



# Health & Safety Policy

## Waikato Table Tennis Association

### Values

We are committed to providing a safe and healthy environment for everyone on our premises.

People should be protected against harm as far as possible, and health and safety hazards should be identified and addressed quickly and thoroughly.

We believe in maintaining a safe and healthy environment is everyone's responsibility, though it acknowledges everyone will have different roles and responsibilities.

### Purpose

This policy aims to:

- support an environment at WkTTA that is safe and healthy
- provide a process for proactively identifying, reducing and eliminating hazards and risks to health and safety at Waikato Table Tennis Association

### Application

This policy applies to anyone involved in Waikato Table Tennis Association

This includes volunteers, participants, supporters, club members, employees, service providers, and families/whānau of participants.

### Appointment of Health and Safety Officer

At least one member of the Association shall be appointed as a Health and Safety Officer.

The Health and Safety Officer is responsible for:

- updating and maintaining the Hazard Identification Register
- completing Incident Reporting Form
- undertaking a dedicated three-monthly hazard identification process, including:
  - physical inspections of the premises, equipment, and practices
  - analysis of tasks and how they are carried out by employees/volunteers
  - analysis of processes carried out on the premises
  - analysis of previous 'near miss' incidents.
- reporting to the Committee/Board on identified hazards, incidents and near misses
- overseeing the implementation and management of this Health and Safety Policy.

### Health and safety responsibilities

#### *Everyone will:*

- take reasonable care of their own health and safety
- take reasonable care to ensure their actions or inactions do not affect the health and safety of others
- share the responsibility equally, by identifying and reporting hazards, near misses and incidents to the Health and Safety Officer
- follow this Health and Safety Policy.



## Health & Safety Policy Waikato Table Tennis Association

### ***The Committee will:***

- provide and maintain a safe and healthy environment at WkTTA including making sure premises, equipment and activities meet appropriate health and safety standards
- appoint at least one Health and Safety Officer
- make health and safety a permanent agenda item at all meetings
- ensure employees, volunteers and contractors use safe ways of working
- provide all information, training and supervision required to minimise health and safety risks
- address identified hazards and actions required from reported incidents/near misses
- join in relevant health and safety training as required
- provide specific opportunities for employees/ volunteers to raise health and safety issues and suggest areas for improving WkTTA's health and safety processes.

### ***Employees/volunteers will:***

- prioritise health and safety in everything they do
- supervise the children/young people in their care
- make sure they understand what good health and safety practices look like in the context of the activity/ sport.

### ***Contractors will:***

- comply with all regulations, and codes of practice applying to their trade or profession
- advise the Health and Safety Officer of all hazardous equipment, machinery or substances that are brought onto WkTTA's premises
- record any incident or near miss on the Incident Reporting Form and provide it to the Health and Safety Officer
- use all safety clothing/equipment required to minimise the risk of injury to themselves and others.

### ***Visitors will:***

- supervise their children, as and when required.

## **Reporting a breach**

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedure.