

Health and Safety Policy

We aim to provide safe environments for our people to volunteer freely and safely. Our goal is for every volunteer to return home safely, having learned something and benefited from the experience.

The Cause is Important, Your Safety is Paramount

SVA believes that:

- All volunteers are entitled to feel safe
- Health and Safety is everyone's responsibility
- Anyone should feel confident to stop an unsafe project
- Health and Safety is a learning journey, which we can always improve.

Our commitment is to:

- Lead by example in all areas Health and Safety
- Identify, eliminate or control health and safety risks
- Train staff, contractors and volunteers to assess and minimise risk
- Ensure adequate numbers of volunteers are equipped to deal with accidents/ incidents
- Minimise risk and hazards wherever volunteers are
- Implement health and well-being initiatives and encourage activity organisers to extend this to their teams
- Empower volunteers to think about their health and well-being outside of volunteering
- Review and revise policy and procedures regularly to ensure best practice,
- Communicate the policy and procedures (including any updates) to all people operating under the SVA banner
- Consult with our people to inform our practices.
- Fulfill our obligations under HSWA 2015 as a PCBU that has the primary duty of care for the health and safety of workers and others influenced by its work.

Everyone we work with will:

- Understand this policy

Commented [JP1]: This isn't language we use anywhere else, suggest removing

Commented [KS2R1]: Sounds good, thank you!

Commented [EB3]: Add in reference to the HSWA 2015: Under HSWA, a business or undertaking (PCBU) must look after the health and safety of its workers and any other workers it influences or directs.

Commented [EB4R3]: <https://www.worksafe.govt.nz/managing-health-and-safety/getting-started/understanding-the-law/primary-duty-of-care/what-is-the-primary-duty-of-care/>

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- Take ownership of their own behaviour and ensure it is safe
- Comply with all SVA procedures, training and instruction
- Report all incidents, near misses or hazards in a timely manner to the appropriate person
- Stop any and all unsafe activity.

Purpose: Establish clear responsibilities which the Foundation holds around Health and Safety (H&S) in order to ensure all volunteers across all programs are healthy and safe when volunteering.

Who: All Foundation Staff and Club Executives

When: At all times

Where: All locations in which volunteers conduct projects

Outcome: Foundation staff and club executives understand their responsibilities, volunteers feel safe and comfortable to participate in the project and speak out about health and safety.

Definitions

Volunteer: A person that is participating, for no financial gain, in a project organised by the foundation or another volunteer group.

Employee: Someone paid by the foundation to conduct duties on behalf of the organisation.

Activity Organiser: A volunteer that is responsible for organising a volunteer activity. This person is likely to be a part of a tertiary club executive or someone mentored by the Foundation team for the purpose of being an Activity Organiser.

PCBU: A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers and that other people are not put at risk by its work. This is called the 'primary duty of care'. This means ensuring, so far as is reasonably practicable:

- the health and safety of workers who work for the PCBU (eg employees or contractors, including their subcontractors or workers) while they are at work in the business or undertaking
- the health and safety of workers whose work activities are influenced or directed by the PCBU while the workers are carrying out the work (eg a

Commented [EB6]: Suggest adding in words around the PCBU

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This means ensuring, so far as is reasonably practicable:

□ the health and safety of workers who work for the PCBU (eg employees or contractors, including their subcontractors or workers) while they are at work in the business or undertaking

□ the health and safety of workers whose work activities are influenced or directed by the PCBU while the

workers are carrying out the work (eg a franchise company whose franchise requirements influence or direct the workers of the franchisee).

□ that other persons are not put at risk by the work of the business or undertaking (eg a visitor to the workplace, or members of the public who could be affected by a work activity).

SVA as the organisation holds the primary duty of care. We cannot delegate this away. We should ideally be reviewing all H&S plans with the clubs. - ideally sighting them at a minimum.

Commented [KS7R6]: Added in that definition

franchise company whose franchise requirements influence or direct the workers of the franchisee).

- that other persons are not put at risk by the work of the business or undertaking (eg a visitor to the workplace, or members of the public who could be affected by a work activity).

Resources

The Foundation will provide the Activity Organisers with appropriate resources to conduct the project in a safe and manageable manner. These resources will be provided to them as part of their induction into SVA as a leader.

