

MEREMERE DIRT TRACK CLUB INC

Health And Safety Booklet

IMPORTANT

To be read and implemented with
MotorSport NZ National Sporting Code.

A Club may be considered a PCBU (person carrying out a business or undertaking). It is in this context that a club would therefore be required to have an implemented health and Safety program/process.

If unsure refer to Health and Safety at Work Act 2015 (HSWA) guidelines.





Welcome from the team at Meremere Dirt Track Club Inc

We are committed to your safety and have in place leading management to ensure your safety and health whilst you are in our environment.

We are guided by the Health and Safety at Work Act 2016 and its regulations including Standards and Codes of Practice.

We advise that you are required to follow any safety rules or instructions which have been laid down in writing or given to you verbally for your protection. We have a system which evaluates our venue (as it applies to HSWA) for hazards and assists us in the management of those hazards and risks.

Should you discover any issue which may affect you or any other person's safety, receive any injury or cause any damage to property we ask that you advise us immediately.

We request that you follow any safety or advisory signs which have been erected and inform us of damage so we can make arrangements to replace them.

Where there are hazards and risks in and around our premises and these hazards and their risks may be dangerous and harmful to your safety and wellbeing, we advise caution. We will require you to wear and use personal protection equipment whilst undertaking designated tasks within the context of our sport. Their use is mandatory.

This booklet has been designed for use by our club and to use as a reference guide.

To assist you in this process our committee will be available to offer any explanations.

Attached to the rear of this document is an acknowledgement of this process. You will be requested to complete this page of this document and provide a copy to Meremere Dirt Track Club Inc for their records.

Glen Horan
President

Meremere Dirt Track Club Inc

Health and Safety Policy

We will actively practise and pursue safety for the general public who may, from time to time, come into contact with our Club.

We are totally committed to a safe and healthy environment for any committee, volunteers, club members and will ensure that no harm will happen to any person as a result of our venue activities.

We will encourage committee at all levels to actively support the safe and early return fitness of our club members.

In meeting this promise, we will comply with all relevant legislation, regulations, codes of practice, and safe operating procedures, and will operate with a commitment of continuous improvement, seeking excellence in Health and Safety practices.

To achieve these ideals we will:

- Identify, assess, control and manage hazards, continually seeking to reduce the risks to the lowest safest possible level.
- Consult with club members, committee, and external experts, as appropriate, to encourage participation in contributing to making a safer venue.
- Provide training, supervision and support to volunteers to ensure they are fully trained and competent to perform their work.
- Require committee to be fully conversant with and be personally responsible and accountable for the implementation of the safety management programme and the safety of their club members.
- Require volunteers to follow safe work practices at all times.
- Encourage a "stop activity programme" for unsafe practices.
- Provide resources to ensure that safety remains the primary objective.
- Require the timely and accurate reporting of all incidents, accidents, unsafe conditions and near misses.
- Regularly review this policy, and annually reset key safety objectives and targets that will allow the club to work towards achieving zero harm.

Safety Training Policy

We are committed to providing a safe and healthy venue as is required by the Health and Safety at Work Act 2016

Policy Statement

All volunteers will be inducted to our venue and as part of that induction their training needs assessed and programmed into our recording system.

We will ensure we fulfil this obligation by:

- Providing training which may assist in their personal development in gaining new skills appropriate to their position or role.
- Providing regular training appropriate to their position.
- Considering employees' training requests.

Processes

Reputable external training agencies will be used for training in specific area/s.

All training records will be updated and include written confirmation that competency has been achieved and that training has been effective.

Training will be conducted within venue dates and all training costs will be met by us.

Personal Protective Equipment Policy

We recognise we have a "Duty of Care" requirement to members, visitors and the public in maintaining a Safe Venue, who may be exposed to workplace hazards which cannot be eliminated or isolated.

To fulfill this requirement, we will supply all volunteers with appropriate Clothing (High Vis), training them in its use and provide adequate maintenance and storage facilities.

