



HEALTH AND SAFETY MANUAL



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DEFINITIONS

| CONCEPT | BRIEF EXPLANATION |
|---|---|
| The Health and Safety at Work Act 2015 (HSWA) | New Zealand's key work health and safety legislation is the Health and Safety at Work Act 2015 (HSWA) and regulations made under that Act. All work and workplaces are covered by HSWA unless specifically excluded. |
| WorkSafe New Zealand (WorkSafe) | WorkSafe is the government agency that is the work health and safety regulator. |
| Designated agencies | Designated agencies are government agencies other than WorkSafe designated to carry out health and safety functions for certain sectors. |
| Regulator | The regulator means WorkSafe or a relevant designated agency. |
| Duty holders under HSWA | A duty holder is a person who has a duty under HSWA. There are four types of duty holders – PCBUs, officers, workers, and other persons at workplaces. |
| PCBU | <p>A PCBU is a 'person conducting a business or undertaking.' A PCBU may be an individual person or an organisation. This does not include workers or officers of PCBUs, volunteer associations, or home occupiers that employ or engage a tradesperson to carry out residential work.</p> <p>A PCBU must ensure, as far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care.'</p> |
| Officer | An officer is a person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. This includes, for example, company Directors and Chief Executives. Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations. |
| Worker | <p>A worker is an individual who carries out work in any capacity for a PCBU. A worker may be a worker, a contractor or sub-contractor, a worker of a contractor or sub-contractor, a worker of a labour hire company, an outworker (including a homeworker), an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker. Workers can be at any level (e.g., Managers are workers too).</p> <p>Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.</p> |
| Another person at workplace | <p>Examples of other persons at workplaces include workplace visitors and casual volunteers at workplaces. Volunteer: means a person who is acting on a voluntary basis (whether or not the person received out-of-pocket expenses). Visitors: include groups such as schools, Club Members family, passersby, and any other person.</p> <p>Other persons have their own health and safety duty to take reasonable care to keep themselves and others safe at a workplace.</p> |
| Risks: | means the possibility that death, injury or illness might occur when a person is exposed to a hazard. |
| Hazard: | means a situation or thing that has the potential to cause death, injury, or illness |
| Risk Management: | means controlling a hazard through Elimination or Minimisation. |

INTRODUCTION

The New Zealand Clay Target Association (NZCTA) are committed to maintaining a Safe and Healthy environment for NZCTA Members, Volunteers, Contractors, Subcontractors and visitors to our Clubs and club grounds and any persons participating in our sport.

We are focused on Health and Safety capability of our people, promoting behaviours that prevent harm and encourage individual responsibility for Health and Safety on Club grounds and it is important that all steps are taken, so far as reasonably practicable to ensure the health and safety of all workers.

The Health and Safety at Work Act 2015 aims to prevent harm to all people who carry out work and to others who are in the vicinity of work activities. This means that The Club and the Club Members must maintain a safe working environment and implement sound health and safety practices.

The NZCTA employs a National Executive Officer but heavily depends on Club Members, Volunteers and Contractors to carry out work activities at the individual clubs throughout New Zealand.

NZCTA incorporates the Health and Safety at Work Act 2015 and its regulations, Codes of Practice and any other relevant standards or guidelines for the operation of The Clubs.

PURPOSE OF THE HEALTH AND SAFETY MANUAL

The purpose of the NZCTA Health and Safety Manual is to provide a reference guide for all Health and Safety documentation, policy and procedures as an explanation and information source.

- These manual and accompanying forms and procedures are controlled documents and used to provide evidence that we are fulfilling our statutory requirements under The Health and Safety at Work Act 2015 and its regulations
- The manual will be used as a guide for all Club Members to read and understand
- The manual will be reviewed no less than annually to ensure relevance and accuracy of the material contained within it by the National Executive Committee
- The manual is used for all changes to documentation, policies, and procedures
- It is the responsibility of the Club Committee and Club President to ensure the Health and Safety Manual, Procedures and Policy is implemented and that all documents available to Club Members are the latest version

HEALTH AND SAFETY POLICY

The Club Committee and Club President is responsible for ensuring the policy is implemented. The policy shall be reviewed annually and updated as required by the National Executive Committee and distributed to every Club. A review does not necessarily mean that any changes will be required but monitors relevance and accuracy. It also shows that the Person Conducting a Business or an Undertaking (PCBU) is actively involved in the area of Health and Safety.

The Health and Safety policy will be signed and dated after the review by the President at Club level and then displayed within the Club.

The National Executive Committee is responsible for the following duties:

- Consulting with outside advisors to ensuring Health and Safety compliance
- Initiating Annual Reviews and Monitoring effectiveness of Health and Safety Policies & Procedures
- Ensure all Documents are reviewed and updated with all amendments

The Club Committee and Club President is responsible for the following duties:

- Completing incident reporting and recording & assist with accident investigations
- Reporting Notifiable Incident, Injuries, Illnesses or Events to Work Safe NZ
- Reporting to the National Executive Committee on Notifiable Events
- Review health and safety management roles and responsibilities on an annual basis
- Consult with contractors on behalf of the Club in relation to all health and safety matters
- Reporting to the Club Committee on matters in relation to Health and Safety
- Reporting to the National Executive Committee on matters in relation to Health and Safety
- Identifying and understanding hazards to the activities undertaken and by effectively assessing, controlling, and managing those risks
- Provide all workers and volunteers with adequate Personal Protective Equipment to carry out their work safely
- Implement the Health and Safety Management System

Club Members, Volunteers and Contractors are responsible for the following duties:

- Observing all safety procedures, rules, and instructions
- Ensure that ALL incidents and injuries are reported to the Club Nominee or Club President
- Reporting any hazards or identified risks which cause actual or potential injury or property damage and STOP work where there is a threat to their or others' safety
- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons

DOCUMENT CONTROL - ANNUAL REVIEW PROCESS

NZCTA is committed to an annual review of the Health and Safety Management System. The process will assess whether the existing systems are sufficient and adequate to fulfil the requirements of the Health and Safety Policy and focus.

The review process will be led by the National Executive Committee and include any other persons deemed necessary by the leader of the review.

COMPLIANCE AND REVIEW

NZCTA is committed to operating within all legal and statutory requirements. The process of regularly reviewing any changes is ongoing and not confined to a certain time. This allows for prompt action should it be required and maintains flexibility and responsiveness. However, a formal review will be undertaken not less than annually by the National Executive Committee to ensure compliance.

HAZARD IDENTIFICATION AND RECORDING PROCESS

NZCTA have a guideline of identifying and recording actual and potential hazards and risks for contracted work and volunteer work. Ensure to Notify any Particular Hazardous Works to Work Safe NZ – refer *Contractors Induction Health and Safety Agreement - NZCTA07* and *Club Members and Volunteer Workers Agreement NZCTA08*.

The following hazards are usually present at The Club and Club grounds and managed through the NZCTA Rule Book:

- Guns on the Range, Trap House, School Shoots, Ammunition & Children on the Range
- Placement onto Land – Refer *Lead Management Plan*
- Noise – Refer *Noise Management Plan*
- Harassment – Refer *Harassment-Free Sport Policy and Procedures*
- Trap House Procedures for DTL Traps and Sporting Traps

Other Hazards:

- Electrical Equipment
- Slips, Trips and Falls
- Contractors
- Volunteer Workers
- Noise
- Kitchen Appliances
- Vehicle and Pedestrian Interaction
- Hand Tools
- Chemicals and Substances
- Ladders
- Manual Handling

TASK ANALYSIS WORKSHEET – (NZCTA01)

One of the most effective ways to reduce accidents at the club is to identify potential hazards and implement a strategy on how to control them. A hazard is any activity, situation or substance that can cause harm.

Prior to commencing any work, the Contractor, Club Member or Volunteer worker must spend time going through a hazard identification process using the Task Analysis Worksheet. A Task Analysis Worksheet is completed to assist with identifying, assessing the level of risk, and controlling them as appropriate. Good management of hazards can significantly reduce the number and severity of injuries

A Task Analysis Worksheet (TAWS) is a task specific hazard identification and risk management process used for managing high risk hazards relevant to a specific task.

The Club President or Club Nominee will identify all hazards and risks involved with volunteer work at the club.

As Contractors are the experts in their field, Contractor must identify all hazards and risks involved in the Contracted work.

This procedure is a guideline, and judgement will be required for different scenarios.

The purpose of the Task Analysis process is to:

- Control work to be done at The Club
- Provide visibility over the activity
- Clearly show the initiator(s) of work
- Manage conflicting work and manage risk

All actions to control the risk of a hazard will be discussed with the team of workers at The Club and will ensure all workers have been trained in the process.

RISK ASSESSMENT TO COMPLETE THE TASK ANALYSIS WORKSHEET

Risk assessment is where you consider how bad the outcome could be (consequence) and how likely it is that a particular event could occur (likelihood). Assessing the risk is linked with identifying the controls that are required to manage that risk to an acceptable level.

When assessing the risk, consider the context of the operation. If the control is not suitable, you need to clearly identify in a risk assessment process why it is not, and what alternatives you're going to use instead.

PLANNING TO CONTROL RISKS IDENTIFIED IN THE TASK

1. Assess the Likelihood

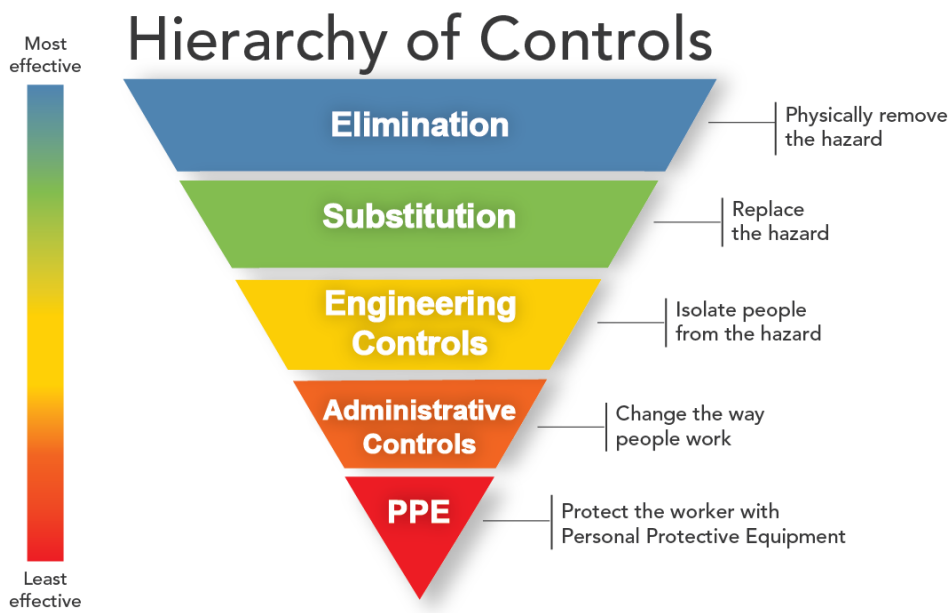
| Rating | Score | Description |
|----------------|-------|--|
| Almost Certain | 5 | High likelihood of risk event happening several times within the next year. |
| Probable | 4 | A risk event is likely to occur more than once in the next 12 months. |
| Possible | 3 | Would not surprise if risk event occurred and will probably occur at some time in the coming 2 to 5 years. |
| Unlikely | 2 | The risk event could occur at some time but is unlikely. |
| Rare | 1 | Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years. |

2. Assess the Consequence

| Rating | Score | Criteria |
|---------------|-------|--|
| Catastrophic | 5 | <ul style="list-style-type: none"> Multiple deaths and injuries Severe environmental damage Long term cessation of core activities (months) Destruction or long-term unavailability of infrastructure, systems and resources directly impacting operations |
| Major | 4 | <ul style="list-style-type: none"> Single death and/or multiple injuries Short term cessation of core activities (weeks) |
| Moderate | 3 | <ul style="list-style-type: none"> Injuries requiring off site medical treatment Significant disruption to core activities (days) |
| Minor | 2 | <ul style="list-style-type: none"> Injuries requiring on site medical treatment Short-term disruption to core activities (days) Long-term disruption to non-core activities (weeks) |
| Insignificant | 1 | <ul style="list-style-type: none"> Minor injuries Minimal impact on operations |

3. Risk Assessment Matrix - Risk rating as a function of consequence and likelihood scores

| | | | | | | |
|--------------------|---|-------------------|----|----|----|----|
| Consequence | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 9 | 14 | 19 | 24 |
| | 3 | 3 | 8 | 13 | 18 | 23 |
| | 2 | 2 | 7 | 12 | 17 | 22 |
| | 1 | 1 | 6 | 11 | 16 | 21 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | Likelihood | | | | |



| Control Measure | Examples |
|-------------------------------|--|
| Elimination | <ul style="list-style-type: none"> redesigning a job to remove an unsafe work practice |
| Substitution | <ul style="list-style-type: none"> substituting a heavy piece of equipment for a lighter piece of equipment |
| Isolation | <ul style="list-style-type: none"> using electronic swipe cards to restrict access to work areas |
| Engineering means | <ul style="list-style-type: none"> installing ramps to provide safer access to buildings |
| Administrative means | <ul style="list-style-type: none"> providing training on the use of equipment or work practices |
| Personal Protective Equipment | <ul style="list-style-type: none"> providing gloves etc to prevent exposure to blood and body substances |

An upward-pointing arrow on the left side of the table is labeled "Most effective control measures" and points to the top three rows (Elimination, Substitution, Isolation).
 A downward-pointing arrow on the right side of the table is labeled "Least effective control measures" and points to the bottom three rows (Engineering means, Administrative means, PPE).

INCIDENT AND ACCIDENT REPORTING SYSTEM – (NZCTA02)

NZCTA is firmly committed to the accurate and prompt reporting of all incidents and injuries, near misses and work-related illness.

DEFINITIONS

- Incident – threat, near-miss or event which may have or did harm a worker or volunteer during their work or the same in regard to property damage
- Near Miss – is defined as an event which had the potential to cause harm but did not
- Injury – Physical or mental harm or damage to an individual.
- A work-related illness

CLUB EVENT REPORTING PROCEDURE

- An injury, incidents, work-related illness or near miss must be reported and recorded
- The Club Event Reporting Form must be completed as soon as possible after the event
- Notifiable injuries, illnesses or incidents must be reported by the Club Committee or Club President as soon as possible directly to Work Safe NZ by phone – Dial 0800 030 040 and provide a written notice of the circumstances within 7 days obtained from the Work Safe NZ Website.
<https://www.worksafe.govt.nz/notifications/notifiable-event/>
- In the event of a serious harm accident the scene must not be disturbed until permission is obtained from Work Safe NZ, except to carry out first aid treatment or to prevent further harm to people and property.
- In the event of SERIOUS accident, the NZ Police will attend. You are required to assist the Police with any information regarding the accident. Sec 168 (5) and the Evidence Act 2006 sec 60.

YOU SHOULD NOT MAKE STATEMENTS WITHOUT FIRST HAVING ADVICE OR GIVE ANY ANSWER OR INFORMATION TENDING TO INCRIMINATE ANY PERSON OR THE CLUB. YOU HAVE A RIGHT TO PROPER PROFESSIONAL ADVICE.

