

Timaru Bridge Club

1

HEALTH AND SAFETY AND WELFARE PROCEDURE

RATIONALE

The Timaru Bridge Club is committed to providing a safe, physical and emotional environment for all bridge members, employees and visitors at The Timaru Bridge Club.

Purposes:

Our Health, Safety and Welfare policy enables us to:

- Provide and maintain a safe, physical and emotional environment for bridge club members, staff and visitors to the club
- Meet our legal requirements, to ensure the safety of club members, employees and visitors
- Uphold our primary duty of care to everyone in the bridge club community

The following steps allow us to carry out the aims of our health, safety and welfare policy:

The Timaru Bridge Club has Health and Safety representation and conducts an annual internal audit of the Club's health and safety compliance and practices.

- Workers take reasonable care of their own health and safety and that of other people, and comply with any reasonable instruction given to them.
- The staff is kept informed of the results of health and safety monitoring and review and consulted in the development and review of these procedures. The staff understands and implements all health and safety procedures, and is kept trained and supervised in their implementation.
- All staff is active in hazard identification and risk management.
- The Timaru Bridge Club Committee H&S delegate is responsible for establishing checks on day to day operations and delegating authority for this.

The Timaru Bridge Club maintains:

- A hazard register and any identified hazard is eliminated or minimised. The Timaru Bridge Club assures the members of this ongoing process.
- An accident register, including first aid records and all accidents and near misses, and informs Worksafe NZ and the Bridge Club Committee as soon as practicable when a notifiable incident occurs in any place controlled by the Bridge Club.
- Up-to-date emergency plans and evacuation procedures, and assures the members of trial evacuations.

The Bridge Club complies with the Smoke –free legislation.

Policies and Programmes which have major health and safety coverage components identified are:

- Safety check lists (all plants and premises)
- Employment practices, job descriptions and employment agreements
- Equal opportunities

- Injury prevention
- Fire drills / Earthquake drills
- Safety training (staff e.g Fire Drill)
- Health and wellbeing policy
- Smoke free policy
- Emergency and evacuation routines including warning systems
- Plant equipment and conditions (Maintenance / Inspection)
- Accident procedures
- Machinery (card dealing machines, zips etc)
- Heating operations
- Safety practices within buildings
- Furniture and general equipment

This policy meets the aims of Health and Safety

Legislation

- Health and Safety at Work Act 2015
- Smoke – Free Environments Act 1990
- Civil Defence Emergency Management Act 2002

Resources

- WorkSafe New Zealand
- Ministry of Education Health and Safety Practical Guide – a supplementary resources with guides and checklists

Review Responsibility: Health and Safety Personnel, Bridge Committee:

Date Confirmed:

President: