



Athletics Waikato-Bay of Plenty Inc.

**Health and Safety  
Employee and Volunteer Handbook**

October 2022

## 1.0 Health and Safety Culture and Responsibility

It is up to all of us to create a safe and healthy workplace. We need to work together and do all we can to ensure our health and safety at work. This handbook provides a summary of information relevant to health and safety in the workplace and you should familiarise yourself with it. We recognise that if we work together on all aspects of health and safety we will get a better end-result. The full Health and Safety Manual details policies, procedures, and reporting documents that Athletics Waikato-Bay of Plenty Inc. works with.

### 1.1 Athletics Waikato-Bay of Plenty Inc.'s Responsibilities

Athletics Waikato-Bay of Plenty Inc. is committed to ensuring the health and safety of its employees, participants (athlete, coach, administration or spectator) and contractors (workers) and ensuring that the health and safety of other persons, such as athletes, volunteers and spectators, are not put at risk from Athletics Waikato-Bay of Plenty Inc.'s activities. It is also committed to providing a safe and healthy workplace.

To achieve this, it will, so far as reasonably practicable:

- Provide and maintain a safe environment.
- Systematically identify and monitor on an ongoing basis hazards and risks to health and safety.
- Manage those hazards by eliminating them, or if that is not reasonably practicable, minimising them.
- Provide health and safety information to participants.
- Develop procedures for dealing with emergencies, accidents, injuries, and near misses.
- Respond to, report and investigate all accidents, injuries, or near misses as required (including notifying WorkSafe of a 'notifiable event').
- Monitor the health and safety of participants and the conditions of the activity.
- Provide opportunities for participants to participate in health and safety matters.

### 1.2 Worker Participation in Health and Safety

We all have a role to play in maintaining a safe and healthy workplace. All of us need to set goals around health and safety and then work together as a team to achieve them. As a participant, you have responsibilities for keeping yourself and others safe.

You can make your activity safer by:

- Taking reasonable care for your own health and safety.
- Taking reasonable care that your actions or omissions do not adversely affect the health and safety of others.
- Being involved in processes to improve health and safety.
- Helping new workers, participants, volunteers, and visitors understand the right health and safety practices.
- Communicating any health or safety concerns to Athletics Waikato-Bay of Plenty Inc.
- Reporting any health or safety risks or hazards that you identify.
- Reporting any accidents, injuries, or near misses.
- Complying with policies and procedures relating to health and safety, and use the right equipment safely.
- Following any reasonable instructions relating to health and safety,

Tell the Centre or Event Manager about anything that might affect your ability to perform your activity safely. Never think “just this once because the job has to be done”. Taking a risk once is once too often.

We encourage you to take an active part in Health and Safety matters that represent your interests. You can do this by:

- Giving the Health and Safety feedback on policies, procedures, or proposed changes. Every participant has a unique perspective based on their role in the organisation.
- Suggesting ways the Health and Safety systems at Athletics Waikato-Bay of Plenty Inc. could be improved.

### **1.3 Compliance with Health and Safety Requirements**

Failure to comply with this Handbook or Health and Safety policies and procedures may constitute misconduct or serious misconduct, and appropriate disciplinary action may be taken.

You should be aware that your workplace travels with you, so you must always abide by all applicable Health and Safety policies and procedures when on Athletics Waikato-Bay of Plenty Inc. business. Note that you may also have to comply with additional Health and Safety procedures when visiting third parties, i.e. schools, Territorial Authority (TA) venues, etc.

### **1.4 Introduction**

Prior to carrying out any activity for Athletics Waikato-Bay of Plenty Inc. (including as a volunteer), you will be given all applicable information on our Health and Safety procedures, relevant policy documents, the Hazard Register, emergency and evacuation procedures, and your obligations to the organisation.

### **1.5 Risk and Hazard Identification**

Everyone has a part to play in improving health and safety. Reporting hazards, accidents, injuries or near misses, is part of that shared responsibility. Any accident, injury or near miss either to a worker, participant, a volunteer, or a visitor, must be recorded. You must take responsibility for making sure Athletics Waikato-Bay of Plenty Inc. knows about any accidents, injuries, or near misses you are aware of.

To report a hazard, you can:

- Complete the Hazard Identification Form which is Appendix 7 of the Health and Safety Manual which can be found in the Health and Safety folder on the network drive and forward it to your manager or Health and Safety Representative; or
- Complete a hard copy of the Hazard Identification form, copies of which are in the staff room, and hand it to your manager or Health and Safety Representative; or
- Report it in writing to the Centre or Event Manager, outlining:
  - What the hazard is,
  - Where the hazard is,
  - What steps you have already taken regarding this hazard,
  - Any recommendations you have for dealing with this hazard.

## **1.6 First Aid**

First aid is the immediate and basic care given to an injured or sick person before a health professional can take over their treatment. To provide this, Athletics Waikato-Bay of Plenty Inc. will:

- Provide correctly stocked first aid kits in all of our locations of activity.
- Ensure there are first aid trained people at all events and delivery run or lead by Athletics Waikato-Bay of Plenty Inc.

## **1.7 Smoking**

All Athletics Waikato-Bay of Plenty Inc. activities are smoke free. Smoking is not permitted inside and around Athletics Waikato-Bay of Plenty Inc. affiliated buildings, vehicles, and offices, including in any buildings leased by Athletics Waikato-Bay of Plenty Inc. You are to refer to the Smokefree Policy for full details and compliance requirements.

## 2.0 Health and Safety Procedures

### 2.1 Dealing with accidents, injuries, near misses, or notifiable events

We are required to report all accidents, injuries and near misses as part of our process of identifying and managing hazards. All accidents, injuries and near misses that take place must be recorded in the Accident Register, kept.

When an accident, injury or near miss occurs, please follow these steps:

- Provide appropriate immediate first aid in line with your level of training and ability to deal with the incident. Follow D: Dangers (Stop, Think, Act); R: Response (Verbal and Physical); S: Shout/Send for help (dial 111); A: Airway (open); B: Breathing (check for); C: Circulation (start CPR) – the DRSABC procedure.
- Once the injured person has been removed to a safe place you should report the accident, injury or near miss the Centre or Event Manager.
- You will be involved in an investigation regarding the causes of the accident, injury or near miss and asked for feedback on how it could be prevented from happening again in the future.

The procedure will be more in-depth if there is a 'notifiable event' (as defined in the Health and Safety at Work Act). A notifiable event includes:

- Death
- An injury or illness that requires a person to have immediate treatment (other than first aid) including but not limited to:
  - Amputation of body part.
  - Burns requiring referral to a specialist, registered medical practitioner, or specialist outpatient clinic.
  - Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
  - Loss of consciousness from lack of oxygen.
  - Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner from: absorption, inhalation, or ingestion of any substance.
  - Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm's occurrence.
  - A serious infection.
  - An unplanned or uncontrolled workplace incident that exposes a worker or any other person to a serious risk to that person's health or safety, arising from an immediate or imminent exposure to, for example, a substance leak, an explosion or fire, an electric shock or a building collapse.
  - Note: the most likely notifiable event in this organisation would be bone fracture.

When a notifiable event occurs:

- Provide appropriate immediate first aid in line with your level of training and ability to deal with the incident. Follow the DRSABC procedure.
- Once the injured person has been removed to a safe place, you should report the notifiable event to the Centre or Event Manager. If you are unable to contact these people keep trying to contact any of the Board Members until one is able to assist you.
- Athletics Waikato-Bay of Plenty Inc. must report the notifiable event to WorkSafe as soon as possible after the event has occurred.
- WorkSafe may wish to inspect the scene, so don't interfere with the scene unless:
  - The person's life is in danger.
  - It is essential to maintain access for the public to essential services.
  - It is necessary to prevent damage to, or loss of, property.

You will be involved in an investigation regarding the causes of the notifiable event and asked for feedback on how it could be prevented from happening again in the future.

It would be a good idea to write down as soon as possible everything you remember about the accident as it may be relevant to the investigation. Once completed, you can hand this information to the Centre or Event Manager.

## **2.2 Emergency Events**

Fires and natural disasters occur without warning and are terrifying events. To survive, you need to know what to do BEFORE they occur. Make sure you are familiar with more than one evacuation route, and where the emergency assembly point is.

## **2.3 Fire Prevention and Action**

Fires spread quickly and become rapidly lethal. To reduce the chances of fire, and to ensure a safe evacuation can take place in the event of a fire, be fire safe by:

- Taking care with flammable materials.
- Be aware of your environment when lighting fires.
- In the outdoors, be aware of the current fire danger risk for the area you are in.
- Know at least two evacuation paths from your workstation to the assembly point.
- Know where the evacuation point is.

If you are first to discover fire or unexplained smoke:

- Alert everyone near you and tell them to evacuate, operating the nearest alarm if it is safe to do so.
- If possible, operate the nearest fire alarm as you evacuate.
- Evacuate the building immediately.

It is important to remember you are not a firefighter. Fire extinguishers are provided for when a source of fire is small, directly near the fire extinguisher, and you can access it without turning your back on the fire. If you are unsure of how to use a fire extinguisher, do not attempt it.

The golden rule with fire is:

- once you turn your back, you never go back.

When you hear the fire alarm:

- Immediately vacate the building via the closest fire exit.
- Make sure any visitors leave the building with you.
- Walk, don't run.
- Don't return for personal belongings.
- Don't take food, drinks, or bags with you.
- Keep to the left of the stairs.
- Report to the designated meeting point and don't return until the all clear is given.

There is no such thing as a 'drill'. All evacuations are real.

## **2.4 Earthquake Safety**

New Zealand is subject to seismic activity so we need to be prepared for an earthquake. You can help us stay safe by reporting such hazards as: unsecured furniture, blocked doorways, poor housekeeping to the Centre or Event manager.

In the event of an earthquake:

- Move away from windows and anything that could be dangerous if it falls, e.g. partitions and bookshelves.
- Find cover under tables, desks, and doorways.
- Be prepared for aftershocks.

In most situations, you will reduce your chance of injury if you:

- DROP down onto your hands and knees (before the earthquakes knock you down). This position protects you from falling but allows you to still move if necessary.
- COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
- HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

There is nothing special about a door frame in a modern building; you are safer under a desk.

After the earthquake:

- Evacuate if instructed to do so (it could be safer inside than out).
- Check for injuries. Administer first aid where required if you can.
- Check for hazards; beware of broken glass, live wires, leaking gas and damage to floors, walls, and ceilings.
- Extinguish any small fires if it is safe to do so.

Be aware it may be some time before outside assistance may be possible. Follow the instructions of the Centre or Event Manager. We understand that you will want to get home and contact loved ones, but you may be safer at your current location until you can get information about the state of roads, ability to travel, and potential dangers. Do not leave the location until you have been authorised to do so.

## **2.5 Adverse Weather**

If you have been advised against travel in your area you should contact the Centre or Event Manager for advice. If you are at home, you should make arrangements to delay travel until a safer time. If you are away from home you may need to delay travel or remain where you are until it is safe to travel. Athletics Waikato-Bay of Plenty Inc. will take all practical steps to ensure you can do this safely.

If you are in transit and encounter an extreme weather situation, pull over as soon as it is safe to do so. Contact the Centre or Event Manager so they know that you are safe. Jointly you can decide a course of action to follow.

In the event of snowfall in location staff are encouraged to stay home on these days. You are encouraged to work from home as much as possible, advise the Centre or Event Manager if you are not going to travel to work because of road conditions.



## **3.0 Workplace Injury Prevention**

Our aim is to prevent injury from occurring and provide the support required for you to conduct your activity safely. Below are some common hazards and ways to help you avoid risk to your health and safety occurring from these hazards.

### **3.1 Gradual Process Injury**

Gradual Process Injury (GPI) refers to a range of conditions characterised by pain or discomfort in the muscles, tendons, and other soft tissues. Symptoms can include:

- Burning sensation.
- Stiffness, aches, and pains.
- Soreness and weakness.
- Numbness and tingling.
- Muscle discomfort.

To minimise these symptoms, always make sure you pause briefly (micropause) when completing repetitive tasks. For example, when working on a computer, pause every 3-5 minutes for 5-10 seconds, shake your wrists and stretch your fingers. Ensure you maintain a good posture when working at your computer. Stand up and stretch as often as you can. Ensure your mouse is located next to your keyboard so there is no need to overreach. Use a mouse pad with a wrist support and an ergonomic keyboard. If symptoms persist, report it to the Centre Manager.

### **3.2 Visual Discomfort**

Eye discomfort is a common health problem experienced by computer users. Vision problems are generally only temporary and decline after stopping computer work at the end of the day.

Symptoms of visual discomfort vary, and include:

- Sore eyes.
- Red eyes.
- Watery eyes.
- Dry eyes.
- Eyes feeling 'heavy' or 'gritty'.
- Blurring of vision.
- Headaches.

Addressing visual discomfort problems might include:

- Adjustments to your work environment.
- Reducing visual stress from computer work.
- Adjustments to your equipment.
- Adjustments to computer software to alter display settings.

If you experience ongoing visual discomfort issues you need to report it to the Centre or Event Manager.

