



Seventh-day
Adventist Church™

Tui Ridge Park Health & Safety Plan



2019

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Tui Ridge Park

Health & Safety Plan

1.0 Introduction

1.1 Objective of this Health and Safety Plan

This Tui Ridge Park (TRP) Health and Safety Plan has been written:

- To ensure Health and Safety compliance
- To assist its workers and others in attendance at its workplace or its controlled activities or facilities to meet their health and safety responsibilities
- Developed so that if one of TRP workers, contractors or their workers, or other person/s who may be in attendance at its workplace, activities or facilities does have an accident, and is harmed, it would be in spite of **'all reasonable practicable steps'** having been taken, rather than because one was omitted

1.2 Plan Review

To meet TRP's ever changing environment this Health and Safety plan is a **"living document"** and will be reviewed and updated to reflect such changes as necessary

1.3 Tui Ridge Park Profile

TRP is an entity of the Seventh-day Adventist church in North New Zealand

It is situated at:
Anderson Road
Rotorua

2.0 TRP Health and Safety Commitment Statement

TRP is committed to providing a safe, healthy and incident free environment for its workers and others who may be present in its workplace or its controlled activities or facilities. It expects its workers and others present at its workplace, activities and facilities to share in its commitment to providing a safe, healthy and incident free environment

Annually, TRP will set Health and Safety objectives appropriate to its activities and will make available sufficient resources to ensure its Health and Safety objectives are realised

Supporting its Health and Safety commitments and objectives TRP has in place policies, standards, and procedures consistent with current Health and Safety Legislation, Regulations, relevant Codes of Practices and stakeholder expectations

Signed _____ Date _____

TRP Manager

3.0 TRP Health and Safety Duties

3.1 TRP – Person in Control of a Business or Undertaking (PCBU)

- Under the current Health and Safety legislation TRP would be classed as a PCBU and has a primary duty of care to ensure that no person under its control or influence or affected by its operations or activities are harmed, and
- TRP will ensure that its management, workers and others who may be in attendance at its places of work, activities or facilities understand and implement those general Health and Safety duties outlined in this Health and Safety Plan to ensure their own Health and Safety and that of others in their places of work, activities or facilities
- See Section 9 of this H&S Package for further duty information

3.2 TRP Senior Management Duties

As Officers of a PCBU the Senior TRP Officers recognise they have a clear duty to:

- Provide a healthy, safe and incident free environment for TRP workers, contractors and their workers and others who may be associated with, or in attendance at its workplaces, activities or facilities
- Ensure that its management and workers clearly understand and implement those practical health and safety duties that apply to their activities of facilities
- Develop and maintain effective communication in all health and safety matters for all persons present at its workplaces, activities or facilities
- Integrate health and safety into all aspects of TRP activities, activities and programmes
- Set health and Safety objectives appropriate to the Park activities and will make available sufficient resources to ensure its Health and safety objectives are realised
- Develop and maintain effective systems that ensure continuous improvement of health and safety in their workplaces, activities and facilities
- Maintain a systematic and on-going system of identifying, assessment and management of their workplaces, activity or facility hazards
- Ensure accidents will be investigated to determine the cause and take appropriate action to minimize the risk of further re-occurrence;
- Have in place procedures to deal with emergencies that may arise in their workplaces, activities or facilities

- Ensure that health and safety is taken into account and given high priority in all new operations, projects or expansion programmes;
- Develop, implement and monitor health and safety policies and procedures for their effectiveness
- Provide the necessary training and information on the correct and safe use of vehicles, machinery, equipment, materials and safe work methods that may be used in connection with TRP activities.
- Manage contractors carrying out work for, and on behalf of TRP to ensure their health and safety compliance
- Include Health and Safety as an agenda item at its management and Board meetings and where necessary take appropriate action to ensure the integrity of the Tui Ridge Park health and Safety System

3.3 Worker Duties

- Learn and understand required health and safety rules, follow them and avoid short cuts and take responsibility for their own Health and Safety
- Not endanger themselves or others by a disregard for safety
- Make sure they know what to do in an emergency.
- Use safety clothing and equipment where appropriate
- Know where First-aid, medical and other emergency help can be obtained.
- Report all accidents and unsafe equipment and practices to church leadership for remedial action.

3.4 TRP Operational Duties

TRP management have a duty to ensure that on an operational basis all its operations and activities are adequately resourced and run compliant with Health and Safety legislation and other recognised best practice guidelines

Also TRP management shall require that all vehicles, machinery, equipment and appropriate PPE used in its operations and activities are legally compliant, operator safe and used in a manner to ensure the user's health and safety

4.0 Health and Safety Policies, Rules and Procedures

TRP Health and Safety policies, rules and procedures outline the behaviour expected of its workers and others in attendance at its places of work, activities and facilities to ensure the prevention of harm to themselves and to others in TRP places of work activities or facilities, damage to equipment, vehicles, materials and property

4.1 Additional Safety Rules and Guidelines

Additional to those general TRP health and safety rules and guidelines the following rules and guidelines will also apply:

- Relevant machinery / equipment manufacturers and supplier Health and Safety operating guidelines
- Those applicable National, Local and Territorial Authority health and safety compliance requirements

4.2 Unacceptable Behaviour

Unacceptable behaviour in TRP places of work, activities or facilities can compromise the Health, Safety and welfare of its workers and others in attendance at its places of work, activities or facilities.

