



Safety Management Plan

Kerikeri Cruising Club

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Disclosure statement.

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Stay Safe Ltd. Stay Safe Safety Management Systems TM

Document Record

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Contents:

Table of Contents

Document Introduction:	4
Health and Safety Objectives:	4
Officers,.....	8
Workers	8
Planning and reviewing	9
Induction	9
Training.....	10
Drug and alcohol policy	10
Risk management	12
Hazard ID.....	12
Meaning of reasonably practicable	14
Monitoring Health	15
Vehicle plant maintenance.....	15
Test and Certification.....	15
Safe driving policy	15
stress and fatigue management.....	16
Hazardous substances.....	16
Working alone	16
Communication.....	17
Emergency procedures	17
Crisis management/Media Policy.....	17
Harrasment human rights act 1993.....	18
Accidents, incidents, near misses	18
Notifiable incident – crisis management	18
Investigations.....	19
Rehabilitation	19
Contractors.....	21
JSA	21

Policy commitment

1 Document Introduction:

This Safety Management Plan (SMP) is intended to enable Kerikeri Cruising Club to provide a safe and healthy workplace, prevent work related injury and ill health, and continually improve health and safety performance.

2 Health and Safety Objectives:

Kerikeri Cruising Club is committed to providing a safe healthy workplace and having safe systems of work to prevent injury or ill health to workers, members, visitors, volunteers, and others. An effective SMS requires engagement from workers and management, underpinned by strong health and safety culture where safety is our priority.

We will achieve a strong safety culture through:

- Providing strong leadership which takes accountability for the prevention of work-related injury and ill-health.
- Providing a safe workplace
- Providing safe plant and equipment
- Ensuring safe work practices are in place.
- Ensuring health and safety training and equipment is properly resourced.
- Systematically identifying and controlling risk to ensure risks are eliminated where reasonably practicable. Where it is not reasonably practicable to eliminate risk, risk will be minimised in accordance with the hierarchy of controls.
- Developing and implementing emergency procedures
- Ensuring all workers (Including Volunteers) are aware of their responsibilities and the underpinning reasons behind actions.
- Ensuring there are open channels of communication with all stakeholders.
- Ensuring compliance with all relevant legislation, regulations, and codes of compliance.
- Continually looking for opportunities to improve health and safety performance.
- Encouraging workers to report incidents, hazards, risks and opportunities without fear of reprisals.

3 Health and Safety Management

Legal name	Kerikeri Cruising Club Incorporated.
Trading name	Kerikeri Cruising Club
Officers	Mark Turner (Commodore)
	Tim Bingham (Vice-Commodore)
	Alastair Wells (Rear-Commodore)
	Dean Smith (Treasurer)
	David Brock (Secretary)
	Bruce Carter (General Committee member)
	Rhys Dempster (General Committee member)
	Paul McNeil (General Committee member)
	Belinda Wallace (Centreboard Representative)
	Doug France (Launch & Cruise Chair)
	Vonnie France (House & Social Chair)
	Simon Cain (Keelboat Representative)
	Michael Lawton (Marina Chair)
	Tony Milicich (Marina Vice-Chair)
Main operating base	Doves Bay & Lake Manuwai
Activities (nature of undertaking)	Marina, café restaurant, learn to sail
Number of workers (incl. max if seasonal work)	Paid workers – 9 Contractors – 10 directed by Club Contractors – 30-40 (Vanessa how many have Ship Repairers Liability Cover) directed/contracted by vessel owners Volunteers – 50-60 maximum

3.1 ABOUT KERIKERI CRUISING CLUB

The Kerikeri Cruising Club is a vibrant hub for sailing, boating, and marine activities in the Bay of Islands. The Club is dedicated to promoting safe, enjoyable, and environmentally responsible boating while fostering a strong community of maritime enthusiasts.

Key undertakings include:

- **Marina Management** – Kerikeri Cruising Club marina has 193 vessel berths, boat ramp, short-term haul out facilities, and a diesel fuel jetty operated by Allied Fuel. Marina facilities include ablution and laundry facilities. All berths have a water and electricity supply.

The haul out facility is available for wash down, inspection, hand wet sanding, hand application of anti-foul, and basic maintenance. Haul outs are facilitated by Club staff.

