

## **Recovery First Foundation Health and Safety Plan**

### **Policy**

This policy should be read in conjunction with the Health and Safety at Work Act 2015.

### **Purpose**

The board of trustees is committed to ensuring the health and safety of all volunteers, participants, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice. Recovery First is a drug and alcohol free foundation

The board of trustees is committed to providing and maintaining a safe and healthy events and activities for all volunteers and participants. We will achieve this through:

- Making health and safety a key part of our role
- Working with our volunteers to improve the health and safety system at our foundation
- Doing everything reasonably possible to remove or reduce the risk of injury or illness
- Making sure all incidents, injuries and near misses are recorded in the appropriate place
- Investigating incidents, near misses and reducing the likelihood of them happening again
- Having emergency plans and procedures in place
- Training everyone about hazards and risks so everyone can safely participate in events and activities
- Providing appropriate induction, training and supervision for all new and existing volunteers

All volunteers are encouraged to play a vital and responsible role in maintaining a safe and healthy events and activities through:

- Being involved in improving health and safety systems at work
- Following all instructions, rules, procedures and safe ways of events and activities
- Reporting any pain or discomfort as soon as possible
- Reporting all injuries, incidents and near misses
- Helping new volunteers and participants to the events and activities to understand the safety procedures and why they exist
- Reporting any health and safety concerns or issues through the reporting system
- Wearing protective clothing and equipment as and when required to minimise your exposure to events and activities hazards.
- All activities are alcohol and drug free

### **Others in the workplace**

All others in the workplace including participants and visitors are encouraged to:

- Follow all instructions, rules and procedures while attending events and activities
- Report all injuries, incidents and near misses to the nominated Officer
- Wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning

Volunteers are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

Chairperson \_\_\_\_\_ Date: 12/02/2018

## **Health and Safety Policy/Procedure: Risk Management**

### **Policy and Procedures**

This policy should be read in conjunction with the Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers which clearly outlines Health and Safety responsibilities.

### **Purpose**

Risk management is the cornerstone of the Health and Safety at Work Act 2015. It allows the board to perform its primary duty of care, as far as reasonably practicable, to its volunteers and participants. The purpose of this policy is to explain how we manage risks effectively in the foundations environment and activities carried out by the foundation.

### **Scope**

This policy applies to and is to be followed by all of our volunteers and others in the workplace. This includes all members of the Board of Trustee, volunteers, participants and visitors.

The board will consult, cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist in other workplaces.

The board will keep a risk register and record information from the risk management process. For each identified hazard, the following information will be recorded:

- The harm the hazard could cause
- The likelihood the harm would occur
- The level of risk
- The effectiveness of current controls
- What further controls are needed
- How the controls will be implemented – by whom and by when
- Review date

### **How do we manage health and safety risks effectively?**

Health and safety is everyone's responsibility and together we will keep our events and activities safe and secure. To do this, we will manage health and safety risks effectively. The four steps below describe how we do this.

- Identifying hazards: finding out what situations and things could cause death, injury or illness
- Assessing risks: understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening
- Controlling risks: implementing the most effective control measures that are reasonably practicable in the circumstances
- Reviewing control measures: ensuring control measures are working as planned

## **Roles and Responsibilities**

Everyone has a part to play in managing risk effectively.

### **Officers**

- Ensure volunteers and others know about health and safety risk processes and procedures
- Ensure that volunteers receive the right health and safety risk training and are aware of the risks on induction into the events and activities
- Hold and maintain the risk register for the foundation
- Inform volunteers and participants of any known risks and controls in place
- Assess risks that are reported to you
- Consult with volunteers on the most effective controls to manage the risks
- Regularly review and monitor risks and the controls that are in place