The TRP has in place measures and guidelines to deal with such behaviour and ensure the welfare of its workers and others in attendance at its places of work, activities and facilities.

The following unacceptable behaviour includes

4.2.1 Disregard for Health and Safety Rules

Disregard by persons in attendance at TRP places of work, activities or facilities of Health and Safety rules is unacceptable behaviour and will require the offender /s being told of the need and reason for rule compliance and an expectation that they will follow the TRP Health and Safety rules

Continued disregard for TRP Health and Safety rules by the offender/s will result in their removal from the place of work, ministry or facility they are attending or for workers it may result in employment termination

4.2.2 Safe Places Requirements

Another type of unacceptable behaviour is taking advantage of at risk persons in TRP places of work activities or facilities. In this regard, TRP has in place policy, rules and guidelines consistent with legislative requirements and the South Pacific Division's AdSafe requirements that are designed to assist in creating a healthy and safe environment for at risk persons who may be in attendance at TRP places of work, activities or facilities. Authorities will be notified of this type of unacceptable behaviour

4.2.3 Bullying

Bullying by TRP workers or those in attendance at its places of work, activities or facilities is also unacceptable behaviour and those carrying out this behaviour will be spoken to regarding it and requesting them to refrain from this behaviour. Should offenders continue this behaviour further action will be taken by TRP management to curtail this behaviour

4.2.4 Harassment

Unwelcomed harassment of TRP workers, activities or facility attendees will not be tolerated and action will be taken by TRP management against those who carry out such unacceptable behaviour.

This list is not exhaustive and should other types of unacceptable behaviour come to the attention of TRP management steps will be taken to deal with them

4.3 Drugs and Alcohol

In the interests of healthful living the TRP promotes its places of work, activities and facilities as drug and alcohol free

4.4 Smoking Policy

TRP has a non-smoking policy relating to its places of work, activities, facilities and vehicles

5.0 Hazard Management

TRP has in place a comprehensive, systematic and effective method for identifying, assessing, and managing workplace hazards and in particular those hazards assessed as being significant

5.1 Hazard Management Process

TRP in managing its places of work, ministry and facility hazards has adopted a 'Process' and taken all reasonable practicable steps to:

Identify existing and potential hazards, assessing hazard risk to determine those that are significant and taken all reasonable practicable steps to eliminate identified significant hazards or if this is not the case then all reasonable practicable steps will be taken to minimise harm that might result from exposure to such hazards

For further information on the hazard identification, risk assessment and management processes refer to Section 9 (hazard / risk management process) material in your supplied H&S package or on the New Zealand SDA or Tui Ridge web-site (Health & Safety)

5.2 Hazard Recording

In carrying out its hazard management responsibilities TRP shall ensure appropriate hazard identification, assessment and hazard management documentation is filled out as required and information on significant hazards entered into the **Significant Hazard Register**.

The TRP Significant Hazard Registers are separate documents

6.0 Information

It is TRP policy to provide its workers and those in attendance at its places of work, activities or facilities with the following information in a form clearly understood by them

6.1 Hazard information

- Hazards likely to be faced during the course of their employment, activities or in attendance at TRP places of work, activities or facilities
- Hazards workers or other person/s might introduce to TRP places of work, activities or facilities
- Methods to reduce the likely harm arising from hazards in, or introduced to TRP places of work, its activities or facilities

6.2 Emergency Procedures Information

Ensure that all TRP workers, contractors, their workers and others in attendance at its places of work, activities or facilities know and understand the emergency procedures to be used should an emergency arise in any of TRP places of work, activities or facilities

6.3 Accident / Incident Information

TRP will provide its workers and others in attendance at its places of work, activities or facilities with information on how to respond to an accident / incident emergency in their places of work, activities or facilities and would include; patient first aid, emergency services contact details, legislative and TRP reporting and recording requirements and scene protection measures

6.4 Health Monitoring Results

Results of any Health and Safety monitoring undertaken by TRP to identify levels of exposure to harm by its workers or others in attendance at its places of work, activities or facilities will be made available to those who have been monitored for exposure to harm

(Subject to the provisions of the Privacy Act)

6.5 Health and Safety Equipment Information

The location of safety equipment and clothing and how to use it will be available to all in TRP places of work, activities and facilities and copies of this information strategically located (e.g. First Aid Kits, fire extinguishers)

7.0 Training and Supervision

7.1 Training Assessment

TRP shall not permit to be undertaken any task by any person involved with its places of work, activities or facilities who does not have the skill or experience to carry out the task without causing harm to themselves or others in attendance at its places of work, activities or facilities

7.2 Activity Supervision

TRP training and supervision policy is to ensure that all workers or other persons involved with its activities, activities and facilities are trained to the level of competency required for them to work safely, while meeting appropriate production and quality standards