- **Restaurant and Bar** - The Club restaurant and bar provides food and beverage services to members. The venue can be hired for private functions. Catering services are provided by an external contractor.
- **Youth Development** – The Club runs sailing programs and coaching initiatives to inspire and train the next generation of sailors. Sailing programs are provided in accordance with Yachting NZ requirements.
- **Environmental Stewardship** – Promoting sustainable boating practices, marine conservation, and adherence to environmental regulations.
- **Club events** – The Club organises a series of social, racing and cruising events for members.

3.1.1 Our workplace is:

Kerikeri Cruising Club, 346 Opito Bay Road, Rd 1, Kerikeri 0294

Lake Manuwai, Sandys Road Kerikeri.

Anywhere work is undertaken.

4 Roles and responsibilities

4.1 DUTIES

Position	Name	Responsibilities
	(All Officers have the same responsibilities; they cannot be delegated to just one Officers)	All
Officers (Directors)	Committee members; Appendix i	<ul style="list-style-type: none"> • Take proactive steps to ensure the operation prioritizes health and safety. • Ensure the operation is properly resourced to carry out activities safely. • Ensure the operation has effective health and safety systems and processes in place including identifying and controlling hazards and risks.

		<ul style="list-style-type: none"> • Receive information regarding health and safety matters and ensure appropriate actions are taken. • Ensure the operation complies with legislated and regulatory obligations. • Keep up to date with health and safety matters
General Manager	Melanie MacDiarmid	<ul style="list-style-type: none"> • Provide strong leadership to foster and support a strong safety culture • Ensure SMS is implemented and SMP policies and procedures are complied with. • Recruitment • Ensure staff are appropriately trained and resourced. • Follow up on health and safety matters to ensure appropriate outcomes. • Report health and safety matters to the committee.
Health and Safety Coordinator	Vanessa Glover-van Paridon	<ul style="list-style-type: none"> • Ensure team members follow health and safety policy and procedures. • Ensure team members are appropriately trained and have access to report health and safety activity. • Ensure SOP's are created and maintained as required. • Ensure team report incidents and risks • Monthly Report to GM on Risks, Incidents, Checklists complete/incomplete.
Workers	Peter McLea, Morag Burden, Nicole Turner, Simone Scully, Paul Donahoe, Glenn Pennell	<ul style="list-style-type: none"> • Play an active part in achieving a strong health and safety culture. • Follow all safety management policies and procedures. • Ensure actions and inactions do not cause harm to others. • Report health and safety activity as required by the SMP and report any unsafe actions by workers, contractors, members, visitors or others.
Volunteers		<ul style="list-style-type: none"> • Play an active part in achieving a strong health and safety culture. • Follow all safety management policies and procedures. • Ensure actions and inactions do not cause harm to others. • Report any accidents, near misses or unsafe activities to workers or marina management.

4.2 OFFICERS

Officers will exercise the care, diligence, and skill that a reasonable officer would exercise in the same circumstances, ensure they acquire, and keep up-to-date knowledge of work health and safety matters. We will ensure there is an accurate understanding of the hazards and risks associated with the nature of the operation. Officers will ensure that appropriate resources are available to eliminate or minimise risks to health and safety from work carried out, that there are appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way.

Officers will implement processes to ensure compliance with the HSWA 2015, and all other relevant legislations, regulations, or codes of practices.

Officers will ensure there is an effective procurement policy which considers health and safety factors when purchasing equipment, plant, and materials.

Officers will keep up to date with the health and safety matters by subscribing to NZMOA (Marina Operators Association), WorkSafe, Yachting NZ, [StaySafe/blog](#).

Committee members are provided with regular health and safety updates at each committee meeting. Officers of the General Committee as per the Club's constitution are subscribed to Safe365 and receive automatic notifications for all reported incidents.

4.3 WORKERS

Kerikeri Cruising Club is committed to ensuring there is a strong safety culture. This requires the active participation of all workers and is a core principle of our organisation.

Workers, (employees and contractors) also have responsibilities under the HSWA 2015. Workers are expected to follow safe work practices at all times and ensure their actions or inactions do not cause harm to others. Workers are required to report risks and any unsafe work conditions/practices. Accidents, incidents and near misses must be reported. Workers have the right to cease work if they feel it is unsafe.

Kerikeri Cruising Club expects workers to be engaged in all health and safety matters. An open-door policy is in place for all health and safety matters to ensure all workers have a voice at all times. A health and safety committee will be formed if there are more than five workers, and a committee is requested by workers.

4.4 VOLUNTEERS

Kerikeri Cruising Club has a duty of care to provide a safe workplace and prevent work related injury and ill health to volunteers. Volunteers are required to follow all Kerikeri Cruising Club health and safety policies at all times. They must ensure their actions or inactions do not place themselves or others at risk of harm.

5 Kerikeri Constitution October 2023 – Complaints (2.4) & Expulsion (2.5) Planning and reviewing

An annual review of the SMS (Safety Management System) will be undertaken. A quarterly review of accident, incidents and near misses will be undertaken.

Given the small nature of the organisation, regular health and safety discussions are undertaken and recorded in Safe365. Health and Safety is an agenda item for all staff meetings held weekly.

Document control. The master document is located in Sharepoint, External Sharing – Documents, Health & Safety

6 Workers

All Workers (employees, contractors) are expected to play an active role in our safety management system, participate in, and foster the development of an active safety culture. Kerikeri Cruising Club is committed to ensuring all Workers have a voice in health and safety matters. An open-door policy is in place and workers are encouraged to share concerns and ideas.

Workers will be engaged when developing safe work practices, identifying risks and appropriate controls, changing/introducing new work practices. Health and safety matters will be clearly communicated to all workers via Safe365.

Kerikeri Cruising Club is committed to providing safe and healthy workplace. Failing to comply with health and safety policies is viewed as serious misconduct and will result in disciplinary action being taken in accordance with the ERA 2000.

6.1 INDUCTION

A comprehensive induction program is in place. Induction records are retained at Sharepoint, External Sharing – Documents, Health & Safety, Inductions - Worker induction template to adapt from Officer induction form

Health and Safety Induction training includes:

- Understanding our expectations
- Worksite induction, emergency exists, fire equipment, first aid equipment
- Smoking Drug and Alcohol policy
- Familiarisation of known risks and controls
- Risk identification and reporting processes
- Emergency management procedures
- Accident, Incident, Near miss reporting procedures
- Notifiable events
- Stopping work if unsafe
- Wellbeing support services
- Contributing to your SMS

- Introduction to Safe365

6.2 TRAINING

We will ensure all Workers (employees, contractors, volunteers) are appropriately trained on all procedures, plant and equipment relevant to their role.

A training register will be maintained to record internal and external training. All training will be provided by an appropriate qualified/experienced trainer.

At no times are Workers (employees, contractors, volunteers) permitted to use equipment which they are not trained to use.

Training register is located at Sharepoint, External Sharing – Documents, Health & Safety

6.2.1 First aid training

Kerikeri Cruising Club undertakes to ensure there are an appropriate number of adequately trained first aiders available at all times. First aid training is registered in the Training Register

6.2.2 Fire Warden training

As per requirements of Approved Evacuation Scheme

6.3 DRUG AND ALCOHOL POLICY

Kerikeri Cruising Club is committed to providing a workplace free from the risk of impairment from drugs or alcohol. Kerikeri Cruising Club has a zero tolerance to Workers (including volunteers) being at risk of impairment due to the consumption of alcohol, recreational or prescription medication.

Workers may be required to undertake a drug/alcohol test in the event of an incident or where there is reasonable cause to suspect a worker is at risk of impairment.

Drugs and alcohol can present a serious risk to the safety of Workers and others. Workers who may be affected by prescriptions medicines are required to advise management before any work is undertaken. Duties may be reassigned if it is determined they may be at risk of impairment.

6.3.1 Just Cause Testing

Workers and contractors may be required to undergo a 'just cause' drug and/or alcohol test using the procedures below, where their performance, behaviour or other information, indicates that they may be under the influence of drugs or alcohol. An oral fluid swab screen may be used to provide an indication of drug exposure in the workplace. The specimen collection kits must comply with AS/NZS 4760:2019 (CH-039 Detection of Drugs in Oral Fluids).