Once the report is received, The Club President and Club Committee will complete a risk assessment, implement corrective actions, and conduct an investigation if necessary. The Club President must notify the National Executive Committee of any Notifiable Injury, Incident, Illness or Event.

NOTIFIABLE INJURY, ILLNESS, INCIDENT OR EVENT

MEANING OF NOTIFIABLE INJURY OR ILLNESS

In the HSAW Act, unless the context otherwise requires, a **notifiable injury or illness**, in relation to a person, means—

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

(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—

- (i) with micro-organisms; or
- (ii) that involves providing treatment or care to a person; or
- (iii) that involves contact with human blood or bodily substances; or
- (iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
- (v) that involves handling or contact with fish or marine mammals:

(e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

MEANING OF NOTIFIABLE INCIDENT

In the Act, unless the context otherwise requires, a **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 cap size, 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.

MEANING OF NOTIFIABLE EVENT

In this Act, unless the context otherwise requires, a **notifiable event** means any of the following events that arise from work:

- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable incident.

PROCEDURE FOR INVESTIGATION OF INJURY, ILLNESSES, OR INJURIES

The following accident investigation procedures shall be carried out when an incident, injury, workplace illness or an event has occurred.

- Investigation will be led by the Club President and Committee and include other invited participants, e.g., Volunteer Worker, Contractors, or witnesses
- The investigation must be commenced within one week of the occurrence
- All parties who are part of the investigation must be comfortable and feel they have permission to access external information or expertise to assist in the investigation. External skills can be useful in gathering information and assessing results
- The investigation will look at what happened, contributing factors, were known hazards involved, were control methods adequate, were new hazards identified
- Action items identified should be reviewed for completion
- The review is to be signed off when fully completed by the Club President and reported to the National Executive Committee

CORRECTIVE ACTION PLAN

Part of the Incident Reporting and Incident Investigation process is the setting of Corrective Actions. All such actions must have a designated responsibility and a target completion date.

It is important that corrective actions are completed even if they are modified or altered due to further investigation.

It is the responsibility of The Club President to oversee the completion of corrective actions. Reports or investigations will be reviewed and signed off when complete at Club Committee Meetings and then reported to the National Executive Committee.

CLUB EVENTS REPORTING REGISTER – (NZCTA03)

To record all Club Events a Club Event Reporting Register shall be maintained, this shall be reviewed at the Club Committee Meetings.

CONTRACTOR MANAGEMENT PROGRAM

It is important that the assessment and management of ALL contractors who are engaged to carry out work meet certain criteria in relation to health and safety performance. It is an expectation of NZCTA that the contractor will be familiar with the relevant OSH statutory requirements and that these will be observed at all times.

Prior to commencing work, the Contractor shall be provided with the following documents:

THE CONTRACTOR PRE WORK APPLICATION – (NZCTA04)

The application will help identify the following but not limited to:

- Health and Safety Performance & Systems
- Insurance details
- Training and competencies
- Emergency procedures
- Incident Management Reporting

THE COVERING LETTER TO THE CONTRACTOR – (NZCTA06)

The covering letter shall be attached to the Pre-Work Application as an explanation of the Contractor Management Program.

THE CONTRACTOR INDUCTION HEALTH AND SAFETY AGREEMENT – (NZCTA07)

The agreement shall be given to the Contractor. The agreement has been developed to outline the standards and health and safety requirements while contracted to The Club. This must be read, understood, and signed prior to any work commencing. Documented evidence of the agreement must be kept on file.

It is expected that a Task Analysis Worksheet (NZCTA01) is completed for all work to help establish maintain agreed standards, systems, and processes in conjunction with the Club President or Club Nominee and then must be monitored. It is expected that the Club Nominee is present throughout the project or contract work where possible.

CONTRACTOR EVALUATIONS – (NZCTA05)

When the Pre-Work Application and evidence of all documents are returned, they are assessed to consider their commitment to Health and Safety before making a selection. This will determine success or otherwise. After an evaluation is completed keep the contractor informed of the results. It is expected that the Club President or nominee will have a file kept for each Contractor and develop a list of Approved Contractors for future use.

CLUB MEMBER & VOLUNTEER WORKERS MANAGEMENT – (NZCTA08)

The **Club Members & Volunteer Health and Safety Agreement** have been developed which outlines the standards and health and safety requirements while carrying out Volunteer work for The Club. This must be read, understood, and signed prior to any work commencing. Documented evidence of the agreement must be kept on file.

HEALTH AND SAFETY CONSULTATIONS

The Club has specific duties when engaging contractors, Club Members and Volunteer workers and must so far as is reasonably practicable, consult, cooperate and coordinate activities with those workers so they can all meet their joint responsibilities. Health and Safety meetings will be held with at the beginning, during and end of the work activities at the Club.

The consultations will include but not limited to:

- what work activities are being carried out
- agree on the degree of influence and control each worker has
- agree on who will manage what and how it will be managed
- monitor and check how things are progressing on an ongoing basis

A Health and Safety consultation provides clear and safe opportunities for communication to flow in both directions between The Club and Contractors and Volunteer Workers.

Health and Safety consultations can be documented on the Task Analysis Worksheet and all workers signed off on the task.

EMERGENCY PLANNING AND READINESS – (NZCTA09)

It is important to have effective emergency procedures and responses to provide the best possible protection for those at The Club and club grounds in the event of an emergency.

NZCTA has addressed a range of potential emergency situations that may occur while at The Club and the procedures to follow to ensure the safe, efficient, and orderly evacuation and well-being of all personnel.

To assist in emergency situations, the Club President or Club Nominee must examine The Club and club grounds on a continuous basis regarding the general safety requirements.

THE RESPONSIBILITIES OF THE CLUB ARE TO ENSURE:

- Corridors, aisles, and walkways remain clear of obstructions
- Exit doors remain clear and unlocked whilst The Club building is occupied
- Excess quantities of combustible materials are not permitted to accumulate anywhere at The Club or grounds
- There is correct storage of flammable liquids
- The Club is clear of all litter that may increase the danger of fire
- Stairs are kept clear at all times and are not used for storage
- All Club Members are encouraged to observe extra care in the use of naked flames, matches, portable heaters, LPG Bottles, electrical appliances, and other possible sources of ignition
- Any safety breaches found are reported and rectified immediately
- Have an up-to-date Emergency Contact List
- Providing Emergency Response Equipment - Fire Fighting Equipment and First Aid Supplies and ensure it is readily available
- Display the Emergency Procedures at the Club for all members to follow



HEALTH AND SAFETY POLICY

At the New Zealand Clay Target Association (NZCTA) we are committed to maintaining a Safe and Healthy environment for NZCTA Members, Volunteers, Contractors, Subcontractors and visitors to our grounds and any persons participating in our sport. We are focused on Health and Safety capability of our people, promoting behaviours that prevent harm and encourage individual responsibility for Health and Safety on Club grounds.

Every Individual Club will achieve this by:

- Meeting their obligations under the Health and Safety at Work Act 2015 and its regulations, codes of practice and any other relevant standards, guidelines or rules of NZCTA
- Maintaining an environment that is without risks to health and safety so far as reasonably practicable
- Ensure all plant and equipment is maintained and safe to use
- Providing 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
- Actively encouraging the accurate and timely reporting and recording of all injuries, illnesses or incidents and ensuring they are investigated fully to identifying the contributing factors so that appropriate corrective actions are taken
- Identifying and understanding hazards to the activities we undertake and by effectively assessing, controlling and managing those risks
- Encourage consultation and participation in all health and safety matters with NZCTA Members, Volunteers, Contractors, Subcontractors and visitors to their grounds and any persons participating in our sport.
- Ensure that all NZCTA Members, Volunteers, Contractors, Subcontractor and visitors to our grounds and any persons participating in our sport are actively managing health and safety for themselves
- Developing and implementing emergency and evacuation procedures
- Ensure all NZCTA Members and volunteers are provided with appropriate Personal Protective Equipment
- Regularly undertaking audits and inspections of the Club grounds

The Club Nominee is accountable to The Club President and Committee for the health and safety of workers under their direction.

Every NZCTA Member, Volunteer, Contractor, Subcontractor and visitors to our grounds and any persons participating in our sport are expected to share in the commitment to health and safety by:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other person
- Complying, as far as the worker is reasonably able, with any reasonable instruction that is given by The Club to allow The Club to comply with the Act or regulations
- Properly using all safety equipment and clothing provided
- Reporting all incidents, injuries, illnesses or events to The Club Nominee
- Reporting any hazards or identified risks which cause actual or potential injury or damage

This policy applies to all for NZCTA Members, Volunteers, Contractors, Subcontractor and visitors to Club grounds and any person participating in our sport. The Club President, Committee or Club Nominee is accountable for ensuring this policy is implemented. The policy shall be reviewed annually and updated as required.

Signed by: _____ Club President _____ Date: _____



TASK ANALYSIS WORKSHEET

NZCTA01

| | |
|-------------------------------|--|
| Task Description | |
| Task Location | |
| Person in Control of the Task | |
| Emergency contact details | |
| Date of Task | |

Risk Assessment Matrix

| | | | | | | |
|-------------|---|------------|----|----|----|----|
| Consequence | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 9 | 14 | 19 | 24 |
| | 3 | 3 | 8 | 13 | 18 | 23 |
| | 2 | 2 | 7 | 12 | 17 | 22 |
| | 1 | 1 | 6 | 11 | 16 | 21 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | Likelihood | | | | |

| Likelihood | Rating | Score | Criteria |
|---------------|----------------|--|--|
| | Almost Certain | 5 | High likelihood of risk event happening several times within the next year. |
| | Probable | 4 | A risk event is likely to occur more than once in the next 12 months. |
| | Possible | 3 | Would not surprise if risk event occurred, and will probably occur at some time in the coming 2 to 5 years. |
| | Unlikely | 2 | The risk event could occur at some time but is unlikely. |
| Rare | 1 | Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years. | |
| Consequence | Rating | Score | Criteria |
| | Catastrophic | 5 | Multiple deaths or injuries, severe environmental damage and/or or long term cessation of core activities (months) |
| | Major | 4 | Single death and/or multiple injuries and/or short term cessation of core activities (weeks) |
| | Moderate | 3 | Injuries requiring off site medical treatment and/or significant disruption to core activities (days) |
| | Minor | 2 | Injuries requiring on site medical treatment and/or short term disruption to core activities (hours) |
| Insignificant | 1 | Minor injuries, and/or minimal impact on operations | |

