

# **Health and Safety Manual**

Blue Skies  
12 Williams St  
Kaiapoi

Updated August 2016

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## 1 Health and Safety Policy Statement

Blue Skies (Governance, Management, Employees and Contractors) is committed to maintaining a safe and healthy working environment for the safety and health of our employees and other persons in the workplace. Including permanent residents, casual visitors and short or long stay group users of the Blue Skies Centre.

Health and safety is everyone's business, everyone is expected to share in our commitment to reduce the risk of all accidents and incidents, by eliminating, isolating or minimising hazards, which may cause personal injury, property damage or loss of any kind.

Blue Skies will provide a healthy and safe environment for all employees, contractors, permanent residents and visitors to Blue Skies and all employees, contractors, permanent residents and visitors to Blue Skies are expected to act safely at all times to ensure their own welfare and that of their fellow employees and others in the workplace and at Blue Skies.

We will ensure the safety of all concerned by:

- Complying with all legislation, codes of practise and industry standards for all activities, as outlined in this manual,
- Providing facilities for health and safety and maintaining a safe working environment
- Ensuring all employees (including any mobile workers), and other people at (or in the vicinity) of the place of work are not exposed to unmanaged or uncontrolled hazards
- Developing and implementing emergency and evacuation procedures
- Developing and implementing Safety Management Plans and Standard Operating Procedures for activities and work functions at Blue Skies

To achieve this we will:

- Systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to eliminate, isolate and or minimise these hazards to prevent any injury or damage.
- Ensuring all plant and equipment is safe, warranted and training on safe use of equipment is provided
- Inform all employees of these hazards and the hazard controls, effective hazard management including high standards of housekeeping and hygiene, competency training, accident reporting and emergency response

- Ensure all employees are properly trained and supervised; including First Aid training and use of equipment.
- Inform all employees, visitors (on Checking into blue Skies) and permanent residents, of emergency and evacuation procedures.
- Record all incidents and accidents in our workplace and take all practicable steps to prevent these events from re-occurring. As well as investigate all accidents and incidents (or near misses). Incidents (or near misses) are often an indicator of potential harm.
- Carry out planned self-inspections to monitor health and safety issues, annual review of Health and Safety Programme and its operation.
- Ensure all employees and visitors are given reasonable opportunities to participate effectively in ongoing processes for the improvement of health and safety in our workplace.
- Report any Health and Safety Matters arising to Governance Committee at monthly meetings; or prior in case of emergency.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

The Manager

## 2. HAZARD IDENTIFICATION AND CONTROL PROCEDURES

It is our intention to systematically identify and control all hazards in our workplace.

Hazards types and examples to consider are set out in the table below:

| <b>Hazard type</b> | <b>Examples:</b>   |
|--------------------|--|
| Physical           | Noise; temperature (hot/cold); vibration; light levels; manual handling; machines/lifting devices; energy sources; confined spaces; tools; atmospheric conditions; ventilation; uneven surfaces; stairs/ladders; general housekeeping. |
| Biological         | Blood; body fluids; infected material; viruses; animal bites/stings and animal waste.  |
| Behavioural        | Stressors; shift work; working alone; drugs; medication; alcohol, violence, abuse.   |
| Ergonomic          | Repetition; weights; postures; work patterns; environmental; seating; lifting.   |
| Chemical           | Vapours; mist; gases; dust; fumes; smoke; solvents; hazardous substances   |

Where there are significant hazards we will take all practicable steps to:

**E**liminate the hazard,

OR

**M**inimise the hazard

OR

**I**solate the hazard

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment is provided and used by all employees, at all times necessary
- Good work practices are explained, used and maintained
- Employees are properly trained and/or supervised
- Where appropriate, and with employee's consent, health monitoring in relation to exposure to significant hazards is undertaken
- Any new hazards identified, are incorporated into Hazard Register and all employees informed
- Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established, only licensed or trained users may operate or use machinery / equipment/ plant/ tasks/ chemicals / poisons.
- All hazards and the hazard controls will be regularly assessed

- All employees and visitors are made aware of Site Emergency and evacuation procedures. Emergency exits and Fire extinguishers are clearly identified and are maintained.

## Objective

To ensure all people at Blue Skies are aware of their health and safety roles and responsibilities.

### Role

#### Governance

#### Committee /

#### Management Team

### Responsibility

- Overall Health and Safety performance of the camp
- Review and approve the health and safety policy statement
- Support Supervisors/Team leaders to carry out their health and safety responsibilities
- Plan and carry out emergency drills
- Notify Worksafe of Serious Harm injuries

### Blue Skies Team members

- Health and safety performance of their team
- Identify hazards and controls
- Physical inspection of work area
- Respond to incident reports and investigate all incidents
- Train and supervise new staff
- Conduct regular meetings with Health and Safety as agenda item
- Ensure evacuation drills occur as planned
- Induct and supervise all contractors
- Maintain health and safety documentation, e.g. training records, incident reports, hazard register.
- Assist with rehabilitation of injured staff.
- Notify the Manager of Serious Harm injuries Work safely
- Use all protective clothing and equipment as required
- Report all hazards or unsafe situations
- Report all incidents, including near misses.

*Note: In this document, “Management team” refers to the Manager and Governance Committee working together on health and safety issues, all PCBU.*

## Hazard Register:

### Checklist:

- Abseiling Tower and Rock Wall
- Building maintenance / cleaning
- Fire / Natural Disaster / Emergency Evacuation
- Grounds and structures and use of Confidence course, Orienteering, Initiatives course, Flying Fox, Swimming Pool
- Hazardous Substances and storage
- Housekeeping
- Kitchens / Cooking
- Office / administration area
- Permanent Residents
- Security
- Swimming Pool / pool chemicals
- Vehicle use/ maintenance
- Visitors to Blue Skies and Group use of facilities
- Workshop area / workshop tools / storage of fuels and paint
- Personal Hygiene / care
- Vehicles and parking areas
- Diesel burner
- Gas Storage
- Chemical use
  - paints
  - herbicides
  - cleaning products

## BLUE SKIES: H & S - Hazards Identification: {B} (example)

### AREA / TASK: Housekeeping / Facilities

DATE: .....

COMPILER:.....

I = Isolate...barriers, remove users, signage

M = Minimise ... wear protective gear, training

E = Eliminate...action to remove hazard, discontinue use of equipment

| HAZARD / Potential Harm   | I | M | E | ACTION REQUIRED / Hazard Controls  | Completion dates: done / responsible person | Checked on / by: |
|---|---|---|---|--|---|------------------|
| Emergency evacuation:<br>Trapping, burning, crush injury, death                             |   | X |   | <ul style="list-style-type: none"> <li>Regular emergency evacuation practices, in accordance with EEP</li> <li>Develop Emergency Evacuation Plan for Blue Skies</li> <li>Inform all visitors of EE procedures</li> <li>Blue Skies to have EE Coordinator on duty with phone contact</li> </ul>   |   |                  |
| Housekeeping:<br>Chemical misuse, hygiene for visitors, chemical burns, cross contamination |   | X |   | <ul style="list-style-type: none"> <li>All areas are correctly cleaned using appropriate gear and chemicals</li> <li>all goods stored safely and securely</li> <li>all chemicals are correctly labelled and stored, with training in use and Safety Data Manuals held for each chemical</li> <li>Clean up spills.</li> <li>Visible warning signage near wet areas; ablution block cleaning</li> <li>PPE issued eg disposable gloves</li> </ul> |   |                  |
| Facilities:<br>Slips, cross contamination, unhygienic                                       |   | X |   | <ul style="list-style-type: none"> <li>Kept clean and tidy.</li> <li>Rubbish bin with lid.</li> <li>Hot and cold water.</li> <li>Appropriate disposal units available eg Feminine Hygiene</li> <li>Regular cleaning and inspection</li> </ul>  |   |                  |
| Fire Extinguishers / fire blankets:<br>Non-functioning when                                 |   |   | X | <ul style="list-style-type: none"> <li>Checked / serviced on regular basis, fit for purpose</li> </ul>   |   |                  |



|                        |  |  |  |   |  |  |
|------------------------|--|--|--|---|--|--|
| required for emergency |  |  |  | <ul style="list-style-type: none"><li>• Displayed in high visibility areas and appropriate places</li></ul> |  |  |
|------------------------|--|--|--|---|--|--|

### **3. INDUCTION, INFORMATION AND TRAINING FOR EMPLOYEES**

#### Employee's Responsibilities

Every employee shall take all practicable steps to ensure:

- Their own safety while at work; and
- That no action or inaction of the employee while at work, causes harm to any other person(s); and
- That all personal protective clothing (and equipment) is worn (as identified by hazard management controls)
- Any hazards or potential hazards identified will be immediately minimised and further steps taken to ideally eliminate the hazard, through own actions or through management channels.

No untrained/ suitably skilled employees will be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience (unless closely supervised by someone with such experience). All training and skills of employees are recorded in Training Document.

All employees are to be aware of:

- The hazards they will be exposed to in the workplace and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property.
- What to do in an emergency.
- Where all necessary safety gear or safety equipment and materials are kept.

To ensure that we are complying and maintaining this system, we will:

1. Ensure new, and existing staff read and understand this Manual.
2. Ensure Manual is available and accessible to all new, and existing employees.
3. Review this Manual at least annually. Reviewed in April each year for reporting to Governance Board in May monthly meeting.
4. Maintain records to ensure all staff have read and understood this Manual.
5. Ensure all employees will receive training as necessary.
6. Regular meetings with Health and Safety as agenda, including review of each Near Miss Incident.
7. Completion of compliance / induction checklist and acknowledgement.

#### Employee Participation

As an employer we will provide all reasonable opportunity for employees to participate in ongoing processes for improving health and safety. By empowering all employees to raise Health and Safety concerns, conducting regular meetings with employees with Health and Safety as first item on agenda and seeking input on Health and Safety from employees.

