



OTAGO HOCKEY ASSOCIATION (1990) INC

WORKPLACE HEALTH & SAFETY POLICY

PURPOSE

Otago Hockey is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.

SCOPE

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to Otago Hockey's premises, to the extent it is relevant to them.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

POLICY

Overview

Otago Hockey supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

Otago Hockey is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

Otago Hockey is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with Otago Hockey's staff and Board, of management systems and procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

Bullying and violence at work

Otago Hockey is committed to reducing bullying and occupational violence so far as is practicable in the workplace.

Policies can be established or altered only by the Board: **Procedures** may be altered by the MANAGER.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- verbal abuse;
- excluding, ignoring or isolating a person;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to a person's job;
- giving a person impossible assignments and deadlines;
- unjustified criticism or complaints;
- deliberately withholding information vital for effective work performance; and
- constant taunting, teasing or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

Breach of this Policy

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in cancellation by Otago Hockey of the services provided by that contractor.

AUTHORISATION

[Signature of Board Chair]

[Date of approval by the Board]

Otago Hockey Association (1990) Inc



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WORKPLACE HEALTH & SAFETY PROCEDURES

RESPONSIBILITIES

The **General Manager** will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach Otago Hockey's health and safety objectives;
- inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- participate in Otago Hockey's inductions and implement all safety procedures.
- monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to the Board on Otago Hockey's Work Health and Safety performance;
- support employees to follow policies and safe work procedures developed.

Supervisors and Managers will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach Otago Hockey health and safety objectives;
- inform and train all staff in relevant policies, procedures and health and safety obligations; and
- participate in Otago Hockey inductions and implement all safety procedures.

Employees will:

- participate in health and safety training, actions and activities and support Otago Hockey in its efforts to reach its health and safety and, where relevant, rehabilitation objectives;
- follow reasonable health and safety instructions from managers or supervisors;
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives;
- aim to work in a way that does not endanger the health or safety of themselves or others;
- properly use and maintain safety equipment;
- make sure visitors follow safety rules in the workplace; and
- participate in Otago Hockey induction programs and implement all detailed safety procedures.

Policies can be established or altered only by the Board: **Procedures** may be altered by the MANAGER.

Contractors and visitors to Otago Hockey will:

- assess risks to their health and safety arising from the provision of their services;
- have control measures in place to address those risks, including complying with any relevant Otago Hockey policies and practices.

PROCESSES

MANUAL

Detailed Work Health and Safety procedures are as set out in the organisation's Work Health and Safety manual.

Review of Policy and Procedure

The Facility Manager in consultation with the Hockey Manager and the Board will review this procedure annually.

The review will involve assessing the effectiveness of the procedures by (among other things):

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy and Procedure

The Workplace Health & Safety Policy and related procedures will be available in the workplace and all employees and volunteers will be provided with a copy by their supervisor/manager. New employees will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

LEGISLATION

- [Health and Safety in Employment Act 1992](#)
- [Employment Relations Act 2006](#)
- [Health and Safety in Employment Regulations 1995](#)
- [Fire Safety and Evacuation of Buildings Regulations 2006](#)
- [Building Act 2004](#)

AUTHORISATION



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