

Timaru Bridge Club

HEALTH AND SAFETY POLICY

RATIONALE:

The **Timaru Bridge Club** is required to ensure that all hazards on the Timaru Bridge Club site is identified and that the environment is safe for all members and visitors. This policy aims to ensure that there are procedures set up to meet the current requirements of the *Health and Safety in Employment Act*.

The Timaru Bridge Club Committee is committed to providing and maintaining a safe and healthy workplace and recreational facility, and to providing information, training and supervision needed to achieve this to ensure the health and safety of all people using the site. The Timaru Bridge Club is responsible for ensuring health and safety procedures are developed and implemented, however, employees need to be aware of their responsibilities and comply with the health and safety policy and Timaru Bridge Club procedures.

This policy documents how the Timaru Bridge Club will ensure that it meets its obligations

- i. Provide a safe physical and emotional environment for all;

This policy and associated procedure documents how the Timaru Bridge Club will ensure that it meets its obligations under the Health and Safety at Work Act 2016 and should be read in conjunction with the Health and Safety at Work Act :

The Timaru Bridge Club will, as far as reasonably practicable: comply with the provisions of legislation dealing with health and safety in the workplace by:

PURPOSE:

1. Identifying and maintaining a register of all hazards within the Timaru Bridge Club site and to prepare a plan to eliminate, isolate and / or minimise such hazards.
2. Ensuring that the Bridge Club is a safe place physically and emotionally for staff, members and visitors.
3. Establishing and maintaining correct procedures for the maintenance of equipment and the use of materials.
4. Identifying safe work practices and to implement procedures to ensure that these practices are followed.
5. Providing supervision and training.
6. Helping staff, members and visitors understand the concept of a safe and healthy workplace.
7. Involving the whole bridge community in the promotion of health and safety.
8. Ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of staff, members and visitors to the Timaru Bridge Club procedures, and comply with the Sale and Supply of Alcohol Act 2012 (<http://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html>)
9. Providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and members, visitors and workers are not exposed to hazards.
10. 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.
11. Having a commitment to a culture of continuous improvement.

The Health and Safety Officer has responsibility for implementing this policy and therefore must:

1. Exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations.
2. Take all reasonable steps to protect staff, members and visitors to the Club from unsafe or unhealthy conditions and practices.
3. Provide a smoke free environment.
4. Provide information and training opportunities to employees.
5. Advise the works committee, of any emergency situations as soon as possible.
6. Ensure all employees and other workers at the club will take reasonable care to:
 - Cooperate with Timaru Bridge Club health and safety procedures
 - Comply with the health and safety legislation, duties of workers
 - Ensure their own safety at work
 - Promote and contribute to a safety conscious culture at the bridge club

GUIDELINES;

The policy will enable the Timaru Bridge Club to provide a framework for the day to day management responsibility to be exercised by the Health & Safety Officer.

The Health and Safety Officer will be specifically responsible, in conjunction with the appropriate Sub Committees and the staff, for managing the Bridge Club Procedures for all areas of health and safety.

The Timaru Bridge Club will ensure procedures for the following are developed and implemented:

- 1. Health and Safety and Welfare**
- 2. Accidents and Injury**
- 3. Emergency and Evacuation**
- 4. Hazards**
- 5. Smoke Free**
- 6. Pandemic Outbreak**
- 7. Crisis Communication / Media Management**
- 8. Defibrillator**

CONCLUSION:

Compliance with all relevant current Employment Contracts will ensure the Timaru Bridge Club, through the Health & Safety Officer, develops and maintains a safe and healthy environment for all members, staff and visitors and maintain and review health and safety procedures for the safety of all visitors, members and staff using the Timaru Bridge Club.

Review Schedule: Triennially

Date Policy Confirmed 21 March 2024

Date Policy to be Reviewed

Signed Timaru Bridge Club Chairperson