



Health and Safety Policy

Purpose:

The purpose of this document outlines the Cashmere Tennis Club's Health and Safety policies and procedures and defines the accountabilities. This policy applies to all Cashmere Tennis Club members and volunteers, contractors providing products and services for club use, and club visitors, participants and spectators.

Objectives:

- The Cashmere Tennis Club is committed to providing a safe and healthy tennis environment for all club members, volunteers, contractors, visitors, and spectators, as far as is reasonably practicable. The club achieves this by: Promoting the **health and safety** of all involved with the organisation on a permanent or ad hoc basis.
- Promoting excellence and continuous improvement in health and safety management.
- Identifying and managing actual and potential hazards.
- Demonstrating a commitment to the accurate reporting and recording of health and safety matters.
- Ensuring that facilities and equipment used are safe.
- Adhering to good practice health and safety standards and complying with organisational obligations.

Roles and responsibilities:

- The **club committee** are responsible for exercising due diligence in relation to good practice health and safety, and ensuring that resources, processes and compliance is always maintained. This includes maintaining a health and safety risk register.
- The **Club Manager** is responsible for implementing this policy, for maintaining the club's risk register and ensuring the timely reporting of incidents or near misses.
- Club **volunteers** are responsible for following this policy.
- Any **contractor** who is completing a high-risk task e.g. working at height, operating powered equipment, completing electrical work, tree trimming or handling hazardous substances etc must demonstrate they have completed a job safety analysis (JSA) or the equivalent before commencing work.
- Club **members, players and visitors** are responsible for their own safety, the safety of those around them, and for complying with instructions.

Accountability:

The Cashmere Tennis Club has accountability for the effective implementation of the health and safety policy and procedures. This is provided for by:

- Demonstrating a systematic approach to health and safety
- Taking appropriate actions in the event of unacceptable performance or behaviour.
- Expecting all Club members (given tennis has some inherent risks to health and safety) to share the responsibility for meeting the requirements of this health and safety policy.
- Providing leadership in matters of health and safety
- Ensuring that Club activities within their sections of the Club are conducted in accordance with health and safety policy.
- Ensuring that all those involved in organising activities are aware of and implement the health and safety policy.
- To ensure that up-to-date records are maintained in respect of the Club's planning, conduct and review of health and safety matters.
- To ensure that the Club Committee is aware and compliant of regulatory obligations and policies remain current.
- Having responsibility for ensuring that the Clubroom and the Club's equipment is maintained in such a way that all its facilities are consistent with health and safety policy.
- Health and Safety will be an agenda item at meetings of the Committee.

Procedures:

- In the event of a serious harm injury the Committee will formally investigate the incident and prepare a report
- All contractors and representatives of the Cashmere Tennis Club comply with all regulations, and codes of practise applying to their trade. They will comply with the Cashmere Tennis Club Health and Safety Policy and to agree, in writing, to comply with its requirements.
- Recording of Incidents. Every incident must be recorded and investigated with the aim of determining the causes and minimising the chance of a reoccurrence. This must be done using the Cashmere Tennis Club Accident/Incident/Serious Harm form (attached). Any Serious Harm incident must be reported to a member of the Committee, who within two days will report to the Committee. For any incident that is notifiable under the Health and Safety at Work Act 2015 the Responsible Person must ensure it is reported to WorkSafe New Zealand immediately.
- Alcohol and Drugs. The Club will take all reasonable measures to ensure that no illegal drugs are used at the Club. The Club will take all reasonable measures to comply with its Host Responsibility Policy relating to the sale and supply of alcohol.
- First Aid. Cashmere Tennis Club has a responsibility to provide effective first aid arrangements. An appropriate and maintained first aid kit is to be always kept at the Clubrooms.

- Where a representative of the Club will be interacting with young persons under the age of eighteen years, the responsible person will ensure that an appropriate reference check is completed.