



## **HEALTH & SAFETY POLICY**

1. Every employee, contractor, volunteer or user shall take all practicable steps to ensure:
  - Their own safety while on site;
  - That no action or inaction of the individual while on site causes harm to any other person(s); and
  - That any injury, near miss, or fatality is reported promptly to the Otago Hockey Administration Office and recorded in the accident book.
2. No untrained persons will be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience (unless closely supervised by someone with such experience).
3. All employees, contractors, volunteers or users are to be aware of, and inform others in their care of:
  - The hazards they will be exposed to while on site, the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s), and property;
  - What to do in an emergency; and
  - Where all necessary safety gear or equipment and materials are kept.
4. Employees, contractors, volunteers or users will comply with all hazard warning signs and notices; and report any observed hazards promptly.
5. No unauthorised alcohol or unauthorised drugs are permitted to be brought onto or consumed on the site.
6. No horse play will be entered into while on site.
7. All visitors and contractors to report to the Otago Hockey Association Administration office on arrival.
8. Employees, contractors, volunteers or users are required to wear Person Protective Equipment, including where applicable mouth guard and shin guards.
9. Employees, contractors, volunteers or users are to use correct lifting techniques. If you think it is too heavy assistance should be requested.

10. Access ways should be kept clear of obstructions at all times, this includes exit ways from the internal areas of the turf and driveways (especially where marked with yellow lines). Also parking on or on front of the grass is not permitted and may result in cars being towed.
11. In an emergency and/or when the fire alarm sounds the facility should be cleared as soon as possible and all persons onsite should move to the Harbour Terrace pathway away from the main gates.
12. In a medical emergency, dial 111. First Aid Kits and a stretcher can be located in the ground floor control room, and first aid kits and ice can also be found in the café located on the first floor.