Kerikeri Cruising Club must determine there is sufficient cause to test for alcohol/drugs using the just cause indicators listed below. When assessing for just

cause, there will usually be more than one indicator present. Indicators include but are not limited to the following:

<ul style="list-style-type: none"> • Excessive lateness • Absences often on Monday, Friday, or in conjunction with holidays • Increased health problems or complaints about health • Emotional signs – outbursts – anger, aggression • Changes in personality • Changes in alertness – difficulty with attention span • Changes in appearance 	<ul style="list-style-type: none"> • Less energy • Involvement in accidents • Feigning sickness or emergencies to get out of work early • Going to the bathroom more than normal • Defensive when confronted about behaviour • Dizziness • Slurred speech • Hangovers • Violent behaviour • Impaired motor skills • Discovery of any drug paraphernalia or alcohol for consumption in the workplace 	<ul style="list-style-type: none"> • Bloodshot eyes • Impaired or reduced short term memory • Reduced ability to perform tasks requiring concentration and coordination • Intense anxiety or panic attacks • Impairments in learning and memory, perception and judgement • Irritability • Depression • Indicators identified and provided by a third party.
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6.3.2 Post Incident Testing

Workers and contractors may be required to undergo a post incident drug and/or alcohol test using the procedure where their performance could have contributed to the following situations:

- A lost time or medical treatment injury.
- An accident resulting in serious damage to plant, property or equipment.
- A notifiable incident or injury.

If Workers are requested to come to work when off-duty and may be at risk of impairment, Workers must refuse the request to work.

From time-to-time alcohol may be provided for events and functions. Staff may be permitted to consume alcohol, however this must only be consumed in moderation.

Failing to comply with the Drug and Alcohol policy and testing requirements may be considered serious misconduct and result in disciplinary action.

Due to the size and nature of the operation we consider drugs and alcohol to be a low risk.

7 RISK MANAGEMENT

7.1 HAZARD IDENTIFICATION

Kerikeri Cruising Club will undertake a risk analysis and regular reviews to determine risk which may be present in our operation. Risks assessments will determine the likelihood of those events occurring, and the degree of harm (severity) which may occur.

Risk analysis will be undertaken by completing Area, Task and Process Analysis. Analysis considers four origins of risk; People, Environment, Equipment and Materials. This matrix will ensure all risks in the operation are able to be captured.

	Process	Task	Area
People			
Environment			
Equipment			
Materials			

7.1.1 Risk Rating Matrix

The following risk rating matrix is used to determine the level of risk.

		How severe would the outcome be?				
		Very minor	Minor	Moderate	Serious	Catastrophic Death or total permanent disability
Risk rating matrix		1	2	3	4	5
What is the likelihood of the risk occurring?	Almost Certain	5	Medium 5	High 10	Very High 15	Extreme 20
	Very Likely	4	Medium 4	Medium 8	High 12	Very High 16
	Likely	3	Low 3	Medium 6	Medium 9	High 12
	Unlikely	2	Very Low 2	Low 4	Medium 6	Medium 8
	Very Unlikely	1	Very Low 1	Very low 2	Low 3	Medium 4

Severity		Likelihood	
Very minor	Very minor injuries of employees, contractors, customers or members of the public (no treatment or time off required)	Very Unlikely	May occur in exceptional circumstances.
Minor	Minor injuries of employees, contractors, customers or	Unlikely	Factors present that suggest this could occur, unlikely to

	members of the public (basic first aid provided on-site, <1 day off work required).		happen in the next 12 months.
Moderate	Moderate injury or illness (referral/transport to hospital required with some time off work >1 day likely)	Likely	Factors present that suggest this could occur in the next 12 months or has occurred in the industry recently under similar conditions.
Serious	Serious injury of employee, contractor, visitor or member of public (urgent hospitalisation, extended medical treatment, extended time off work required >1 week).	Very Likely	Factors present that suggest this could occur imminently (within the next month) or has occurred a number of times in the industry in recent history.
Catastrophic	Death or total permanent disability of employee, contractor, visitor or member of public.	Almost Certain	Factors present that indicate this will almost certainly occur or is expected to occur at any time.

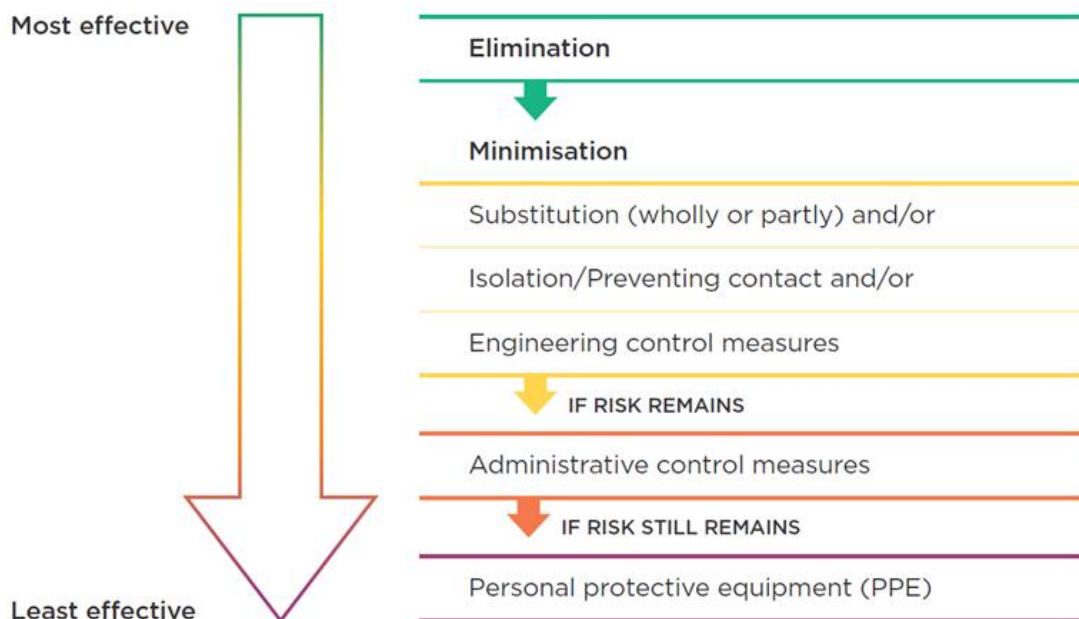
7.1.2 Reporting Risk

Kerikeri Cruising Club policy is to record all risks and hazards unless they are determined to be insignificant and highly unlikely to occur. A master risk register is located on Sharepoint, External Sharing – Documents, Health & Safety. A copy is saved in Safe365/files.

Some volunteers will report risks via safe365 app, others with manual forms to be submitted to management & health & safety coordinator.

7.2 IMPLEMENTING CONTROLS

Where reasonably practicable risks will be eliminated. Where it is not reasonably practicable to eliminate risk, risk will be minimised in accordance with the hierarchy of controls outlined below:



7.3 MEANING OF REASONABLY PRACTICABLE

Reasonably Practicable means what reasonably may be done to ensure health and safety taking into account:

- The likelihood of the hazard or the risk concerned occurring
- The degree of harm that might result from the hazard or risk;
- What the person concerned knows, or ought reasonably to know, about the hazard or risk; and ways of eliminating or minimising the risk;
- The availability and suitability of ways to eliminate or minimise the risk; and after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk

All risks and their controls will be made known to Workers and others who may be at risk. Risks and hazards must be reported as soon as reasonably practicable by recording in Safe365. High and Extreme risks must be reported immediately to the H and S Coordinator or General Manager. Work must not be undertaken where there are extreme risks present without management approval.

PPE will be provided by Kerikeri Cruising Club as required by the HSWA 2015. All Workers are required to wear appropriate PPE as outlined in individual SOP's.

Failure to wear/utilise PPE as outlined is determined as serious misconduct and may result in disciplinary action. Workers/volunteers may provide their own PPE if it is fit for purpose.

7.4 HEALTH MONITORING

Kerikeri Cruising Club does not operate in an environment where health monitoring is required. Health monitoring requirements will be reviewed in the event of an incident or a change to work environment or procedures.

7.5 VEHICLE AND PLANT MAINTENANCE.

Kerikeri Cruising Club is committed to ensuring plant and equipment is properly serviced and maintained is fit for the purpose for which it is intended to be used. Faulty equipment must be reported via Safe 365. Equipment must not be used if it may be unsafe. Appropriate checks must be made of equipment as outlined in individual SOP's.

7.6 TEST AND CERTIFICATION

A record of all equipment which requires testing or certification is located in Safe365. A record of all certifications and renewals for workers is recorded in Safe365. [Sharepoint How? Where?](#)

Certificates include:

- **Buildings WOF**
- **Electrical WOF / Tag and Test**
- **Vehicle (trailer) WOF**
- **Fire Extinguisher**
- **IQP test of haul out trolley annually**

8 SAFE DRIVING POLICY

Workers driving their own vehicles for work, must follow the requirements of the Land Transport Act. Kerikeri Cruising Club acknowledges one of the most significant risks in our workplace is on the road.

