

Health and Safety Policy

Policy Statement

Cycling Southland is committed to providing and maintaining a safe and healthy workplace for all staff and environment for all its participants, and to providing the information, training and supervision needed to achieve this.

The Cycling Southland Health and Safety Programme will:

- Have a commitment to promoting and continually improving health and safety.
- Provide a safe workplace for all employees, volunteers, contractors, and visitors.
- Provide a safe environment for all participants of Cycling Southland's activities and events
- Communicate and engage with all staff regarding health and safety.
- Systematically identify and manage workplace risks.
- Eliminate, isolate or minimise workplace risks.
- Provide training and supervision to ensure work is done safely.
- Have accurate and thorough record-keeping regarding health and safety.
- Provide appropriate tools, aids, and protective equipment to allow tasks to be done safely.
- Have robust procedures for dealing with workplace accidents.
- Record all workplace accidents and illnesses and report those that cause 'serious harm'.
- Monitor the health of employees in relation to the hazards of their work.
- Provide opportunities for employees to participate in health and safety.
- Comply with our legal obligations.

This will be achieved through:

- The Executive ('Directors') and Management's support and commitment to health and safety.
- Implementation of policies and procedures.
- Staff and participant education and participation.
- An ongoing cycle of appraisal of Health and Safety policies and procedures.

Cycling Southland will take responsibility for health and safety procedures, however, staff need to be aware of their responsibilities and comply with our organisations' health and safety policy.

Each staff member is required to play their role in maintaining a safe and healthy workplace through:

- Being involved in the workplace health and safety system.
- Sticking to correct procedures and equipment.
- Wearing protective clothing and equipment as and when required.
- Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.
- Helping new staff understand the right safety procedures and why they exist.
- Telling managers immediately of any health and safety concerns.
- Identify risks in the workplace and work with management to minimise, isolate or eliminate them.
- Keeping the work place tidy to minimise the risk of any trips and falls.

It should also be noted that there is an equal focus on both the health and the safety aspects of this policy. As a result, the area of Workplace Wellness is included within this policy.

Scope

The policy is applicable to all participants of Cycling Southland activities and events as well as Cycling Southland staff and their offices. This includes volunteers, contractors and visitors.

Purpose

The purpose of this document is to:

- Ensure Cycling Southland provides services in a manner consistent with the Health and Safety at Work Act (2016) and other required legislation.
- Provide a framework for how Cycling Southland will provide and maintain a safe and healthy workplace and protect against harm to staff health, safety and welfare.
- Provide mechanisms for staff and participants to contribute to the health and safety of Cycling Southland and its activities.
- Provide advice, information, education and training to staff in relation to work health and safety.
- Raise awareness of the roles and responsibilities for staff within Cycling Southland.
- Provide a framework for continuous improvement and progressively higher standards of work health and safety.

Definitions

- 'Staff' – All employees, contractors, volunteers and visitors to the workplace.
- 'Employee' – All wage, salary and commission earners including loaned employees and people doing on-the-job training or gaining work experience
- 'Visitor' - Includes non-employees legally in the workplace. Volunteers are included in some circumstances.
- 'Participant' – Includes both competitors and spectators.

The Legislative Environment

Cycling Southland will meet its obligations under the relevant legislation. The Ministry of Business, Innovation and Employment (Min BIE) lists these as being:

- The Health and Safety at Work Act (2016), and
- The Employment Relations Act (2000).

The purpose of the Act is to make sure people are not harmed as a result of work activities. It sets out a range of duties for employers to ensure people are safe and healthy in the workplace. To ensure Health and Safety, Cycling Southland must systematically manage hazards in the workplace through:

- Communication with and cooperation from employees.
- Systematic identification, documentation, and review of workplace hazards.
- Ensuring employees have received appropriate training and supervision.
- The elimination of hazards where possible; if not elimination then isolation or minimisation.

The Health and Safety in Employment Regulations 1995 impose duties on employers in respect of the workplace, certain staff members, and types of work. The Resource Management Act, the Building Act, the Fire Service Act, the Hazardous Substances and New Organisms Act, and the Injury Prevention, Rehabilitation, and Compensation Act also include health and safety elements.

Accountability

The Executive of Cycling Southland is responsible for the Health and Safety of all staff and participants and for ensuring related risks from activities or events undertaken by Cycling Southland are minimised, isolated or eliminated.

The Executive has delegated to the General Manager responsibility for:

- Providing leadership and direction in matters of health and safety.
- Demonstrating continuous improvement through a systematic approach to workplace Health and Safety.
- Documenting and communicating the Health and Safety Policies and Procedures, and holding staff members accountable for upholding the relevant procedures.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour.
- Expecting all staff to share the responsibility for meeting the requirements of the Health and Safety legislation.
- Reporting to the Executive on a regular basis.

Staff Consultation

Staff are encouraged to actively engage with the General Manager regarding any health and safety aspect.

Where changes to existing policies are being considered, staff will be invited to comment and participate in the consultation process prior to implementation of changes.

References

- The Health and Safety at Work Act 2016.
- The Health and Safety in Employment Regulations 1995.
- Managing Health and Safety: A Guide for Employers. Min BIE (2013).
- Other relevant regulations and codes of practice.

APPENDIX A:

CYCLING SOUTHLAND HEALTH AND SAFETY POLICIES, FORMS AND DOCUMENTS

(A) Policies and Procedures

A1	Accident Management
A2	Bullying and Harassment
A3	Child Protection
A4	Contractors and Visitors
A5	Drug and Alcohol
A6	Emergency Management
A7	First Aid
A8	Flexi-Time
A9	Gradual Process Injury
A10	Hazard Management
A11	Manual Handling
A12	Rehabilitation
A13	Smoke-free Working Environment
A14	Team Travel
A15	Vehicle and Drivers
A16	Workplace Wellness

(B) Forms

B1	Accident and Near Miss Reporting Form
B2	First Aid Register
B3	Hazard Register
B4	Hazard Notification Form