Every volunteer will be responsible for ensuring that High Vis remains fit for purpose, and is maintained and used as intended at all times.

Where the activity involved may result in personal injury or health related issues, and that hazard cannot be eliminated or isolated, all volunteers will use the appropriate High Vis which will act as a barrier to their exposure of that hazard.

The failure to wear or use High Vis or use it as intended will be considered serious misconduct and may result in disciplinary action.

Drug and Alcohol Policy

We are fully committed to creating a safe venue free from alcohol and drugs in the pit areas and on the track for our members and any other person who may come in contact with our venue.

Alcohol is only permitted in the spectators areas

We will deliver on this commitment by:

- Racing or volunteering under the influence of drugs and/or alcohol is unacceptable behaviour which will result in
 - being stood down from racing or volunteering
 - is likely to result in disciplinary action.

Bullying and Harassment Policy

We consider harassment and bullying unacceptable forms of behaviour which will not be tolerated under any circumstances.

This policy reflects the belief that all members should be able to race in an environment free of intimidation and harassment. However, this must not be confused with legitimate instruction by supervisory expectations as required.

As a club we are fully committed to providing an environment that is safe for all our members and we subscribe to the principles set out in the Harassment Act 1997, and the best practice guidelines around preventing and responding to venue bullying.

We will ensure that all members are treated equitably and are not subjected to harassment or bullying. We will also ensure people who make complaints or witnesses are not victimized.

Any reports of harassment or bullying will be treated seriously and investigated promptly, confidentially and impartially.

Bullying

Bullying is repeated and unreasonable behaviour directed towards a person or a group of people that creates a risk to health and safety.

Repeated behaviour is persistent and can involve a range of actions over time.

Unreasonable behaviour means actions that a reasonable person in the same circumstances would see as unreasonable. It includes victimising, humiliating, or threatening a person and includes behaviour identified below.

Harassment

Harassment is any form of repeated behaviour that:

- Is not wanted, not asked for and not returned; and
- Humiliates, offends or intimidates someone; and
- Is based on their race, sex, pregnancy, disability, age, marital status, homosexuality, transgender or that of a relative or associate; and
- Includes physical abuse and psychological abuse. Whilst violent behaviour is highly objectionable, harassment can also be manifested in more subtle ways that impact on the health and well-being of the victims.

Safe Driving Policy

We will ensure all vehicles are well maintained and that the equipment promotes driver, operator and safety by:

- Servicing the vehicles regularly.
- Setting up procedures where committee check vehicles' oil, water, general cleanliness

We will encourage safe driving behaviour by:

- Forbidding the use of mobile phones in vehicles when driving.
- Encouraging regular breaks while driving.

Every driver of a Club vehicle will:

- Ensure they hold a current drivers' license for the class of vehicle they are driving and this license is carried with them when driving a Club vehicle.
- Immediately notify the Committee, if their drivers' license has been suspended or cancelled, or has had limitations placed upon it.
- Be responsible and accountable for their actions when operating a Club vehicle or driving for the purposes of work.
- Display the highest level of professional conduct when driving a Club vehicle.
- Never drive under the influence of alcohol and/or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures.
- Avoid distraction when driving such as the hand held use of a cell phone or laptop.
- Report any near-hits, crashes and scrapes to their committee, including those that do not result in injury.
- Report vehicle defects to a committee member before the next vehicle use.