All company vehicles will be regularly maintained and serviced and have a current WOF and registration. Vehicles, including trailers, must not be used without current WOF. -Vehicles must be clean to ensure good visibility through all windows, taillights, break lights and indicators must be free of dirt.

All drivers must hold an appropriate license. Driver's license details are retained in the Worker training records.

Drivers must conduct themselves on the road in the same way they would be expected to in the workplace. Aggressive driving and any actions which may bring the organisation in disrepute will not be tolerated and disciplinary action may be undertaken.

Workers who are required to drive as part of their role must notify the General Manager in the event they receive and infringement notice which may impact on their ability to conduct their work tasks.

The use of phones for calling, and navigation is not permitted unless using an approved hands-free system. Drivers must not send or attempt to read text messages when driving, unless through an approved hands-free system.

Safety belts must be worn in all vehicles where they are available.

Driver must adhere to all speed limits, including roadworks and temporary restrictions.

Driving while fatigued can be a serious risk. When travelling long distances drivers must ensure regular breaks are taken and ensure they are well hydrated. If at any time drivers feel fatigued, they should pull over as soon as possible and rest until they feel they are able to safely resume their journey.

Drivers must ensure that all loads on roof racks or trailers are appropriately secured.

Road accidents are a significant risk. Near misses can be defined as any time a driver has taken sudden action in order to avoid an incident. This may include swerving or sudden braking to avoid wildlife, people or objects. High hazard routes should be avoided where possible.

9 STRESS AND FATIGUE MANAGEMENT

Kerikeri Cruising Club acknowledges workplace stress can have a significant impact on the wellbeing of both Workers and Managers. There is an open-door policy for workers to discuss job management and potential stress. There are regular check ins on projects and workloads. Kerikeri Cruising Club is focused on ensuring workers can have quality time out and a well-balanced home/work life.

10 Hazardous substances

There are no hazardous substances which are required to be recorded as required by the HSNO Act 1996. Small quantities of cleaning products are retained on site. A hazardous substances register is located at Sharepoint, External Sharing – Documents, Health & Safety

. Kerikeri Cruising Club is aware of its obligations under the HSNO Act.

11 Working alone

From time-to-time workers may be required to work alone. Regular check-in's are required. Extremely hazardous and or high risk tasks are not to be undertaken while working alone.

~~12.0 COMMUNICATION~~

~~From time to time workers may be required to work in areas with limited or no cell phone communication. A check in system is in place to record workers locations. ???~~

14.12 Emergency procedures

Kerikeri Cruising Club has implemented emergency actions plans to include all foreseeable events. All staff will receive training on emergency procedures in their induction. Ongoing drills and training will be facilitated. Emergency responses include:

- Fire
- Medical Emergency
- Tsunami
- Severe weather event
- Aggressive persons
- Earthquake
- Road accident
- Armed Robbery
- Bomb threat
- Explosion
- Gas leak
- Bodily fluid spill/exposure/bio hazard
- Chemical spill
- Chemical exposure
- Person in water

Emergency responses are outlined in Appendix 1

Emergency response kit is located at: Spill kits located at haul out shed & fuel jetty, inside diesel hut, tsunami signage & driveway barrier chain (in boatshed),

First aid equipment is located at: Staffroom kitchen (under sink), boatshed (beside roller door), each Doves Bay RIB, each Lake Manuwai RIB, clubhouse kitchen (above bench),

Fire equipment is located at: extinguishers: one on each marina pier & fuel jetty, one in boatshed, one in Club office, three in clubhouse (kitchen, restaurant, bar), one in Marina Operator's office; fire blanket one in clubhouse (kitchen), marina fire box including (bolt cutters, grapnel & chain & knives) in Marina Operator's office, petrol powered water pump (boatshed cupboard); fire hose reels three on each marina pier.

~~14.12.1~~ CRISIS MANAGEMENT/MEDIA POLICY

In the event of a serious incident a crisis may be declared by **the Commodore or Manager**. The objective of a crisis recover process is to look after and

support persons involved in the crisis, managing the situation professionally, and minimise any damage to our reputation. **The Commodore or Manager** will advise when the crisis has concluded.

A full debrief will occur as soon as reasonably practicable. External support will be made available to persons who require it or request it following the event.

~~14.1.~~~~12.1.1~~ Media Policy

Depending on the nature of the event, Workers may be asked to comment by Media. Any requests for comments must be forwarded to **the Commodore or Manager**. Workers must advise they are not authorised to make comment under their employment agreement.