## **4 ACCIDENT AND INCIDENT RECORDING, REPORTING AND INVESTIGATION PROCEDURES**

### **Objective**

To actively report, record and investigate all incidents, and to take action to prevent similar incidents from occurring. An “incident” is any event or situation where a person was harmed or nearly harmed, property was damaged, or where harm may occur to any person involved with the holiday park.

### **Process**

#### 1. Report

All staff report incidents as soon as possible to their Manager/Team leader. This includes incidents involving visitors that were observed by staff or reported to staff. The Supervisor/Team Leader responds promptly, taking any action that is required at the time to manage the situation.

#### 2. Record

The details of the incident are recorded on the Incident Report Form. This is done after the situation is under control and before the person reporting the incident finishes for the day. The form may also be completed by another person if the circumstances require this, e.g. over the phone where the person reporting the incident is away from the holiday park. The completed incident report form is forwarded to the Supervisor/Team leader. Recording also in Blue Skies Health and Safety Diary.

#### 3. Investigate

All incidents are investigated. The Supervisor/Team Leader is responsible for initiating the investigation process. The purpose of this is to confirm the details of what happened, include any additional information, and to identify the contributing factors to the incident. The incident investigation involves the following steps:

- Visit the scene of the incident
- Talk to the person/s involved in the incident
- Talk to any witnesses
- Discuss findings and provide feedback to the people involved.

#### 4. Recommendations

The recommendations to prevent similar incidents (including training and injury prevention actions) are identified through the incident investigation process. The recommendation, person responsible for the implementation, and the date it will be completed by are recorded on the incident report form.

#### 5. Update hazard register

The hazard register may need to be updated if new hazards or risks are identified, or if changes are required to existing hazard or risk control plans. Discuss the incident report with the Management team and update the hazard register.

#### 6. Update training programme

The training programme may need to be updated if insufficient training was identified as a contributing factor to the incident. Refer the incident to the Management team for review.

#### 7. Serious Harm

Refer incidents where Serious Harm (as set out in Schedule 1 of the Health and Safety in Employment Act) occurred to the Manager as soon as possible; who will notify the Governance Committee. The Manager will arrange for notification to the Department of Labour by phone or fax as soon as possible and in writing within 7 days of the incident.

8. Feedback to person reporting the incident

The Supervisor/Team Leader reviews the completed incident report with the employee reporting the incident and discusses the recommendations, any actions taken, or the plan for actions to be taken.

9. Sign-off and administration

The Supervisor/Team Leader signs off the incident report, enters the details into the incident report spreadsheet, and files a copy in the Incident Report Register.

10. Reporting and analysis

Each month the Administrator generates a summary of all incident reports received that month. This summary is shared with all staff and reported to the Governance Committee at monthly meeting or prior in case of serious harm/ emergency situation.

Every six months the administrator generates a detailed review of the incident reports received in that period. The Management team and a staff representative analyse the six monthly reports to identify if there are any trends (e.g. by tasks, work area, hazard, etc) and recommend any action required. The results of this analysis are discussed with all staff at a staff meeting.

All staff will be notified as soon as possible if there is any incident that caused serious harm or could have caused serious harm, or where the investigation identified new hazards or the need for new hazard controls.

\*\* Near Miss/ Accident Reporting Template

\*\* Completed Near Miss /Accident Forms in folder: Accident Reporting

**BLUE SKIES: HEALTH AND SAFETY**

**ACCIDENT REPORTING / NEAR MISS / HAZARD IDENTIFICATION**

|  |                   |                            |
|--|-------------------|----------------------------|
| Date / time:   | Where/ situation: | Person: (employee/ guest?) |
| Describe accident/ near miss or potential harm:  |                   |                            |
| Severity of Accident:<br><input type="checkbox"/> .....Near miss <input type="checkbox"/> .....Property damage <input type="checkbox"/> .....First Aid <input type="checkbox"/> .....hospitalisation/ facility closure |                   |                            |
| List actions taken: (I/M/E):   |                   |                            |
| List further actions required:   |                   |                            |
| Actions taken: (for future prevention)   | Date/ by whom     | Signed off:                |
| Hazard Identification included in Hazard ID:   | Date/ by whom     | Signed off:                |

## **5 EMERGENCY PLANNING**

### **Objective**

To have an effective emergency plan to manage the emergencies likely to affect our facility.

### **Process**

#### 1. Identification of emergencies

The Emergency Plan details the emergencies likely to affect facility. These include: fire; flood; earthquake; storm; armed robbery; bomb threat/suspicious object; hazardous substance spill; medical emergency.

#### 2. Emergency response planning

The Emergency Plan details the response required for each emergency identified. This includes the requirement to contact the emergency services and communicate with them on their arrival.

#### 3. Training for staff

As part of their induction programme, all staff are given an introduction to their responsibilities in the event of an emergency.