Responsibilities

Board: Provides governance and direction on the conduct of safe and sustainable projects. They are accountable for:

- Sign off on all policy and procedures
- Setting targets for health and safety performance
- Monitoring overall H&S practices
- Holding the CEO to account for their responsibilities
- Setting reporting requirements

CEO: Leads the H&S standards and is overall responsible for the well-being of their staff and volunteers. They are accountable for:

- Ensuring the successful delivery of the H&S policies and procedures
- Providing leadership and guidance on maintaining and developing H&S procedures.
- Providing feedback and recommendations to the board
- Holding the Health and Safety Officer to account for their duties
- Oversight of H&S practices within the organisation.

Health and Safety Officer: Manages the H&S implementation at the volunteer level. They are responsible for:

- Supporting the staff team to monitor and implement strong health and safety standards on projects
- Writing and updating all policies and procedures under the guidance of the CEO

- H&S policies and procedures are communicated to employees and volunteers
- Spot checks of volunteer led projects
- Encouraging feedback from volunteers
- Ensure the incident, near miss and hazard register is being filled out and followed up
- Directing investigations where applicable.

Employees: Provide guidance and support to activity organisers and encourage safe practices. Employees are responsible for:

- Comply with H&S policy and procedures
- Challenge any decisions that they feel do not consider the volunteers well-being
- Report breaches of H&S
- Minimise risks to self and others
- Providing support to the updating of policy and procedures when required
- Providing support to the implementation of H&S if required.

Activity Organiser: Provide volunteer opportunities to their volunteers and are responsible for the H&S of their volunteer onsite. These individuals should be heavily supported by the employees.

Activity organiser Leads are responsible for:

- Comply with H&S policy and procedures
- Challenge any decisions that they feel do not consider the volunteers well-being
- Develop a Formal Risk Assessment for events using the provided templates and tools
- Report breaches of H&S
- Minimise risks to self and others.

Volunteers: Provide on the ground feedback about their health and safety and ensure their own behaviour is in line with organisation expectations. Individual responsibilities include:

- Comply with H&S policy and procedures

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- Report breaches of H&S to an activity organiser
 - Cease a project if it becomes detrimental to their health or safety
 - Minimise risks to self and others where possible and appropriate.

Health and Safety Monitoring Procedure

Purpose: Define how SVA will conduct health and safety monitoring.

Who: All employees, volunteer organisations and Club executives

Frequency: Regular checks to be conducted, particularly around big volunteering events.

Where: All volunteer locations

Outcome: Clearly articulated process of how our volunteers and employees' health is to be monitored.

Pre-Activity Responsibilities.

Activity organisers are responsible for reading and understanding the SVA H&S policies. They should clear up any areas of confusion before moving forward with an activity. Activity organisers will conduct a Hazard and Risk Assessment to mitigate any potential risks.

It is also vital that the closest medical centre is identified and their phone number recorded in the event that a volunteer needs to be taken there.

Hazard and Risk Assessment and Management

All activities require the activity organisers to conduct hazard identification and risk assessment and management. This is detailed in the H&S procedure. Activity organisers are to monitor those risks that are High and ensure everything is done to minimise the risk of harm to the volunteers.

Pre-Activity Brief

Before any activity commences, the Activity Organiser is responsible for ensuring volunteers receive a H&S brief. This is to cover the emergency procedures, facility locations, risks and how to minimise them and the main points of contacts. Once the brief is given, the activity can commence but the health and safety of

the participants is to be monitored based on the briefing. All volunteers are entitled and encouraged to air their concerns regarding their personal or collective safety.

Volunteer Health

The spaces in which the volunteers conduct business or activities is to be monitored for hazards. It is to be reported to the activity organisers or Health and Safety Officer at SVA Foundation if there are hazards which are unduly impacting the ability of the volunteers to work. It is the individual's responsibility to participate in actively identifying any hazards in their space. It is the responsibility of the Health and Safety Officer to have overview of this and ensure everyone's health is considered.

Monitoring Volunteer Projects

The Health and Safety Officer is responsible for spot visits to SVA activities organised by volunteers. They will review the planning process conducted for the activity and ensure SVA policies were adhered to. They will check in on the Risk Assessment Management and ensure that controls they have specified are in place and are reducing the risk to volunteers. They will also check whether incidents, near misses and hazards are being correctly documented.