~~15~~~~13~~ Harassment human rights act 1993

Kerikeri Cruising Club is committed to providing a workplace free of bullying and harassment. All workers have a right to come to a workplace free from prejudice based on race, religion, sex, sexual orientation or any other aspect of their personal life. The bullying and harassment policy is outlined in our HR manual. Kerikeri Cruising Club operates the workplace in accordance with the Human Right Act 1993.

~~16~~~~14~~ Accidents, incidents, near misses

All accidents, incidents and near misses must be reported as soon as reasonably practicable. Near misses are recorded with a view to create a safer workplace. All near misses must be recorded in Safe 365.

~~16.1~~~~14.1~~ NOTIFIABLE INCIDENT – CRISIS MANAGEMENT

Notifiable events must be reported to WorkSafe as soon as reasonably practicable. (WorkSafe NZ Phone 0800 030040).

Notification of a Notifiable Incident form.

<http://forms.worksafe.govt.nz/notifiable-event-notification>

Kerikeri Cruising Club Does not undertake any activities regarded as notifiable work.

Notifiable injuries include or illnesses which may occur in our operation include:

Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- amputation of any part of his or her body.
- serious head injury.
- serious eye injury.
- serious burn.

- separation of his or her skin from an underlying tissue (such as degloving or scalping).
- spinal injury.
- loss of a bodily function.
- serious lacerations.
- an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment.
- an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance.
- any serious infection.
- 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:
- with micro-organisms; or
- that involves providing treatment or care to a person; or
- that involves contact with human blood or bodily substances.

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:

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or
- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- 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
- the collapse or partial collapse of a structure.

16.2 14.2 INVESTIGATIONS

Incidents (Accidents, Incidents, Near Misses) will be investigated by: **Health and Safety Coordinator & Management.**

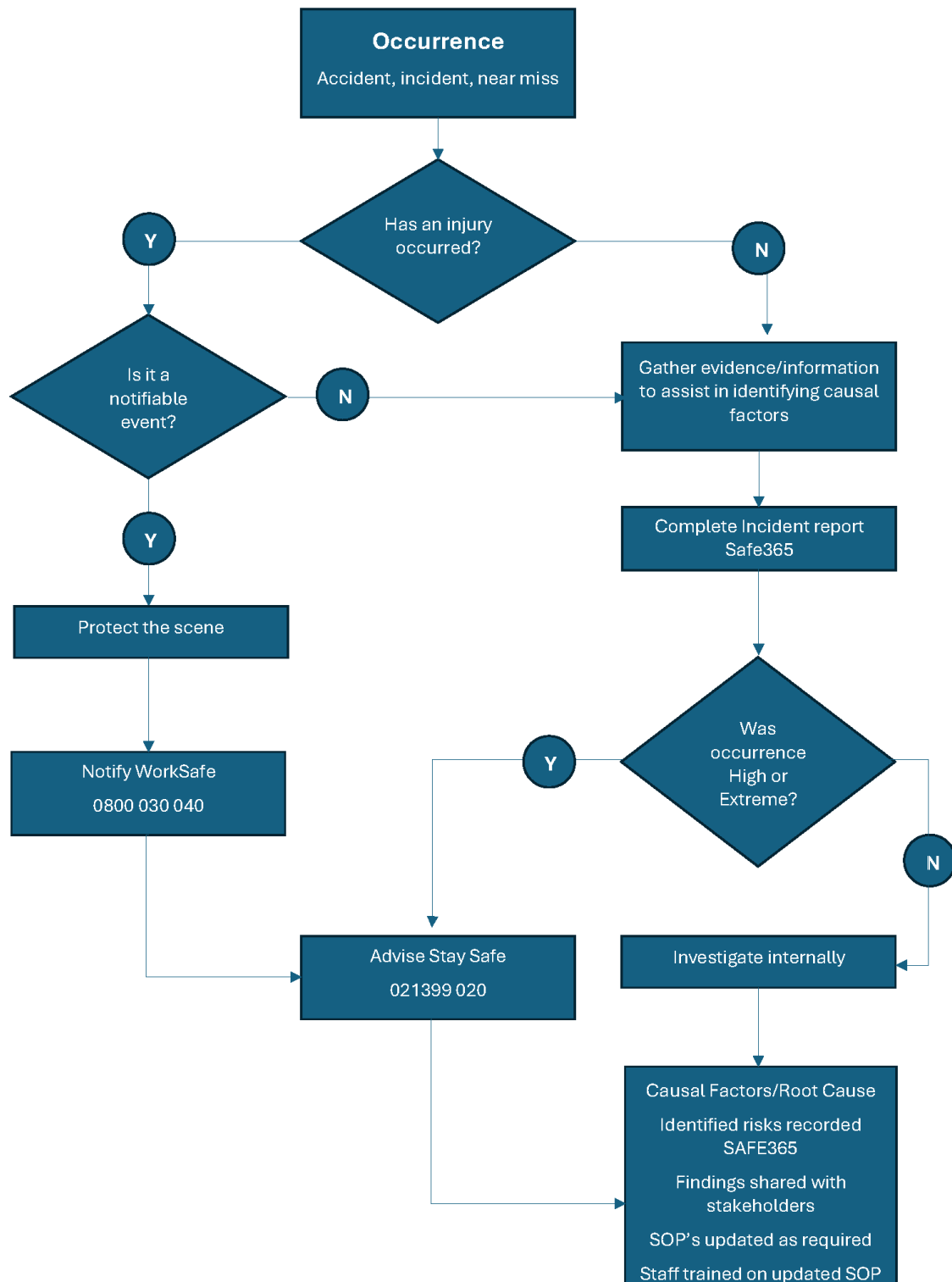
Incidents which have a potential risk rating of high or extreme will be investigated by **Stay Safe Ltd.** Kerikeri Cruising Club will ensure that all relevant information will be recorded to enable the investigation to identify causal factors and root causes. Identified risks will feed back into our risk register. All stake holders will be made aware of investigation outcomes.

Incidents will be reported as per the incident reporting flow chart.

16.3 14.3 REHABILITATION

Workers who have experienced a workplace injury will be supported in their return to work based as soon as possible based on medical advice. Return to work policy make include undertaking other duties or a change in working hours for a temporary period.

Incident reporting and investigating



17.15 Contractors

The HSWA 2015 refers to Contractors as Workers.

Kerikeri Cruising Club requires all contractors to adhere to its Safety Policies as outlined in this document. Where the contractor has the principal knowledge for their work role, they will be responsible for how their work is undertaken. They must ensure their actions or inactions do not cause harm to others.

Where contractors are recruited to undertake regular work within the operation they will be regarded as workers as will undergo the same induction and training requirements. The contractors will be required to report into Kerikeri Cruising Club SMS as an employee would.

Where there are multiple PCBU's undertaking work tasks, Kerikeri Cruising Club will collaborate with other PCBU's by consulting, coordinating and cooperating to ensure there are safe work process and a safe working environment throughout the operation.

17.15.1 JSA/SSSP

A job safety analysis must be provided by Tradespersons undertaking work on site for the Kerikeri Cruising Club.

A SSSP (site specific safety plan) must be provided by PCBU's contracted to complete large/ongoing projects for the Kerikeri Cruising Club.

17.16 Relevant legislation and regulations

- Health and Safety at Work Act 2015
- General Risk and Workplace Management regulations 2016
- Hazardous Substances New Organisms Act 1996
- Building Act 2004
- Fire and Emergency Act 2017

17.17 Definitions

Control	System for managing hazards so they do not cause harm.
Hazard	A hazard is a potential source or cause of harm (such as a physical injury, or harm to a person's health or their mental wellbeing) and can include a person's behaviour.
ISO 45001	International Standards Organisation: Occupational health and safety management systems.
JSA	Job Safety Analysis – how a work task will be completed safely.
Officer	Person who has influence over how health and safety responsibilities are resourced and managed. Includes members of a Body Corporate.
PCBU	Persons Conducting Business or Undertakings.
Risk	Likelihood of an event occurring, and the degree of harm should it occur.
SMP	Safety Management Plan – Blueprint for how health and safety will be managed.
SMS	Safety Management System – All of the components that contribute to our health and safety system.
SSSP	Site Specific Safety Plan. A comprehensive document that outlines the specific safety measures and protocols to be followed on site.
Worker	Employee, volunteer, contractor who is under the direct control of Kerikeri Cruising Club.
Volunteer	Persons who perform their duties on a voluntary basis, i.e. they do not receive payment or reward. They may be reimbursed for expenses incurred.