



New Zealand SDA Conferences Health & Safety Plan



2018

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New Zealand SDA Conferences

Health & Safety Plan

1.0 Introduction

1.1 Objective of this Health and Safety Plan

This NZ SDA Conferences Health and Safety Plan has been written:

- To ensure Health and Safety compliance
- To assist its employees and others in attendance at its workplaces or its controlled ministries or facilities to meet their health and safety responsibilities
- Developed so that if one of NZ SDA Conferences employees, contractors or their employees, or other person/s who may be in attendance at its workplace, ministries 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 NZ SDA Conferences'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 NZ SDA Conferences Profile

NZ SDA Conferences is the headquarters of the Seventh-day Adventist church in North New Zealand

It is situated at:
Auckland & Christchurch

2.0 NZ SDA Conferences Health and Safety Commitment Statement

NZ SDA Conferences is committed to providing a safe, healthy and incident free environment for its employees and others who may be present in its workplace or its controlled ministries or facilities. It expects its employees and others present at its workplace, ministries and facilities to share in its commitment to providing a safe, healthy and incident free environment

Annually, NZ SDA Conferences 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 NZ SDA Conferences has in place policies, standards, and procedures consistent with current Health and Safety Legislation, Regulations, relevant Codes of Practices and stakeholder expectations

Signed _____ Date_____

NZ SDA Conferences President

3.0 NZ SDA Conferences Health and Safety Duties

3.1 NZ SDA Conferences – Person in Control of a Business or Undertaking (PCBU)

Under the current Health and Safety legislation NZ SDA Conferences 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

NZ SDA Conferences will ensure that its management, employees and others who may be in attendance at its places of work, ministries 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, ministries or facilities

3.2 NZ SDA Conferences Senior Management Duties

As Officers of a PCBU the NZ SDA Conferences Executive Committee and Senior NZ SDA Conferences elected Officers recognise they have a clear duty to:

- Provide a healthy, safe and incident free environment for NZ SDA Conferences employees, contractors and their employees and others who may be associated with, or in attendance at its workplaces, ministries or facilities
- Develop and maintain effective communication in all health and safety matters for all persons present at its workplaces, ministries or facilities
- Integrate health and safety into all aspects of NZ SDA Conferences activities, ministries and programmes
- Develop and maintain effective systems that ensure continuous improvement of health and safety in their workplaces, ministries and facilities
- Maintain a systematic and on-going system of identifying, assessment and management of their workplaces, ministry 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, ministries 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 NZ SDA Conferences activities.
- Manage contractors carrying out work for, and on behalf of NZ SDA Conferences to ensure their health and safety compliance

3.3 Employee Duties

- Learn and understand required health and safety rules, follow them and avoid short cuts.
- Take responsibility for their 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 NZ SDA Conferences leadership for remedial action.

3.4 NZ SDA Conferences Operational Duties

NZ SDA Conferences leadership have a duty to ensure that on an operational basis all its ministries, facilities, operations and activities are adequately resourced and run compliant with Health and Safety legislation and other recognised best practice guidelines

Also NZ SDA Conferences leadership 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

NZ SDA Conferences Health and Safety policies, rules and procedures outline the behaviour expected of its employees and others in attendance at its places of work, ministries and facilities to ensure the prevention of harm to themselves and to others in NZ SDA Conferences places of work ministries or facilities, damage to equipment, vehicles, materials and property

4.1 Additional Safety Rules and Guidelines

Additional to those general NZ SDA Conferences 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
- Organisational restrictions and guidelines applicable to workplaces where NZ SDA Conferences, its ministries or facilities may be operating from
- Where NZ SDA Conferences has a shared interest in a venue or activity with another PCBU or organisation it will work with that PCBU or organisation to ensure the Health, Safety and Wellbeing of participants or attendees at such a shared activity or venue (e.g. Big Camp, NZ SDA Conferences & Tui Ridge)

4.2 Unacceptable Behaviour

Unacceptable behaviour in NZ SDA Conferences places of work, ministries or facilities can compromise the Health, Safety and welfare of its employees and others in attendance at its places of work, ministries or facilities.

The NZ SDA Conferences has in place measures and guidelines to deal with such behaviour and ensure the welfare of its employees and others in attendance at its places of work, ministries and facilities.

The following unacceptable behaviour includes

4.2.1 Disregard for Health and Safety Rules

Disregard by persons in attendance at NZ SDA Conferences places of work, ministries 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 NZ SDA Conferences Health and Safety rules

Continued disregard for NZ SDA Conferences 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 employees 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 NZ SDA Conferences places of work ministries or facilities. In this regard, NZ SDA Conferences 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 NZ SDA Conferences places of work, ministries or facilities. Authorities will be notified of this type of unacceptable behaviour

4.2.3 Bullying

Bullying by NZ SDA Conferences employees or those in attendance at its places of work, ministries 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 NZ SDA Conferences leadership to curtail this behaviour

4.2.4 Harassment

Unwelcomed harassment of NZ SDA Conferences employees, ministry or facility attendees will not be tolerated and action will be taken by NZ SDA Conferences leadership 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 the NZ SDA Conferences leadership steps will be taken to deal with them