#### 4. Emergency wardens

All on duty Blue Skies employees are considered emergency wardens. Wardens undertake training in their responsibilities and in each emergency response plan, and review this training every year.

#### 5. Other people with responsibilities

The Emergency Plan details responsibilities of other people in the event of an emergency. These people are the group leaders of the groups coming into Blue Skies. Each receives a briefing on checking into Blue Skies; and given a copy of Visitor Welcome Brochure, Hazard Identification for Visitors, a map showing emergency evacuation points and a Fire Wardens hat (yellow).

#### 6. Emergency drills

The Manager carries out an evacuation drill every six months (in accordance with Fire Evacuation Requirements – November and May), and reviews the plans for other emergencies every 12 months (April each year). The Manager keeps a record of the drills, and conducts a review (with the Management team and health and safety representatives) of each evacuation drill or actual emergency response event.

#### 7. Update to disaster plan

The Manager updates the Emergency Plan and communicates any changes if required. This will be necessary when:

- There are recommendations following the review of an emergency drill or an actual emergency response situation; or
- A new emergency situation is identified.

***Completed Fire Evacuation in Folder: Fire H&S***

***Fire Wardens Duties***

***Emergency Evacuation Plan***

## **FIRE WARDENS'**

**ALL GROUPS: ARE REQUIRED** to appoint a person to be a **FIRE WARDEN** for the duration of the groups stay; this person must be responsible and have knowledge of persons in the group or a group list for role checks.

For larger groups or groups using multiple facilities there should be more than one Fire Warden. Each warden should have designated areas for which they are responsible.

Main areas are: Conference Centre; Main Complex; Youth Lodge; Scout Lodge.

### **Fire Wardens Duties:**

ON HEARING ALARM / OR ON hearing the shout FIRE, FIRE

**R – REMOVE**, Remove all of group to a safe area

**A – ALERT**, call emergency services

#### **DIAL 111**

(Blue Skies, 12 Williams St, Kaiapoi) or duty manager: 027 772 8008

**C – CONTAIN**, contain fire by closing doors and windows, if able to without danger

**E – EXTINGUISH**, put fire out using fire blankets and extinguishers, if safe to do so

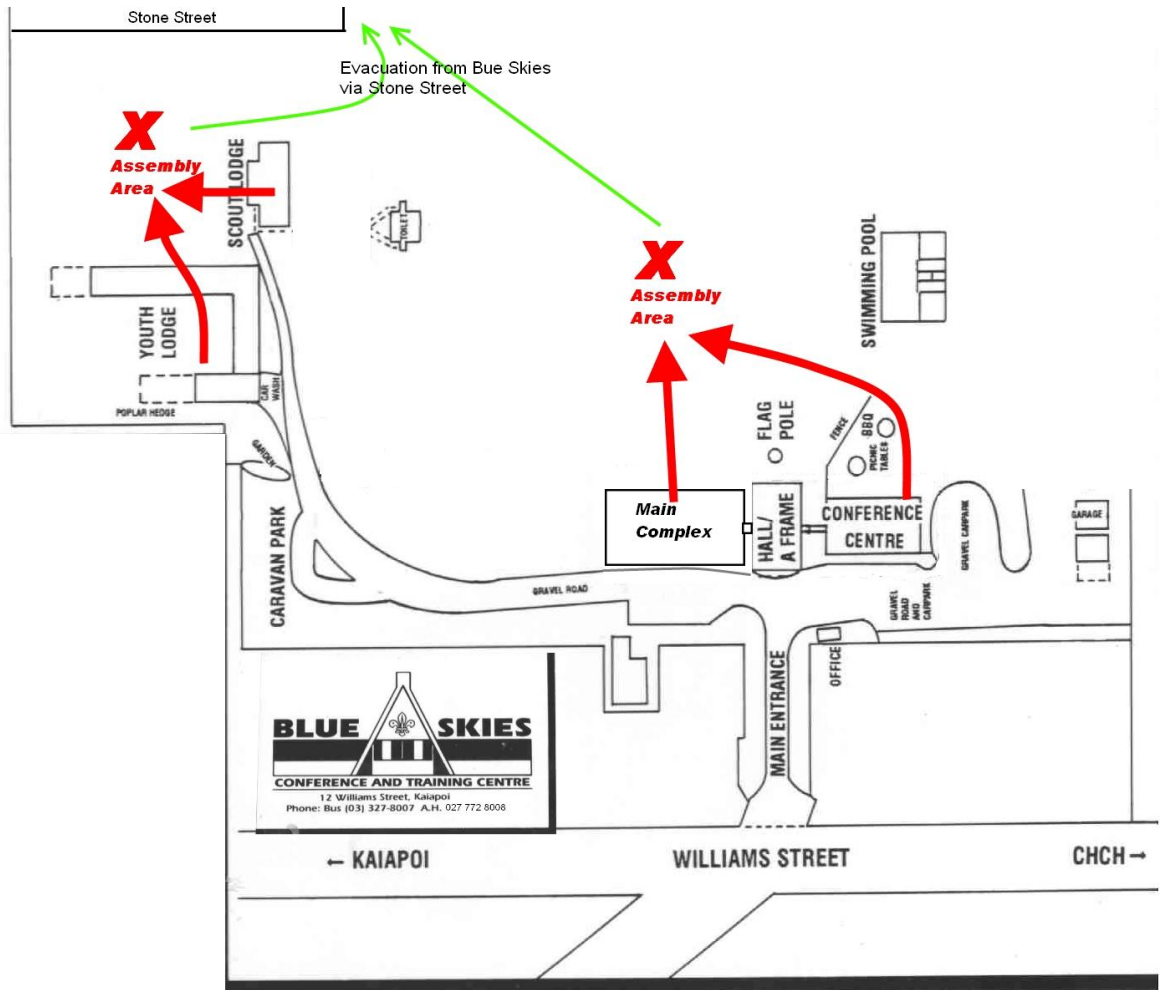
Only once the building has been cleared by the Fire Service (or Head Warden in the instance of a false alarm) can persons be allowed to re-enter the premises

**Use fire fighting equipment ONLY if  
Safe to do so.**

### **HEAD WARDENS DUTIES:**

1. Ensure that the Fire Service has been notified
2. Ensure that all members have been removed to safe area
3. Receive reports form all Fire Wardens and initiate actions if needed, i.e. evacuation of disabled persons
4. Report to Fire Service on arrival
5. Ensure no persons re-enter premises until cleared by the Fire Service

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## Contact list:

| <b>Organisation</b>                     | <b>Person / role</b>                                    | <b>phone</b>                         | <b>Email/ web</b>  |
|---|---|--------------------------------------|--|
| <b>Emergency</b>                        | <b>Blue Skies<br/>12 Williams St<br/>Kaiapoi</b>        | <b>111</b>                           |  |
| <b>Fire / Alarms</b>                    | <b>Don Saxon –<br/>Southern<br/>Independent</b>         | <b>03 388 7643<br/>027 242 7835</b>  |  |
|   |   |                                      | <b><a href="http://www.fire.org.nz">www.fire.org.nz</a><br/>Real Me login:<br/>Blueskies2015</b> |
| <b>Blue Skies<br/>Manager</b>           | <b>Duty phone<br/>Pauline Murphy</b>                    | <b>027 772 8008<br/>027 267 7747</b> | <b>manager@blueskies.org.nz</b>  |
| <b>Work Safe</b>                        |   | <b>0800 030 040</b>                  | <b>www.worksafe.</b>   |
| <b>Blue Skies<br/>Governance Board</b>  | <b>Cam Moore<br/>Chairperson</b>                        | <b>0274422215</b>                    | <b>cam@moore.net.nz</b>  |
| <b>Blue Skies Abseiling<br/>Team</b>    | <b>OENZ<br/>Alan Haslip</b>                             | <b>022 070 9512</b>                  |  |
| <b>Contact Gas</b>                      |   |                                      |  |
| <b>St John's<br/>Growsafe</b>           | <b>First Aid Training<br/>Chemical use<br/>Training</b> |                                      |  |
| <b>WETA</b>                             | <b>Swimming Pool<br/>Operation<br/>Training</b>         |                                      |  |
| <b>Hazardous<br/>Substances</b>         | <b>Trevor McQuoid</b>                                   |                                      | <b>Trev.mcquoid@xtra.co.nz</b>   |
| <b>Contact Energy</b>                   |   |                                      |  |
| <b>Kaiapoi Community<br/>Patrol</b>     |   |                                      |  |
| <b>Kaiapoi Police</b>                   |   | <b>03 371 8040</b>                   |  |
| <b>Kaiapoi Medical<br/>Centre</b>       | <b>Fuller St</b>  | <b>03 327 5115</b>                   |  |
| <b>HAPNZ</b>                            | <b>Fergus Brown</b>                                     |                                      |  |
| <b>Rural Fire</b>                       | <b>Tim Shepherd</b>                                     | <b>021 480 830</b>                   |  |
| <b>Waimakariri District<br/>Council</b> |   | <b>03 376834 / 03<br/>311 8900</b>   |  |
|   |   |                                      |  |
|   |   |                                      |  |
|   |   |                                      |  |

## **EMERGENCY AND EVACUATION PROCEDURES**

In the event of any emergency, or natural disaster, the following will happen:

- Prevention of harm to all persons on site.
- Raise the alarm.
- Contact Emergency Services on 111 (as required).  
(Blue Skies, 12 Williams St, KAIAPOI)
- Do not put yourself or anyone else at any unnecessary risk!
- Evacuate from building or area.
- Follow the R.A.C.E. policy on all notices and documents given to visitors.

R – Remove

A – Alert

C – Contain

E - Eliminate

- Assemble all personnel at
  - Conference Centre (including Scout Museum)– carpark to South of building
  - Main Complex – field to East of building
  - Scout Lodge – field to south of building
  - Youth Lodge – field to East of building
  - Residents – to north of Main Complex, by Memorial wall
- Check all persons are accounted for.

Blue Skies will:

- Ensure fire drills and evacuation procedures are practised at least six monthly (November & May)
- Clearly label all fire exit points
- Clearly display in each facility fire action notices and warden's duties on notice boards
- Monitor all alarms / fire extinguishers on monthly basis and record (Contract with SIQP)
- Monitor all exit points on daily basis and record
- Complete Hazard Register for Fire / Emergency / Evacuation
- Ensure each group on checking in is made aware of or instructed to:

- exit points

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- assembly areas
- duty person and manager's contact details (Duty Phone: 027 772 8008)
- appoint fire / evacuation warden
- made aware of Emergency Policy: RACE for fire and Drop/Cover/ Hold for earthquake

\*\* Welcome to Blue Skies

\*\* Monthly Checklist

\*\* Visitor Hazards Identified



## **Welcome**

**Please take note of this basic information and guidelines that will assist your enjoyable stay at Blue Skies.**

**In an EMERGENCY ph 111**

**Blue Skies, 12 Williams St, KAIAPOI**

**Duty Phone: 027 7728008**

**Landline: 03 3278007**

**Manager: 027 2677747**

**[www.blueskies.org.nz](http://www.blueskies.org.nz)**

**[manager@blueskies.org.nz](mailto:manager@blueskies.org.nz)**

Kaiapoi Medical Centre: 03 327 5115; 69 Fuller St

Kaiapoi Police: 03 371 8040, 149 Williams St

Kaiapoi Community Patrol: 027 8902788

Kaiapoi Fire Brigade: 03 327 7399

### **First Aid:**

If you require basic first aid most of our team members are first aid trained. If you require additional items, to your own, these are in the Blue Skies First Aid Kits which are located in: Office / Kitchens / Youth Lodge First Aid Room (please tell us if you use items)

### **Evacuation / Emergency:**

- **Earthquake: Drop | Cover| Hold**
  - **Fire:**
    - R = Remove group to safe area**
    - A = Alert; call 111, Activate alarms, call duty person: 0277728008**
    - C = Contain fire, close doors| windows**
    - E = Extinguish fire, if without danger**
- \*Know your evacuation sites (see map on reverse)      \*Remain calm and keep your group safe**  
**Each group is to appoint a fire warden | emergency manager.**

**Smoking Policy:** Blue Skies facilities and areas adjacent to buildings are smoke free.

**Speed Limit:** The speed limit at Blue Skies is **10kph**

**Noise Levels:** All users must respect our neighbors and keep noise down to an acceptable level.

### **Guidelines:**

- ✓ Alcohol consumption is not permitted outside of buildings unless by prior arrangement,
- ✓ Children must be supervised at all times, children under 9yrs are not permitted onto top bunks,
- ✓ No illegal substances are permitted to be brought onto Blue Skies property,
- ✓ Use of adventure activities, pool and equipment must be supervised by an adult at all times (each activity has strict guidelines which must be followed). Keys are available at the office. Fire Pit usage is dependent on group obtaining a Fire Permit from WDC Rural Fire Officer
- ✓ Sports equipment is available for your use; ask one of the Blue Skies team.
- ✓ For Check-In/ Check-Out Procedures please see our notice.

**We appreciate your feedback...please take the time to fill out our feedback sheet or to give us suggestions. Post your pictures [www.facebook.com/blueskiesconferencecentre](http://www.facebook.com/blueskiesconferencecentre) We trust you enjoyed your stay at Blue Skies, we look forward to your return visit**

**Blue Skies Team; Pauline, Trevor, Mo and Muriel**

### VISITOR SIGN IN – HAZARD IDENTIFICATION

The following hazards and subsequent required actions have been identified at Blue Skies;

**all visitors MUST take action to ELIMINATE or MINIMISE the hazards:**

- **SPEED** - all persons entering the camp must observe the **10kph speed limit**, a number of children and pedestrians are on site at anytime. All **roads around the camp** must be treated as **vehicle access zones** by hirers at all times.
- **SURFACES** – some paths, walkways and driveways have **uneven or slippery surfaces**; caution at all times.
- **TREES / ENVIRONMENTAL** – there are a number of large trees on site – there is **potential for falling branches**, or debris especially in high winds. Seasonal hazards; in particular wasp nests in the shrubs and old stumps and magpies attacking during breeding season. Please report any sightings.
- **MACHINERY** – at anytime there could be lawn mowers, service vehicles, hand held machinery or other machinery being operated; a safe distance must be observed from the operator, and be aware of high noise levels and debris propelled from operating machine.
- **WATER HAZARDS - SWIMMING POOL/ POND** – the pool gates are locked at all times, but visitors must be aware of the fact that a **pool is on site and MUST obey pool rules**. There is an **open pond on site which is NOT fenced**. The depth of water in this pond can vary due to rain and seasonality, all users must take caution, children must be closely supervised while on site.
- **BLUE SKIES HIRERS** – at anyone time there could be **multiple users** of the Blue Skies facilities – their privacy and safety must be respected. No tampering with any of their equipment or gear is permitted. **No unauthorised use** of the Blue Skies facilities is permitted, including ablution blocks and grounds. Report any suspicious or untoward behaviour to Duty Manager 0277728008 or phone police on 111
- **BLUE SKIES TEAM** – the **safety of all Blue Skies employees** is paramount at all times. All of the Blue Skies gear, **storage areas and sheds are off limits to visitors** at all times.
- **STRUCTURES** – there are a number of fenced and unfenced structures on the Blue Skies site – **use of these is not permitted unless authorisation** has been given; includes flying fox, confidence course, initiatives structures, fitness circuit, swimming pool and abseiling tower. Users must be aware that these are strenuous activities and caution must be used when participating. **Fire permits** MUST be obtained prior to fire pit use. Access to the Abseiling Tower and Rock Wall is by approved operators and special permit only.
- **FIRE/ EARTHQUAKE** –  
In the event of an **EARTHQUAKE: adopt the DROP / COVER / HOLD regime**  
In the event of **FIRE:**
  - R – Remove** all persons to Main Field
  - A – Alert** emergency services / duty manager; 111 / 0277728008
  - C – Contain** fire as feasible and safe
  - E – Extinguish** fire as feasible and safe
- **SMOKING** – smoking is **NOT permitted** in any of the Blue Skies **facilities**. No illegal substances are allowed to be brought onto the Blue Skies property
- **ALCOHOL** – alcohol consumption is **not permitted outside** of any of the hired Blue Skies facilities
- **CHILDREN** – **children must be supervised at all times**
- **BOUNDARIES** – Blue Skies is bounded by Williams St, Stone St access way, treed boundary with the Main Trunk Railway line, fenced industrial and private properties. Users must ensure all children are aware of the hazards of crossing these boundaries.

PLEASE NOTIFY MANAGEMENT OF ANY FURTHER HAZARDS: PH: 03 327 8008 / 027 772 8008 / 0272677747

manager@blueskies.org.nz

**BLUE SKIES MONTHLY OPERATIONAL CHECKLIST**

**WEEK 1**

MONTH:

| ACTION / CHECK  | Check | Comments | Signed off date |
|---|-------|----------|-----------------|
| <u>Fire / Emergency Evacuation</u>  |       |          |                 |
| 1. Fire extinguishers in place, not tampered with                           |       |          |                 |
| 2. Fire Blankets in place/ unused   |       |          |                 |
| 3. Exit signs in place  |       |          |                 |
| 4. Fire Evacuation signs at exits / focal points                            |       |          |                 |
| 5. Emergency Evacuation and Fire Warden Notices displayed in all facilities |       |          |                 |
| 6. Blue Skies information folder  |       |          |                 |
| 7. Exits not blocked and in working order                                   |       |          |                 |
| 8. Emergency torches in place   |       |          |                 |
| 9. SIQP reports completed   |       |          |                 |

**WEEK 2**

Electrical

|  |  |  |  |
|--|--|--|--|
| 1. Front entrance lights working and timer |  |  |  |
|--|--|--|--|

Pest control

|  |  |  |  |
|--|--|--|--|
| 1. Check mice traps set / in place         |  |  |  |
| 2. Rat baits in place and have baits       |  |  |  |
| 3. Magpies -? levels, traps set / emptied. |  |  |  |
| 4. Pigeons - ? levels, deterrents working  |  |  |  |

**WEEK 3**

Activities Equipment

|  |  |  |  |
|--|--|--|--|
| 1. Check structures working parts, no visible damage               |  |  |  |
| 2. Flying Fox inspection - 3 monthly separate check                |  |  |  |
| 3. Bark surrounds = 100mm and even                                 |  |  |  |
| 4. Climbing net warning sign and red rope in place                 |  |  |  |
| 5. Fire Pit- water on, light working, no rubbish, signage in place |  |  |  |
| 6. Dodge Ball - visual check                                       |  |  |  |
| 7. Orienteering Course - no obstacles                              |  |  |  |

**WEEK 4**

Swimming Pool

|                                |  |  |  |
|--------------------------------|--|--|--|
| 1. Gates self closing / locked |  |  |  |
| 2. Life Buoy and pole in place |  |  |  |
| 3. Testing records current     |  |  |  |
| 4. Signage displayed           |  |  |  |

Abseiling Tower

|                     |  |  |  |
|---------------------|--|--|--|
| 1. Gates locked     |  |  |  |
| 2. Signage in place |  |  |  |

Sheds

1. Fuel storage sheds secure

Vehicles

|                                      |  |  |  |
|--------------------------------------|--|--|--|
| 1. Ford - visual check, Rego / WoF   |  |  |  |
| 2. Hyundai - visual check, Rego/ WoF |  |  |  |
| 3. Ford oil level                    |  |  |  |
| 4. Trailer - visual check, Rego /WoF |  |  |  |

## **6 DUTIES TO “OTHERS IN THE WORKPLACE”**

We have a duty to ensure the following persons are NOT HARMED:

- People in the vicinity of the workplace
- People who are lawfully at work; Blue Skies employees, contractors and delivery persons.
- People who are in the place with express or implied consent, and have paid to be here: Visiting Groups and Permanent Residents.