Site Safety Rules & Expectations

As guidelines to the adoption of safe practices, the following are safety rules, which must be followed by everyone:

- Where required or designated, approved safety equipment must be used.
- All areas must be kept clear and free of hazards.
- Safety devices must not be tampered with.
- Inspect equipment for safety and hazards before use.
- Be aware of moving hazards such as vehicles and mobile plant.
- Maintain eye contact with operators of plant and vehicles at all times when in close proximity.
- Keep clear of moving equipment at all times.
- Motorised plant being maintained should be locked out and danger tagged.
- Follow recommended procedures for handling hazardous materials.
- Keep aisles, exits, driveways and fire-extinguisher accesses clear.
- Before entering any area observe safety signs and rules.
- Apply appropriate safe lifting practices - manual or with equipment.
- Report all unsafe acts or imminent dangers to the committee.
- Report all accidents and incidents, including near misses.
- Plant and equipment must only be operated by suitably skilled persons.
- Be fully aware of evacuation and emergency procedures.
- Maintain an appropriate standard of housekeeping and general hygiene.
- Vehicles may only be driven by qualified and authorised personnel.

General Safety Information

When with our organisation you must observe our stated policies on health and safety, and comply with all safety rules. All personnel must follow our safety procedures, plant operating manuals and instructions, both verbal and written. Safety shall be an essential element of everything that you do and must not be compromised for increased output. The Health and Safety Manual will be used as a guide for health and safety in our Environs.

All Club members have the authority to recommend stopping the activity process if there is an immediate danger to life or health and to liaise with others over hazards and their responsibilities in the working environment.

Use of safety equipment, including personal protection as prescribed for the task at hand is mandatory.

Before starting any new type of activity, full consideration will be given to all matters of safety associated with the work to be undertaken.

“Skylarking” is not allowed as it often distracts people and can easily result in injury. Aggressive behaviour will not be tolerated as it can lead to accidents.

All hand tools and portable power tools must be kept in a serviceable and sound condition and stored away when not in use. Any tools owned by Club and its members must be maintained in a safe condition at all times.

Observe all safety signs posted in our building/s. They are for your protection and will inform you both of safety equipment requirements and hazards that you may encounter.

You must report a hazardous situation as soon as practicable and may need to cease racing when it is considered dangerous or likely to cause harm or damage.

You must be familiar with the procedures for stopping all items of equipment and machinery, in the event of an incident with that item or of a general emergency.

Club Members Responsibilities

All Club Members are:

- responsible for their own Health and Safety while at events
- responsible for the Health & Safety of others
- to take responsibility for members of the public or visitors, and warn them of hazards
- responsible for reporting accidents to their committee so that these may be recorded
- responsible for helping executive club members to identify hazards at the venue, and to help develop procedures for emergencies
- responsible for reporting any imminent dangers to a committee member
- responsible for good standards of housekeeping

If in any doubt as to the whether a club member feels safe to compete, or undertake a task that they don't feel competent to undertake safely, then that person should not compete or undertake the task.

Club members Rights

All Club Members have the right to;

- have a safe place and to expect that all practical steps will be taken to ensure that this happens.
- be consulted in the preparation of safety procedures.
- have access to necessary personal protective equipment and be given instruction on how to use it and maintain it properly.
- know the results of any monitoring of hazards in the workplace and their personal results.
- adequate and appropriate information about emergencies, hazard management and safety procedures.
- be given immediate medical care in the event of an accident.

If in any doubt as to the whether a club member feels safe to compete, or undertake a task that they don't feel competent to undertake safely, then that person should not compete or undertake the task.

Hazards and Risks Identified in our Workplace

The following are examples of hazards that may be found in and around our environs:

ENVIRONMENT HAZARDS	Hazards such as noise, dust, sunburn, wind and rain
EQUIPMENT HAZARDS	Hazards that relate to any electrical appliance
VEHICLES/MACHINERY	Cars, trucks, equipment
PHYSICAL HAZARDS	Hazards that can cause injury such as slips, cuts, burns, falling, crushing
CHEMICAL HAZARDS	Chemicals, and sprays used for Agricultural spraying
BIOLOGICAL HAZARDS	Infection, hepatitis, allergies
PSYCHO-SOCIAL HAZARDS	Stress, fatigue
ERGONOMIC HAZARDS	Manual handling, posture, occupational overuse syndrome (RSI)

Hazard Described	State the potential harm	Major Hazard? Yes/no	Eliminate or	Isolated or	Minimise	Action proposed & monitoring
Noise	Hearing loss	Yes			✓	Hearing protection
Chemicals	Burn or injury	Yes			✓	Gloves/goggles
Manual Handling	Back injury	Yes				Use lifting gear
Electricity	Electrocution	Yes				ELCB and gloves
Slip and fall	Injury	Yes				Clean floors

NB: FOR DETAILED LISTS please refer to our hazards register.