Project Briefing

This is the template for a pre-activity briefing- Activity organisers are responsible for inserting the correct details and ensuring that it fits with the specific project.

Kia Ora Koutou, welcome to the [project name].

[Project Blurb] *To be written by the activity organiser.*

Key Personnel:

- [Activity organiser/s]
- [Exec members]
- [First Aider]
- [Drivers]
- [External Support] e.g. Conservation Groups.

Before we dive into volunteering, in the interest of your safety, I have a few messages before we start. Please listen carefully and save all questions for the end.

In the event of a fire:

Outdoors: Shout FIRE FIRE FIRE while moving away from the flames meeting at the assembly point, tell **[Activity Organiser/s's name]** and **await further instructions.**

Indoors: Shout FIRE FIRE FIRE and if there is smoke get down on your hands and knees. Find the nearest exit, closing doors on your way and head to the assembly point.

If you are stuck in a room, shut the door and cover the hole at the bottom if possible. Yell out the window and wait for help.

In the event of an earthquake:

Outdoors: Move away from building trees, powerlines or the like (only a few metres) then drop cover and hold. Wait until the shaking stops. Move to the assembly area and wait for further instructions.

Indoors: Drop, cover and hold. Wait until the shaking stops. Move to the assembly area and wait for further instructions.

In the event of an injury:

Serious: Call 111, tell the activity lead and wait for the ambulance to arrive. Move the injured person to a warm dry place if practicable.

Minor: Tell the activity lead, [First Aider] will administer First Aid. Continue with the activity if you feel safe and comfortable to do so.

This is the [number] and [location] of the closest medical centre, should anyone need to see a medical professional outside of an emergency.

Key Locations:

- The toilets are located [location].
- The assembly point is [location] in the event of an emergency.
- The emergency exits are [locations].
- Water is [location] in the event of a fire.

At any point, if you feel unsafe or that someone else is at risk you can stop the project [How you wish the activity to be stopped (e.g. yelling stop)]. The activity will only be recommenced when the hazard is removed and the [Activity Organiser's name] has deemed it safe.

If you have any allergies that we need to be made aware of, please see one of the Activity Organisers after this briefing.

Are there any questions? Please remember that everyone is responsible for their own safety and others. The Cause is important, Your Safety is Paramount!

Emergency Preparedness and Management

Purpose: Plan for volunteer actions when an emergency strikes during a volunteer project.

Who: All.

Frequency: As an emergency occurs.

Where: Anywhere a volunteer project is taking place.

Summary

SVA volunteers are helping others and therefore often consider themselves second. It is therefore plausible that volunteers come across an emergency and wish to continue their support regardless. The foundation needs to establish guidelines for this eventuality.

Emergency Definition:

A sudden state of danger, conflict or medical condition requiring immediate action or treatment.

Procedure

1. Activity Organisers are to plan the actions taken in the event of an emergency. This should be documented. The foundation will provide a beginning point for this. Key considerations are:
 - a. Meeting points
 - b. Transport plans
 - c. Rationing
 - d. Contact of key personnel
2. Activity Organisers **MUST** give a briefing before the commencement of the activity. This is to cover the key points of the plan so all volunteers are aware of their required actions in the event of an emergency.
3. In the event of an emergency the following steps are to be followed at a minimum:
 - a. Project ceased immediately
 - b. Move to a safe area, as per the briefing, if necessary

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- c. Emergency services called (if required)
 - d. Key contacts called (i.e. Next of Kin)
 - e. Volunteers await instruction from the activity lead for next steps
4. Volunteers to head home if deemed safe by the activity lead. The activity is only to recommence if the emergency is resolved and it is appropriate to do so.

Training Procedure

Purpose: Detail the structure of H&S training within the organisation.

Who: SVA Employees to plan and produce training, volunteers to conduct training where appropriate

Frequency: Training is to be conducted when a Club Exec is established and regularly once a year thereafter. Ideally all volunteers will learn about the basic H&S needs of the organisation. Where additional training is provided, it will be logged as being delivered appropriately.

Where: Training is conducted online or in person.

Outcome: Training requirements outlined for those participating in volunteer activities.

Summary

The Foundation has developed online training, this is available to all volunteers but is not compulsory. The training is compulsory for Activity Leads and Health and Safety Representatives. This training is focussed around hazard identification and risk assessment, incident/ near miss reporting and management of volunteers. It will provide the detail required to ensure volunteers are kept safe during an activity.