### **3.3 Manual Handling**

WorkSafe defines 'manual handling' as: 'any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any object'. Poor manual handling can lead to injury and accidents. You must take reasonable care for your own safety and that of others. In determining if an activity could present a risk to the health or safety of you or others, you should consider:

- The load: how heavy, large, or unwieldy it is.
- The environment: is it cramped, uneven, have closed doors, or other obstructions.
- The people: what is your ability (and those you're doing the task with) to handle the loads weight, size, and nature.
- The task: how far does the load have to travel, in what direction, and with what level of care and accuracy.
- The tools: is there equipment available that will make the task easier.

If you consider that having weighed up these factors, you could not safely complete the task you must STOP and seek assistance.

You should report at any time if:

- You feel a task represents a risk to your health and safety or that of others.
- You believe there is insufficient equipment to complete the task safely.
- Having completed a task, you have recommendations on how it could be done more safely in future.

### **3.4 Workplace Stress**

Workplace stress is the interaction between a person and their environment and is the awareness of not being able to cope with the demands of one's environment, when this realisation is of concern to the person, and both the awareness and the concern are associated with a negative emotional response.

Stressors are the events or circumstances which lead to the perception that physical or psychological demands are going to be exceeded. They may be inevitable (i.e. learning a new skill, dealing with an emergency), or avoidable (i.e. undertaking hazardous work for long periods, no feedback, or only negative feedback). Stressors may be beyond the control of Athletics Waikato-Bay of Plenty Inc.

Symptoms of stress may include, but are not limited to:

- Increasing distress and irritability.
- Physical aches and pains.
- Difficulty relaxing, concentrating, or sleeping.
- Difficulty thinking logically and/or making decisions.
- Decreased enjoyment or work and/or feeling less committed to work.
- Feelings of tiredness, depression, or anxiety.

If you are feeling symptoms such as these, or if in yourself you would describe your physical and/or emotional state as stressed, you should report this in the first instance to the Centre or Event Manager. (Note, if you have consulted a doctor, you should present their diagnosis as part of this report. 'Stress' in itself is not a medical diagnosis, but such a report will form part of any investigation).

If there is a report of stress, Athletics Waikato-Bay of Plenty Inc. will:

- Investigate the facts of the report.
- Make a decision about the extent to which caused the problem.
- Discuss with you the results of the investigation.
- Suggest solutions and ask you for additional solutions.
- Agree on the implementation of the solutions.

Stress is not restricted to the activity; pressures at home can be a contributing factor. We encourage you to communicate with the Centre or Event Manager about external stressors that may be having an impact on your performance and behaviour, both so we can support you where appropriate, and to modify tasks and workloads where possible.

### **3.4.1 Bullying and Harassment**

Bullying and harassment represents a hazard that Athletics Waikato-Bay of Plenty Inc. must address. Athletics Waikato-Bay of Plenty Inc. does not tolerate any form of bullying or harassment. Everyone is encouraged to raise their concerns if they feel they have been subjected to bullying, harassment, or any other inappropriate behaviour. Refer to the Employee Handbook (and any other relevant policy) for more information.

### **3.5 Fatigue**

Fatigue is the temporary inability, or decrease in ability, to respond to a situation because of previous over-activity. This over activity may be physical, mental, or emotional in nature.

Symptoms of fatigue may include, but not be limited to:

- A change in mood, being anxious or 'down'.
- Being more irritable than usual.
- Your sleep pattern may be disrupted.
- Your relationships with colleagues may suffer; you may become 'snappy'.
- Your physical health may deteriorate.

Fatigue can also be caused, or exacerbated by outside factors. You should ensure that you get sufficient rest, exercise, and sleep so that you are in a fit condition to work safely.

If you feel that work-caused fatigue is having a detrimental effect on your health and safety, you need to discuss this with the Centre or Event Manager. Athletics Waikato-Bay of Plenty Inc. will follow the process outlined under 'Workplace Stress' and take the appropriate actions.

If at any time you feel too fatigued to safely carry out a task, you must STOP. You should make an immediate appraisal as to whether a period of rest would enable you to complete the task at a later time. If so, you should remove yourself to a safe place, take the required rest, and then return to complete the task.

If you could not reasonably return to the task after a period of rest, you need to inform the Centre or Event Manager, that the task cannot be completed for safety reasons, and after leaving the activity environment in a safe condition, you should remove yourself and return when it is safe to do so.

### 3.6 The Environment and Your Workstation

Athletics Waikato-Bay of Plenty Inc. strives to be compliant with the Accident Compensation Corporation's recommendations in the 'Guidelines for Using Computers' (2010) publication. This document is available to view in full at the Accident Compensation Corporation website: [www.acc.co.nz](http://www.acc.co.nz).

Athletics Waikato-Bay of Plenty Inc. is obliged to provide you with an environment that is safe and healthy with regards to: working space, location of workstations, lighting, décor, atmospheric conditions, noise, and housekeeping. The specific requirements regarding these aspects can be found in the 'Guidelines for Using Computers' publication.

When sitting at a workstation; you should be able to comply with these recommendations:

- The feet are fully supported by the floor; if not, a suitable footrest should be used.
- The knees are the same height, or just below the hips, with the feet slightly forward of the knees.
- The thighs are well supported and approximately parallel to the floor.
- The head is level or bent slightly forward and in line with the torso.
- The back is positioned so that the natural curves of the spine are maintained in both upper and lower back.
- The back is fully supported with appropriate lumbar support when sitting upright.
- Shoulders should be relaxed.
- Elbows hang comfortably by your sides.
- Elbows are close beside the body and approximately at right angles.
- The hand and forearm is supported.
- Wrists are as straight as possible, within 30 degrees up or down vertically.
- Avoid sideways bending of the wrist.
- Direct pressure on the underside of the wrist should be avoided.
- Fingers should remain relaxed and slightly curved rather than excessively arched or extended.
- When in use, a mouse should be held loosely in the hand with the fingers and thumb resting against it.

When standing at a workstation, you should be able to comply with these recommendations:

- Follow the same guidelines for upper body posture as for the sitting position.
- Provide sufficient knee and foot room. It should be possible to move the feet forward or bend the knees.
- Provide sufficient space behind and to the side to allow you to move freely.
- Have a footrest that allows the user to raise one foot off the ground to provide some relief from the effects of standing continuously in the same posture.
- Have a suitable chair allowing you the option to sit.
- The floor to be flat and free from tripping hazards.
- Have floor cushioning such as a rubber mat that is suitable for the set-up of your workstation.

Whether at a sitting or standing desk, you should ensure that your computer screen:

- Has the top of the screen at or below eye level.
- Has a viewing angle between 0 and 65 degrees from the horizontal.
- Is between 450mm and 700mm away from your eyes.
- Is straight ahead of the user, and not more than 35 degrees from the vertical.
- Should have a sharp and clear image that has no visible flicker.

If you are unable to meet these requirements with your current screen set-up, speak to the Centre or Event Manager so corrective actions can be taken.

Athletics Waikato-Bay of Plenty Inc. will ensure, so far as reasonably practicable, that your workstation does not cause injury, illness or undue stress due to:

- Working space: will allow for a full range of movement and unobstructed access to your workstation.
- Location of workstation: will consider the impact of environmental factors on your health and safety.
- Lighting: will be of the appropriate level, not flicker, and will be as uniform as possible.
- Décor: will not cause undue visual distress.
- Atmospheric conditions: temperature will be appropriate (generally 20-24 degrees), not vary unreasonably, have a relative humidity of not less than 40%, be free from noxious vapours, and with consistent air flow.
- Noise: will be minimised and generally kept under 45 decibels.
- Housekeeping: the workplace will be generally clean and tidy and free from tripping hazards.

### **3.8 Working Practices**

To prevent fatigue and discomfort, it is important to organise computer work appropriately. You must learn and apply good working practises that include taking regular breaks, and mixing alternative work tasks with computer work throughout the day. Good keying and mouse technique is also important.

A 'break away from the computer' can be an alternative non-keyboard/mouse use task rather than a non-productive rest break. Task breaks involving changes from regular work should:

- Be frequent and be taken more often than the regular tea and lunch breaks.
- Be at least five to ten minutes every hour.
- Involve a complete break away from the computer.
- Involve undertaking alternative tasks or exercises with the opportunity to move around the work environment.

Micropauses (brief pauses) are taken at the workstation and built in to the natural rhythm of your activity. Micropauses are about relaxed work techniques rather than taking breaks. Micropauses are of most value when working muscles are able to relax fully. Recommendations for micropauses are:

- There should be frequent and regular pauses built into the activity.
- Taking the hands from the keyboard and hanging the arms down by the side.
- Complete relaxation of the arms, shoulders, hands, and fingers.
- Changing eye focus by looking at distant objects, at least two to three metres away.

You can find useful information on working in comfort and self-help to overcome pain and exercises to assist with good working practices at HabitAtWork Office 2.0 at [www.habitatwork.co.nz](http://www.habitatwork.co.nz)

### **3.9 Reporting of Pain and Discomfort**

Matters other than an accident, injury, near miss, or illness are of relevance to Athletics Waikato-Bay of Plenty Inc. in providing and maintaining a safe and healthy environment. You should speak to the Centre or Event Manager, or, (if you feel you cannot approach any of these people regarding the matter), another member of the organising team, any time you experience pain or discomfort including:

- Persistent pain in the muscles or joints.
- Back pain.
- Visual discomfort.
- Symptoms of stress.
- Symptoms of fatigue.
- Psychological distress.
- Emotional distress.

The person you report this to will record the details of what you have reported, the matter will be investigated, and actions may result depending on the results of that investigation. You may be asked to visit a medical professional as part of the investigation process.

## **4.0 Sickness and Wellbeing in the Workplace**

### **4.1 Athletics Waikato-Bay of Plenty Inc.'s Responsibilities**

Athletics Waikato-Bay of Plenty Inc. will ensure, so far as reasonably practicable, a safe and healthy environment by:

- Encouraging everyone who is sick to stay away from the activity and to take the time to recover.
- Encouraging Participants who do not feel able to come to the activity for reasons other than sickness, to take the time to feel able to work, and talk to Athletics Waikato-Bay of Plenty Inc. if they feel comfortable.
- Sending Participants who are sick and/or contagious, and who represent a risk to the health and safety of others, home to recover.
- Allowing participants who may be contagious to work from home.
- Having the venue cleaned on a regular basis.
- Providing additional cleaning materials for ad hoc cleaning.
- Provide disposable tissues and hand sanitiser to participants.
- Responding to identified health hazards using the same processes as for safety hazards.

### **4.2 Participant's Responsibilities**

As a participant, you must take reasonable care that your acts or omissions do not adversely affect the health and safety of others, and that includes not exposing others to potentially contagious illnesses. Your role in preventing sickness in the venue includes:

- Staying away from the venue if you know you are sick with a condition that could potentially be contagious. (Note, not all medical conditions require you to be absent from the activity. If there is any doubt, you should consult your medical professional and then contact the Centre or Event Manager for further advice).
- Taking the opportunity to participate from home if you have been exposed to a contagious illness yet feel able to work.
- Keep your workspace in a clean state, with special attention to food waste and organic rubbish.
- Report any health hazards in the same manner you would report a safety hazard.

## Health and Safety Contacts and Additional Information

Questions	Answers
Who is your nearest trained first aider?	
Where is your nearest first aid kit?	
Where is your nearest Automated External Defibrillator?	
Where is your nearest fire alarm button?	
Where is your nearest fire extinguisher?	
Where is your nearest fire exit?	
Who are the fire wardens on your floor?	
Where is your evacuation point?	
Where is the hazard register kept?	
Where is the accident register kept?	
Who is your Health and Safety Representative(s)?	



## **Worker Acknowledgement Checklist**

Sign the following checklist to confirm that you understand and will comply with the health and safety requirements of each section of this handbook. If you have any questions or if anything is unclear please ask the Centre or Event Manager before signing.

<b>Section</b>	<b>Signed</b>	<b>Date</b>
1. Health and Safety Culture and Responsibilities		
2. Health and Safety procedures, including the Health and Safety Plan		
3. Injury Prevention		
4. Sickness in the Venue		

### **Confirmation**

*I confirm that I understand and agree to comply with Athletics Waikato-Bay of Plenty Inc's health and safety policies and procedures in this handbook.*

**Name:**

**Signed:**

**Date:**

### **Health and Safety Training Checklist**

Sign the following checklist to confirm you are confident in the application of the health and safety procedures. If you have any questions, please ask the Centre or Event Manager before signing.

Procedure	Signed	Date
I know how to report a hazard when I see one.		
I know how to report an accident, injury, or near miss.		
I know how to access the Health and Safety documentation		
I know all my evacuation paths from the building.		
I know where the evacuation assembly point is.		
I know the location of the firefighting equipment.		
I know the location of the first aid kits		
I know the location of the nearest Automated External Defibrillator.		

#### **Induction Acknowledgement**

I confirm that the health and safety procedures have been explained to me and that I understand them.

Name:

Signature:

Date Completed:

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#### **Athletics Waikato-Bay of Plenty Inc.'s Induction Acknowledgment**

The Centre or Event Manager of the above will sign this document confirming a full Health and Safety induction has been completed and that the Worker Checklists are completed and signed off. The signed checklists should then be recorded in the activities file.

Signature:

Name:

Date Completed: