



## ParaFed Otago - Health and Safety Policy [June 2023]

### Outline

ParaFed Otago is committed to ensure that all our operations, programmes and events are conducted in such a way that the health and safety of members, participants, volunteers, and the public are not put at risk. Our procedures will minimise risk to the best practical extent, will investigate and learn from accidents and near misses, and will be continually reviewed to ensure they are achieving our goals. Health and Safety will be an important part of everything we do, and while no sporting activity can be totally free from risk, we will work to minimise avoidable harm.

### Who This Applies To

This policy applies to all staff, members, committee members, sub-committee members, volunteers and any other person participating in or attending an activity under the control of ParaFed Otago.

### What We Will Do

1. We will build Health and Safety into our procedures to ensure it is always included. This to include, but not limited to:
  - a. Risk Assessment and Management (RAMS) forms for event delivery.
  - b. Assessing and recording the additional risks that may be present from the use of modified equipment.
  - c. We will review our Health and Safety policies, procedures, hazard reports, accident reports, and the SDO report as part of the ParaFed Otago committee meetings.
2. We will record accidents or near misses on the appropriate form (see attachment X), and these will be presented to the ParaFed Otago committee.
3. Accidents or near misses will be investigated to determine if any changes to procedures are required, and alterations will be made where this is the case.
4. All accidents that lead to serious harm, (as defined by WorkSafe New Zealand), will be reported to WorkSafe New Zealand.
5. Where practical all events under the control of ParaFed Otago will be Smokefree.
6. We will ensure that for any activity that requires task specific training to be performed safely the person(s) undertaking that activity have the appropriate training, and where applicable certification, to perform it.
7. All volunteers driving members on behalf of ParaFed Otago will hold the appropriate class of licence for the passengers they are carrying.

8. Where there is any conflict between ParaFed Otago Health and Safety procedures and what a participant believes they need to be safe, we will implement the greater of the two. If the ParaFed Otago representative cannot place the participant in a situation where they feel they are safe they are entitled to withdraw from that activity without prejudice.
9. When we collaborate with partner organisations, we will ensure that they implement appropriate Health and Safety procedures, and we will apply the greater of the two standards in performing that activity.
10. We will encourage members, and where applicable their families, to take an active part in improving Health and Safety, and to give feedback on what is being done well and where our procedures could be improved.
11. The committee Chair will have regular (not less than monthly) meetings with the SDO, to include the personal Health and Safety of the SDO and any risks or harm they are experiencing or could potentially experience. The Chair is empowered to make decisions to eliminate, isolate or minimise such risk or harm if it incurs no additional cost. If a cost will be incurred the Chair must address the issue to the committee at the earliest practical time and seek agreement to take the appropriate steps. If the risk or hazard cannot be eliminated, isolated, or minimised the SDO may refuse to undertake the activity.

### What We Won't Do

1. We won't knowingly allow a hazard or risk to exist and take no reasonable steps to eliminate, isolate or minimise it.
2. We won't fail to report a hazard or accident just because a given instance may have cause very minor or no harm.
3. We won't dismiss or fail to address a risk or hazard because of cost. Alternative ways to address the risk or hazard must be identified and implemented and all practicable steps will be taken to eliminate, or where elimination is not possible to isolate or mitigate, the hazard. If the risk or hazard cannot be eliminated, isolated, or sufficiently minimised the activity must be stopped.

### What Does Success Look Like?

A successful Health and Safety Policy will see our members and other stakeholders taking part in the activities of ParaFed Otago without experiencing preventable harm or injury. It will have auditable documentation of our procedures. It will reflect our commitment to protecting members and stakeholders and show how we have achieved that.

### Legislative Basis

This policy aims to be consistent with the requirements of these acts. Where the Health and Safety Policy does not specifically address a situation, the Board needs to address the intent of the relevant Act which will then be the guiding principle/s.

- Health and Safety At Work Act 2015