### **Workers – (volunteers, participants and visitors)**

- Take reasonable care of their own health and safety
- Take reasonable care that their acts are not a risk to the health and safety of others
- Take reasonable steps to eliminate risks when they are first identified
- Report any risks to their relevant Officer, including those that have already been eliminated
- Seek support from the health and safety representative on health and safety risk matters if required
- Comply with this policy and procedures in the workplace
- Comply with any reasonable instruction in relation to risks given by the board or the PCBU they are visiting
- Inform others of known risks
- May cease or refuse to carry out work if they believe the work would expose them to a serious risk

### **Health and Safety Committee**

- Facilitates co-operation between the board of trustees and foundations volunteers in instigating, developing, and carrying out measures designed to ensure the foundation volunteers health and safety at work
- Assists in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the foundation
- Makes recommendations to the board of trustees about work health and safety.

### **Health & Safety Representatives**

- Represent volunteers on health and safety risk matters

- Promote the interests of volunteers and participants who have raised health or safety risks
- Monitor risk controls undertaken by the board
- Investigate complaints from volunteers and participants about health and safety risks
- After first consulting with the relevant Officer, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable
- Direct volunteers to cease activities if they believe the work would expose them to a serious risk

#### **Others – (visitors, participants etc)**

- Take reasonable care of their own health and safety
- Take reasonable care that their acts are not a risk to the health and safety of others
- Take reasonable steps to eliminate risks when they are first identified
- Comply with any reasonable instruction given by the board in relation to risks

#### **Review**

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

#### **Assessing Risks**

Risk assessment involves considering the severity of consequences if a person is exposed to a hazard, combined with the likelihood of it happening. The level of risk will increase as the likelihood of injury or illness or its severity increases. A risk assessment can help determine:

- How severe a risk is
- Whether existing control measures are effective
- What action you should take to control the risk, and
- How urgently the action needs to be taken

The process below can help you to assess the severity of the consequences and the likelihood of injury or illness occurring, and then to assess the risk for each hazard.

## Risk Matrix:

Consequence	Likelihood						
	Severity	Health & Safety	Occurs less than 100 yrs - Rare	Occurs every 10-100 yrs - Unlikely	Occurs once every 1-10 yrs - Possible	Occurs once every month to a year - Likely	Occurs more than once a month -Almost Certain
	Slight 1	First Aid or no treatment injury <ul style="list-style-type: none"><li>Minor health effects</li><li>Immediate return to normal duties</li></ul>	Low (A1 - 1)	Low (B1 - 2)	Low (C1 - 4)	Low (D1 - 7)	Medium (E1 - 10)
	Minor 2	<ul style="list-style-type: none"><li>Medical treatment</li><li>Short term health effect</li><li>Restricted work injury (temporary)</li></ul>	Low (A2 - 3)	Low (B2 - 5)	Low (C2 - 8)	Medium (D2 - 11)	Medium (E2 - 15)
	Moderate 3	<ul style="list-style-type: none"><li>Medium term health effect</li><li>Lost time injury</li><li>Restricted work injury (permanent)</li></ul>	Low (A3 - 6)	Low (B3 - 9)	Medium (C3 - 12)	Medium (D3 - 16)	High (E3 - 20)
	Major 4	<ul style="list-style-type: none"><li>Long term chronic harm</li><li>Multiple lost time injuries</li></ul>	Medium (A4 - 13)	Medium (B4 - 14)	Medium (C4 - 17)	High (D4 - 21)	High (E4 - 23)
	Extreme 5	<ul style="list-style-type: none"><li>Fatality</li><li>Permanent chronic harm</li></ul>	Medium (A5 - 18)	High (B5 - 19)	High (C5 - 22)	High (D5 - 24)	High (E5 - 25)

## Escalation Guide:

In the event you assess an extreme risk, report this to an Officer immediately.

