



TENNIS SOUTHLAND HEALTH AND SAFETY POLICY

Policy Statement

Tennis Southland is committed to ensuring the health and safety of workers and others affected by the work it carries out. The overall aim of our health and safety programme is three-fold:

1. Everyone gets to go home at the end of the day healthy and safe
2. Protecting the health and safety of workers is forefront in our day to day work
3. Others are not put at risk by Tennis Southland's programme and activities

The Tennis Southland Health and Safety Programme will:

- Provide and maintain a safe workplace for workers and other people.
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work.
- Ensuring the safe use, handling and storage of plant, structures, and substances.
- Provide adequate facilities, and access to those facilities for the welfare of our workers at work.
- Provide opportunities for workers to participate in Health and Safety.
- Systematically identify and manage workplace hazards.
- Eliminate, or minimise workplace hazards.
- Provide training and supervision to ensure work is completed safely.
- Have accurate and thorough Health and Safety record-keeping
- Have robust procedures for dealing with workplace accidents.
- Provide appropriate tools, aids and protective equipment to allow tasks to be completed safely.
- Record all workplace accidents and illnesses and report those that cause 'serious harm'.
- Monitor the health of workers in relation to the hazards of their work.
- Commitment to promoting and continually improving health and safety.
- Comply with our legal obligations.
- Advocate for effective health and safety practices for our partners.

This will be achieved through the Board and Management's support and commitment to Health and Safety.

- Ensuring that Tennis Southland has available for use, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out.
- Implementation of policies and procedures.
- Worker education and participation.
- Regular reviews and evaluations of Health and Safety by the Board and Management.
- Processes for effectively dealing with urgent health and safety matters.
- Commitment to ongoing cycle of appraisal and continuous improvement. .

Every worker needs to be aware of their responsibilities as they play a vital role in maintaining a safe and healthy workplace through:

- Performing work safely to prevent harm to oneself or others.
- Complying with instructions and procedures provided.

- Make themselves familiar with the Health and Safety policies and procedures outlined in the Worker Handbook.
- Protecting the health and safety of others which includes reporting any situations or things (risks / hazards) that could harm someone, and any accidents or injuries that have happened.
- Helping new staff, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- Wearing personal protective equipment or clothing (PPE) if it's been provided.
- Keeping the work place tidy to minimise the risk of any trips and falls.

Scope

This policy applies to Tennis Southland workers and other people.

Definitions

- **Workers** include employees, contractors, subcontractors, labour hire workers, apprentices and interns, and volunteer workers.
- **Other people** include visitors, members of the public, participants, casual volunteers etc.
- **Workplace** is any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out.

The Legislative Environment

Tennis 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 (2015), and the Employment Relations Act (2000).

The purpose of the Act is to make sure the protection of people, against harm, 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, Tennis Southland must systematically manage risk in the workplace through:

- Engagement, participation and representation of workers.
- Systematic identification, documentation, and review of workplace risks.
- The elimination of risks where possible; if not elimination then isolation or minimisation.
- Ensuring workers receive appropriate training and supervision.
- An ongoing cycle of appraisal of Health and Safety policies and procedures.

Tennis Southland also considers the following legislation which includes health and safety elements - The Resource Management Act (1991), the Building Act (2004), the Fire Service Act (1975), the Hazardous Substances and New Organisms Act (1996), and the Injury Prevention, Rehabilitation, and Compensation Act (2001).

Worker Engagement, Participation and Representation

Tennis Southland is committed to engaging with workers and having effective worker participation practices. *(Note that this section of worker engagement, participation and representation legally doesn't apply to volunteer workers).*

The following practices are available for workers to share ideas and information, raise issues and contribute to decision-making on an ongoing basis:

- Ongoing agenda item in regular staff meetings for health and safety. Workers are able to contribute ideas, feedback or concerns through this mechanism.
- Workers are consulted during risk identification, assessment and review of controls to eliminate or minimise those risks.
- Workers are consulted during reviews of health and safety policies and procedures.
- An extraordinary meeting will be held in the event of a serious harm injury

Staff consultation

Staff are encouraged to actively engage with the Regional Coaching and Tournament Coordinator regarding any health and safety aspects.

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

Accountability

The Board of Tennis Southland has overall responsibility for the Health and Safety of all workers, and for ensuring that the health and safety of other persons are not put at risk from activities undertaken by Tennis Southland.

The Board is responsible for exercising due diligence to make sure the organisation complies with its health and safety duties. This includes:

- Systematic review of Health and Safety Policies and Procedures and related documentation with support of Operations Manager.
- Acquiring (and keeping up date) knowledge of work health and safety matters
- Providing guidance and direction in matters of health and safety.
- Gaining an understanding of the nature of TS activities including its hazards and risks
- Ensuring Tennis Southland has allocated adequate and appropriate resources and processes in order to eliminate or minimise risks
- Ensuring Tennis Southland has, and is implementing, processes which meet its legal obligations

The TS Operations Manager is responsible for:

- Regular review/inspections of hazards and risks, and their relevant mitigation strategies.
- Provide employees with an opportunity to participate in Health and Safety management.
- Making recommendations to the Board for changes to policies.
- Reporting to the Board on a monthly basis.

References, including any other relevant regulations and codes of practice, include:

- Health and Safety (H and S) at Work Act 2015.
- H and S at Work (General Risk and Workplace Management) Regulations 2016.
- H and S at Work (Worker Engagement, Participation, Representation) Reg 2016.
- H and S in Employment Regulations 1995