| STEP No | WORK METHOD STATEMENT JOB STEPS | HAZARD | INITIAL RISK SCORE | CONTROL METHODS | RESIDUAL RISK SCORE | RESP. PERSON |
|---------|------------------------------------|--------|--------------------|-----------------|---------------------|--------------|
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TEAM SIGN OFF

ALL WORKERS UNDER THIS TASK ANALYSIS UNDERSTAND AND AGREE TO FOLLOW THE STATED PROCESSES

| NAME: | SIGNATURE: | DATE: |
|-------|------------|-------|
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Event (Incident/Accident) Report & Investigation Form

This form must be completed with corrective actions and Shoot Manager's comments before returning it to The Club President or Club Nominee within 24 hours.

1. Persons Involved:

Name:

Contact Details:

NZTCA Member Competitor Visitor Contractor Other (Specify):

2. Details of Event (incident/accident)

Location:

Date:

Time:
am/pm

3. Severity:

Notifiable Event Accident Incident Injury

4. Treatment:

Nil First Aid Ambulance Doctor Hospital

What treatment was given:

By Whom:

5. Description of what happened:

6. Describe the cause of the event (incident/accident):

Contributory Factors (refer to these when identifying the cause of the event)

Immediate Causes

Environmental Conditions

Defective firearm or equipment

Hazardous arrangements

Unsafe conditions

Unsafe design/guarding

Housekeeping

Other:

Substandard Acts

Operating without authority

Disabling safety devices

Using unsafe equipment

Non-use of Personal Protective Equipment

Non-compliance with NZCTA/Club Rules

Unsafe positioning/distraction

Other:

| | | |
|---|----------------|------------------|
| 7. Has a significant hazard been identified <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If yes, please investigate this hazard accordingly | | |
| 8. Risk of the event occurring again? | | |
| <input type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Probable <input type="checkbox"/> Almost Certain | | |
| 9. Risk Management: (What will be done to eliminate/minimise the risk of this happening again) | | |
| <u>Action</u> | <u>By Whom</u> | <u>Completed</u> |
| | | |
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| | | |
| Club Committee: | Name: | |
| Signed: | Position: | |
| 10. The Club President and Club Committee comments: | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Name: | Signed: | |
| Position: | Date: | |
| 11. NZCTA Executive Committee - Comments/Recommendations | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Is post event testing required <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If yes, advise NZCTA Executive Committee <input type="checkbox"/> YES <input type="checkbox"/> NO Date: | | |
| 12. Event recorded on register and all corrective actions completed. | | |
| Signed: | | Date: |
| Retain a copy on file at the club Send completed original to Secretary Page 2 of 2 | | |



NZCTA04

CONTRACTOR PRE WORK APPLICATION

Please complete this questionnaire prior to commencing any work for The Club.

1. Scope

This assessment is used by The Club to assess the extent to which our Contractors are committed to Health and Safety. The assessment considers a wide range of issues relevant to Health and Safety. Based on the assessment response, we will determine if the Contractor qualifies as an "Approved Contractor".

2. Contractor Details

| | |
|--------------------------------|--|
| Name of Company | |
| Postal Address | |
| Street Address | |
| Email Address | |
| Company Representative | |
| Phone/Mobile | |
| Type of Service to be Provided | |

3. Questions to be Answered by Contractor

| 3.1 Policies | Yes | No |
|--|-----|----|
| 1. Do you have a written Health and Safety Policy? | | |

Attach copy of policy

| 3.2 Insurance | Yes | No |
|--|-----|----|
| 2. Do you have Public Liability Insurance? | | |
| 3. Do you have Motor Vehicle Insurance? | | |

Attach copies of Insurance policies to this document



| 3.3 Occupational Health and Safety Systems | Yes | No |
|--|-----|----|
| 4. Do you hold any other H&S Accreditation? (Please specify) e.g., Site Wise, SHE, Totika ISO45001, Impac Pre-Qual _____ | | |
| 5. Do you conduct internal/external audits? | | |

| 3.4 Training and Competencies | Yes | No |
|---|-----|----|
| 6. Do all your employees and sub-contractors hold Current qualification/licences and permits to conduct their work? | | |
| 7. Do you have a documented list of the skills and training your employees require? | | |
| 8. Do you have employee induction programme that includes Health and Safety Training? | | |
| 9. Have all your employees been trained on how to identify hazards and risks in the workplace? | | |

You must be able to provide evidence of training on request.

