control or mitigate hazards and risks.
- Maintain communication on health and safety.
- Support Club members participation in health and safety matters.
- Identify needs and provide training on health and safety.
- Accurately report on and record health and safety matters.

### 3. Measuring our Performance

Bay Olympic will:

- Regularly inspect the Clubrooms and facilities to identify, eliminate and control or mitigate hazards and risks.
- Provide information to members 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 any “notifiable event”.

### 4. Club Members Responsibilities

- 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 Football Operations Manager or Executive Committee member.
- 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.

## **5. 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.

## **6. Football Environment**

Bay Olympic has different physical environments which pose different hazards, and which are used by people with varying obligations for Bay Olympic under the Health and Safety at Work Act 2015:

- The Clubrooms are used by a wide range of people, included but not limited to workers, volunteers, volunteer workers, contractors, visitors, and Club members.
- Pitches and Facilities including buildings and carparks are provided by Auckland City Council, Northern Region Football and its affiliated Clubs. 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). Northern Region Football 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 should be notified to the Football Operations Manager who will notify the Executive committee and Northern Region Football.
- A list of potential risks has been identified and can be found in the Hazard Register located at the Clubrooms at Olympic Park, Portage Road, New Lynn. All users of the Clubrooms and Club facilities are responsible for taking care of their own health and safety, as well as complying with all health and safety instructions

## **7. Accidents/Emergency**

When an accident or near miss occurs:

- Assess the nature of the injury and seek assistance from any medical professionals or qualified first aiders present.
- Call 111 for an ambulance if the injury appears serious.
- Do not move the injured person if there are concerns over the nature of the injuries, await professional medical advice.
- If the incident occurs in the Clubrooms there is a first aid kit and an AED on site. An AED is also on site at Crum Park.

All accidents or near misses must be reported to the Football Operations Manager. The Football Operations Manager will inform the Chair and Secretary and WorkSafe New Zealand if the incident is a “Notifiable event”. The Football Operations Manager and the Executive Committee will review accidents and near misses and take any necessary actions to mitigate risks for future prevention purposes.



## **8. Clubroom Evacuation Procedure**

Evacuation procedures for the Clubrooms are posted on the wall at the Clubrooms entrance. Emergency exit doors are clearly marked.

## **9. 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

## **10. 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 in the carpark area outside the Clubrooms. Check for injuries, hazards, and fires.

## **11. Smoking**

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

## **12. Contractors on Site**

The Club will ensure contractors and subcontractors have a safe environment to work. 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 Bay Olympic Football Operations Manager.

## **13. Responsibility**

It is the responsibility of the Football Operations Manager and the Executive Committee to manage the application of this Policy. Contact details are available on the Club website.

## **14. Review**

This policy was reviewed and approved by the Executive Committee on 29 September 2021. It will be reviewed annually. The next review will be in September 2022.