## RISK REGISTER FOR Recovery First Foundation

COMPLETED BY Cobus Brand

DATE 7 February 2017

Potential Hazards	Risk	Risk Matrix (assess)			Controls required to eliminate/reduce risk	Risk Matrix (re-assess)			Person Responsible	Date for Review
<b>Jetski</b>	<ul style="list-style-type: none"> <li>Jetski colliding with another Jetski, boat or kayak</li> <li>Falling whilst driving and hurting themselves</li> <li>Boat driver not knowing the procedures</li> <li>Drowning</li> <li>Stopping a Jetski in an emergency</li> <li>Adverse weather conditions</li> <li>Slipping on boat ramp</li> </ul>	<b>H</b>	<b>B5</b>	<b>19</b>	<p><i>Right of way for jet skis</i></p> <ul style="list-style-type: none"> <li>Boats and other commercial and fishing vessels always have the right of way — so when you're approaching an oncoming craft, stay to the right. Also, if you are about to cross paths with another boat or jet ski, the craft on the right side has the right of way.</li> </ul> <p><i>Awareness of other water users</i></p> <ul style="list-style-type: none"> <li>You should always be on the lookout for traffic on the water. It's best to know where other boats are and where they're heading before you make a turn or cross a wake. Sadly, collisions are the most common type of accident when jet skiing — so take particular attention to what other craft are around you and where they are going.</li> </ul> <p><i>Wave or wake jumping</i></p> <ul style="list-style-type: none"> <li>If your course takes you across the wake of another craft, make sure that the craft does not obstruct both your own visibility and your visibility to others. Larger boats may not see you, and may not be able to get out of your way in time to avoid a collision.</li> </ul> <p><i>Operating speed for jet skis</i></p> <ul style="list-style-type: none"> <li>Speed limits are usually set by local regulations or by-laws, so follow the limits, whether they are posted or not. It is your responsibility to know the local speed limit, and failure to keep to it could end up with you facing a fine — or worse still, being involved in an accident. In congested areas it might be wise to lower your speed accordingly, just as you would if you were driving a car.</li> </ul> <p><i>Wear the proper safety equipment for jet skiing</i></p> <ul style="list-style-type: none"> <li>Wear an approved life jacket and eye protection to prevent water spray from obscuring your vision. Tennis shoes or deck shoes and gloves offer better control of your machine, while a wet suit provides protection from the elements. A whistle attached to your life jacket can be used to summon help in the event of an emergency situation.</li> </ul> <p><i>Safety lanyard for jet skiing</i></p>	<b>M</b>	<b>C3</b>	<b>12</b>	Simon Cornwall	April 2018

					<ul style="list-style-type: none"> <li>Never operate your jet ski without the safety lanyard attached to you, as the lanyard will immediately cut the jet ski's engine if you fall from the craft. This safety feature can help to prevent bad accidents — so always use it!</li> </ul> <p>Noise of jet skis</p> <ul style="list-style-type: none"> <li>Be conscious of the noise your craft makes. The best way to avoid noise complaints is to avoid operating at high speed near to the shoreline, waterfront properties and other boaters. You should also reduce noise early in the morning. In addition, always start the jet ski engine in the water, and warm up the engine before you set off.</li> </ul> <p>Environment around your jet ski</p> <ul style="list-style-type: none"> <li>It shouldn't need saying, but don't spill fuel, oil or leave litter or other pollutants where they don't belong. Also, don't operate your jet ski close to wildlife or aquatic vegetation. This will minimize the impact your craft has on nature, as well as spare the craft's machinery from unnecessary damage.</li> </ul> <p>Other water enthusiasts</p> <ul style="list-style-type: none"> <li>Jet skiers must share the waters with boats, fisherman, swimmers, surfers, and water skiers. You should keep your distance and respect their rights to safety, access and use of the water.</li> </ul>					
<b>Paintball</b>	<ul style="list-style-type: none"> <li>Injury within the game zone due to accident/incident</li> <li>Goggles fog up, or a paintball splashes on their face shield, and they remove their eye-wear.</li> <li>Trips, slips and falls</li> <li>Shot by paintballs</li> <li>Close range shooting</li> <li>Accidental discharge may cause injury to person not wearing safety equipment such as goggles.</li> <li>Taking a face mask off during play.</li> </ul>	<b>H</b>	<b>B5</b>	<b>19</b>	<ul style="list-style-type: none"> <li>Use safety glasses specifically approved for paintball. Never use goggles with a cracked lens. Be sure to only use recommended goggle cleaning sprays, or you could weaken the lens.</li> <li>Always wear goggles, even in the chronograph area or anywhere near the playing field.</li> <li>Barrel socks or plugs should not be removed until 10 seconds before play and should be put back on immediately after a participant is out of play.</li> <li>Teach players that the paintball gun should always be considered as loaded.</li> <li>Be careful when unscrewing a tank from a gun. If the brass fitting isn't moving, stop.</li> <li>Do not permit participants to set up "booby traps." Post, review, and enforce the rules and boundaries of the contest.</li> <li>Lock up the paintball guns when not in use, and store the ammunition and CO2 tanks separately from the guns.</li> <li>Players coming to the site must be informed to where proper footwear with ankle support.</li> <li>Pressurised gas canisters can be a hazard</li> <li>Safeties on guns engaged when not used, magazines</li> </ul>	<b>M</b>	<b>B4</b>	<b>14</b>	Simon Cornwall	April 2018

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<b>Transport</b>	<ul style="list-style-type: none"> <li>That the driver and/or passenger will be injured getting to or into the vehicle</li> <li>That there will be a crash</li> <li>That the driver and/or rider will be injured in the crash</li> <li>That property (such as the vehicle) will be damaged in the crash</li> <li>That the driver and/or passenger will be injured at the destination</li> <li>Driver</li> <li>Road conditions</li> <li>Unruly passengers</li> </ul>	<b>M</b>	<b>A4</b>	<b>13</b>	<ul style="list-style-type: none"> <li>Identify a Driving Program "Supervisor" or Coordinator to assign and, if necessary, terminate volunteer drivers. make important decisions such as when to cancel a volunteer's driving duties</li> <li>Screen your volunteer drivers. Basic core qualifications for volunteer drivers need to be determined to ensure that inexperienced drivers are disqualified and that every driver provides proof of a valid license and up-to-date vehicle registration. Create guidelines for driver conduct. There are a host of issues that should be addressed with volunteers, such how and whether they are responsible for assisting passengers in and out of vehicles, whether they should be alone with passengers, and how many passengers may be transported at one time..</li> <li>Be prepared for incident and accident response. Volunteers need to know what emergency procedures to follow if there is an accident while they are driving on behalf of the non-profit. Many organizations create a simple emergency response toolkit, and ask volunteer drivers to keep the toolkit in their cars. The emergency response toolkit could include simple procedures for reporting a car accident, getting medical or police assistance at the scene of the accident, and keeping the volunteer driver and any passengers as safe as possible while at the scene.</li> </ul>	<b>L</b>	<b>B3</b>	<b>9</b>	Simon Cornwall	April 2018
<b>Motocross Bikes</b>	<ul style="list-style-type: none"> <li>The skill of the rider.</li> <li>The type of tyres on the machine.</li> <li>The condition of the machine.</li> <li>Roading environment.</li> <li>Weather conditions</li> <li>The skill and preferences of other riders in the group (since your risk management decisions also involve the safety of people around you)</li> <li>Accidents</li> <li>Injuries</li> </ul>	<b>H</b>	<b>B5</b>	<b>19</b>	<ul style="list-style-type: none"> <li>Protective clothing</li> <li>Assessing driver skills</li> <li>Check weather conditions</li> <li>Assess roading conditions</li> </ul>	<b>M</b>	<b>B4</b>	<b>14</b>	Simon Cornwall	April 2018
<b>Camping</b>	<ul style="list-style-type: none"> <li>Use equipment or facilities in an unauthorised and/or unsafe manner</li> <li>Act in a way that causes danger to themselves or to others.</li> <li>Gets sick due to unsafe food or drink or poor hygiene practices.</li> <li>Hypothermia.</li> <li>A member receives burns at the camp site.</li> </ul>	<b>M</b>	<b>A4</b>	<b>13</b>	<ul style="list-style-type: none"> <li>Participants will be briefed on safety. This will include areas or items of equipment that are out of bounds, may only be accessed or used under direct supervision, or require adherence to specific procedures.</li> <li>Campsites and activities will be chosen with reference to the participants and their experience, maturity, age and abilities.</li> <li>During pre-activity planning, staff will consider participants' skills and experience to ensure that the</li> </ul>	<b>L</b>	<b>B3</b>	<b>9</b>	Simon Cornwall	April 2018



	<ul style="list-style-type: none"> <li>A member fails to return while going to the toilet or fetching water at night (or other activity away from campsite).</li> <li>A group is caught in severe weather or thunderstorm resulting in injury.</li> <li>A member suffers a bite or sting causing illness or death.</li> </ul>				<ul style="list-style-type: none"> <li>campsite is suitable for the group.</li> <li>Staff will have first aid training and first aid kits appropriate to the location of the campsite.</li> <li>Staff will ensure that safe food storage practices are followed.</li> <li>Staff will monitor the weather and the communication strategy will include mechanisms to notify the group of approaching severe weather.</li> <li>Participants will be briefed on the safe siting and use of fuel stoves or other sources of heat, including cooking areas and cooking, disposal of matches, and extinguishing flames.</li> <li>Open flames, including cigarettes, matches or stoves, will not be permitted in or near tents.</li> <li>Care will be taken when establishing toilet facilities to ensure systems are put in place to define a clear path (or some other mechanism) to guide people to and from the toilet.</li> <li>Staff will observe the weather before and during the activity and adjust the activity accordingly.</li> </ul>					
<b>Surfing</b>	<ul style="list-style-type: none"> <li>Injury by impact with other surfers</li> <li>Injury by impact with ocean bottom</li> <li>Injury by impact with surfboard</li> <li>Drowning</li> <li>Loss of surfer in water</li> <li>Pre-existing medical conditions</li> <li>Allergies flaring up while in water</li> <li>Fatigue caused by inappropriate clothing in water</li> <li>Water hazards causing loss of control <ul style="list-style-type: none"> <li>- rips, currents</li> <li>- dumping waves</li> <li>- large waves</li> <li>- shallow water</li> </ul> </li> </ul>	<b>H</b>	<b>B5</b>	<b>19</b>	<ul style="list-style-type: none"> <li>Give clear instructions of behaviour and boundaries both in and out of the water</li> <li>Everyone to maintain adequate spacing in water</li> <li>Beginners stay in waist deep water</li> <li>Head counts before and after entering water</li> <li>Gather personal medical info</li> <li>Confirm swimming abilities</li> <li>Give clear instructions on equipment use</li> <li>Ensure no inappropriate clothing is used in the water ie no cotton t-shirts, long pants etc</li> <li>Identify hazards both on land and water</li> <li>Obtain weather/swell forecast</li> </ul>	<b>M</b>	<b>B4</b>	<b>19</b>	Simon Cornwall	April 2018

## **Emergency management**

### **Policy**

Recovery First Foundation recognises the need to be prepared for emergency situations that may be encountered while at events and activities

### **Scope**

This policy applies to all full-time and part-time Recovery First Foundation volunteers and participants

### **Responsibilities**

#### **The Officer is responsible for:**

- Acting as the warden for Recovery First Foundation
- Ensuring all volunteers receive emergency preparedness training
- Maintaining emergency supplies of water and provisions in accordance with civil defence requirements
- Maintaining a register of those volunteers who may require special assistance in the case of an emergency requiring evacuation.

#### **All Volunteers are responsible for:**

- Maintaining familiarity with emergency responses and following procedures
- Advising the Officer of any special assistance that may be required in case of an emergency requiring evacuation
- Ensuring their own safety during events and activities

### **Procedures**

#### **When emergency services are required**

- For emergency services dial 111 and ask for the service you require:

FIRE

AMBULANCE

POLICE.