INFORMATION		
Type of information	Where to be found	If you need help
Codes of practice	Club rooms	Committee
Hazards & safety rules	Club rooms	
Fire Emergency plans	Club rooms	
General Emergencies	Club rooms	
General information	Club rooms	
Accident register	Club rooms	
Material safety data	Club rooms	

Serious Harm Incidents

Serious Harm What sorts of injuries are considered serious harm? Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:	
<ul style="list-style-type: none"> • respiratory disease • noise-induced hearing loss • neurological disease • cancer • dermatological disease • communicable disease • musculoskeletal disease • laceration • decompression sickness • poisoning • vision impairment • chemical or hot metal burn of eye • penetrating wound of eye • crushing • bone fracture 	<ul style="list-style-type: none"> • illness caused by exposure to infected material • amputation of body part • burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic • loss of consciousness from lack of oxygen • loss of consciousness or acute illness requiring treatment by a registered medical practitioner from absorption, inhalation, or ingestion of any substance • any harm that causes the person harmed to be hospitalised commencing within 7 days of the harm's occurrence

If the injury does not meet any of the above then it is a minor harm injury.

Serious Accident Procedure

1. Victim to be given immediate first aid treatment, if necessary call Ambulance.
2. In all appropriate cases refer victim to medical centre or hospital.
3. Isolate the scene of the accident or harm as soon as possible. Inform MNZ or a safety manager.
4. Obtain a written report from witness/es and if appropriate take photographs.
5. Manager to Report to MBIE verbally as soon as practicable but within 24 hours.
6. The accident scene must not be interfered with unless MBIE approves. The Manager will investigate all serious harms.
7. Formal report to MBIE within 7 Days. Use OSH Serious Harm/Accident Form.

In the event of an accident which involves serious harm and is of the kind which must be reported to an Inspector of WorkSafe NZ, the Manager is accountable for knowing the reporting requirements for the accident reporting to authorities, and ACC. Work injury processes are included in the Injury Management section.

The nearest WorkSafe NZ branch shall be notified of serious harm accidents. Call on free phone 0800 030 040 (24 hours) and choose option 1

The prescribed Serious Harm reporting form (obtained from the WorkSafe NZ website – see below) shall be used.