7.3 Induction Programmes

Compliance with the above training and supervision provisions will require Health and Safety information, skill assessments and appropriate training incorporated into the TRP workplace induction programmes and then on an ongoing basis as circumstances dictate

Activities that may be caught by the above training and induction requirements include:

- TRP working bees
- TRP facility maintenance
- Outdoor TRP activities (High risk activities)
- TRP Run Camps or associated Park run activities
- Leadership and Supervision
- TRP Run sports programmes etc. (e.g. basketball)
- Vehicle and Machinery Operation
- Safe Places (AdSafe)

7.4 Training Records

Training records will be maintained and updated to reflect the training status of all TRP workers or others involved with its activities and facilities

8.0 Managing other Duties

8.1 Contractor Management

It is TRP policy to determine what reasonably practicable steps can be taken, as the principal in a contract, to ensure that contractors, sub-contractors, and their workers are not harmed while doing work they are engaged to do

For other duties, the TRP leadership may be responsible for refer to:

Section 9 (Managing Other Church Ministry or faculty Duties) on the New Zealand SDA Web-site (Health and Safety)

9.0 Emergency Procedures

An emergency affecting a TRP place of work, ministry or facility may be beyond its control, but preparation to meet such an occurrence is not

- TRP has in place emergency procedures and systems to minimise the risk of harm to its workers, contractors, their workers and others who may be in attendance at its places of work, activities or facilities should any emergency situation arise
- TRP Emergency Procedures will be communicated to its workers and to other persons present at its places of work, activities or facilities through various media

9.1 Emergency Drills and Exercises

- Emergency evacuation drills and exercises will be carried out, in cooperation with emergency services, as appropriate, to evaluate the effectiveness of the procedures, and such procedures updated or modified as necessary
- An Emergency Evacuation warden/s will be appointed and trained to ensure emergencies and evacuations are effectively undertaken, and
- The TRP will provide first aid supplies and fire extinguishers appropriate to its places of work, activities and facilities requirements
- TRP will provide its workers with fire extinguisher use training

9.2 Disabled Response

TRP in formulating its emergency procedures will ensure that such procedures take into account the needs of disabled personnel who may be in attendance at its places of work, activities or facilities

9.3 Emergency First Aid

TRP will identify its places of work, activities or facilities First Aid requirements and implement procedures to ensure access to adequate first aid facilities by its workers, activities and facilities attendees. First aid Kit locations will be clearly marked, be fully stocked and stored free from contamination of any kind

10.0 Accident Reporting, Recording and Investigation

TRP accident, recording, reporting and investigation system is designed to ensure compliance with the relevant provisions of Health and Safety legislation and the welfare of its workers and those in attendance at its places of work, activities and facilities

10.1 Legislative Requirements

For Legislative Accident reporting, recording, investigation and scene protection requirements refer to:

Section 9 (Accident Reporting, Recording Procedures) in the supplied H&S package or on the New Zealand SDA Web-site (Health and Safety)

10.2 TRP Accident Management Requirements

Additional to legal requirements, all accident / incidents and near misses are to be recorded on TRP purpose designed forms.

All serious accidents are to be reported to WorkSafe NZ ASAP and to TRP Management and to the NNZC Conference Secretary ASAP

Note! The purpose of accident investigation is not to lay blame. It is to establish cause, and hazards involved. Such investigations are in the interests of workers and others who may be in attendance at its places of work, activities or facilities to prevent similar accidents in the future

10.3 Accident Rehabilitation

It is TRP policy to ensure all reasonable practicable steps are taken to assist in the rehabilitation process of any of its personnel or others injured while in its places of work, activities or facilities and will cooperate to achieve this with:

- Government Agencies and ACC
- Medical and other private specialist providers of rehabilitation services, and
- Assist accident victims with ACC documentation requirements

11.0 Health and Safety Monitoring / Audits

TRP recognises the need for regular appraisal of its places of work, its activities, facilities and activities to ensure its Health and Safety standards are being maintained, and are effective

11.1 TRP Inspections / Monitoring / Audits

- TRP will appraise and evaluate its activities through monitoring and by more formal and comprehensive auditing procedures to ensure Health and Safety compliance and the welfare of workers, activities and facility attendees is maintained
- Special attention will be directed to the monitoring and auditing of those 'high risk' activities (e.g. high ropes, flying fox, mountain biking and rock wall activities) and other Park maintenance operations, camps and sports programmes)
- Inspection checklists and audit reports will be filed with other TRP health and safety documents

12.0 TRP Health and Safety Committee

This TRP Health and Safety Committee will meet on a regular basis to discuss Health and Safety matters and receive reports from departments and other H&S matters from committee members and action any recommendations required to meet the TRP's legal compliance and ensure the welfare of its workers and others involved or present at TRP places of work, activities or Facilities. Minutes shall be kept and filed of these Health & Safety Committee meetings.

For additional and supporting Health and Safety material refer to the New Zealand Seventh-day Adventist or Tui Ridge Web-site (Health and Safety)