SVA Volunteer Obligations

While all volunteers do not need to complete the training to participate, they **MUST** be present and listen to the pre-activity briefing, which will detail their responsibilities and how they can avoid risk to ensure a safe activity.

SVA Club Executives/ Activity Leads

All members of a club executive are required to complete Health And Safety training before the year in which their tenure begins. Modules include:

- Health and Safety Overview
- Hazard Identification and Risk Assessment
- Incident, Near Miss and Hazard Reporting
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Commented [K58]: Included in other topics

- Event Safety
- Fire Safety
- Accessibility at Events
- Food Hygiene
- Water Safety
- Lone Working
- Working at Height
- Personal Protective Equipment
- Data Protection

This training will include some form of quiz to confirm knowledge. It is the Foundation's responsibility to ensure Activity Leads are supported and are appropriately trained.

Commented [KS10]: This quiz is currently delivered during a HnS quarterly meeting. Will embed into the training

Incident Reporting and Management Procedure

Purpose: Formalise the incident reporting and requirements.

Who: Any person involved in a volunteer activity

Frequency: As and when incidents occur.

Where: Any location in which SVA volunteers are participating in an activity.

Outcome: All volunteers, in particular activity organisers, are aware of their responsibilities in the case of an incident.

Summary

The Incident Reporting and Management Procedure outlines the steps to take in the event of an incident, near misses or hazards identified. There are a number of steps to take in these cases:

- Reporting the incident, near miss or hazard,
- Communicating the incident, near miss or hazard to the appropriate personnel,
- Investigating as to why the incident or near miss occurred,
- Correcting procedures or processes to minimise chances of repeat incidents or near misses.
- Review of the new procedures/ processes.

Background

With the variety of volunteering activities that occur and the range of experience levels there is a chance that there may be an incident at an SVA event or project, despite the risk management requirements. For this reason it is paramount that reporting procedures are put in place to accurately document the incident to allow for change and the prevention of further incidents of the same nature.

All incidents are to be reported to the Health and Safety Officer with true and accurate detail of the incident. In the case where an email cannot be formulated in a timely manner then a phone call is acceptable.

The Health and Safety Officer will then direct a member of the Foundation team or an appropriately experienced volunteer to conduct an investigation. This is to occur within one week of the incident. The investigation will be reviewed by the CEO.

The Health and Safety at Work Act 2015 requires:

- PCBUs and self-employed persons to notify WorkSafe New Zealand of a notifiable event by the fastest possible means e.g. telephone, email, etc.
- PCBUs to keep a record of each notifiable event for at least 5 years from the date on which notice of the event was given to WorkSafe NZ.

Key terms:

Injury: a personal injury causing harm, e.g. cuts, bruising, broken bones, unconsciousness, concussion

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Illness: includes vomiting, skin disease, dizziness, headache, fever.

Incident: damage to vehicles, assets or property, violation of a safety rule or Standard Operating Procedure (SOP), deliberate unsafe act or creation of an unsafe condition.

Near miss: an unintentional act that could have caused harm, illness or loss.

Hazard: source, situation or act with a potential for harm in terms of human injury or ill health or a combination of these.

Meaning of notifiable injury or illness - In the Act, unless the context otherwise requires, a notifiable is an injury or illness, in relation to a person, as listed in the H&S Wiki on SharePoint.

Meaning of notifiable incident - In the Act, unless the context otherwise requires, 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. For further information refer to the comprehensive list of notifiable incidents listed in the H&S Wiki on SharePoint.

Meaning of notifiable event - In the Act, unless the context otherwise requires, a notifiable event means any of the following events that arise from work:

- the death of a person; or
- a notifiable injury or illness; or
- a notifiable incident.