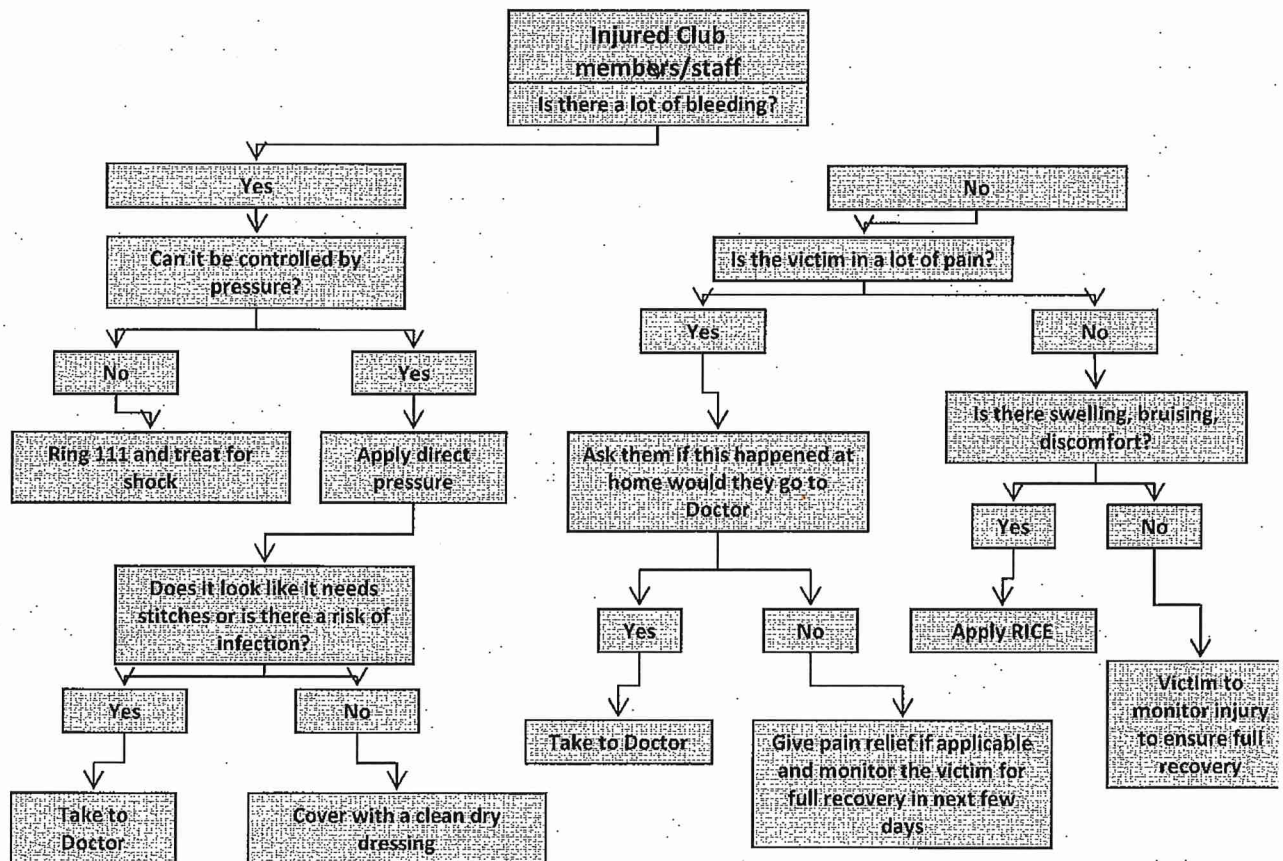
Provide written notice within seven days

Provide WorkSafe NZ with written notice of the circumstances of the accident or serious harm within seven days by using one of the notification forms below (or by providing the same details).

Medical Treatment

Injuries which require medical attention must be reported, and documented.

- the nature and extent of any injury and
- what treatment has been prescribed and



SECTION 3 Emergency Procedures

3.1 GENERAL

1. Make yourself aware of the location of the EXIT(s).
2. Make yourself aware of the assembly point in your area.
3. In the event of an emergency manually set off the alarm and phone the Emergency Services (111).
4. Nobody is to return to the area without the "All Clear" given.

3.1 RESPONSE ACTIONS FOR EMERGENCIES

BUILDING FIRE

If you discover a fire:

- Raise the alarm immediately by operating the nearest fire alarm.
- Ensure that the fire service is notified by calling 111.
- Clearly state the premises NAME and ADDRESS, including suburb and town and the nature of the emergency.
- Potentially dangerous machinery and gas mains should be shut down if it is safe to do so. Leave lights on.
- Leave immediately by the nearest safe exit route.
- Move quickly but DO NOT RUN.
- Report to the designated assembly point.
- Stay outside the building until the "All Clear" is given by the senior warden.
- Only if it is safe to do so should any attempt to fight the fire be made.

