

**Barfoot &
Thompson**
Licensed REAA 2008 MREINZ

STADIUM

Client Health and Safety Induction

OUR COMMITMENT

This Policy is to be read and followed by all:

- a. Staff; and
- b. Clients, Event organisers, Volunteers, Contractors, Contractors' staff, Sub-Contractors and Sub-Contractors' staff, as and when required by the relevant manager responsible for their engagement.
- c. All hazard, incidents, accidents and the corresponding investigations and corrective actions are kept in www.hseconnect.co.nz.

HEALTH AND SAFETY POLICY STATEMENT

BARFOOT & THOMPSON STADIUM's mission is to have zero harm in the workplace. In addition, we recognise the need to ensure the safety and health of all our employees, volunteers, contractors and visitors. It is our intention to strive for excellence in health and safety management, thereby achieving operational effectiveness and organisational sustainability.

As we work together to continually improve performance and proactively manage hazards arising from our facilities and activities, the STADIUM will:

Provide and maintain a safe working environment, plant and systems for all employees, volunteers, contractors and visitors that is without risk to health,

Provide information, instruction, training and supervision to ensure hazards are identified, assessed and managed effectively,

Support and encourage employees through the provision of health and safety resources to achieve the required objectives and outcomes,

Ensure accurate reporting, notification and investigation of all injuries and incidents and provide effective work rehabilitation for all work related injuries and non-work injuries where appropriate,

Foster and encourage open and honest employee participation and consultation processes in health and safety matters, creating a positive safety culture.

All STADIUM employees, volunteers and contractors are required to:

- Report all incidents and injuries,
- Participate and engage in the health and safety management systems,
- Report any hazards or safety concerns
- Actively participate in rehabilitation programmes for work related injuries/illnesses.

A strong health and safety culture is a key part of our organisational strategy. The STADIUM team expect open and honest, involvement and commitment to achieve a safe, healthy working environment and support the wellbeing of our employees, volunteers, hirers, visitors and contractors.

CLIENT PARTICIPATION

It is important that all Clients participate and engage in processes relating to health and safety at work so that:

- Everyone with relevant knowledge and expertise can help make the place of work healthy and safe; and
- When making decisions that affect Clients and their work, the STADIUM has information from Clients who face health and safety issues in practice.

The STADIUM gives everyone the opportunity to participate and engage as well as allowing Clients representation in the ongoing processes for improvement of health and safety in the Clients' places of work. Therefore:

- Once a new hazard has been identified, we will work together to deal with that hazard - whether it be by eliminating or minimising so far as is reasonably practicable or if it is required to take action only in respect of circumstances that the person knows, or ought reasonably to know, about.
- We will regularly assess each hazard which has been identified to determine whether it is a significant hazard or not; and the STADIUM will ensure that you, as a Client, are provided with information about: and What to do if an emergency arises while you are working; The hazards which have been identified and the steps which have been taken to minimise the likelihood that the hazards will be a cause of harm to you, or to others.

BARFOOT & THOMPSON STADIUM OBLIGATIONS

In meeting our commitment, we will:

- Systematically manage health and safety.
- Take reasonably practicable steps to provide and maintain a safe and healthy working environment.
- Establish and insist upon safe methods and safe practices at all times.
- Establish procedures for dealing with emergencies that might arise while Clients are at work.

Take reasonably practicable steps to identify hazards and:

- Eliminate hazards where reasonably practicable; or
- Minimise where elimination is impracticable.
- Isolate where reasonably practicable

Provide Contractors with a reasonable opportunity to participate and engage effectively in the ongoing process of improvement of health and safety in the workplace, including: Involve Clients in the development of procedures to identify hazards and eliminate, isolate or minimize these hazards so far as is reasonably practicable.

Generally keeping Clients informed on health and safety issues.

- Ensure Clients and other persons understand and accept their responsibility to promote a safe and healthy place of work.
- Health and Safety Hazard Identification Register, which will be updated regularly.

CLIENTS OBLIGATIONS

Clients have obligations under the Act. These include:

- Taking reasonably practicable steps to ensure your own safety and that nothing you do or fail to do causes harm to yourself or to any other person.
- Being proactive with respect to identifying hazards and eliminating or minimising hazards so far as is reasonably practicable is required to take action only in respect of circumstances that the person knows, or ought reasonably to know, about in the workplace.
- Reporting any accident or near miss (where someone could have been injured)
- Familiarising yourself with the hazards identified in the Health and Safety Hazard Identification Register as this Register is updated when new hazards are identified. Please ensure that you login to <http://www.hseconnect.co.nz> regularly.
- Complying with any relevant regulations made under the Health and Safety at Work Act 2015.
- Ask if you are uncertain about anything.

If you discover a fire in your area:

Sound the alarm; If time permits and there is no personal danger, telephone the New Zealand Fire Service by calling 111 and asking for the Fire Service. If you can give any further information about the type of fire and its precise location within the building, then do so;

LEGAL COMPLIANCE:

- Statutory requirements for the Organisation, Contractors with business at the Organisation. It should be noted that in the event of non-compliance criminal penalties can be assigned to, individual, company or its Board of Directors.

RELATED PROCEDURES / DOCUMENTS:

- Health and safety procedures are outlined in the Health and Safety manual. This manual also includes specific health and safety responsibilities for managers, staff, visitors and contractors, and covers issues such as accident reporting and emergency procedures.

EMERGENCY PLAN

The risk of unwanted events such as fire and other natural disasters on site are always present. It is vital then to know the procedures in case these happen.

The purpose of an emergency plan is to provide a system for emergencies that may occur on our properties. Possible causes are fire, natural causes such as earthquake or storm, gas leak, structure collapse, bomb scare, explosion or accident.

Evacuation procedures will vary from office to office. Staff must ensure that they are familiar with the evacuation procedures in the respective locations.



General Procedures

- Page | 10
- Vacate danger area immediately.
 - Assess the situation, without endangering your personal safety or life.
 - Isolate, disconnect or contain danger, if possible, without endangering your personal safety or life.
 - If you are the person in charge, ensure that all personnel are clear of the danger area.
 - Provide first aid to injured personnel if trained to do so.
 - The accident scene is not to be interfered with unless absolutely necessary to save a life, or property.
 - For emergency services telephone 111.



Assembly Area

- The assembly area in the event of an emergency is located on the North side of the field in the centre of the turf courts fence line.



Exits

- Ensure to know where the fire exits are.
- Ensure fire exits are kept clear.
- In the event of an emergency close all doors when exiting



Fire

Evacuation of the entire building is essential if a fire is discovered, or the fire alarms sound. Further, if a warden gives the instruction to evacuate, then you must do so even if the alarms cannot be heard.

Only to the extent that it is considered fully safe and not posing any personal danger should you attempt to extinguish a fire using the firefighting equipment in the building or maintain a holding action prior to the arrival of the Fire Service. Do not use hose reels on fires involving electrical equipment;

- If you have visitors when the alarm is activated, make sure they vacate the building with you.
- Do not carry drinks during an evacuation (if spilt, they may cause an accident and hold up the evacuation, and if the drink is hot it may cause burns);
- Do not return to the building for any reason until the Fire Service or wardens indicate that it is safe to do so.
- Fire Extinguishers - to be used by trained staff only

Fire Warden duties:

- Ensure that all persons have evacuated the building by checking all areas close all doors as you check each area
- Do not turn off lights
- Do not allow anyone to enter or re-enter the building until authorised by the Fire Brigade or Fire Fighting Team
- Ensure that everyone is accounted for and are clear of the area in case the fire breaks out in the open
- When the area that you are responsible for is clear, proceed to the designated assembly point

Natural Disaster

Earthquake

Most casualties from earthquakes are caused by falling objects, collapsing debris, moving furniture and after-effects like fire.

Please take action at the first indication of the ground shaking.

Indoors:

- Remain in the building - it is safer.
- Take shelter under a solid structure, e.g. door frame or desk.
- Keep away from shelves with heavy objects, any equipment that may be dangerous if it falls over and from windows that may break or shatter.
- If there is no suitable cover, the following procedure should be used:
- Drop to your knees, away from windows;
- Keep your knees together;
- Clasp both of your hands firmly behind your head, bowing your neck;
- Bury your face in your arms, protecting your head;
- Try to keep calm and assist those who might panic;
- If the evacuation order is subsequently given, follow the fire evacuation procedures;
- Follow the instructions of your floor warden (s). If no warden is present, the person on the floor should assume the role of the warden.

When the shaking stops:

- Major earthquakes are often followed by after-shocks. Normally these are of less magnitude than the earthquake itself. When the shaking stops, stay inside unless you are confident that it is safe to move outside.
- If it is safe to do so, turn off power sources.
- If you are outside the building, you are required to stay outside the building.

Flood and High Winds

- Seek higher ground or safe shelter if outside. Contact 111 if necessary.
- If inside, follow earthquake procedures.



Gas Leak

- If any suspicion of a gas leak arises, all fire, cigarettes and other sources of flame must be extinguished. Do not search for the source of the leak with a naked flame.
- Do not operate any electrical switches. Even turning a light off may cause a small spark in the switch.
- Do not operate the manual fire alarm switch.
- Immediately notify your floor warden who will contact the appropriate authority. If a warden is not available, ring Emergency Services on 111.

Special note: evacuation is by word of mouth not manual alarm. Adhere to instructions given by Police, Fire Service or wardens.



Bomb Threats

If a bomb threat call is received, there is no alternative but to treat it as a potential danger. A bomb threat call is most likely to be handled by our receptionists. However, all staff should be familiar with the action to be taken when a telephone call is received in respect of a bomb threat.

Although the majority of bomb threat calls are hoaxes, each call must be treated as genuine until confirmed otherwise.

Following the receipt of a bomb threat, the Management must be immediately advised after alerting Emergency Services on 111.

Assessment of a call, and the information divulged by the caller may influence what action management takes. Police advice and assistance will normally still be required. Specific details from the caller about the makeup of the organisation and personalities therein, will add credence to the threat. If, however, the caller is vague and does not give specific details about the premises, layout, people, etc. Then the possibility of a device being present is reduced, but cannot be discounted.

Remain calm during the conversation.

Keep the caller talking as long as possible, but do not interrupt. If possible, pay attention to any background sound which may give an indication as to where the call is coming from. If the caller has not said where the bomb has been placed, get as much detail as possible. This will shorten the time taken with any search.

Ask questions such as what time the bomb is likely to explode, if the bomb is an explosive or an incendiary and how long the bomb has been in position.

Any answers to the above questions should give an indication as to whether or not this is a hoax, and as much of this information as possible should be passed on to the Police. The longer the caller can be kept in conversation, the more can be found out about him/her.

In the event of a bomb threat, the fire alarm will not be sounded, and any instruction to evacuate the building will be by word of mouth.

If an evacuation order is given, take personal effects (e.g. briefcase, handbags, etc) with you.



Discovery of an Unusual Object

Following the receipt or discovery of an unusual object, the Management must be immediately advised prior to alerting Emergency Services on 111. It is the decision of management to determine what action is to be taken. Suspicious items received through the mail should preferably be left where they have been delivered, but if circumstances dictate, they may be gently moved and isolated in a secure area. However, objects which have been discovered or left by an unknown person should definitely not be touched.

A decision will be made by management on how to handle the discovery and it is likely that he/she will arrange for the area to be evacuated and sealed to prevent subsequent access. This does not mean locking doors etc. unless absolutely necessary but ensuring that personnel who may be oblivious to the emergency cannot enter the danger area.

The Police will determine what action is to be taken. If the building is to be evacuated, this will be advised by word of mouth, as the manual alarm will not be activated.

If an evacuation order is given, take personal effects (eg: briefcase, handbags, etc) with you. Remain calm and inform only those who need to know



Harassment/Bullying

Harassment/bullying in the workplace, including but not limited to sexual & racial harassment, is unacceptable and will not be tolerated under any circumstances. Report immediately if subjected to it.

Harm

- Decrease in productivity
- Intimidation of staff members resulting in stress and other possible conditions
- Absence of staff

Staff at all levels are not to discuss or attempt to deal in any way with any allegations of harassment, including sexual harassment and bullying. The complaint MUST be referred directly to your manager who will deal with complaints or infringements in the first instance.



Hazardous Material

- ✓ If trained and safe, remove hazard, close all doors and turn off any electrical equipment in the vicinity.
- ✓ Supervisor to determine if evacuation is needed
- ✓ Await emergency services and do what they say.



Medical Emergency

- ✓ Dial 111. To make it faster, tell your name, where you are, number of persons injured and if they can assist on the phone.
- ✓ Follow first aid procedures if trained

HAZARD REGISTER

Hazards in work areas are identified and procedures are developed to manage by elimination or minimisation so far as is reasonably practicable is required to take action only in respect of circumstances that the person knows, or ought reasonably to know, about. Please report any hazards that you may identify which might cause injury. Report at once so that the risk can be analysed and corrective action will be put in place. See hazard registered on <http://www.hseconnect.co.nz> or talk to your in house contact.

ACCIDENT REPORTING

All incidents and accidents and the corresponding investigations and corrective actions are kept in - www.hseconnect.co.nz