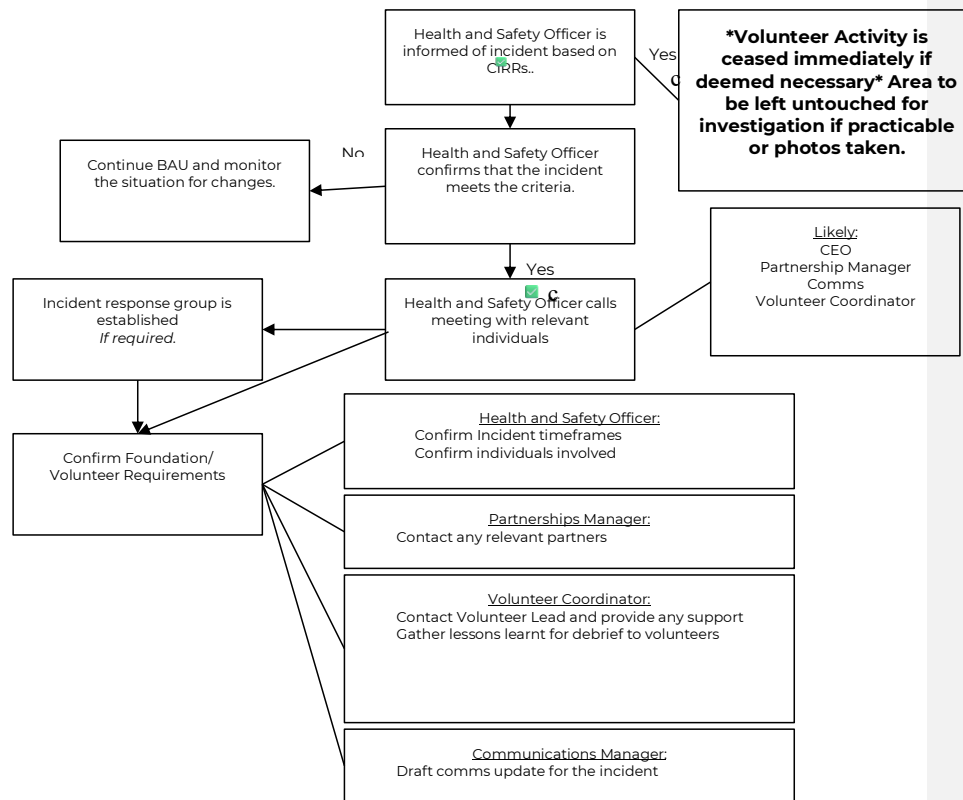
Critical Incident Reporting Requirements (CIRRs)

Should any of the following incidents occur while out on a volunteer activity, the CEO or Health and Safety Officer should be notified immediately.

CIRRs:

1. Death of any volunteer or beneficiary
2. Significant Injury to any volunteer or beneficiary
3. Reputational damage to SVA or any partners
4. Damage to property of any beneficiary of volunteer activity
5. Political or religious groups are pursuing the activity
6. Illegal activity is conducted during a volunteer activity.

Incident Response Flowchart:



It is the responsibility of the Health and Safety Officer to report any notifiable events to Worksafe NZ as soon as practicable. This can be done by phone in the first instance, but is likely to need to be formalised in writing soon after. Tel: 0800 030 040.

Near Misses, Minor Incidents and Hazard Reporting:

In the event of any Near Miss, Minor Incident or Hazard identified personnel are to:

- Pause the activity if necessary and practicable,
- Assess the situation to determine whether any risk or hazard needs to be minimised/ eliminated before continuing the activity,
- Take any action to reduce risk of future harm,
- Notify the activity lead, who will in turn notify the Health and Safety Officer(or a member of the Foundation in their absence),
- Report the near miss, minor incident or hazard on the spreadsheet in the Foundation Drive at the soonest opportunity.

Post Incident Responsibilities

Once the event has finished or is ceased due to a critical incident an investigation may be called for. This decision is held by the Foundation and should be communicated promptly to the activity lead. In all cases it should be reported in the Near Miss, Hazard or Incident [register](#). In the case that an investigation does take place, the following should be done:

- Where possible take photos that are relevant to the incident or hazard at the earliest possible opportunity,
- A person should be identified to conduct the investigation that was not directly involved in the activity,
- An investigation report is to be filled out and provided to the Foundation,
- Recommendations made for further training or process change to avoid future incidents.

Commented [KS11]: Changed wording as now on Monday.com

Affected Volunteers:

It is the responsibility of the Foundation to ensure that there is follow-up with the affected volunteers. Follow-up includes, but is not limited to:

- Welfare phone calls,
- Welfare visits,
- Remedial training for volunteers (if a skill gap is identified),
- Remedial training for activity leads (if processes are not correctly followed), and
- Invitation for feedback.

Investigation Report

Incident/ Near Miss/ Hazard Number: _____

Incident/ Near Miss/ Hazard entered in the Register?

Section One: Investigator Details

Name:

Role:

Investigation Start Date:

Investigation End Date:

Section Two: Activity Details

Activity Name:

Location:

Date:

Group Involved:

Section Three: Occurrence Details

Date:

Time:

Persons involved:

Name:

Name:

Name:

Role:

Role:

Role:

Point of Contact:

Type of Occurrence: (Critical / Minor Incident, Near Miss or Hazard)

Description of occurrence (include as much detail as possible):

Section Four: Damage incurred

Add photos to this section if appropriate.

Describe any property damage:

Describe any personal harm inflicted:

State the equipment/ object or vehicle involved:

Section Five: Analysis

Your assessment of the situation (contributing factors, inaction or conditions that triggered the occurrence).

Recommendations for further action:

Prevention strategies:

Hazard Identification and Risk Assessment

Purpose: This procedure sets out how volunteers are to identify, record and manage risk and hazards before any volunteering activity.

Who: Activity Leads, Foundation staff

Frequency: When planning volunteer activities and during the activities.

Where: All locations where volunteering activities are held.

Outcome: Clear guidelines of how to identify hazards and risk associated with volunteer activities. Ability to use strategies to then mitigate that risk and ensure the activity is as safe as possible for all participating.

Summary

Before any activity can take place, activity leads need to ensure that hazards and risks associated with the activity are considered and then mitigated where possible. This is to ensure that the volunteers are participating in a safe activity where they can feel confident to proceed without concern for their well-being.

A useful resource can be found below:

<https://worksafe.govt.nz/dmsdocument/839-identifying-assessing-and-managing-work-risks>

Hazards can be defined as anything that can cause harm. This “includes a person’s behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour)”

Risks can be defined as anything that can arise from people being exposed to a hazard.

Hazards/ Risks need to be identified, assessed (for likelihood and severity), controlled (minimised or eliminated) and recorded. While a generic document can be built up for all volunteer activities, it is essential that the document is reviewed and updated before each activity and the activity lead is to ensure that new risks are identified, which are specific to the event.

Formal Risk Assessment and Management

Identification

The activity lead needs to think of all possible hazards and create a list. This could be from something as insignificant as cutting your hand on a tree you are planting to falling in a hole and breaking a leg.

Assessment

The following table produces a rating of the hazard when considering both likelihood and severity. Each hazard identified should be rated.

For example:

- Cutting your hand on a tree is Possible for a tree planting event and is Minor - this gives a rating of Medium.
- Falling in a hole and breaking your leg at the same event is Possible and Major. This produces a rating of Critical.

		SEVERITY				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Rare	Low	Low	Low	Med	Med
	Unlikely	Low	Low	Med	High	Critical
	Possible	Low	Med	High	Critical	Critical
	Likely	Med	Med	High	Extreme	Extreme

D	Almost Certain	Med	High	Critical	Extreme	Extreme
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Control and Re-assess

Once each hazard is rated you then need to consider the measures in place to minimise the hazard or eliminate it entirely.

For example:

- Cutting your hand can be mitigated by providing gloves to volunteers. This drops the risk rating down to Rare and Minor. The rating now drops to low.
- Falling in a hole and breaking your leg can be mitigated by sign posting areas where holes have been dug and giving a safety brief to volunteers to be aware of their footing. This drops the risk down to Unlikely and Moderate and a rating of Medium.

Recording

All of this information needs to be captured in a document. This is to be available to the Foundation for review before an activity commences. An example is given [here](#).

Dynamic Risk Assessments (DRAs)

Where formal Risk Assessments cannot be done, employees/volunteers are required to conduct DRAs.

A DRA is identifying, measuring and evaluating risk in real-time, while working. When using a DRA you can determine whether a task needs to be approached in a different manner or avoided completely. This can mean the difference between staying safe and risking injury.

Steps of DRA:

1. Identify hazards and associated risk
2. Assess the risk:
 - a. how serious is it?
 - b. what is the likelihood of it resulting in injury?
 - c. What tools/ resources do you have to remove hazards/minimise the risk?

3. Determine whether it is safe to proceed

When employees/ volunteers have completed their DRA, they will know with confidence whether the activity is safe. At no time should someone feel obligated to proceed with an activity if they feel unsafe.