- Stay calm, give your name, details of the emergency, and street address of the event or activity
- Ensure mobile coverage is available

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## **First aid**

### **Policy statement**

Recovery First Foundation has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

## **Purpose**

To ensure safe and consistent care is taken when first aid may be required during activities

## **Scope**

This policy applies to all Recovery First Foundation volunteers

## **Responsibilities**

### **The Officer is responsible for:**

- Ensuring appropriate first aid supplies are provided at the places of events and activities
- Ensuring that first aid supplies are accessible to volunteers and participants at events and activities
- Being the designated first aid representative for Recovery First Foundation
- Holding an appropriate first aid certificate or other equivalent qualification
- Ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered

## **References**

The Health and Safety in Employment Act 1992 and Amendment

The Health and Safety in Employment Regulations 1995

Guidance Notes on Providing First Aid Equipment, Facilities and Training, OSH, Oct 2000

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## **Training and supervision**

## **Purpose**

To ensure that volunteers are provided with adequate information, training and supervision on health and safety matters.

## **Responsibilities**

### **The Officer is responsible for ensuring that all newly appointed Volunteers receive:**

- An induction to health and safety during events and activities
- An opportunity to complete the induction process and gain familiarity with Recovery First Foundation policies and procedures
- Any protective clothing or equipment required for the activity

### **The Officer is responsible for ensuring that Volunteers receive:**

- Opportunities for Volunteers to contribute to health and safety
- Notification of all health and safety meetings

### **All Volunteers are responsible for:**

- Following instructions from Recovery First Foundation Officer
- Completing the induction process including reading the health and safety plan, policies and procedures
- Reporting hazards
- Using and caring for protective equipment or clothing provided by Recovery First Foundation
- Cooperating with the monitoring of event and activities hazards
- Reporting event/activities-related injuries or ill health
- Not undertaking activities that is unsafe
- Not interfering with an accident scene.

## **References**

The Health and Safety in Employment Act 1992 and Amendment

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## **Accident management**

### **Policy statement**

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for activity-related personal injury prevention and management. Early reporting is essential to this process and Recovery First Foundation has a specific accident reporting and investigation form that must be used in the event of all event/activities accidents and incidents. A Volunteer or Participant injured at activity who needs medical treatment must provide Recovery First Foundation with a copy of the completed ACC forms.

### **Scope**

This policy applies to Volunteers of Recovery First Foundation, including Participants

### **Purpose**

To provide consistent procedures for recording and investigating activity-related incidents and accidents and to set out the event/activity-related personal injury claim process.

### **Responsibilities**

To assist Recovery First Foundation in meeting its aims in the prevention and management of event/activity-related personal injury, there are responsibilities for the Board of Trustees through Officers working in partnership with Volunteers.

### **The Board of Trustees are responsible for:**

- Preventing accidents and injury by providing a safe and healthy activity environment
- Taking all practicable steps to see that all Volunteers are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur
- Arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur

- Acting as the health and safety representative, including liaison with ACC and investigation of activity injury or accident.

## **Volunteers**

### **Every Volunteer is responsible for:**

- Observing any established health and safety procedure that relates to the activity performed
- Participating in relevant health and safety training,
- Accurately reporting and documenting all accidents, incidents and observed hazards to the Officer
- Obtaining initial medical treatment from a registered treatment provider of his/her choice
- Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the Officer

## **Procedures**

### **Record of accident/incident/serious harm**

The Health and Safety in Employment Act places requirements on employers to record and investigate accidents. "Serious harm" accidents must be reported, in writing, and on the prescribed form, to the Occupational Safety and Health Service (OSH) of the Department of Labour, within seven days of the event.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

### **Recovery First accident/incident/serious harm form**



Accident Incident  
Report Form.doc

### **Accident/Incident reporting investigation**

In the event of 'serious harm' or a significant hazard the attending Officer must be advised immediately so that OSH can be advised.

