



# **Health and Safety Management System**

## **Purpose of this document**

- The Health and Safety Management System covers all workers, volunteers and contractors at New Zealand Young Farmers National Office and all NZYF events and activities.
- This document ensures that we are following clear processes and have procedures in place to cover all areas of health and safety.
- Health and safety is a key part of organising all activities and events within New Zealand Young Farmers to ensure all participants and organisers involved are safe and not harmed in anyway during this time.
- The Health and Safety at Work Act 2015 outlines that we as an organisation must take all reasonably practicable steps to ensure peoples safety.

## **Who is NZ Young Farmers**

NZ Young Farmers is a national membership organisation. We provide opportunities for young people with an interest in the rural and primary industry sectors to reach their potential through participation in social, education and leadership development activities and events throughout New Zealand at community, regional and national levels.

Formed in 1932, NZ Young Farmers is a registered charitable organisation governed by a Board made up of Young Farmer members and strategic primary industry partners. The organisation is supported by a CEO, National Office staff of 18 based in Christchurch, and 7 Field Officers based around New Zealand.

The NZ Young Farmers' membership is the lifeblood of the organisation. The majority of our 6,200 members are spread across our 76 Young Farmers Clubs with members aged between 16-31 years, our TeenAg Clubs (14-18 years), and AgriKids members (8-13 years). This also includes the Rural Business Network whose membership includes younger and older members already in management or equity positions in the primary industries.

All our members benefit from being offered a range of education, skills and professional development programmes, leadership and governance opportunities, and a variety of social and competition events.



## Document Amendments

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## NZ Young Farmers POLICY



Policy Number	<b>PM02-1</b>	Effective Date:	<b>1 February 2017</b>
Title of Policy	<b>Health and Safety Policy</b>		
Policy Area:	<b>Health &amp; Safety</b>		
Approved Date:	<b>31 January 2017</b>	Approved by:	<b>Chief Executive Officer</b>
Review Date:	<b>22 January 2018</b>	Signed:	

New Zealand Young Farmers are committed to a safe and healthy working environment for all workers, volunteers and participants. We will take all reasonably practicable steps to comply with current legislation, regulations, codes of practice and industry standards and establish safe systems of work for all activities.

It is therefore the **responsibility of the PCBU (The NZ Federation of Young Farmers Clubs Incorporated)** to ensure, so far as is reasonably practicable, that the:

- provision and maintenance of a work environment that is without risks to health and safety
- provision and maintenance of safe systems of work
- safe use, handling and storage of plant, substances, structures
- provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking. And that a rehabilitation policy is in place to ensure those injured in or out of work are managed back into the workplace.

The officers of the **PCBU (CEO and Board Members)** must exercise due diligence to ensure the PCBU meets its health and safety obligations. Officers must:

- Acquire knowledge about health and safety matters; and
- Gain an understanding of the PCBU risks and hazards; and
- Ensure resources and processes are in place to manage the PCBU health and safety risks; and
- Ensure the PCBU has appropriate resources for receiving information about incidents, hazards and risks, and for responding to that information; and
- Verify those resources and processes are in place and are effective.

It is the **responsibility of every worker (NZYF staff, volunteers and participants)** to:

- Take reasonable care for their own health and safety; and
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- Comply with any reasonable instruction that is given by the PCBU to all the PCBU to comply with the Health and Safety at Work Act 2015 or regulations; and
- Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

Terry Copeland, Chief Executive Officer

Date:



## Definitions

**“PCBU” (Person Conducting a Business or Undertaking)** in New Zealand Young Farmers case this is The NZ Federation of Young Farmers Clubs Incorporated.

**“OFFICER”** is the individuals who, through their decision making, influence the specific activities that will in turn ensure the success or failure of health and safety initiatives and whether the PCBU is complying with its own duty. In NZ Young Farmers case an Officer is our CEO and Board of Directors.

**“WORKER”** is any New Zealand Young Farmers staff member, volunteer or contractor.

A **“CONTRACTOR”** is a third party contracted to perform work on behalf of NZYF.

