



NEW ZEALAND ICE HOCKEY FEDERATION EVENTS
HEALTH & SAFETY CHECKLIST

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EVENT HEALTH & SAFETY CHECKLIST



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HEALTH & SAFETY POLICY STATEMENT

Health and Safety is everyone's responsibility, and everyone is expected to share in our commitment to work together to keep workers/volunteers and others safe against harm to their health, safety and welfare by eliminating or minimizing risk.

..... Regional Association / Club will provide fair and effective workplace representations, consultation and co-operation and resolution of issues regarding health and safety at NZIHF run and sanctioned events.

To achieve this we will:

- v Systematically identify new hazards, existing hazards and regularly monitor these hazards in our facilities.

- v Have systems in place to record all incidents, near misses or injury. We will ensure these are reported and investigated, updating our hazard register and complete our risk management process to eliminate.

- v Communicate actions to prevent harm to any worker/players.

- v Our Club committee will have up-to-date knowledge of workplace health and safety. This will include understanding the operations of our club, and the hazards and risks associated with those operations.

Please let everyone that is at your club/greens know of any potential risks at your morning welcoming such as slippery areas if it is wet etc....Point out where the evacuation meeting points are, all exits and also where the First Aid Kits are kept.

Have a Fun and Safe Event!



HEALTH AND SAFETY PLAN

PROCEDURES

All workers and others have a duty of care as follows:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- Comply so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to comply with the Health & Safety Act.
- Co-operate with any reasonable policy or procedures of the PCBU relating to health and safety in the workplace, that has been notified to the workers.

HEALTH AND SAFETY OFFICER

At least one club member of the *Regional Association / Club* is to be appointed as Health and Safety Officer (H&S Officer). This person is.....

This person shall be responsible for:

- Maintaining and updating the **Hazard Register**.
- Ensuring the **Visitor Register** is maintained.
- Addressing new hazards when and where they are identified from others.
- Completing and dealing with **Accidents and Incident Reports**. This includes investigations into the incident and accidents and also advising WorkSafe NZ as required by legislation.
- Ensuring that the facilities meet **Occupational Safety and Health** requirements.
- Ensuring someone on the Match Committee is trained for Health and Safety on event day if the health and safety member is not able to attend.



NEW ZEALAND ICE HOCKEY FEDERATION EVENTS HEALTH & SAFETY CHECKLIST

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

Eliminate the hazard OR

Isolate the hazard OR

Minimise the hazard

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

- ❖ Protective clothing and equipment (PPE) is provided and used by all workers, at all times as necessary
- ❖ Good work practices are used and maintained
- ❖ Workers are properly trained and/or supervised
- ❖ Where appropriate, and with workers consent, health monitoring in relation to exposure to significant hazards is undertaken
- ❖ Any new hazards identified, the risks identified and then are incorporated into Hazard Register and all workers are informed and can view the H&S register any time
- ❖ Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established
- ❖ All hazards and the risk they impose will be regularly assessed and controls put in place
- ❖ All workers are aware of emergency and evacuation procedures
- ❖ All workers are aware to complete the Hazard Observation/Improvement Notice and also review the Risk then review with the Association / Club Manager, or the Health & Safety Officer. The H&S Officer will complete an assessment on the risk involved.



NEW ZEALAND ICE HOCKEY FEDERATION EVENTS HEALTH & SAFETY CHECKLIST

HOUSEKEEPING

HAZARDS IDENTIFIED	HAZARD CONTROLS	✓ Checked
Emergency Evacuation	⇒ Is date of last emergency evacuation, within 12 months?	
Housekeeping	⇒ All areas properly cleaned? ⇒ Are all goods stored safely? ⇒ Hot water, soap and drying means available? ⇒ Clean up spills.	
Facilities	⇒ Kept clean and tidy. ⇒ Rubbish bin with lid. ⇒ Hot and cold water.	
Ventilation	⇒ Sufficient fresh air. ⇒ Extraction of contaminated air/steam.	
Contractors and/or Sub-contractors	⇒ Ensure preferred contractors maintain health and safety standards.	
First Aid Kit	⇒ Ensure first aid kit is kept accessible. ⇒ Ensure kit is stocked and maintained in accordance with First Aid Regulations.	
Accident Register	⇒ Are all accidents/incidents recorded in the register?	
Fire Extinguishers	⇒ Are they fully charged? ⇒ Are they within their service period?	
Other People in the Place of Work	⇒ Restrict access.	



EMERGENCY PROCEDURES

4.1 EVACUATION PLAN

In the case of an emergency event such as fire, earthquake or other event requiring evacuation, all occupants of any of the club's buildings or related facilities shall cease activities immediately and move to the evacuation area, via the safest route (Assemble at designated area – which is clearly sign-posted).

PLEASE MEET AT
.....
Please advise emergency procedure at the start of the day during the

The **Executive/Match Committee/Health and Safety Officer** will contact the emergency services.

A copy of the evacuation plan identifying your location will be displayed in a prominent place in the club facilities and at any other buildings on site at all times.

FIRE

Fire extinguishers are to be located in appropriate areas and be readily accessible at the centre at all times.

These fire extinguishers are not to be interfered with for any reason, other than practical use in a fire situation.

Actions at this Association / Club:

- ❖ We have a documented emergency plan – identifying any potential situation and the requirements to action these different plans.
- ❖ Regular emergency evacuation procedures are held (quarterly, six monthly, annually).
- ❖ These evacuation procedures are documented
- ❖ Debrief of these drills are held with the committee and documented plans for continuous improvement that can be made.
- ❖ This is then communicated to the workers and members.



ACCIDENTS AND INCIDENTS

REPORTING ACCIDENTS AND INJURY

FIRST AID KITS ARE LOCATED AT:

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All accidents and incidents affecting visitors or workers on site are to be reported to the **Health and Safety Officer** and recorded in the on site register. For serious accidents or incidents, the following information is required within 24 hours:

The Health and Safety Officer, an Executive or Committee Member (responsible for running events on the day) should an incident/accident happen can override any decision by the person affected or next of kin to ring for an ambulance if they consider the situation is serious.

You can use the [Workplace First Aid Needs Assessment Checklist](#) to help identify what's needed at your workplace. This is included in the [First Aid for Workplaces – a Good Practice Guide](#).

Our Association / Club has a system for reporting, recording and investigating any incident (or near miss) and any accident that occurs at our club. This will be completed by the Health & Safety Officer and reported through the committee and recorded in the Health & Safety Manual.

Please complete the forms attached as soon as practicable when required.

The Health and Safety Officer will advise WorkSafe NZ of any notifiable event. These must be reported within 7 days of the event. (Notifiable events are described in Attachment 7.1).

WORKSAFE NZ: 0800 030 040

Once investigated, corrective action will be taken to eliminate or minimize risk hazards.



FORM OF REGISTER OR NOTIFICATION OF CIRCUMSTANCES OF ACCIDENT OR SERIOUS HARM

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992. For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable.



1. Particulars of employer, self-employed person or principal: *(business name, postal address and telephone number)*

2. The person reporting is:

an employer a principal a self-employed person

3. Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/ suburb, or details of vehicle, ship or aircraft)

4. Personal data of injured person:

Name:

Residential address:

Date of birth: DD / MM / YEAR Sex: (M/F)

5. Occupation or job title of injured person:

(employees and self-employed persons only)

6. The injured person is:

an employer a contractor (self-employed person)

self other

7. Period of employment of injured person:

(employees only)

1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8. Treatment of injury:

None First aid only
 Doctor but no hospitalisation Hospitalisation

9. Time and date of accident/serious harm:

Time: (am/pm)

Date: DD / MM / YEAR

Shift: Day Afternoon Night

Hours worked since arrival at work:
(employees and self-employed persons only)

10. Mechanism of accident/ serious harm:

fall, trip or slip heat, radiation or energy
 hitting objects with part of the body
 biological factors sound or pressure
 chemicals or other substances mental stress
 being hit by moving objects body stressing

11. Agency of accident/ serious harm:

machinery or (mainly) fixed plant
 mobile plant or transport
 powered equipment, tool, or appliance
 non-powered handtool, appliance, or equipment
 chemical or chemical product
 material or substance
 environmental exposure (eg dust, gas)
 animal, human or biological agency
(other than bacteria or virus)
 bacteria or virus



HOUSEKEEPING SAFETY INSPECTION REPORT

	ITEM	Checked	COMMENTS/ACTION	DATE
1.	General cleanliness of area/facilities?			
2.	Rubbish containers available. Debris and/or rubbish present?			
3.	Drain covers (plates/grills) in place and in good condition?			
4.	Facilities maintained clean, tidy, and licensed?			
5.	Tools maintained, safe, clean, tidy and in working condition?			
6.	Emergency access clear.			
7.	Wet and slippery areas, adequate signage "SLIPPERY WHEN WET"			
8.	Identify slippery area and address cause			
9.	Ambulance Bay is clear and has appropriate signage			
10.	Exterior exits are kept clear with appropriate signage			
11.	Pathways are clean and clear			
12.	Are there sufficient identified walkways in the car park?			
13.	Are hazardous substances locked away?			
14.	Adequate lighting to all entrance ways			
15.	General cleanliness and tidiness of grounds and exterior facilities			
16.	Fire hose clearly visible and marked			
17.	Is your emergency evacuation procedure approved by the Fire Service?			
18.	Are club members/administrators familiar with protocols for dealing with emergency situations?			
19.	Access ways clear at all times			



NEW ZEALAND ICE HOCKEY FEDERATION EVENTS
HEALTH & SAFETY CHECKLIST

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	ITEM	Checked	COMMENTS/ACTION	DATE
20.	Are there qualified first aid people in the club?			
21.	Report newly identified hazards			
22.	Keep written record of all incidents and accidents			
23.	Review incidents with corrective action being taken where appropriate			
20.	First aid kit clearly displayed, regularly checked and restocked			