



ATLANTIS CITY WATER POLO AND AQUATICS CLUB

Health & Safety Policy



June 2022

1. Introduction

Atlantis City Water Polo and Aquatics Club (**ACWPA**) was established on the foundation of four focal points – water safety, participation, development and high performance. It is essential that the members of ACWPA stay safe while they are playing or coaching water polo. ACWPA is committed to providing and maintaining a safe and healthy environment at all times for our players, coaches, referees and volunteers.

ACWPA takes responsibility for health and safety procedures; however, all Members need to be aware of their responsibilities and comply with this ACWPA Health & Safety Policy.

This ACWPA Health & Safety Policy has been reviewed and approved by the ACWPA Committee and such approval (and approval of any amendments or revisions) can be found in the formal Committee minutes.

2. Definitions

For the purpose of this document, the following definitions will apply:

- **Act** means the Health and Safety at Work Act 2015 (as may be amended or superseded).
- **ACWPA** means Atlantis City Water Polo and Aquatics (or “PCBU” or “Person Conducting a Business or Undertaking” as defined under the Act).
- **Administrator** means the Administrator of ACWPA (admin@acwpa.co.nz).
- **Employees** means paid employees of ACWPA including coaches and referees.
- **Health and Safety Representative** means the Health and Safety Representative of the ACWPA Committee.
- **Members** refers to all staff, coaches and referees (employed, voluntary or contracted), ACWPA Committee members, team managers/volunteers, members and players. This definition includes those being paid and those volunteering. It also includes parents and caregivers of children undertaking water polo that ACWPA is responsible for. (Or “Worker” as defined under the Act.)
- **Work** for this Health & Safety Policy means a place where the ACWPA activity is being carried out – ie a pool, gym, training room or other.

3. Health and Safety at Work Act

ACWPA will comply with its obligations under the Act. This includes working with other PCBU with the same or similar duties.



- (a) **ACWPA Duties:** ACWPA will, as far as reasonably practicable:
- Provide and maintain a safe working environment that is without risks to health and safety;
 - Provide and maintain safe plant and structures;
 - Provide and maintain safe systems of work;
 - Ensure the safe use, handling and storage of plant, substances and structures;
 - Provide adequate facilities for the welfare of Members when they are carrying out work for ACWPA;
 - Provide information, training instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work in relation to ACWPA; and
 - Ensure that the health of Members and others, and the conditions of the workplace, are monitored for the purpose of preventing injury or illness of workers in relation to ACWPA.

In addition, ACWPA will:

- Advise Members how to report Incidents;
- Ensure that all Members are advised of this Health & Safety Policy and the importance of it and have access to a copy of it; and
- Consult and cooperate with other businesses operating in the same workplace(s) to keep everyone safe and healthy.

- (b) **Members' Duties:** Members are required to:
- Take reasonable care of their own health and safety;
 - take reasonable care to ensure that his or her acts or omissions do not adversely affect the health and safety of other persons;
 - comply with, as far as the Member is reasonably able, with any reasonable instruction that is given by ACWPA to allow ACWPA to comply with the Act;
 - cooperate and comply with this Health & Safety Policy; and
 - Ensure that all Hazards and Incidents (including near misses) are reported in as timely a manner as possible.

In addition, Members will be encouraged to:

- be involved in ACWPA Health and Safety systems and discussions
- report any pain or discomfort as soon as possible
- raise any possible hazards or risks or health and safety concerns
- help other Members understand the importance of health and safety to ACWPA



4. Compliance with the Act

Compliance with the Act is primarily the responsibility of the ACWPA Committee. It will ensure that adequate planning is undertaken in relation to Health and Safety, including taking into account any previous incidents or feedback from the Members. The Committee will review hazards and risks on a case-by-case basis and in turn deal with the hazard or risk going forward as far as reasonably practicable.

The following is intended to assist the Committee in ensuring the Health and Safety of Members and compliance with the Act:

(a) **Drugs and Alcohol**

It is not permitted under any circumstances for a Member to be impaired by drugs or alcohol (legal or illegal) or have the signs of intoxication or drugs whilst on work premises or carrying out work on behalf of ACWPA.

(b) **Accident Reporting and Investigation**

In the event of an accident occurring at work, resulting in either injury to a Member or where the accident had potential for injury to occur, then the Reporting and Accident Investigation Procedure set out below must be followed.

i. **Accident Reporting**

All accidents and incidents are to be reported – whether or not injury occurred. The accidents or incidents will be recorded in the notebook held with the first aid kit at each facility. The form is as set out as *Attachment One* (also found on the ACWPA google drive). The form is to be completed as soon as possible after the accident, incident or near miss. A photo of the completed form is to be emailed to safe@acwpa.co.nz. The Health and Safety Representative will regularly check the notebook and ensure that a list of all accidents, incidents and near misses is kept up to date and held on the ACWPA google drive. These will be reported at each ACWPA Committee Meeting.

ii. **Accident/Serious Harm resulting in Injury**

It is the responsibility of the injured Member to notify the Health and Safety Representative or an ACWPA Coach of any Accident/ Serious Harm resulting in Injury or Serious Harm as soon as practical after it has occurred. The Coach is to notify the Health and Safety Representative immediately.



iii. Accident /Serious Harm Investigation

It is the responsibility of the Health and Safety Representative to investigate both injury and non-injury Accidents/Serious Harm incidents. The details of the investigation are to be recorded on the Accident/Serious Harm Investigation Report Form set out in *Attachment Two* and will be reported to the ACWPA Committee.

iv. Non-Injury Accident/Near Miss

In circumstances where an Accident/Near Miss occurs that does not result in immediate injury but which could by its nature affect the Member at a later stage, then this must be reported by the Member to the Health and Safety Representative as soon as possible (using the Form set out in *Attachment One*). Alternatively, the Member may report it to a senior coach on site at the time of the accident or incident, who will in turn report it on their behalf.

(c) Working at Facilities

ACWPA will ensure that all employees are informed of the site safety facilities and who the responsible persons are at all pools that the employees are sent to. Guides to Facilities regularly used by ACWPA will be provided to the Coaches at the commencement of the year. These guides will also be available on our website.

(d) Training

Each Employee will be trained on this Health & Safety Policy. They will be taught how to identify hazards, and how to mitigate risks. Each Employee will be given the opportunity to ask questions. The Health and Safety Representative will complete the Health and Safety Checklist for Employees set out in *Attachment Three*.

5. Events (including Trips)

All ACWPA Events (such as tournaments) and trips will require their own Health and Safety Plan and Risk Assessment.

The Health and Safety Representative will provide the Manager of each team the appropriate forms at least two weeks prior to any ACWPA Event. The Manager is then responsible for assessing the Health and Safety risks and completing the forms and returning all such document to the Health and Safety Representative at least 48 hours prior to the commencement of any such Event.



Any incidents, accidents or near misses must be promptly reported to the Health and Safety Representative as soon as reasonably practicable after they occur.

6. Vaccination Policy

At any time the ACWPA Committee may adopt a new Vaccination Policy and this will form part of this Health & Safety Policy and all parties must adhere to it in full.

7. Child Safety

Whilst a Child Safety Policy is not part of our Health and Safety requirements, ACWPA recognises that a number of the Members are children. If any Employee has any concerns about child welfare and the protections enabled by the Children's Act 2014, they will immediately notify the Health and Safety Representative or another member of the ACWPA Committee.

8. Risk Assessment

It is important that the ACWPA Committee is able to prioritise which hazards are the highest risk at each training venue. The intention is that once identified hazards are known and understood, then ACWPA can address how to manage them. This is also true for any contractual relationship the Club has with external entities, such as provision of coaching to players. Being an external entity to the Club in no way removes responsibility to be compliant to this Policy. This may well lead to identification of further hazards that will need to be managed. Such hazards should be raised and discussed with the ACWPA Committee.

9. Incident Management and Investigation

Clause 4 sets out the Reporting and Accident Investigation Procedure for ACWPA. ACWPA acknowledges the importance of reviewing incidents within the context of this Policy to determine if the harm was caused by a known or unknown hazard.

If the harm was caused by a known hazard, it should prompt a review of the venue's management plan associated with the hazard, and the associated risk assessment. This review may or may not lead to a change of the risk management plan for the hazard.

If the harm was caused by a new hazard, it is appropriate for the hazard to be placed on the risk register of the venue, and a risk assessment be undertaken and a risk management plan be implemented by the venue.



10. Informing Members of this Health & Safety Policy

The ACWPA Committee is responsible for ensuring that all of its Members have access to this Health & Safety Policy (it will be loaded on its website at www.acwpa.co.nz). The ACWPA will ensure that all of its employees are told of each venue's Health & Safety plan and what the identified hazards and risks are. It is the responsibility of all Club Members, referees, coaches, and volunteers to notify the host and the Committee of any hazards or risks.