3.4 GENERAL EMERGENCIES

3.4.1 EARTHQUAKES

At the first signs of an earthquake:

- Do not panic.
- If outside, stay away from buildings and power lines.
- If indoors, stay indoors
- Take cover under any substantial item of furniture, such as a desk, counter work table, or in a doorway and hold on firmly.
- If the furniture you are under starts to move, move with it.
- Stay away from glass doors and windows, tall shelves, light fixtures and objects that might fall.

Immediately after the earthquake:

- Check yourself and others for injuries – give first aid or get medical help.
- Check for small fires and put them out.
- Turn off power, water and gas at the mains. If possible, notify authorities of leaks, damage or unsafe hazardous substances.
- If the building is damaged or unsafe you may need to evacuate.
- Check for people who might be trapped in storage rooms or toilets, or who might need special assistance to leave.
- Take with you any emergency supplies and any vital business records that you can remove safely.
- If possible, secure the premises before leaving.
- Move to safe areas outside away from buildings and hazards.
- Expect aftershocks. If they happen, repeat this procedure.

3.4.2 SEVERE WINDS OR STORMS

- Open a window on the side of the building AWAY from the wind – this will help relieve the pressure on the roof.
- Put tape across very large windows to stop them shattering.
- Stay inside. Don't walk around outside as you may be hit by flying missiles.
- Make an assessment of closing the landfill to the public for H/Safety reasons.
- Advise the Contract Manager and the Council of this decision.

3.4.3 TIDAL WAVE OR TSUNAMI

- Civil Defense will issue a warning if a tidal wave is expected.
- If this warning is issued, check the radio for instructions.
- Go immediately to the nearest high ground – at least 30 metres above sea level or 1km inland.

3.4.4 LIGHTNING STRIKES

- Take cover in a building or vehicle if possible
- If out in the open crouch down and remain stationary
- Do not take cover under trees
- Do not use a cellphone

3.4.5 BURNS

- Cool burn for at least 20 minutes using cold running water or a fine low pressure spray mist.
- Do not attempt to remove items of burnt clothing.
- Treat for shock and hypothermia.
- If required, seek medical attention.

3.4.6 ELECTROCUTION

1. Don't touch victim or equipment
2. Turn the power source off.
3. To assist the casualty if the power cannot be turned off, use heavy insulating **dry** gloves, or something made of rubber, **dry** cloth or wood to free the casualty.
4. Start resuscitation immediately if breathing is not evident. Use CPR techniques
5. Leave equipment as is.
6. Attach an "Equipment Unsafe" tag to the power source isolating switch.
7. Notify the Manager or on site supervisor immediately.
8. If required call the Emergency Services (**phone 111**)

Cardiopulmonary Resuscitation (CPR)

1. Check for danger to yourself (electrical wiring etc)
2. Seek assistance where appropriate
3. Shake the victim and shout to establish the level of responsiveness
4. Check that airway is unobstructed.
5. Place victim on back on a firm surface
6. **Check for any sign of a pulse.** If not-

Airway

1. Open airway by tilting head well back and lifting the chin with fingers.
2. Look, listen and feel for breathing. Place your face near mouth if necessary to detect breathing. If absent commence rescue breathing.
3. Keep victims head tilted back.

Breathing

1. Take a deep breath and blow firmly into the victim's mouth, keeping a tight seal around the mouth.
2. Block the nostrils with your cheek or pinch them closed with your fingers.
3. Give two full breaths initially.

Circulation

1. Check for the rise and fall of the chest. If this does not occur there is probably a blockage to the airway – Check and try again.
2. Check for any sign of a pulse. If not
3. Give full breath.

Kneel by the patient.

1. With heel of hands, press lower half of breastbone downwards
2. The fingers may be interlocked or extended or the top hand may grip the underneath hand.
3. Keep pressure arm straight and fingers clear of the chest.
4. Press downwards towards the spine.
5. If only one rescuer, then give 30 compression's (1 per second) then one full breath and continue until natural breathing starts or more advanced treatment is available)
6. If two rescuers, then person giving cardiac compression's should pause slightly after each five compression's (1 per second) to allow one full breath to the patient.
7. It is most important to keep the victim's head tilted well back to maintain a clear airway. This action alone may cause normal breathing to commence in an apparently asphyxiated unconscious person.