The **“REGULATOR”** means WorkSafe New Zealand. Previously known as the Department of Labour (DOL) or the Occupational Safety and Health (OSH). The Governments stand-alone workplace health and safety regulatory agency.

**REASONABLY PRACTICABLE** means what is or was, at a particular time, reasonably able to be done in relation to ensuring health and safety; taking into account and weighing up all relevant matters

- a) The likelihood of the hazard or the risk concerned occurring; and
- b) The degree of harm that might result from the hazard or risk; and
- c) What the person concerned knows, or ought reasonably to know, about
  - a. The hazard or risk; and
  - b. Ways of eliminating or minimizing the risk; and
- d) The availability and suitability of ways to eliminate or minimize the risk; and
- e) After assessing all these factors above where the cost is grossly disproportionate to the risk

An **“EVENT”** for health and safety purposes is something that takes place which has competitors, contestants, spectators and carries a level of risk due to the environment it is in i.e. contest, competitions, social events or club-run initiatives and requires a full health and safety plan. An event is anything more than a meeting.

A **“MEETING”** for health and safety purposes is a thing that happens within a controlled environment with minimal risk i.e. Rural Business Network events, AGM's, Red Meat Network, basic club meetings

**“RISK”** expresses the likelihood that the harm from a particular hazard will be realised.

A **“HAZARD”** means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance that is an actual or potential cause of sources of harm.



A **SIGNIFICANT HAZARD**” means a hazard that is an actual or potential cause or source of

- a) Serious harm; or
- b) Harm the severity of whose effects on any person depend on the extent or frequency of the person’s exposure to the hazard; or
- c) Harm that usually is not easily detectable, until a significant time after exposure to the hazard

A **“RISK ASSESSMENT”** involves identifying the hazards present then evaluating the extent of the risks involved, taking into account any precautions already in place i.e. identifying the patch of water as a potential problem; noting that it will be walked past, placing a sign saying ‘slippery floor’ until hazard is eliminated.

**“ACCIDENT”** means an event that causes any person to be harmed or in different circumstances, might have caused any person to be harmed.

**“INCIDENT”** or **“NEAR MISS”** means an event that in different circumstances might have caused any person to be harmed.

**“NOTIFIABLE EVENT” (previously called serious harm)** means:

- The death of a person
- Notifiable injury or illness
- Notifiable incident

**“NOTIFIABLE INJURY OR ILLNESS” (previously called serious harm)**

(a) any of the following injuries or illnesses that require the person to have immediate treatment (other than basic first aid):

- I. the amputation of any part of his or her body;
- II. a serious head injury;
- III. a serious eye injury;
- IV. a serious burn;
- V. the separation of his or her skin from an underlying tissue (such as degloving or scalping);
- VI. a spinal injury;
- VII. the loss of a bodily function;
- VIII. serious lacerations;

(b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment;

(c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance.



**“NOTIFIABLE INCIDENT”** means an unplanned or uncontrolled incident in relation to a workplace 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 –

- (a) an escape, a spillage, or a leakage of a substance; or
- (b) an implosion, explosion or fire; or
- (c) an escape of gas or steam; or
- (d) an escape of a pressurised substance; or
- (e) an electric shock; or
- (f) the fall or release from a height of any plant, substance, or thing; or
- (g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or any shoring supporting an excavation; or
- (j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
- (m) any other incident declared by regulations to be a notifiable incident for the purposes of this section.

If a notifiable event has occurred the PCBU must now contact the Regulator (WorkSafe NZ) as soon as possible after the event, by the fastest means possible. At New Zealand Young Farmers this role has been delegated to the Health and Safety Committee Chair to undertake in conjunction with the PCBU. This includes phone or email contact. If the Regulator requires the PCBU to do so, a written notice must be given within 48 hours to the Regulator in a form approved by the Regulator. The PCBU must keep a record of the notifiable event for 5 years after its occurrence.





# 1. General

## **H&S Annual Plan**

In October of each year a health and safety plan is created by the H&S Committee Chair in conjunction with the H&S committee. This document is the organisation's objectives for the year and ensure that as an organisation we are doing everything possible to protect our employees, volunteers and those who attend our events as spectators.