We have a duty to ensure the following persons are advised of any significant hazards that we would not reasonably expect to find on our premises:

- Persons who are authorised to be here
- Persons who are on site under the authority of an Act, e.g. Worksafe, ACC

We do not have a duty to:

- Trespassers
- Persons on site solely for recreation or leisure (providing they were not authorised to be here)

### Volunteers

We are required to take all practicable steps to ensure the health and safety of volunteers whilst undertaking any work activities. In some situations they are to be treated as though they are an employee.

### Trainees / Loaned Workers / Persons Carrying out Work Experience

Trainees, loaned workers and persons doing work experience are to be treated as though they are our employees.

Distinctive Private Property and No Unauthorised Access signs have been erected at the Stone St and Williams St entrances to Blue Skies. As well as a sandwich board notice reminding visitors to report to the office.

## **7 CONTRACTORS AND SUB-CONTRACTORS**

From time to time we may be a “principal”. A principal “means a person who or that engages any person (otherwise than as an employee) to do any work for gain or reward.”

As a principal, we are required to take all practicable steps for a contractor's safety (and the safety of any employees of that contractor). All visitors (including Contractors) are to report to the office)

All contractors will be advised of:

1. All specific hazards they may be exposed to, and the hazard controls, whilst the contractor is undertaking work on our premises.
2. Emergency and evacuation procedures.
3. Visitor Hazard Identified to be explained to contractor and Sign-in Procedures followed.

### **Our policy is that:**

1. Contractor shall be informed they are responsible for any hazards that they may create while on our premises;
2. Contractor must advise us (the Principal) of all serious harm accidents to self or others in the place of work;
3. The contractors must provide documentation to confirm they have complied with their own responsibilities under the Health and Safety in Employment Act;
4. Ensure the following is given to all contractors / sub-contractors: Visitor Welcome Guidelines, Emergency Evacuation Map and Visitor Hazards Identified Document, Contractor's Agreement.



## MASTER

## FORMS

The following forms should be used for photocopying only:

- Hazardous Substances Register
- Hazard Identification Register
- Employee Induction / Training Record
- Accident / Incident or Serious Harm Register Form
- Accident Investigation Report
- Contractor's Agreement
- Employee Acknowledgement







**BLUE SKIES: HEALTH AND SAFETY: ACCIDENT REPORTING / NEAR MISS / HAZARD IDENTIFICATION {D}**

|  |                          |                                   |
|--|--------------------------|-----------------------------------|
| <u>Date / time:</u>  | <u>Where/ situation:</u> | <u>Person: (employee/ quest?)</u> |
| <u>Describe accident/ near miss or potential harm:</u>   |                          |                                   |
| <p align="center"><b>Severity of Accident:</b></p> <p>.....Near miss.....Property damage .....First Aid .....hospitalisation/ facility closure</p> |                          |                                   |
| <u>List actions taken: (I/M/E):</u>  |                          |                                   |
| <u>List further actions required:</u>  |                          |                                   |
|  |                          |                                   |
| <u>Actions taken: (for future prevention)</u>  | <u>Date/ by whom</u>     | <u>Signed off:</u>                |
| <u>Hazard Identification included in Hazard ID:</u>  | <u>Date/ by whom</u>     | <u>Signed off:</u>                |

# Contractor's Agreement

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

re: **CONTRACT FOR** \_\_\_\_\_

To comply with the Health and Safety in Employment Act 1992, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:
  - Safety policy;
  - Hazards and the hazard controls; and
  - Accident reporting procedures
  
2. Contractors are reminded that all work is subject to the provisions of the Health and Safety in Employment Act 1992. In particular:
  - Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
  - We, as the Principal, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
  - All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
  - Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under Section 25 of the Health and Safety in Employment Act 1992, are to be reported to Us, as the Principal.
  - All safety clothing/equipment required to minimise the risk of injury is to be provided, accessible to and used by any person engaged in the workplace.
  
3. Before commencing work on our premises, all contractors must ensure that any employees of the contractor, subcontractors on our premises, or if an individual, they are conversant with:
  - Emergency procedures (to be followed in the event of an emergency);
  - Safety rules and procedures;
  - Hazards which have been identified, and the hazard controls.
  
4. We as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of:

Contractor's Name: .....

Contractor's Signature: .....

Date: .....

Contact Phone / Fax Number(s): .....

Sign the attached copy and return with your Health and Safety Management Plan / Manual.

# **Employee Acknowledgement**

I have **read and understand**, this Health and Safety Manual. In particular:

- Hazards I may be exposed to (including hazard control measures);
- Accident / Incident reporting requirements; and
- Emergency procedures.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_