Please explain how you test and document the competency of your employees:

| 3.5 Incident Management Reporting | Yes | No |
|--|-----|----|
| 10. Does your company have processes and procedures for reporting incident and accidents? | | |
| 11. Are all incidents and accidents investigated? | | |
| 12. Has your company had Fatalities, Notifiable Injuries, Incidents or Illness, Lost Time Injuries and incidents causing property damage during a contract in the last year? (If so, how many) | | |
| 13. Has your company been prosecuted for a Health and Safety or Environmental Breach? | | |

If so, please explain and indicate how you have taken steps to prevent a reoccurrence of this:



NZCTA04

| 3.6 Plant and Equipment | Yes | No |
|--|------------|-----------|
| 14. Does your company have a documented system for maintenance of all plant and equipment? | | |
| 15. Do you ensure that all plant and equipment is fitted with the correct and legal safety provisions? | | |
| 16. Is appropriate PPE issued to your employees to carry out work? | | |

| 3.7 Emergency Procedures | Yes | No |
|---|------------|-----------|
| 17. Does your company have emergency response procedure to deal with work-site emergencies? | | |
| 18. Have your employees been trained and understand on what to do in an emergency? | | |
| 19. Have your employees been trained in First Aid? | | |
| 20. Will you be conducting high risk activities – e.g., Work at Heights, Hot Work, Excavation Work | | |
| 21. Do you have a rescue plan in place and are employees trained to carry out rescues in these particular situations? | | |

| 3.8 Hazard Management | Yes | No |
|--|------------|-----------|
| 22. Does your company have a process to identify, report and control hazards and risks in the workplace? | | |
| 23. Does your company use Task Analysis Work Sheet s (TAWS) or Job Safety Analysis System (JSA) | | |

| 3.10 Selection of Sub-Contractors | Yes | No |
|--|------------|-----------|
| 24. Does your Company have a process to assess the health and safety and training capacity of sub-contractors? | | |
| 25. Is the performance of sub-contractors monitored as work is undertaken? | | |



NZCTA04

4. Other relevant information

If there is any other information you wish to provide, please include it here:

5. Conditions

It is an expectation that all contractors, sub-contractors, and their employees will comply with the Health and Safety at Work Act 2015 and relevant statutory requirements while conducting work on The Club grounds.

Signed for and on behalf of the contractor by:

Full Name of Contractor Representative:

Signature:

Date:



NZCTA05

CONTRACTOR EVALUATION

The Club Nominee must ensure details on this form are completed and kept on the contractor's file.

| Contractor Details | |
|--------------------------------|--|
| Name of Company | |
| Contact Person | |
| Contact Number | |
| Assessment Date | |
| Type of Service to be Provided | |

| Mandatory - Evidence of Documents of Explanation of Processes | Yes | No |
|--|------------|-----------|
| H&S Policy | | |
| Pre-Work Application Completed | | |
| Insurance Policy | | |
| H&S Accreditation or Conduct Internal Auditing | | |
| Training Register / Trade Qualification (use NZCTA Task Analysis Worksheet as Default Template if company does not have one) | | |
| Incident Reporting Process (use NZCTA Incident Reporting Template as Default if company does not have one) | | |
| Plant & Equipment Register or Explanation of how contractor maintains equipment fit for purpose | | |
| Emergency Procedures (Default to NZCTA Emergency procedures except for High-Risk Work e.g., Rescue Plan at Heights) | | |
| Hazard Risk Management Process | | |
| Task Analysis Worksheet (use NZCTA Task Analysis Worksheet as Default Template if company does not have one) | | |
| Selection of Sub Contractors Process | | |
| NZCTA Health and Safety Agreement – Signed and Returned | | |



NZCTA05

Authorisation

- When the Mandatory Requirements has not been met - then the contractor will **NOT** be engaged for services.

Does the Contracting Company Qualify as an Approved Contractor?

Yes No

Review completed by Club Nominee:

Signature:

Date:



NZCTA06

At The Club we are committed to maintaining a Safe and Healthy environment for our NZCTA Members, Volunteers, Contractors, Subcontractors and visitors to our grounds and any persons participating in our sport. We are focused on continually improving processes, promoting behaviours that prevent harm and encourage individual responsibility for Health and Safety at The Club.

The Health and Safety at Work Act 2015 came into effect on the 4th April 2016 and as a result we are required to be extra vigilant in all areas of safety by managing the personnel who work on our grounds under our operational control by consulting, co-ordinating and co-operating collectively.

As part of The Club - Contractor Management Program to meet our legislative requirements you are required to fill out a Pre Work Application and provide sufficient information and documentation evidence to be assessed. The purpose of the questionnaire is to determine the general Health and Safety capability of a contractor.

The questionnaires will be evaluated by the The Club President or Club Nominee to ensure that there are satisfactory health and safety management systems in place and to establish an Approved Contractors List. All companies are required to meet minimum standards to remain on The Clubs Approved Contractors List.

Upon processing of this information, feedback will be given to the Contractor firm as to their assessed health and safety status.

All contractors shall complete the documentation provided:

- Contractor Pre Work Application
- Contractor Induction Health and Safety Agreement

Thank you for your co-operation. If you have any questions regarding safety and/or this approval process, please contact the undersigned.

Regards

Name _____

Club President / Club Nominee

NZCTA09



Medical Emergency Procedures

1. Call out for the assistance of a first aider if you are not confident or trained
2. **CALL 111** and state type of Medical Emergency. Provide as much detail of the event as you can, i.e. possible cardiac or respiratory arrest, accident, unauthorized discharge shooting, vehicle accident, serious injury.
3. State the exact location of the victim.

The Club Location is: _____

Send someone to show the Ambulance staff onto the grounds.

4. If the Medical Emergency involves any kind of poison/hazardous substance contact The National Poisons Centre on 0800 764 766.
5. If you are trained or confident in First Aid, provide emergency assistance until the arrival of an ambulance or qualified medical expert.

STAY CALM, STOP AND THINK

Check area for your own safety before entering area
Check response levels of injured party. Send for help immediately if no response

REMEMBER THE ABC'S OF FIRST AID

- A** Check Airway is clear.
- B** Check for Breathing, heartbeat and apply CPR if necessary
- C** Check Circulation and check for bleeding – apply pressure if necessary.

The nearest defibrillator to our location is

Name of The Club President is:

Club President Contact Number is:

NZCTA09



Fire & Evacuation Procedures

If You See or Suspect a Fire

1. **RESCUE** anyone from immediate danger.
2. **ALERT** people & **ACTIVATE** the nearest Fire Alarm

CALL 111

State location of **"FIRE"**, giving **exact location** and **type of fire**.

The Club location is:

SPEAK CLEARLY, STAY CALM

3. **CONTAIN** fire by closing doors and turning off machinery or processes (**only if it is safe to do so**).
4. **EXTINGUISH** the fire but only if it is safe to do so, **DO NOT** put yourself at risk.

On the sounding of the fire alarm:

- Leave the grounds and building immediately by the nearest escape route.
- Report to your designated assembly area.
- Remain until the **"ALL CLEAR"** is given by either the Fire Service or Fire Warden.

Fire & Evacuation Procedures

The nearest fire escape route is: _____

The alternative fire escape route is: _____

The assembly area is: _____

The Fire Warden is: _____



Earthquake Emergency Procedures

During An Earthquake

Remove anyone from immediate danger if safe to do so

If Inside

1. Stay inside
2. Don't use lifts or stairs
3. Take only a few steps and take shelter under desks, or down beside an internal wall
4. Keep away from windows or objects that could fall on you.

- **DROP**
- **COVER**
- **HOLD ON**



If outside

1. Stay outside
2. Take only a few steps and take shelter clear of buildings, trees, power lines or other potential hazards.

When the Earthquake Stops

1. Check for signs of Fire, Hazardous Material Spill or Major Structural Damage.
2. If you see sparks, broken wires or evidence of electrical system damage, turn off the electricity at the main fuse if it is safe to do so.
3. Account for all personnel at The Club including visitors.
4. Assist with First Aid Treatment if necessary.
5. Do not evacuate unless area is immediately threatened or instructed to do so.

Expect After Shocks



Threatening Behaviour Procedures

Threatening Behaviour Obey Instructions – Keep Calm

1. Remove yourself and others from immediate danger if possible and it is safe to do so.
2. Do not argue or try to negotiate – do what is asked
3. **DO NOT** take risks – do not try to disarm or struggle with the person.
4. Observe the aggressor for:
 - Physical features or clothing worn
 - Distinguishing features
 - Any weapons
 - Anything touched or taken
5. **If you feel unsafe at anytime immediately CALL 111**
6. **Give exact location and details of events.**
7. Write down all you observed.

Unwanted Media Attention

If you are approached by people from the media, ask them to identify themselves and the organisation they work for.

You do not have to answer any questions or be interviewed or filmed if you do not wish to.

Refer - NZCTA - Harrassment-Free Sport Policy And Procedures

Name of Club President is:

Club President Contact Number is:

TRAP HOUSE PROCEDURES



THE FOLLOWING PROCEDURES MUST BE ADHERED TO AT ALL TIMES

1. Turn off at shooting station
2. Turn off at Trap from the exterior switch in a **Safe Zone**
3. While still in a **Safe Zone** – release trap
4. To warn others you are in the Trap House **Raise Flag or position Safety Warning** on top of the Trap House
5. Reload Trap
6. Ensure all personnel are removed are clear from the trap house
7. Remove Flag or Safety Warning from the Trap House
8. Stand in the **Safe Zone**
9. Turn on machine

TRAP PROCEDURES



THE FOLLOWING PROCEDURES MUST BE ADHERED TO AT ALL TIMES

1. Raise the warning flag. Instruct the squad referee to stop shooting and empty guns. If the trap is in another shooting stand's Danger Area, instruct that squad's referee to stop shooting and empty guns. Take the raised flag to the trap and keep it raised and visible at all times.
2. In the safe zone, disarm the trap, and leave the switch at off.
3. Fix, or reload, the trap.
4. Ensure all personnel are removed and clear from the trap.
5. Stand in the safe zone.
6. Turning the trap on, push the switch to arm and load and leave it in this position.
7. Make sure all personnel have left the trap, take the flag with you back to the shooting stand.
8. Check again that the shooting area is clear and the range is safe. Advise the squad referee(s) that it is safe to resume shooting. The squad referee(s) must also check that the range is safe before resuming shooting.