The plan must cover each of the following areas and have a focus on employees of NZYF and our membership:

1. Inductions
2. Training
3. Contractors/Events
4. Hazards
5. Accident/Incident Management
6. Health
7. General – grant applications, awards, audits, marketing and communications

This annual plan is presented to the board of directors in December and revised as requested to ensure our directors are involved in the organisations approach to health and safety.

## **Communications**

To ensure open communication about health and safety between senior management and board members the following information sharing is conducted throughout the year

- Health and Safety Board report – 2 monthly
- Annual H&S Report
- FMG Young Farmer of the Year Grand Final H&S Report

## **Recording of completed health and safety paperwork**

### NZYF Staff

- All completed health and safety paperwork is to be saved on Sharepoint and is the responsibility of the staff member who ran the event/meeting (this excludes injury or accident reports that go directly to the H&S chair).

### Members

- From 2017 all completed event health and safety documents can and should be saved on the membership Sharepoint site by the secretary or chair of the region.



## 2. Risk / Hazard Management

Definition: A '**HAZARD**' means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance that is an actual or potential cause of sources of harm.

Examples of hazards:

- People
- Traffic
- Electrical equipment
- Vehicles
- Natural Disaster
- Fire
- Chainsaws
- Guns

NZ Young Farmers workers and volunteers understand that we work with hazardous equipment and are trained to ensure experts in their fields are used at all times when using equipment or looking to introduce new equipment.

### National Office

In order to control all hazards at NZYF National Office, 185 Kirk Road Templeton, the following processes are in place:

- Quarterly site audits to ensure hazard controls are in place and any new hazards are identified.
- Up to date hazard register of all hazards identified at National Office, separate to NZYF Hazard register.
  - Available on Sharepoint site and printed copy on noticeboard
- All contractors and visitors must sign in at reception and read the H&S notification at reception.
- All office based staff must sign in/out on the board to identify who is onsite at any time in case of an emergency.
- National Office has trained first aiders and trained fire wardens in case of emergencies.

Refer to PM03-9 Working from Home Policy or workers individual contracts, in order to control all hazards for those who work from home,

### Events

When running an event all hazards must be:

- identified;
- assessed for the harm they can cause;
- controlled to reduce the change of harm occurring;
- monitored to ensure health is not compromised;
- reviewed to ensure controls are effective.



## **Hazard Register**

- To assist with this process NZYF has a hazard register of all hazards currently identified.
- A working document with an up to date version located on the NZYF website.
- A general document of hazards and controls, and is a guide only not an exact replication of your situation so more or less controls may be relevant.
- This document was changed in January 2017 to focus on the risk of hazards before and after controls. The register is ordered with the hazards that pose the highest risk at the top.
- This document is reviewed annually to ensure all controls outlined are relevant and up to date to ensure risk is eliminated or minimized.

At the beginning of each event a hazard briefing must be held with all NZYF staff, volunteers and participants – a key part of minimising all hazards is communication.

## **Hazard Assessment Form (NZYF/HS/001)**

This form is to be completed by the organiser or person responsible for H&S of the activity or event. Using assistance from people with specialist knowledge of the hazard and any laws around the hazard.

Example: Clay Bird Shooting

- Young Farmer Event Organiser
  - Understands how Young Farmers task and activities work
- Clay Bird Shooting Club or similar organisation
- Local council

## **Noise Level Assessment Form (NZYF/HS/002)**

This form is to be completed when using any equipment that produces a loud sound for a short or long period. For example – bird scarers, gun fire, chainsaws.

In order to assess whether the sound is too loud the organiser or person responsible for the activity or event will need to research local council legislation.

## **Prequalification Forms**

In order to control the risk of the modules run at competitions based events prequalification forms have been introduced. These forms were designed to help NZYF, as an organisation, review the hosts/judges understanding and implementation of health and safety policies and procedures in their day-to-day roles.

This process allows NZYF to be confident that everything possible is being done to protect ourselves, and our staff and our members.