4.3 Drugs and Alcohol

In the interests of healthful living the NZ SDA Conferences promotes its places of work, ministries and facilities as drug and alcohol free

4.4 Smoking Policy

NZ SDA Conferences has a non-smoking policy relating to its places of work, ministries, facilities and vehicles

5.0 Hazard Management

NZ SDA Conferences 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

NZ SDA Conferences 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 information on hazard ID, risk assessment and hazard management refer to Section 10, NZ SDA Conferences version, (hazard / risk management process) material on the SDA NZ web-site

5.2 Hazard Recording

In carrying out its hazard management responsibilities NZ SDA Conferences 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 NZ SDA Conferences Significant Hazard Register is a separate document

6.0 Information

It is NZ SDA Conferences policy to provide its employees and those in attendance at its places of work, ministries 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 NZ SDA Conferences places of work, ministries or facilities
- Hazards employees or other person/s might introduce to NZ SDA Conferences places of work, ministries or facilities

- Methods to reduce the likely harm arising from hazards in, or introduced to NZ SDA Conferences places of work, its ministries or facilities

6.2 Emergency Procedures Information

Ensure that all NZ SDA Conferences employees, contractors, their employees and others in attendance at its places of work, ministries or facilities know and understand the emergency procedures to be used should an emergency arise in any of NZ SDA Conferences places of work, ministries or facilities

6.3 Accident / Incident Information

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

6.4 Health Monitoring Results

Results of any Health and Safety monitoring undertaken by NZ SDA Conferences to identify levels of exposure to harm by its employees or others in attendance at its places of work, ministries 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 NZ SDA Conferences places of work, ministries and facilities and copies of this information strategically located (e.g. First Aid Kits)

7.0 Training and Supervision

7.1 Training Assessment

NZ SDA Conferences shall not permit to be undertaken any task by any person involved with its places of work, ministries 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, ministries or facilities

7.2 Activity Supervision

NZ SDA Conferences training and supervision policy is to ensure that all employees or other persons involved with its activities, ministries 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 NZ SDA Conferences 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:

- NZ SDA Conferences working bees
- NZ SDA Conferences facility maintenance
- Outdoor NZ SDA Conferences activities leadership
- Pathfinder Leadership
- Safe Places Coordinators
- Safe Driving
- NZ SDA Conferences Run camps etc.

This list is not exhaustive and other activities may be caught by this induction, training and supervision requirements

7.4 Training Records

Training records will be maintained and updated to reflect the training status of all NZ SDA Conferences employees or others involved with its ministries and facilities

8.0 Managing other Duties

8.1 Contractor Management

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

For other duties, the NZ SDA Conferences leadership may be responsible for refer to:

Section 10, NZ SDA Conferences version, (Managing Other Church Ministry or Faculty Duties) on the New Zealand SDA Web-site

9.0 Emergency Procedures

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

- NZ SDA Conferences has in place emergency procedures and systems to minimise the risk of harm to its employees, contractors, their employees and others who may be in attendance at its places of work, ministries or facilities should any emergency situation arise
- NZ SDA Conferences Emergency Procedures will be communicated to its ministry and facility members and to other persons present at its places of work, ministries 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 NZ SDA Conferences will provide first aid supplies and fire extinguishers appropriate to its places of work, ministries and facilities requirements
- NZ SDA Conferences will provide its employees with fire extinguisher use training

9.2 Disabled Response

NZ SDA Conferences 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, ministries or facilities

9.3 Emergency First Aid

NZ SDA Conferences will identify its places of work, ministries or facilities First Aid requirements and implement procedures to ensure access to adequate first aid facilities by its employees, ministries 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

NZ SDA Conferences 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 employees and those in attendance at its places of work, ministries and facilities

10.1 Legislative Requirements

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

Section 10, NZ SDA Conferences version, (Accident Reporting, Recording Procedures) on the New Zealand SDA Web-site

10.2 NZ SDA Conferences Accident Management Requirements

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

All serious accidents are to be reported to WorkSafe NZ ASAP and to the relevant NZ SDA Conference, (NNZC / SNZC), 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 employees and others who may be in attendance at its places of work, ministries or facilities to prevent similar accidents in the future

10.3 Accident Rehabilitation

It is NZ SDA Conferences 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, ministries 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

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

11.1 NZ SDA Conferences Inspections / Monitoring / Audits

- NZ SDA Conferences 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 employees, ministry and facility attendees is maintained
- Special attention will be directed to the monitoring and auditing of those 'high risk' activities (e.g. Tui Ridge park, Youth camps, Sports programmes, working bees)
- Inspection checklists and audit reports will be filed with other NZ SDA Conferences health and safety documents

12.0 NZ SDA Conferences Health and Safety Committee

This NZ SDA Conferences 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 NZ SDA Conferences's legal compliance and ensure the welfare of its employees and others involved or present at NZ SDA Conferences places of work, ministries 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 Web-site (Health and Safety)