3.4.7 CRUSHING

- Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
- Call emergency services. **Dial 111.** Give clear instructions on location, nature of incident and numbers of persons and injuries.
- Do not attempt to move the victim/s until medical assistance is available, unless the victim is in grave danger from further crushing.
- Keep the victim calm and comfortable.

3.4.8 SUSPECTED BIOLOGICAL CONTACT

Prevention of Infection

Biological hazards include occupational exposure to pathogens such as:

- Hepatitis A Virus (HAV)
- hepatitis B Virus (HBV)
- human immunodeficiency virus (HIV)
- Other potentially infectious materials.
- Diseases transferable from animals to humans

If contact is through cut or needle stick:

1. Promote bleeding and then cleanse wound.
2. Seek immediate medical treatment.
3. If possible take suspected item causing injury to doctor with you.

If contact is through touch:

1. Wash hands or point of body contact thoroughly using cleaning agent
2. Seek medical attention as soon as possible
3. If possible take suspected item causing possible infection with you to doctor.

3.4.9 BOMB THREAT

Although extremely unlikely, all bomb threats must be taken seriously.

- Keep calm
- Obtain as much information from the caller as possible. **WRITE IT DOWN**
- Note any characteristics of caller (sex, accent, speech, background noise)
- If possible ask questions
- When caller hangs up, **DO NOT PUT THE PHONE DOWN**, leave the line open to help the Police trace the call
- Evacuate the facility as if for a fire.
- Contact the Police and supply all information gained.

3.4.10 SUSPICIOUS OBJECTS

- Leave the object alone and cordon off the area
- Notify the Police
- Evacuate the facility as if for a fire

3.4.11 DEALING WITH THE PUBLIC IN EMERGENCY SITUATIONS

- During an emergency care must be taken in dealing with the public and media.
- During an emergency you are directed to:
 - Deal with the situation
- Notify the manager as soon as possible. **Note: Only the Manager is authorised to talk with the media.**
- Discuss the situation **only** with representatives of:
 - The emergency services
 - Statutory bodies (e.g. DOC, WORKSAFE NZ, etc)

3.4.12 DEALING WITH THE PUBLIC IN CONFRONTATION SITUATIONS

- Do not escalate the situation by engaging in verbal or physical contact.
- Contact Police where you feel you are in fear of being assaulted.
- Go to a place of safety but where you can continue to observe.
- Record vehicle details.
- Record physical description of the person involved.

3.4.13 POST EMERGENCY SITUATIONS

Immediately after an emergency (fire, earthquake or severe wind and storm) has concluded and it is safe to do so, the following steps should be taken:

- Check the plant for obvious signs of damage such as broken or cracked pipe work, tanks etc.
- Take the appropriate steps to minimise spillage of products by closing off at the source if possible.
- If product cannot be closed off at the source, initiate spill response procedures.
- If the situation is contained and stable, conduct a detailed, inspection of the entire **building**.

Safety Acknowledgment

We acknowledge that events operated by Meremere Dirt Track Club Inc will, in context of our sport and as far as reasonably practicable, comply with the Health and Safety at Work Act 2016

- Site safety rules
- Risk Management
- Significant on site hazards
- Personal Protection equipment requirements
- Accident reporting procedures
- Employee Participation system
- Emergency procedures
- First Aid
- Fire precautions and equipment
- Safe assembly and reporting procedures

This Document is evidence of our commitment to maintain reasonably practicable processes, in conjunction with the governing body rules, to ensure our sport minimizes risk to our members and the public.

Print your name _____

Signature _____

Date _____

Signed by Club Official

Name _____

Signature _____