- Module Hosts Prequalification Form (NZYF/HS/019)
  - Created to confirm systems and/or procedures are in place in the module hosts/judges PCBU
- Judges Prequalification Review (NZYF/HS/022)
  - A substitute to the module host form for volunteers who run a module but are not linked to an organisation
- Red Flag Judges Prequalification Review (NZYF/HS/020)



- Created to ensure that the red flag judges (volunteers) understand NZYF's responsibilities and duties under the HSWA
- Technical Specialists Prequalification Review and Safety Plan (NZYF/HS/021)
  - Created to ensure that the AV contractors have the correct processes and procedures in place to manage their own health and safety requirements within NZYF events.

## **Rules**

- Rules are another way that NZYF, as an organisation, manage hazards at events.
- As part of each event safety plan the people running the event must set rules that all contestants, judges and volunteers must abide by.
- To assist with this requirement a template (NZYF/HS/013) was created as a base line. This can be adapted to suit each individual event.

## **3. Training and Supervision (including inductions)**

Workers are required to be trained and competent for the work they are undertaking. If the worker is not trained and competent, they must be supervised by a person who is trained and competent.

At NZYF we work with experts, in their field, when facilitating specific activities such as engineering modules. We use their experience and qualifications to ensure that those completing the task are fully supervised and aware of all hazards involved.

We ensure all NZYF Field Officers and event staff are trained first aiders to guarantee that there is two trained first aiders at all National Office led events.

The Human Resources Manager maintains a current training register to ensure all staff have up to date certificates and that the Senior Leadership Team and Board of NZYF can request a copy at any time.

### **NZYF Employees Inductions**

To ensure that all new employees of NZ Young Farmers have been fully inducted in terms of health and safety the following process is completed (as at 1<sup>st</sup> January 2017)

- H&S New Employee Induction Form is completed
  - This covers the reading and discussing of this document and the national office hazard register with a member of the senior leadership team



- The employee is shown the location of the first aid kits, emergency exits and meets their team's representative on the H&S Committee
- The employee has a meeting with the NZYF H&S Committee Chair to outline all job specific health and safety requirements
- A survey is completed 3-4 weeks after starting to ascertain any gaps in understanding

Once their 90-day term has been completed, health and safety KPI's are set for all staff to ensure that health and safety is a priority in everything that we do.

## **Training Opportunities**

### **NZYF Employees**

- First aid training
- H&S Rep training where applicable
- Internal & external led training including hands on workshops
- H&S Committee

### **Members**

- St John's special price kickstarts
- NatCom Meetings - internal training led by NZYF H&S Committee Chair
- Insights Training at Regional & District level led by NZYF H&S Committee Chair & H&S Committee members
- Workshops for Regional H&S Officers
- On the job learning through taking on roles at club/regional level in H&S
  - Regional H&S Officers
  - Club H&S Safety Officers

## **Events**

Due to the nature of NZYF, events are predominately run by volunteers and there are a number of events running at any one time. A strict induction process is in place to ensure all workers are correctly inducted onto sites before beginning setup, participation and breakdown. This process is managed by workers for workers.

## **Selection of External Training Providers**

The selection of external trainers to conduct skills-based, specialist or health and safety training will be based upon the following criteria:

- When possible, formal qualifications and accreditation with NZQA or a Standards Setting Body as a training provider for the subject matter.
- An understanding of the Health and Safety at Work Act 2015, relevant legislative and/or industry requirements.
- Knowledge of NZ Young Farmers health and safety management system and its requirements (especially hazard management, injury/incident reporting and emergency procedures).
- Recognised credibility within their field of expertise.



For new providers the submission of a satisfactory training plan or programme may be necessary to ensure that facilities and resources are appropriate for the type and level of training required.

### **Internal Trainers**

NZ Young Farmers will only use suitably qualified, skilled and experienced staff to perform on-job or internal coaching or training of staff. If possible all internal training will be subject to some appropriate form of assessment to determine the level of understanding of the training received.

When an on-job mentor or “buddy” is assigned to an unqualified staff member, the senior person will be chosen only after consideration of their qualifications, skills, experience and ability to train and assess the employees being mentored.



## 4. Injury, Illness and Incident Management

All injuries, accidents and incidents must be reported. New Zealand Young Farmers has created injury and incident report templates to assist all staff and volunteers in reporting all incidents that occur no matter how minor they are deemed to be.