ATTACHMENT ONE – ACCIDENT, INCIDENT AND NEAR MISS REPORTING FORM

All Members are to use this form to report an accident, incident (something bad happened that could impact on someone’s health, safety or wellness) or a ‘near miss’ events (which could have caused an injury) – no matter how minor. (The Member may fill this form in themselves or ask a Coach to assist them). The intention of this reporting is to help ACWPA identify and correct hazards before they cause serious injuries. The form needs to be completed as soon as possible following the accident, incident or near miss. It will be analysed by the ACWPA Health and Safety Representative who will contact the Member if more information is required. If you would prefer to directly contact the Health and Safety Representative you may at any time on safe@acwpa.co.nz.

I am reporting an:	Accident	Incident	Near miss
Your Name:			
Role within Atlantis (ie player, coach, manager):			
Coach (if applicable):			
Did this happen to you or someone else?			
If someone else, what is their name?			
Have you told your coach about this injury/near miss?	Yes	No	
Date when it happened:	Time:		
Where happened?			
Was the person involved injured?			
If a near miss, how could they have been hurt?			
If a person was injured – did they go to a doctor or the hospital?			
(If this was a serious accident or incident, please contact safe@acwpa.co.nz straight away)			
Your signature:	Date:		



ATTACHMENT TWO – ACCIDENT AND INCIDENT INVESTIGATION FORM

Name of Injured Person _____

Name of Parent / Caregiver if the Person is a Minor _____

Date of Birth _____ Telephone Number _____

Address _____

City _____ State _____ Zip _____

(Circle one) Male Female Other

What part of the body was injured? Describe in detail.

What was the nature of the injury? Describe in detail.

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being used?

Names of all witnesses:

Date of Event _____ Time of Event _____

Exact location of event:

What caused the event?



Were safety regulations in place and used? If not, what was wrong?

Member went to doctor/hospital?

Doctor's Name _____ Hospital Name _____

Recommended preventative action to take in the future to prevent reoccurrence.

Health and Safety Representative Signature

Date



Checklist for Investigating an Accident or Incident

- All Accidents and Incidents within the facility are reported. _____
- Accident or Incident to be entered into the Accident/Incident Register. _____
- Classify the Accident or Incident as to whether or not it is work related. _____
- Classify the accident (Serious, Minor, Incident or Near Miss). _____
- If minor or near miss, complete investigation and action report. _____
- If the accident is serious, advise ACWPA Chair _____
- Contact WorkSafe if notifiable. _____
- Complete full Investigation and Accident Investigation Report. _____
- Copy of report to ACWPA Chair _____
- File Investigation and Accident Report (Send copies to relevant people). _____
- Complete Worksafe Report forms and assist with investigation as required. _____
- Obtain copy Worksafe report. _____
- Collate Worksafe report with Internal report. _____
- Copies of collated report to ACWPA Committee _____
- Complete Action and Learnings Report. _____
- Check Action and Learnings report implemented. _____



ATTACHMENT THREE – HEALTH AND SAFETY CHECKLIST FOR COACHES, REFEREES AND OTHER ACWPA EMPLOYEES

Coach / Referee Name: _____

Start Date: ____/____/____ Senior Coach/ Official Name: _____

H & S Checklist	Date Completed	Tick when completed
Employee has been shown: Where the emergency exits are located Where the fire extinguishers are. What the evacuation procedure is. Where the first aid kit is. Who first aiders are _____ (names). The assembly area _____ (name of area). Emergency wardens _____ (name of warden).		
Employee knows: Responsibilities of employees. Who the Health and Safety Representative is: - Jules Imlah - safe@acwpa.co.nz Where Health & Safety Policy is kept. How to report a Health and Safety Accident/ Incident or Near Miss		
Hazards outlined: Identification of hazards has been discussed with all employees. Employees have been trained to identify hazards It has been explained to employees how to mitigate risks from hazards The employee knows how to report a hazard - email safe@acwpa.co.nz		
Specific job explained: How to do the job safely including use of safety clothing and equipment. The safety signs and what they mean. How to safely use/store and maintain safety equipment, and hazardous materials that are relevant to the role.		
Employee knows how to report an accident, incident or near miss - Form held in book at facility next to First Aid kit - Email safe@acwpa.co.nz The Employee will let the Health and Safety Representative know as soon as possible if the accident or incident is serious.		

I confirm that the details in this checklist have been explained to me

Coach/Referee/Employee Signature: _____

Date: _____