



Seventh-day
Adventist Church™

Mt Hutt Retreat Health & Safety Plan



2018

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Mt Hutt Retreat

Health and Safety Plan

1.0 Introduction

1.1 Health and Safety Plan Objective

This Mt Hutt Retreat Health and Safety Plan has been written:

- To assist Mt Hutt Retreat management and workers to meet their health and safety responsibilities, and
- Developed so that if one of Mt Hutt Retreat personnel 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

2.0 Health and Safety Commitment Statement

Mt Hutt Retreat is committed to providing a safe, healthy and incident free environment for its personnel and others who may be present in its place of work

Health and safety is everyone's business and its workers and others present in its workplace are expected to share in its commitment by acting safely at all times and avoid incidents that may cause personal injury, property damage or loss of any kind

Mt Hutt Retreat has in place policies and procedures to support its commitment to ensure the welfare of its workers and others who may be present in its place of work

Signed _____ Date_____

Manager
Mt Hutt Retreat

3.0 Health and Safety Policies, Rules and Procedures

Mt Hutt Retreat workplace Health and Safety documentation outlines the behaviour expected of its personnel

3.1 Additional Safety Rules and Guidelines

Additional to those general Mt. Hutt Retreat health and safety rules and guidelines the following rules and guidelines will also apply:

- Those applicable National, Local and Territorial Authority health and safety compliance requirements
- Relevant machinery / equipment manufacturers and supplier Health and Safety operating guidelines
- Organisational restrictions and guidelines applicable to workplaces where Mt Hutt Retreat may be operating from

4.0 Unacceptable Behaviour

Unacceptable behaviour at Mt Hutt Retreat place of work can compromise the health and safety and welfare of its personnel and those in attendance at its place of work.

Mt Hutt Retreat has in place guidelines to deal with such behaviour and ensure the welfare of its personnel and others present in its workplaces

The following unacceptable behaviour includes -

4.1 Disregard for Health and Safety Rules

Disregard by Mt Hutt Retreat personnel or others present in its workplace 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 Mt Hutt Retreat health and safety rules

Continued disregard for its Health and Safety rules by the offender/s will result in their removal from the Mt Hutt Retreat place of work they are attending and for offending Pascoe Parl personnel may result in employment termination

4.2 Safe Places Requirements.

Another type of unacceptable behaviour is taking advantage of at risk persons in Mt Hutt Retreat place of work. In this regard Mt Hutt Retreat 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 present in Mt Hutt Retreat place of work

4.3 Bullying

Bullying by Mt Hutt Retreat personnel or those in present in its places of work is also unacceptable behaviour and those carrying on with this behaviour will be spoken to regarding it and requesting them to refrain from such behaviour. Should this not happen further disciplinary action will be taken by management s

4.4 Harassment

Harassment by unwanted attention or remarks to Mt Hutt Retreat personnel or those present in Mt Hutt Retreat places of work will not be tolerated and action will be taken against those who carry out such unacceptable behaviour. If offenders do not cease this behaviour they will be warned of likely disciplinary action against them by management and may result in removal from a Mt Hutt Retreat workplace

4.5 Drugs and Alcohol

In the interests of healthy living Mt Hutt Retreat promotes its workplace, facilities and vehicles as a drug and alcohol free environment

4.6 Smoking Policy

Mt Hutt Retreat has a non-smoking policy relating to its place of work, facilities and vehicles

5.0 Hazard Management

Mt Hutt Retreat has in place an effective method for identifying, assessing, and managing its activities and facility hazards and in particular those hazards assessed as being significant

Mt Hutt Retreat will engage with its personnel in identifying, assessing and managing its workplace hazards

5.1 Hazard Recording

Mt Hutt Retreat will ensure appropriate hazard identification, assessment and hazard management documentation is filled out as required and information on significant hazards entered into the Mt Hutt Retreat **Significant Hazard Register**.

6.0 Health and Safety Information

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Mt Hutt Retreat in the interests of its personnel Health and Safety and their welfare will provide them with the following health and safety information and guidelines

6.1 Hazards

Mt Hutt Retreat will provide health and safety information about all **Significant Hazards** present in its places of work and facilities and how to manage them known to and understood by all its personnel likely to be exposed to those workplace and facility significant hazards

6.2 Emergencies

Mt Hutt Retreat will ensure that all its personnel and others present in its places of work or facilities know and understand the emergency procedures to be used should an emergency arise in its places of work or facilities

6.3 Health and Safety Equipment

The location of safety equipment (e.g. fire extinguishers, first aid kits etc.) and how to use it will be made available to all present in Mt Hutt Retreat place of work or facilities and copies of this information placed strategically

6.4 Accident / Incident

Mt Hutt Retreat will provide its personnel or those present in its places of work or facilities with information on how to respond to an accident / incident emergency in their places of work or facilities and would include; patient first aid, emergency services contact, legislative and Mt Hutt Retreat reporting and recording requirements and scene protection measures

7.0 Managing Other Health & Safety Duties

7.1 Mt Hutt Retreat Personnel Responsibilities

- Learn and understand required H&S rules, follow them and avoid short cuts.
- Take responsibility for their health and safety
- Not endanger themselves or others through disregard for workplace safety.
- Know what to do in an emergency.
- Use safety clothing and equipment where appropriate
- Report all incidents and unsafe equipment and practices to management for remedial action.

8.0 Emergency Procedures

Mt Hutt Retreat has in place emergency procedures and systems to minimise the risk of harm to its personnel and other present in its place of work or facilities should any emergency situation arise

8.1 Emergency Drills and Exercises

Emergency evacuation drills and exercises will be carried out to evaluate the effectiveness of Mt Hutt Retreat's procedures, and such procedures updated or modified as necessary

8.2 Disabled Emergency Response

Mt Hutt Retreat emergency procedures take into account the needs of disabled personnel who may be present in its place of work or facilities (e.g. emergency evacuation procedures)

8.3 Emergency First Aid

Mt Hutt Retreat will ensure adequate First Aid requirements are available in its place of work and facilities and that access to such first aid facilities by its personnel and others present in its workplace and facilities is maintained

First aid Kit locations will be clearly marked and kits will be fully stocked at all times and stored free from contamination of any kind

9.0 Accident Management

Mt Hutt Retreat accident, recording, reporting and investigation system is designed to ensure compliance with the relevant provisions of Health and Safety legislation and employee welfare

9.1 Legislative Requirements

All serious accidents are to be reported to *WorkSafe NZ As Soon As Possible, (ASAP)*, and also to Mt Hutt Retreat Management

In the case of a serious incident the incident scene must not be disturbed until WorkSafe NZ says otherwise

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

9.2 Worker Involvement in H&S

Mt Hutt Retreat management committee will involve its workplace personnel in Health and Safety management through representation on its Health and Safety committee

9.3 Health and Safety Contact Details

WorkSafeNZ contact

Freephone 0800 030 040