“**ACCIDENT**” means an event that causes any person to be harmed or in different circumstances, might have caused any person to be harmed.

“**INCIDENT**” or “**NEAR MISS**” means an event that in different circumstances might have caused any person to be harmed.

### Access to forms

- Volunteers can access copies of all H&S forms on our website under Club Resources. Volunteers can also contact National Office for a full event starter pack.
- NZYF staff can access all H&S documentation via the website or through Sharepoint on the H&S page.

### First Aid Requirements

Each event will have at least TWO personnel with up-to-date first aid certificates. All NZYF field officers and events staff have current first aid certificates. First aider details are located on the Emergency Contact List.

### Injury Report (NZYF/HS/003)

An injury report form must be completed for all injuries, from a minor cut to something major. This report must be submitted to NZYF National Office to be added to the accident/incident register.

### Accident/Incident Investigation Report (NZYF/HS/004)

The accident/incident investigation report is to be completed for all near misses, property damage and/or injuries that require investigation.

This form is used to work on corrective actions and ensure that they are in place to prevent incidents reoccurring.

This form must be submitted on completion to NZYF National Office for review and submission to accident/incident Register. This includes near misses.

The two forms above are crucial in enabling NZYF to analyse accidents/incidents to ensure that patterns can be detected, new hazards identified and controls put in place to prevent further incidents occurring. Due to the nature of the organisation and the number of events that we run, an incident may be a one-off at your event, but actually form a pattern across all regions.

This information obtained from this data is shared with the NZYF Board, H&S Committee and on the Regional Health and Safety Officers Facebook page to ensure all key parties involved in health and safety are kept informed of incidents occurring.



## **Notifiable Event**

**\*\*\*\*NOTIFIABLE EVENT\*\*\*\*** in all cases of a notifiable event staff and volunteers must freeze the scene and contact Worksafe 0800 030 040. Refer to definition of Notifiable Event page.6.

If at all unsure of whether an incident needs to be notified to Worksafe please contact Carolyn Bennett immediately.

The only instances where you are allowed to legally disrupt the scene is to save someone's life or prevent anyone else from getting injured. If you are unsure if the injury is classified as a notifiable event please treat it as it is until you have been cleared by Worksafe.

All notifiable events must also be reported to Carolyn Bennett immediately and she will assist with the process and paperwork requirements.

### Process of notifying WorkSafe

1. Contact Worksafe on 0800 030 040
  - a. In most cases they will advise a claim number and ask you to provide a report for their review
  - b. In extreme cases they will send out an inspector to conduct an investigation. NZYF will also run their own investigation
2. Documents for Worksafe
  - Injury Report,
  - Accident/Incident Investigation Report
  - Worksafe notifiable event form
  - Any other additional information gathered
3. All information will be compiled by Carolyn Bennett and sent to Worksafe for review following strict guidelines provided by Worksafe

## **Accident/Incident Investigations**

Any incident that is deemed by the NZYF H&S Committee Chair to be of a serious nature must be further investigated beyond the template forms.

The process for undertaking these investigations is as follows:

Step 1: Secure the scene

Step 2: Gather the information

- Witness reports including walk-through and diagrams
- CCTV & GPS
- Training Records
- Maintenance Records
- Event Safety Plans

Step 3: Create sequence of events

- This can be as detailed as minute by minute
- Separate facts from opinions





#### Step 4: Analysis

- Utilise comprehensive list of causes model to determine immediate vs underlying causes

#### Step 5: Recommendations

#### Step 6: Implementation

- Report out to key people
- Review what was done to ensure all corrective actions have been put in place

All investigations must be peer reviewed and findings reported to the NZYF Board, H&S Committee and Regional H&S Officers.

### **Rehabilitation**

Refer to NZYF's Rehabilitation Policy – PM02-10

### **Working alone**

Due to the nature of the work undertaken at NZYF there are many occasions where workers work alone. To ensure the safety of all workers we have implemented the following processes:

#### National Office

- At 5 pm each night the office is to be locked, even if staff are still working
- Anyone left working alone in the office must call/text their manager upon leaving the grounds (outside the gate) to advise that they have safely left the building
- If working in the office outside of normal work hours staff are to call/text manager on arrival and departure from the office

#### Field Officers

- For more information on NZYF procedures for the safety of field officers on the road refer to PM02-9 Safe Driving Policy

### **Corrective Actions**

All injury reports and incident/accident investigation reports are reviewed by a member of the H&S committee to ensure all corrective actions have been completed. This is tracked in a tab in the accident/incident register called corrective actions. From 1 January 2017 these are to be reviewed at monthly H&S committee meetings to ensure that actions are completed and continue to be applied.



## 5. Emergency Management

For more information on NZYF's emergency management response refer to

- PM02-8 Emergency Management Policy.

NZYF will ensure effective and efficient responses to emergency situations resulting from natural or manmade disasters as per the Emergency Management Policy.

An emergency situation may arise as a result of any of the following events which we have outlined processes below to manage these occurrences:

### Fire Emergency

- Six-monthly fire drills take place to ensure all staff are aware of the evacuation process and that we all evacuate in good time.
- Completion of evacuation checklist (NZYF/HS/026) from 1 January 2017
- Fire system is checked monthly by Compliance Fire Protection
- Any person discovering a fire should:

#### National Office - Fire

1. Raise the alarm immediately by shouting FIRE and triggering the red fire alarm.
2. Evacuate the building in an orderly manner by the nearest doorway.
3. If the building is smoke-logged, keep near the floor. STOP DROP AND ROLL
4. Do not endeavour to retrieve personal effects from any other part of the building. Trained fire wardens must check office room by room and shut doors once rooms are cleared.
5. Congregate at the evacuation point (green area in front of office). A roll call will be taken to ensure that everyone has evacuated the building.
6. Call the Fire Service – dial 111.
7. Contact Roger at Maugers to advise of fire
8. Immediately advise the chief fire warden of the location of the fire.
9. Chief fire warden to request two staff members (working in a team) to advise all other tenants in Rowan Building of fire – either by phone or knocking on doors. These staff members are not to enter any buildings during this task.
10. Do not attempt to fight the fire, worker safety is paramount
11. Reentry to office is only permitted once the fire service or chief fire warden (if false alarm) give the all clear.

#### National Office – Surrounding bush fire

1. Once advised of bush fire all staff to immediately congregate in reception. The chief fire warden or an SLT member to make decision on best plan of escape, and ensure all staff have evacuated the building. Possible options are:



- a. All staff to stay in building until further notice
  - b. All staff to immediately evacuate via vehicles
  - c. All staff to immediately evacuate on foot.
2. Staff are not to return to work until notified by Chief fire warden or SLT member that it is safe to do so.
3. If NZYF staff are first to identify fire:
  - a. Call the fire service – dial 111
  - b. Advise Roger from Maugers asap
  - c. Ensure all other offices surrounding are aware
  - d. Follow step 1 above.

### Event

1. Raise the alarm by immediately shouting FIRE and triggering any alarm sounding system. Where possible advise the MC who can broadcast over the PA system.
2. Call the Fire Service – dial 111
3. Immediately advise the Emergency Controller
4. Advise all persons to make their way to the emergency evacuation point
  - a. Proceed in an orderly manner
  - b. STOP DROP AND ROLL if in smoke logged area
5. Switch off all machines and appliances where possible
6. Do not endeavor to retrieve personal effects from other areas
7. Do not attempt to fight the fire unless you are a trained professional.
8. Emergency Controller to advise an NZ Young Farmers official

### **Earthquake, tsunami**

Definition: Any major seismic activity that has the potential to lead to loss of life, damage property, lead to loss of stock/animals and otherwise cause serious harm to persons or animals.