#### **The Officer should:**

- Ensure receipt of all relevant information (incident form, ACC forms, and medical certificates as applicable)
- Initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- Ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised in accordance with the requirements of the Health and Safety in Employment Act
- Ensure all corrective actions that have been identified are carried out within the specified timeframes
- The investigation report will be reviewed by the Board of Directors to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act.

**When events result in 'serious harm', take the following steps:**

- Make sure anyone injured or suspected of injury has received medical attention if necessary.
- Do not interfere with the accident scene without the permission of an Inspector from the Occupational Safety and Health Service of the Department of Labour (OSH).
- Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards. The injured person must also provide a medical certificate from the treatment provider and forward it to the health and safety representative or Board of Trustees.

**References**

Injury Prevention, Rehabilitation, and Compensation Act 2001

Privacy Act 1993

Human Rights Act 1993

Health and Safety in Employment Act 1992 and Amendment

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**The use of Jetski Policy****Policy statement**

Jetskis are used for recreational activities with the purpose of enabling people to experience fun without the need for drugs and alcohol. Every Jetski event has the potential to be classified as a significant hazard because the activity may cause 'Serious Harm'. Therefore the risk factors for Jetski events need to be controlled minimising the hazard.

**Scope**

This policy applies to all volunteers and participants of Recovery First Foundation

**Purpose**

To provide systems and procedures for proactively managing the risk factors that may contribute to serious harm.

**Responsibilities**

The Board of Trustees is responsible for:

- Taking all practical steps to ensure that there is compliance with the Marine Bylaws
- Ensuring all volunteers and participants are aware of the safe operating procedures
- Encouraging volunteers to report any activity-related pain to Officer as early as possible
- Ensuring that all equipment is safe, registered and maintained.
- Registered as per local government requirements

**General:**

- All volunteers and participants should be aware of and adhere to the Recovery First Foundation rules and procedures on health and safety

- All volunteer and participants must immediately report any unsafe practices or conditions to the safety officer.
- Volunteer and participants must not adjust, move or otherwise tamper with any equipment or machinery in a manner not within the scope of their volunteers duties
- All waste materials must be disposed of carefully in the receptacles provided by the local council and in such a way that they do not constitute a hazard to other members or the public
- All injuries must be reported to the safety officer
- Volunteers should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order before entering the water
- It is recommended suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn and be the correct type of appropriate buoyancy aid for their type of craft.
- Check out weather conditions
- Slipways must be kept clear and free from obstructions at all times
- Where a passageway is being used by vehicles or other moving machinery you must be aware of the public around you

## Standards

sa.gov.au - Personal watercraft

## Definitions

The Health and Safety in Employment Act defines Serious Harm (in part) as “a condition that amounts to or results in permanent or temporary severe loss of bodily function”.

## References

The Health and Safety in Employment Act (1992) and Amendment

Record of Accident/Incident/Serious Harm

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## **The use of Paintball Policy**

### **Policy statement**

Paintball are used for recreational activities with the purpose of enabling people to experience fun without the need for drugs and alcohol. Every Paintball event has the potential to be classified as a significant hazard because the activity may cause ‘Serious Harm’. Therefore the risk factors for Paintball events need to be controlled minimising the hazard.

### **Scope**

This policy applies to all volunteers and participants of Recovery First Foundation

### **Purpose**

To provide systems and procedures for proactively managing the risk factors that may contribute to serious harm.

### **The Board of Trustees is responsible for:**

- Ensuring all volunteers and participants are aware of the safe operating procedures
- Encouraging volunteers to report any activity-related pain to the Office as early as possible

- Ensuring that all equipment is safe, registered and maintained.

### **General:**

- Checking every player's goggles before they enter the paintball game zones.
- All volunteers and participants should be aware of and adhere to the Recovery First Foundation rules and procedures on health and safety
- All volunteer and participants must immediately report any unsafe practices or conditions to the safety officer.
- Volunteer and participants must not adjust, move or otherwise tamper with any equipment or machinery in a manner not within the scope of their member's duties
- All injuries must be reported to the safety officer
- Members should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order before entering the play zone
- It is recommended suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn Check out weather conditions

### Standards

### Definitions

The Health and Safety in Employment Act defines Serious Harm (in part) as "a condition that amounts to or results in permanent or temporary severe loss of bodily function".

### References

The Health and Safety in Employment Act (1992) and Amendment

Record of Accident/Incident/Serious Harm

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## **The use of Surfboards Policy**

### **Policy statement**

Surfboards are used for recreational activities with the purpose of enabling people to experience fun without the need for drugs and alcohol. Every surfing event has the potential to be classified as a significant hazard because the activity may cause 'Serious Harm'. Therefore the risk factors for surfing events need to be controlled minimising the hazard.

### **Scope**

This policy applies to all volunteers and participants of Recovery First Foundation

### **Purpose**

To provide systems and procedures for proactively managing the risk factors that may contribute to serious harm.



**The Board of Trustees is responsible for:**

- Ensuring all volunteers and participants are aware of the safe operating procedures
- Encouraging volunteers to report any activity-related pain to the Office as early as possible
- Ensuring that all equipment is safe, registered and maintained.

**General:**

- Check every participant's surfboards & attire before they enter the water
- All volunteers and participants should be aware of and adhere to the Recovery First Foundation rules and procedures on health and safety
- All volunteer and participants must immediately report any unsafe practices or conditions to the safety officer.
- Volunteer and participants must not adjust, move or otherwise tamper with any equipment in a manner not within the scope of their member's duties
- All injuries must be reported to the safety officer
- It is recommended suitable clothing must be worn at all times
- Check out weather conditions

## Standards

## Definitions

The Health and Safety in Employment Act defines Serious Harm (in part) as "a condition that amounts to or results in permanent or temporary severe loss of bodily function".

## References

The Health and Safety in Employment Act (1992) and Amendment.  
Water Safety Code New Zealand

## Record of Accident/Incident/Serious Harm

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**The use of Transport Policy****Policy statement**

Transport are used for transporting people to rehabilitation meetings and activities. Transporting people has the potential to be classified as a significant hazard because the activity may cause 'Serious Harm'. Therefore the risk factors for transporting people need to be controlled minimising the hazard.

**Scope**

This policy applies to all volunteers and participants of Recovery First Foundation

**Purpose**

To provide systems and procedures for proactively managing the risk factors that may contribute to serious harm.

**The Board of Trustees is responsible for:**

- Ensuring a safe environment for transporting people to arrive safe and without harm at their destinations

- Maintain vehicle in a good operational condition
- Vehicle is licensed
- Vehicle has a current WOF
- Drivers licenses are valid and have the correct endorsement for the vehicle
- Information on licenses, convictions and infringements is recorded

#### **General:**

- All volunteers and participants should be aware of and adhere to the Recovery First Foundation rules and procedures on health and safety
- All volunteer and participants must immediately report any unsafe practices or conditions to the safety officer.
- Volunteer and participants must not adjust, move or otherwise tamper with any equipment or machinery in a manner not within the scope of their member's duties
- All injuries must be reported to the safety officer
- Report vehicle defects and suggestions for safety improvement
- Report any law infringements and law enforcement situations
- Pre-trip inspection of vehicle
- Divers licenses are valid and have the correct endorsements for the vehicle used by each driver

#### Standards

#### Definitions

The Health and Safety in Employment Act defines Serious Harm (in part) as “a condition that amounts to or results in permanent or temporary severe loss of bodily function”.

#### References

[Your safe driving policy - ACC](#)

The Health and Safety in Employment Act (1992) and Amendment

Record of Accident/Incident/Serious Harm