

# Otago Pharmaceutical Student Society (OPSS) Health and Safety Plan

**1. Introduction** The Otago Pharmaceutical Student Society (OPSS) is committed to ensuring the health, safety, and well-being of its members and participants in all club-related activities. This Health and Safety Plan outlines the measures in place to promote a safe environment during events, study groups, social gatherings, and online communication.

## 2. Responsibilities

- The OPSS executive team is responsible for implementing and monitoring health and safety measures.
- Members are responsible for adhering to safety guidelines and reporting hazards or incidents.
- A designated Health and Safety Officer will oversee safety compliance and risk management.

**3. Risk Assessment and Management** Given the nature of OPSS activities, potential risks are minimal. However, the following precautions are in place:

### 3.1 Study Groups and Meetings

- Ensure venues are safe and comply with university regulations.
- Maintain clear walkways and exits.
- Encourage regular breaks to prevent strain and fatigue.

### 3.2 Social Events (e.g., BYOs, Gatherings)

- Select venues that meet health and safety standards.
- Encourage responsible alcohol consumption in line with university and local laws.
- Have a designated sober contact person for support if needed.
- Ensure first aid resources are available where appropriate.

### 3.3 Online Communication

- Foster a respectful and inclusive digital environment.
- Report and address any instances of harassment or cyberbullying.
- Follow university policies on appropriate online conduct.

## 4. Emergency Procedures

- For medical emergencies, call 111 and notify venue staff or university security (0800 479 5000).
- Identify emergency exits and procedures at event locations.
- Maintain a list of emergency contacts, including key university personnel.

## 5. Incident Reporting

- Any accidents, injuries, or safety concerns should be reported to the Health and Safety Officer.
- Reports should include details of the incident, actions taken, and recommendations to prevent recurrence.

## 6. Review and Continuous Improvement

- This plan will be reviewed annually by the executive team.
- Feedback from members will be considered to enhance safety measures.

For any health and safety concerns, please contact the OPSS executive team or the designated Health and Safety Officer.