Our processes for these types of events are

### National Office

1. Stop, drop and cover. Stand in doorways or under desks.
2. Once earthquake has stopped everybody to evacuate building to emergency evacuation point
3. No one is to reenter office until it has been declared safe to do so.
  - a. Minor earthquakes – checked by Chief Fire Warden
  - b. Major earthquakes – checked by engineers
4. Office location is relatively safe from tsunami; however the risk is to be monitored by Chief Fire Warden
5. If earthquake was to happen outside of work hours:
  - a. All staff to advise status on NZYF National Office facebook page or other form of communication depending on availability
  - b. Chief Fire Warden/CEO to advise whether it is safe to work from office



### Events

1. Emergency Controller to immediately liaise with emergency services.
2. Ensure the electrical power supply is turned off at the mains supply to the event.
3. Close down all activities.
4. Ensure only generator power is used.
5. Evacuate all people to designated safe areas away from temporary structures and dangerous areas such as hot food appliances and electrically operated equipment.
6. Secure animals.
7. If at risk of tsunami move all attendees to higher ground
8. No staff, volunteers or spectators are to enter any buildings until the all clear has been given by the Emergency Controller in conjunction with emergency services/engineers

### **Extreme Weather Conditions**

Due to the nature of events being often held outside the risk of extreme weather conditions can be hazardous to all involved.

Our processes for management of extreme weather conditions is:

1. Emergency controller to assess situation. Possible options are:
  - a. Drop marquees and any other objects that could be whipped up by wind
  - b. Temporarily shut down event until weather has passed
  - c. Cancel event due to increased risk of injury caused by extreme weather conditions.

### **Prison breakout /Armed Confrontation**

NZ Young Farmers is located beside two large prisons which exposes us to the risk of offenders if they escape from prison. Due to this risk we have outlined the following process to ensure the safety of our staff:

1. If a staff member is notified of an offender escaping the office is to be locked down and await direction from police/prison staff. No staff are allowed to come or go during this time.
2. If approached by an offender staff are advised to do as asked i.e. provide keys for cars and keep calm at all times. Once the offender has left call 111 immediately
3. If prisoner(s) escape out of office hours all staff are to await direction from the CEO before returning to work

### At Events

1. Keep calm and don't panic
2. Do exactly what the person asks.
3. Observe as much information on the person as possible.
  - Height, Age
  - Hair, Eye & Skin Colour
  - Accent & Race
  - What the Person is Wearing



- Or any other distinguishing features –scars, tattoos, facial hair etc
- 4. Do not take risks.
- 5. Call the police. Dial 111
- 6. Contact the NZ Young Farmers national office
- 7. Document all observations immediately

***DO NOT CONFRONT OR ATTEMPT TO DISARM THE PERSON***

#### **Bomb Threat or Terrorism Threat**

1. Upon being notified of a Bomb or Terrorism Threat report it to the Emergency Controller and call the Police – dial 111.
2. Advise all emergency services.
3. Gain as much information as possible from the threat – refer to bomb threat forms.
4. Remember to keep calm

## **6. Contractor Management**

Before engaging a Contractor to perform work on behalf of an organisation, we ensure we pre-qualify the Contractor regarding their Health and Safety Management System.

This is undertaken in a number of ways:

- Written into contracts as a requirement i.e. AV contractors
- Through receipt of documentation that is checked by the H&S Committee Chair – refer to Contractor Management H&S spreadsheet
- Guidance from our H&S Committee Chair to establish paperwork in line with the Health and Safety at Work Act 2015.

Refer to prequalifications under section 2 for how we manage contractors in terms of module hosts/judges at events.



## 7. Worker Engagement, Participation & Representation

The best people to understand the hazards associated with workplace processes, procedures, activities and arrangements are the people doing the work.

The Health and Safety at Work Act 2015 requires PCBU's to engage workers about the management of workplace health and safety practices.

At NZYF we are lucky enough to work with a range of volunteers who are experts in their field. We rely heavily on them when outlining the risk of hazards and the controls put in place to eliminate or minimise hazards.

### National Office

All staff have the opportunity to be part of the health and safety committee\*\*. To ensure a well-rounded representation on this committee we ask key staff to be part of this group from Contest, Competitions and Get Ahead. We also ensure that each department is represented on the committee to ensure all department's views are part of the decision process.

Starting in 2017 this committee will assist with all staff health and safety training to help upskill themselves and train their fellow colleagues.

All staff are also given the opportunity to upskill through first aid training.

To ensure health and safety is always front of mind in everything we do we ensure health and safety is the lead topic at the following meetings:

- Board meetings – every 2 months
- SLT meetings – fortnightly
- Business unit meetings – held weekly or fortnightly

To ensure we communicate to our members:

- Staff have access to the Health and Safety Workers Sharepoint site, which includes copies of all H&S committee meeting minutes
- Health and safety posters are placed around the office
- Key information is placed on the noticeboard in tearoom

### Members

There are a number of positions within NZYF that members can take up to become more involved in health and safety.

- Regional H&S Officer
- Club Safety H&S Officer
- H&S Coordinators at Contest, Competitions and other NZYF events
- NZYF Board Member



These opportunities give them the chance to upskill but also assist the H&S Committee Chair with creating new paperwork and ensuring the safety of their peers.

#### Regional H&S Officers

- The Regional H&S Officers meet bi-annually to upskill and share learnings with each other.
- The Regional H&S Officers have a special closed facebook page where they can share issues and solutions and get advice from others encountering the same situation. This page is also used by the H&S Committee Chair to share new templates and top line information to get input from those at the coal face.

#### Matheson Trophy

The Matheson Trophy for health and safety was reintroduced after 20 years on the shelf as a way of promoting excellence in everything health and safety at club level. This is presented annually to an individual who meets the following criteria:

- Has championed H&S at club level
- Has led by example in all ways to promote H&S at their club
- Has gone out of their way to ensure safety practices are followed at all events they run and are a part of.

\*\*Health and Safety Representatives are not required unless requested by workers or the PCBU, nor is a Health and Safety Committee. NZYF Health and Safety Committee have agreed to continue under the new law and to continue to upskill current trained Health and Safety Representatives.



# New Zealand Young Farmers

## H&S Documentation as at 1 January 2017

- NZYF/HS/001\_Hazard Assessment Form
- NZYF/HS/002\_Noise Level Assessment Form
- NZYF/HS/003\_Injury Report
- NZYF/HS/004\_Accident/Incident Investigation Report
- NZYF/HS/005\_Emergency Contact List
- NZYF/HS/006\_Volunteer Declaration Form
- NZYF/HS/007\_Participants Declaration Form
- NZYF/HS/008 - DELETED
- NZYF/HS/009\_Group Declaration Form
- NZYF/HS/010\_Event Checklist
- NZYF/HS/011\_External Trade and Hosting Sites
- NZYF/HS/012\_Event Safety Plan
- NZYF/HS/012a\_Event Safety Plan\_Social Events Only
- NZYF/HS/012b\_TeenAg Event Safety Plan
- NZYF/HS/013\_Events Rules
- NZYF/HS/013a\_TeenAg Event Rules
- NZYF/HS/014\_Event Induction Checklist
- NZYF/HS/015\_Function Check List
- NZYF/HS/016\_Safe Use of (Item) Declaration Forms\_Tractors and Motorbikes
- NZYF/HS/017\_Spot Check H&S Sheet
- NZYF/HS/018\_Contest Gear Checksheet
- NZYF/HS/019\_Module Hosts Prequalification Review
- NZYF/HS/020\_Red Flag Judges Prequalification Review
- NZYF/HS/021\_Technical Specialists Prequalification Review & Safety Plan
- NZYF/HS/022\_Judges Prequalification Review
- NZYF/HS/023\_Medical Disclosure Form
- NZYF/HS/024\_Attendee & Medical List (School)
- NZYF/HS/025\_Event Description & Transport Details (School)
- NZYF/HS/026\_Evacuation Checklist
- WorkSafe\_Serious Harm Form
- Bomb threat form
- Hazard Register
- H&S New Employee Induction Form





# New Zealand Young Farmers

## Health and Safety Policy documents as at 1 January 2017

- PR02-2 Smoke Free Policy
- PM02-3 Workplace Harassment/Bullying Policy (under review)
- PM02-4 Drug & Alcohol Policy
- PM02-7 Vehicle Use Policy
- PM02-8 Emergency Management Policy
- PM02-9 Safe Driver Policy
- PM02-10 Rehabilitation Policy (currently in draft form)
- PM03-10 Working From Home Policy
- PM04-6 Time off in Lieu Policy

