

WEITI BOATING CLUB

Health and Safety Policies and Procedures Manual

Updated August 2020

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Part A - WBC commitment and policy

1. Policy statement

Weiti Boating Club is committed to health and safety and we will ensure, as reasonably practicable, the health and safety of all our club members, staff and visitors. As a club member/staff, it is YOUR RESPONSIBILITY to ensure that any of your actions or inactions do not cause harm or injury to you or anyone else while at Weiti Boating Club. We will address this duty of care by:

- continually improve current health and safety performance
- provide a safe and healthy work environment
- identify and control actual and potential hazards
- establish and maintain communication on health and safety
- support club members/staff participation in health and safety matters
- identify needs and provide training on health and safety
- demonstrate a commitment to the accurate reporting and recording of health and safety matters
- comply with legal and organisational obligations.

Weiti Boating Club Flag Officers and Committee is commitment to health and safety and will:

- implementation of policies and procedures
- implementation of an annual health and safety programme
- club member/workers education and participation
- regular reviews and evaluations
- three-monthly health & safety meetings
- yearly health and safety manual review.

Weiti Boating Club Flag Officers and Committee acknowledges and accepts its responsibility for health and safety standards at Weiti Boating Club. However, we seek cooperation from all club members and workers in achieving our health and safety objectives and expect that club members/workers will:

- take reasonable care for their own health and safety
 - take reasonable care they do not adversely affect the health and safety of other persons
 - follow our policies and procedures
 - comply with any reasonable instructions given
 - identify hazards, assess and control risks to health and safety that are under their control
 - use of Personal Protective Equipment (PPE) when required
 - report all hazards, accidents and incidents (events) to the Club Manager in a timely manner
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2. Legislative requirements

The Health and Safety at Work Act 2015 requires employers to take all practicable steps to ensure the health and safety of employers, club members and visitors by:

- providing a safe working environment
- providing and maintaining facilities for staff and club members' safety and health
- ensuring plant and equipment on the premises are safe
- ensuring staff and club members are not exposed to hazards
- developing emergency procedures
- ensuring that no action or inaction by staff and club members is likely to cause harm to themselves or any other person.

3. Responsibilities

Weiti Boating Club Flag Officers and Committee has ultimate accountability for the health and safety of all staff, club members and visitors. This is provided for by:

- demonstrating continuous improvement through a systematic approach to occupational health and safety matters that includes setting specific objectives, systems and programmes in partnership with staff and reviewing these yearly
- documenting and communicating the health and safety policy and holding staff members responsible for supporting the policy and related procedures
- taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice
- incorporating health and safety as an element in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate
- expecting all staff to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.

Weiti Boating Club Flag Officers and Committee have key responsibilities for developing, implementing and improving the health and safety management system as an integral part of day-to-day operations. These include the following:

- providing leadership and direction in matters of health and safety
- developing staff commitment to achieving excellent health and safety standards
- establishing, monitoring and achieving overall health and safety goals and objectives
- ensuring that all staff members receive appropriate induction training, and are involved in the improvement of systems and practices where
- ensuring health and safety representatives receive appropriate training
- conducting regular health and safety inspections
- maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards
- acting in the capacity of the health and safety representative
- ensuring any changes to the health and safety manual are distributed to staff and the manual is kept up to date and is managed as a controlled document.
- ensuring club member health and safety while at the club

Health and Safety Meetings

- Health and safety staff meetings are to be held in March, July and December
- the health and safety committee comprises: Health and Safety Chair, Committee member, Club Manager & Custodian/Haulage Operator
- any club member/staff wanting to be on the health and safety committee may self-nominate and will as a result be invited to attend the committee meetings. Changes to the committee will be communicated via email to all staff.
- any club member/staff are welcome to attend a health and safety committee meeting. The date and time of meetings will be circulated to all club members/staff via group email
- an extraordinary meeting will be held in the event of a serious harm injury being investigated.
- the health and safety manual will be reviewed yearly by the Flag Officers and Committee in consultation with staff.
- where changes to existing policies are being considered, staff will be invited to comment and participate in the consultation process prior to implementation of changes. .

4. Right of entry

Weiti Boating Club is in a unique situation with employees, club members using club facilities, guests of club members, members of the public/visitors, contractors on club business, contractors working for club members and volunteers.

Guests of club members:

Club members are responsible for their visitors/guest health and safety at the club at all times.

Members of the public/visitors:

Weiti Boating Club will make sure there is signage alerting public/visitors to healthy and safety requirements at the club.

Club members using club facilities:

Weiti Boating Club will make sure there is signage alerting them to healthy and safety requirements at the club.

Volunteers:

Weiti Boating Club will run through Health and Safety policies with volunteers and keep a training log.

Contractors on club business:

Contractors will need to complete a Health and Safety Induction and sign in every time they visit the club.

Contractors working on club member's boats:

Contractors working on club member's boats must be a legitimate business with adequate insurance cover. The contractor is the responsibility of the club members at all times while working on their boat in the yard. There is no need for them to sign in with the club.

5. References

The Health and Safety at Work Act 2015

Work Health and Safety (General Risk and Workplace Management) Regulations 2016

Approved Work Health and Safety Codes of Practice and Standards

Signed: _____

Date: _____

The Commodore

Part B - General Health and Safety at Work Information

1. Emergency procedures

An emergency evacuation plan has been developed and this plan, together with a list of emergency contacts, is displayed in the following locations:

- Club rooms
- Custodian workshop window

All fire emergency equipment, such as horns, sirens and fire extinguishers, will be tested by an approved provider every 12 months. *Refer to appendix 1.*

2. Hazards/injury/incident reporting

All club members and staff including contractors are required to complete an incident form if a hazard/injury/incident occurs, and:

- advise the Club Manager of the incident or injury or hazard
 - for recording purposes complete a Hazard/Injury/Incident Report. *Refer to appendix 2.*
 - complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred, that is, in the event of a near miss
 - all hard copy forms should be signed by the relevant parties
 - the Club Manager or their delegate must record all injuries on the injury register. *Refer to appendix 3.*
 - internal reporting of any hazard/injury/incident should occur is separate from reporting of notifiable incident to WorkSafe NZ
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3. Reporting of notifiable incidents

Any serious incidents must be notified immediately to the Club Manager or Health and Safety Chair. After becoming aware that any such incident has occurred, it is the Health and Safety Chair's responsibility to report "notifiable incidents" to WorkSafe NZ by the fastest possible means, either:

- by phone – telephone WorkSafe NZ 0800 030 040 (24/7)
- by fax or other electronic means – fax WorkSafe NZ 04 914 6866
- email infor@worksafe.govt.nz

Definition of "Notifiable Incident"

- **the death** – of a person
- **a serious injury or illness of a person** – serious injury or illness including immediate treatment as an in-patient in a hospital; immediate treatment for certain serious injuries; or medical treatment within 48 hours of exposure to substance
- **a dangerous incident** – a 'dangerous incident' means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health and safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled escape of gas or steam

Hazard/Incident/Injury Report – Summary for the Chair of Health and Safety

- ensure that the Club Manager/Member or worker has completed a hazard/incident/injury form
- review the incident with the Club Manager/Member or worker to determine if any actions need to be taken to

eliminate or minimise the risk of the incident or hazard recurring

- complete the injury register
- if the incident results in a death, serious injury or illness or a dangerous incident, notify **WorkSafe NZ IMMEDIATELY**

NOTE: WorkSafe NZ requires that immediate notification is followed with 48 hours in writing by completing a Notifiable Incident Report Form and forwarding it to info@worksafe.govt.nz

4. First aid

First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advance care is provided or the person recovers.

First aid officer is a person who has successfully completed a nationally accredited training course of an equivalent level of training that has given them the competencies required to administer first aid. Weiti Boating Club has in place the following first aid procedures

- the appointment and training of First Aid staff
- the provision of first aid kits within the workplace
- clear signage with the name of the First Aid staff and location of first aid kits

It is the First Aid trained staff and Club Manager responsibility to ensure that the contents of all first aid kits are maintained.

First Aid Training

- the minimum level of training for a manger or work is Unit Standards 6400: 6401: 6402 First Aid Certificate (or equivalent). Refresher training should be undertaken every two years.

First Aid trained staff Responsibilities

- the First Aid staff is approved to render first aid assistance in the workplace
- the First Aid should ensure that they do not administer first aid services beyond their level of training
- a record of any first aid treatment given should be kept by the First Aid staff and report to the Club Manager on a regular basis to assist with reviewing first aid arrangements

Contact details of First Aid staff are displayed on all notice boards

First Aid – Summary for the Club Manager

- ensure that a First Aid staff has been appointed and trained
 - keep a copy of the First Aid Staff qualifications
 - ensure that a first aid kit is provided and maintained by the First Aid staff
 - advise all managers and workers of the name of the First Aid person and the location of the kit
 - place a sign on the wall where the kit is located
-

5. Training and induction

Training - Weiti Boating Club is committed to providing appropriate training to ensure club members and staff have the skills and knowledge necessary to fulfil their Health and Safety at Work obligations. Health and Safety Workers training is a fundamental requirement for all staff to achieve a safe workplace. The Health and Safety Workers training needs for managers and workers, as well as through review of the Health and Safety at Work Risk Register, however it can be generally categorised into three kinds:

Generic Health and Safety at Working Training – skills and knowledge which is commonly required, e.g. induction training, health and Safe at Work risk management training, evacuation procedures

Risk Specific Health and Safety at Working Training – training required for those person conducting activities with a specific risk to health and safety or a verification activity, e.g. first aid training, hazardous substance training, manual handling training, confined spaces training and working from heights.

Task Specific Health and Safety at Work Training – skills and licensing which are required depending on the specific hazards and risk, e.g. any farm equipment operation, high risk work licenses such as for driving forklifts and cranes.

Documentation for Training - Training records shall be maintained as evidence of training delivery and assessment of competence. *Refer to appendix 4 for employees and appendix 6 for volunteers.*

Health and Safety at Work Induction - All new managers. Volunteers and workers are required to be provided with Health and Safety at Work information regarding the workplace as part of their overall induction and introductions to Weiti Boating Club. A thorough Health and Safety Workers induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely. *Refer to appendix 4.*

Procedure - The Club Manager must ensure a Health and Safety Workers induction is provided on the worker's first day. If the Club Manager is not available, he or she should organise for a replacement to conduct the induction. The Club Manager must:

- use the attached Health and Safety at Work Induction Checklist (*refer to appendix 4*) to ensure that all Health and Safety at Work issues are covered
- on completion of the induction, sign the checklist and ensure that the new worker also signs
- file a copy of the induction checklist on the worker's file
- provide the new worker with access to this Health and Safety at Work Management plan and the Health and Safety at Work Policies and Procedures Manual

A new Club Manager will be inducted by the outgoing Club Manager or Committee member. Volunteers will be inducted by the Chair of the Sub-Committee or the person in charge of the job at hand.

Induction for contractors/visitors on club business - All contractors/visitors s should be provided with a Induction/Safety Briefing prior to entering Weiti Boating Club premises (*refer to appendix 5*). All contractors/visitors must sign in (*refer to appendix 6*) and be provided with a copy of the Weiti Boating Club Briefing Handout to read and to them sign, acknowledge that they have read and understood the information (*refer to appendix 5*).

Induction for volunteers – *All volunteers should be provided with a Induction/Safety Briefing before carrying out any volunteer work at Weiti Boating Club (refer to appendix 6).*

6. Risk Management and the Hazard register

Health and Safety at Work risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of provide healthy and safe condition for club members, workers, visitors and contractors at Weiti Boating Club.

As required by the Health and Safety at Work Act, Weiti Boating Club has adopted a risk management approach to underpin its Health and Safety at Work Management Plan. This approach involves all managers and workers in identifying hazards, accessing and prioritising risks, implementing control measures and reviewing how effective and control measures are.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment.

Risk management strategies used by Weiti Boating Club include:

- regular hazard inspection of the workplace environment
- a comprehensive risk register detailing all Health and Safety at Work risks associate with the operation and activities of Weiti Boating Club
- document Health and Safety at Work policies and procedures

- risk assessment of newly purchased equipment
- risk assessment for any changes to work processes
- hazard injury, incident reporting procedures
- incident investigations (at the direction of the Health and Safety Chair)
- job safety analysis for specific activities including

Definitions:

- **Hazard** - anything which has the potential to cause injury or illness
- **Hazard Identification** - is the process of recognising that a hazard exists and defining its characteristics.
- **Hazard Assessment** - is the overall process of determining whether a hazard is significant.
- **Risk** - a chance of someone becoming injured or ill as a result of a workplace hazard. The significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen
- **Risk control** - is an action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.
- **Significant hazard** - means a hazard that is an actual or potential cause or source of serious harm
- **Harm** - means 'illness, injury or both'.
- **Serious harm** - is essentially a work-related injury, illness or condition that will result in admission to hospital for 48 hours or more or being off work for more than one week

The Risk Management Process

Health and Safety at Work risk management should be undertaken for all activities where there is the potential for hazards including:

- before activities commence
- before the introduction of new equipment, procedures or processes
- when equipment, procedures or processes are modified

Step 1 - Identify the hazard

Examine the work area or consider the task or process and identify any hazards or potential threats to the health and safety. A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are inherent in the job. Tasks can include, but not be limited to using tools, hazardous chemicals, dealing with people, and lifting/moving items.

Hazard Identification Process ²			
1.	Use inspection, audits, walk-through surveys and checklists to determine hazards		
	Working Environment Area used and its physical condition Workplace layout Location of material/equipment and distances moved Types of equipment used Energy hazards Hazards which could cause injury Characteristics of materials, equipment Hazards which could cause ill health Psycho-social environment Organisation environment	Human Factors Knowledge and training Skills and experience Health, disabilities, fitness Age and body size Motivation Risk perception and value systems Protective clothing, equipment, footwear Leisure interests	Tasks Task analysis Working postures and positions Actions and movements Duration and frequency of tasks Loads and forces involved Intensity Speed/accuracy Originality Work organisation
2.	Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings		

Step 2 – Identify the risk

Assessing the risk from a hazard determines its significance.

Step 1 – consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury or just first aid

Step 2 - consider how likely is this to occur – very likely, not likely at all or somewhere in between.

Some things to think about include;

- how often is the task undertaken
- how frequently are people near the hazard
- how many people are near the hazard at a particular time
- has an incident happened before
- have there been any 'near misses'

Step 3 – Access the risk

Evaluate the likelihood of an injury occurring along with its probable consequences

- identify the likely severity or impact of any injury/illness resulting from the hazard
- identify the probability or likelihood the injury/illness will actually occur

Score	Action and response
1 - very high risk	Stop the activity – immediate action is required to ensure safety. Safety measures applied must be cleared by the Health and Safety Chair or Club Manager before any activity recommences
2 - high risk	Proceed with caution – immediate reporting of emerging or ongoing risk exposure at this level to the Health and Safety Chair or Club Manager
3 - substantial risk	Be aware – action required as soon as possible to prevent injury or illness. Report these risks to the Club Manager during the current shift or before the next shift.
4 - moderate risk	Be aware – action required as soon as possible to prevent injury or illness. Report these risks to the Club Manager during the current shift or before the next shift.
5 - acceptable risk	Do something when possible, manage by routine procedures
6 - low risk	These risks should be recorded, monitored and controlled by the Health and Safety Chair and Club Manager

Step 4 – Control the hazard

Control the hazard – the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes or using protective equipment. In many cases, a combination of several control strategies may be the best solution. New work procedures may also need to be developed.

The risk control hierarchy ranks possible risk control measures in decreasing order of preference.

- elimination of hazard – remove the equipment from use, dispose of unwanted chemicals
- substitution of hazard – use non hazardous chemical, use different machine that can do the same task
- engineering controls – design equipment differently, providing lifting devices to minimise manual handling
- administrative processes – task variation, job rotation and training
- personal protective equipment (PPE) – the use of gloves, hearing protection, eye protection and masks

Step 5 – Document the process

The documentation required for a Health and Safety at Work risk assessment will depend on the operation or activity being assessed. The appropriate Health and Safety at Work Risk Assessment form must be used when undertaking a risk assessment of the various activities. **Refer to appendix 8.**

The information to be documented should include:

- hazard identified
- the risk associate with those hazards
- risk rating - very high, high, substantial, medium or acceptable or low
- elimination or minimise the risk
- controls – what can be put in place to reduce the risk
- new risk rating

Step 6 – Review/continue to monitor

Continuously review to monitor and improve control measures and find safer ways of doing things

7. Workplace hazard inspections

Weiti Boating Club is required by the Health and Safety at Work Act legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and club member's and eliminating or minimising the risks arising from those hazards.

In order to ensure a safe and healthily workplace, the Health and Safety Chair with the help of the Club Manger should undertake Health and Safety at Work Act hazard inspection of the workplace regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of Health and Safety at Work risk management and using the attached information and check list. **Refer to appendix 9.**

If any hazards are identified through the hazard inspection process, controls must be implemented to ensure that the risk to health and safety is eliminated or minimised. All hazard inspection documentation should be filed by the Club Manager

8. Purchasing

Prior to purchasing any good or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance.

9. Record keeping

The Club Manger should retain all Health and Safety at Work and workers compensation documents. These document are required to be filed for 30 years in sage storage accessible only to authorise personnel in accordance with the Privacy Act 2003

10. Documents to be displayed and policies

- emergency contact page, refer to **attachment 1**
- emergency Evacuation Plan
- health and Safety Policy
- accident/incident notification details
- compensation and return to work information

11. Important contact numbers

Worksafe New Zealand

- telephone 0800 030 040
- fax 04 914 6866
- email info@worksafe.govt.nz

Part C – Specific Health and Safety at Work Requirements

1. Asbestos Management Plan

It is highly likely that premises built before the 31st December 2003 will have some form of asbestos. Therefore it is a requirement for Weiti Boating Club to comply with The Health and Safety at Work (Asbestos) Regulations 2016 and have an Asbestos Management Plan (AMP) and an Asbestos Register.

The health, safety and well-being of club members, employees, public and service providers is a high priority for the Flag Officers and Committee of WBC. This commitment includes ensuring that any asbestos containing materials found in WBC facilities is managed in such a way as to minimise the risk to its club members, employees, public and service providers.

Club members, employees and public must not repair or conduct work on any asbestos found at WBC. Any work carried out on asbestos related products at WBC must be carried out by a licenced trade person.

Emergency Procedures Plan

Where asbestos or asbestos containing material in poor condition (through damage or deterioration) is identified, the Health and Safety Chair will instigate the emergency procedure below:

- Secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate).
- Consider the need for further inspection or air monitoring and management of any associated remedial works required.
- Maintain controlled access to the area until such time as formal clearance has been confirmed; and
- Maintain good communication with club members and relevant other parties (including neighbours and others who may be in the immediate vicinity of any asbestos removal), providing updates as necessary to ensure the access arrangements are not breached.

Asbestos Register

Date	Location	Type of Asbestos	Condition & Risk to Exposure	Reason
2018	Clubhouse Gutters	Moulded gutter channel	Good condition and no control measures are needed as very low risk	No action needed because asbestos is stable and unlikely to be damaged

2. Inappropriate behaviour

Bullying, harassment, discrimination and violence of any form will not be tolerated at Weiti Boating Club. We will undertake investigation of all complaints which are formally made. Weiti Boating Club will take action to resolve the complaint. If the complaint is found to be valid, actions may include any combination of the following:

Asking for an apology

- creating an agreement with the offender that will stop the behaviour of concern
- conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution
- disciplinary action in the form of verbal, written or final warning of dismissal
- all violence will be reported to the police

In determining the action to be taken, the following factors will be considered:

- severity and frequency of the behaviour
- whether there have been previous incidents or prior warnings

3. Contractors

Weiti Boating Club is committed to ensuring that all workers under its control, including contractors and sub-contractors have a safe and healthy environment in which to perform their duties. Contractors are likely to be workers employed by Weiti Boating Club or club members to undertake a specific task; the delivery/pick up of goods, tradesperson undertaking repair or maintenance work within Weiti Boating Club's workplace. In order to achieve this objective, it is recognised that contractors need to be:

- suitable experience to perform the tasks
- in possession of all necessary licences, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations
- notified of any potential hazard associated with the location or use of the area where the works are to be carried out
- made aware of Weiti Boating Club procedures
- if reasonable, and if the work will involve high risk tasks, have completed the detailed Health and Safety at work Induction Checklist for Contractors ([attachment 5](#))

4. Dangerous goods and hazardous substances

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose.

All chemicals will be included in the hazardous substances register and have their current Safety Data Sheets (SDS) present for each chemical on the register. All workers shall have access to information about the chemicals in the event of a spillage or exposure, even when Weiti Boating Club workers would not normally use the chemicals directly. Quantities of hazardous substances stored for use shall be kept to a minimum.

A hazardous substance register will be developed to record any substances purchased or used Weiti Boating Club ([refer to attachment 11](#)). This will be reviewed on a regular basis.

5. Electrical safety

Failure to maintain electrical equipment in a safe condition or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties.

All electrical equipment must be protected from damage, used safely and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.

The Health and Safety At Work Act legislation requires that electrical equipment is inspected and tested in accordance with the Electrical (Safety) Regulation 2010 In-Service safety inspection and testing of electrical equipment. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

Testing Frequency - The frequencies of inspections that are outlined in Electrical (Safety) Regulation 2010 are recommended but can be varied subject to a risk assessment. The Regulations include a table that sets out testing and inspections intervals for various types of equipment from 3 months (for equipment that is high use, high risk or hire equipment) to up to 5 years (for equipment that is not open to abuse, flexing of cords, etc). In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:

- before return to service after a repair or servicing, which could have affected the electrical safety of the equipment, and
- before return to service from a second-hand sale, to ensure equipment is safe

Generally the following should be followed

- tools and leads – tested every 12 months (low use)
- safety switches – monthly

- offices – every 3 to 5 years

Residual Current Devices - The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When a RCD detects this current leakage, it turns off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

Unsafe Equipment - Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangement should be made, as soon as possible, for such equipment to be deposited, destroyed, or repaired by an authorised repair agent or competent person.

6. Confined Spaces

Entry requires the issue of a confined spaces permit on each occasion. No club member or employee will be issued a permit to work in any confined space on the property unless they are trained and supervised. When working in a confined space a trained bystander must be present at all times.

7. Falls from height

There is a risk of serious injury from falling when working above ground height. No workers will work at height without ensuring that ladders, steps and handrails are secure or fall preventions/arrest harnesses are in place

These structures include, but are not limited to:

- high machinery – cherry pickers, trucks and trailers
- overhead fuel and filtration/water tanks
- buildings and roofs

Weiti Boating Club will ensure:

- workers working at height are made aware of the hazards and risk management procedures
- fall arrest of all prevention harnesses are provided and used
- workers are instructed in the correct use of fall prevention or fall areas harnesses

Contractor will ensure that they:

- observe and apply risk management procedures when working at heights
 - use the required person protective equipment (PPE) where indicated
-

8. Manual handling

Manual handling is any task that requires you to push, pull, lift, carry, move, hold or lower any object, person or animal. Manual tasks include tasks that have repetitive actions; sustained postures and may involve exposure to vibration. The type of injuries related to manual handling includes repetitive strain injuries, muscle injuries, tendon and ligament injuries, bone injuries and injuries from falling objects.

Manual handling hazards are managed at Weiti Boating Club by a risk management process in order to prevent or minimise the risk of injuries caused by manual tasks.

The process involves conducting a risk assessment on manual tasks carried out in the workplace, working out how to address any problems, choosing an implementing appropriate, and following up to check that the solutions work.

Examples of manual handling at Weiti Boating Club:

- general repairs
- lifting cradles on and off wheeler
- jacking up boats once on cradle to take off wheeler

Preventing Manual Handling injuries:

- decide what changes can be made to reduce the risk of injury. If possible, select permanent changes (such as

workplace layout, tools and equipment)

- avoid double handling of items
- provide mechanical aids (hoists)
- redesign the task (such as rotating workers)
- identify changes that are possible immediately, and those that may take time to implement
- document your risk control decisions for each task assessed, and set timeline for changes
- trail the changes in consultation with workers before making them permanent, provide training if new equipment is introduced

When loading/unloading vehicles:

- use left equipment wherever practicable, otherwise
- prepare by stretching and warming up, especially after prolonged sitting in the vehicle
- slide the time as close as possible to you before lifting
- put loads down in the same manner in which they were picked up
- where possible store used items at a suitable height; between waist and shoulder height, which reduces the need for forward bending when lifting, and
- whenever possible use trolleys for moving larger and heavy items

9. Plant and equipment

The definition of plant encompasses hand tools either powered or non-powered (electric drills, hammers) and extends to machinery, office furniture and any other equipment used for work purposes.

Risk Management - A risk management process is a systematic method for making plants as safe as possible and can also be incorporated into workplace risk management systems. This risk management approach should be undertaken before purchasing of, or alterations to plant, changing the way it is used, relocating it, or if additional health and safety information becomes available.

Maintenance and Repair - Plant must be maintained and cleaned following the procedures recommended by the designer or manufacturer or by a competent person. Only a competent person may inspect and repair damaged plant.

Unsafe and/or malfunctioning plant and equipment can be identified by any manager, worker or contractor by a number of methods such as:

- equipment inspections
- verbal reporting of equipment malfunction to the appropriate manager
- hazard and incident report

Record Keeping - Record of inspection, testing and monitoring are required to be maintained by Weiti Boating Club. As a minimum, records should include details of inspections, maintenance, repair, calibration and alteration of plant.

10. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) may be required to protect managers, volunteers and workers during general, specific and hazardous tasks. PPE is the least effective way to control risk and is always the last resorts to protect workers. The types of PPE used at Weiti Boating Club might include:

- respirators and masks
- foot protection - safety shoes and boots
- body protection - high visibility clothing, long sleeves, wide brimmed hats and gloves

- helmets
- any substance used to protect health, for example, sunscreen

If required, workers are obliged to use PPE when required and when reasonably practicable. Other requirements include:

- worker should be fully trained in the safe use, storage and maintenance of PPE
 - PPE must be checked before use for the correct type, fit and undamaged
 - do not reuse disposable, contaminated or damaged PPE
 - store PPE correctly
-

11. Slips, trips and falls

Slips, trips and falls are one of the major types of accident in workplaces and may be due to poor housekeeping practices such as water or oil spills. Material placed untidily or using walkways for storage can also be a cause of these types of incident. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, stairways and workshops

Prevention - Reduce the risk of injury by following these guidelines

- avoid walking on slippery floors
 - keep floors free of water and grease
 - clean floors regularly
 - post warning signs around spills or wet floors
 - install non-slip tiling or other non-slip floor products
 - use rubber mats in areas where the floors are constantly wet
 - use non-slip footwear
 - clean up spills immediately
 - install adhesive strips and slip resistant paint to improve slip resistance. The best method will depend on the existing floor surface
 - use floor cleaning products to remove oil and grease
 - agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition
 - use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits
-

12. Drugs and alcohol

Weiti Boating Club maintains the right to refuse work to any worker or contractor who, in the opinion of Weiti Boating Club management, is in an unfit state to perform their work in a safe manner.

To assist in these requirements, Weiti Boating Club workers, contractors and visitors shall observe that:

- no alcohol may be consumed or permitted on property at any time unless expressly authorised by management and only when work is completed for the day
- no illegal drugs shall be consumed or permitted on property at any time or under any circumstance
- if, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home
- workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned

Weiti Boating Club encourages all employees not to smoke at while working. Workers are not to smoke in any vehicle, equipment or building

13. UV radiation

Ultraviolet radiation (UV) exposures can cause sunburn, skin and eye damage and skin cancer. UV protective clothing, hats, sunglasses and SPF30 sunblock will be provided as PPE and is required to be worn for outdoor task when required.

14. Vehicles

Alcohol and drugs

Weiti Boating Club managers and worker must not driver a person vehicle on work related business in circumstances where that member would breach applicable road transport law by driving under the influence of alcohol or drugs.

Licenses

Weiti Boating Club managers and worker who required to drive a vehicle on work related business must hold a current valid driver's license of the appropriate class and notify the Club Manager if the license is suspended or revoked. A copy of the current driver's license must be provided to the Club Manger or their delegate to be retained on file.

Mobile Phones

The use of a hand-held mobile telephone while driving is a safety risk and is against the law. Weiti Boating Club managers and workers are not to use a hand-held mobile telephone while driving a motor vehicle or other motorized equipment at Weiti Boating Club.

Seat Belts

It is a legal and Weiti Boating Club requirement that seat belts are worn at all times in a moving vehicle. The driver is responsible for ensuring all passengers wear a seat belt when the vehicle is in motion on a public road or at Weiti Boating Club. When using the tractor seat belts are not required.

Smoking

Smoking in Weiti Boating Club vehicle by either driver or passengers is prohibited

Load restraint in Vehicles

- all equipment in vehicles must be restrained firmly in order to avoid the risk of the items becoming airborne and causing missile injuries in the case of a vehicle collision
- the tension in the load restraining straps should be checked regularly during the journey
- distribute the load evenly within the vehicle
- ensure no loose items are within the passenger area as they may become projectiles in the event of an accident
- do not exceed load/weight capacity of the vehicle

15. Working alone

The risk of injury or harm for people who work alone may be increased because of the difficulty contacting emergency services when they are required. Emergency situations may arise because old the sudden onset of a medical condition, accidental work-related injury or disease, attach by an animal, exposure to the elements, or by becoming stranded without food or water.

The consequences of an incident arising when working alone may be very serious so managers and workers shall implement the following for each alone work task:

- vhf radio when checking moorings
- oars in dinghy encase outboard stops working

16. Particular hazardous work (notifiable works)

Weiti Boating Club will provide WorkSafe with 24 hours notice of work that is particularly hazardous either online or submitting a paper form to WorkSafe.

Nature of particular hazardous work:

- work in any pit, shaft, trench or other excavation in which any person is require to work in a space more than 1.5 metres deep and having a depth great than the horizontal width at the top.
- Construction work with a risk of falling 5 metres or more

Part D - Specific Forms and Checklist

Appendix 1 – Emergency Contact List

Police – 111 ask for police or 105 for non-emergencies

Fire – 111 ask for fire

Medical – 111 ask for Ambulance

Maritime NZ – 0508 225 522

Coastguard – VHF channel16 or from phone *500

Harbour Master – 09 362 0397

Biosecurity NZ – 0800 008 333

Commodore – Mike Long 09 427 4223 or 022 371 5900

Vice Commodore – Kerry Davies 09 424 8483 or 021 159 1559

Rear Commodore - Warwick Lord 09 420 5388 or 021 025 89631

Club Manager – Katie Clark 021 1175 176

Power – Contact Energy 0800 809 00

Stormwater and Sewage – Auckland Council 09 301 0101

Weiti Boating Club address – 1 Fairhaven Walk, Arkles Bay,
Whangaparaoa

First Aid Staff:

Appendix 2 – Hazard/injury/incident form (notifiable incidents must be reported to WorkSafe NZ)

Person reporting the incident		
First name:	Surname:	
Job Title:	Phone number:	
Incident details: Hazard <input type="radio"/> Injury <input type="radio"/> Incidence/near miss – without injury <input type="radio"/> or with injury <input type="radio"/>		
Description of hazard/injury/incident (contributing factors)?		
Date of incident/hazard:	Time of incident:	Date reported:
Workplace Location:	Is this a Notifiable Incident? Yes/No	
Injury details		
First name:	Surname:	
Job Title:	Phone number:	

Nature or injury(if applicable):
Treatment Outcome (if applicable):
Nil Require: <input type="radio"/> Medical treatment from GP: <input type="radio"/> First Aid: <input type="radio"/> Hospital: <input type="radio"/>

Corrective Actions (to be completed by designated manager)

What needs to happen?	By when?	Person responsible?

Sign off

Person reporting:	Designated Manager:
Signature:	Signature:
Date: / /	Date: / /
Contact Phone Number:	Contact Phone Number:

Appendix 3 – Accident/Incident Register

Name	Time and date	Description of injury	When and how accident/incident happened	Recorded into Hazard register YES or No

Appendix 4: Employee Induction / Training Record

Workers Name:		Position:	
Start Date: / /		Supervisor Name:	
Induction			
	Date induction completed	Trainee signed	Trainer signed
Introduction			
Safety Rules			
Hazards & Emergencies			
Accident/Incident reporting & recording			
Employee Participation system			
Accident/Incident reporting & recording			
PPE issued			

Training						
Under Training				Fully competent		
Task	Date	Trainee signed	Trainer signed	Date	Trainee signed	Trainer signed

Appendix 5: Induction for Contractors/Visitors on club business

Contractors details	
Company:	Name:
Date: / /	Phone number:
Email:	Inducted by:
Health & Safety Policy: <input type="checkbox"/>	Public Liability Insurance: <input type="checkbox"/>

1. Health & Safety Policy and Site Safety Plan (where necessary):

- confirmation of company Health & Safety Policy and Public Liability Insurance

2. Emergency Procedure:

- confirmation of emergency procedures

3. Site Hazards:

- identify site hazards
- identify any hazards that the employee may create or be exposed to and how to control these.
Confirm process for notification of new hazards introduced

4. Safety Equipment:

- advise all contractors of location of First Aid Kit
- advise all contractor of location of Fire Extinguishers, water, exits

5. Accident Reporting:

- Discuss the responsibility and importance of reporting all accidents or near misses
- Advise location of Accident Register and Reporting forms

6. Safety Training

- Confirm that employees are adequately trained in the safe use of all plant, equipment and personal protective equipment that they will be required to use during their time on site.

7. Site Amenities

- Identify location of toilets, wash areas, smoko areas where required.

8. Personal Protection Equipment (PPE):

- Safety Hat Safety Earmuffs Grade Safety Footwear Hi Vis Vests Safety Goggles Other (as identified on hazard register)

9. Identify any conditions that he/she is aware of that would affect their ability to perform his/her duties where there is a risk of harming themselves or others (record actions to manage).

I acknowledge that I have reviewed the Health & Safety on this site as outlined above, and I am aware of my responsibilities.

Signed:	Date: / /
Name:	Company:

Appendix 6: Volunteer Induction / Training Record

Workers Name:		Position:	
Start Date: / /		Supervisor Name:	
Induction			
	Date induction completed	Trainee signed	Trainer signed
Introduction			
Safety Rules			
Hazards & Emergencies			
Accident/Incident reporting & recording			
Employee Participation system			
Accident/Incident reporting & recording			
PPE issued			

Training						
Under Training				Fully competent		
Task	Date	Trainee signed	Trainer signed	Date	Trainee signed	Trainer signed

Appendix 7: Contractors/Visitors Details

All contractors and visitors must be provided with a Safety Briefing prior to coming onto the worksite.

In	Contractor/Visitor Details							Out
Date	Time	Name	Address/Organisation	Person Visited	Safety Briefing info provided	Signature of Contactor/Visitor acknowledging Safety Briefing	Representative Signature	Time

Appendix 8 – Hazard Register

The Health and Safety at Work Act 2015 specifies that everyone has a duty to eliminate risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Use the template below to identify risks within the club. The risk management and hazard register information can be found on page 7 will help you to establish the risk level and the likelihood of the risk occurring.

Date	Hazard	Identified the risk/s	Risk level - very high, high, substantial, moderate, acceptable, low risk)	Likelihood – very likely, likely, unlikely, very unlikely	Control - Eliminate or minimise	Notes
14/4/20	Main carpark	<ul style="list-style-type: none"> Over-parking and site congestion resulting in dangerous manoeuvres, blocking of pedestrian routes etc Carelessly parked cars that obstruct pedestrians and other cars that reduce the visibility of other drivers and pedestrians Lack of safe segregated routes for pedestrians Poor lighting and surfaces Children being knocked over by a car 	Low	Unlikely	Minimise risk - Encourage reverse parking where possible and set speed limits. Asking members to park on the road if carpark is full.	Do we need to set speed limit and have signs?
14/4/20	Outside playground	<ul style="list-style-type: none"> Hard surfaces under equipment Inadequate falling space/impact area and playground surfacing Lack of maintenance, broken or faulty equipment Inadequate supervision Potential entrapment Pinch points and sharp edges Protrusions and tangling hazards High platforms without barriers Inappropriate use or play Trip hazards Overcrowded play areas 	Low	Unlikely	Minimise risk – Signs advising parents/guardians to supervise children while using the playground. Look for hazards, such as rusted or broken equipment and dangerous surfaces.	

		<ul style="list-style-type: none"> Contaminated with dangerous items such as broken glass and syringes 				
14/4/20	Upriver dinghy pontoon	<ul style="list-style-type: none"> Falling into water Slips and trips Degrading of structure Unauthorised access 	Low	Unlikely	Minimise risk – Making sure club members and their visitors understand the risk. Children should be supervised at all times. Regular inspections should be undertaken to make sure there are no trip hazards.	
14/4/20	Upriver dinghy locker	<ul style="list-style-type: none"> Slips and trips Fire 	Low	Unlikely	Minimise risk – walkways will be kept clear. Fire extinguishers installed	
14/4/20	Clubhouse	<ul style="list-style-type: none"> Slips and trips Fire Electric shocks BBQ and gas bottles Scalding, burns or cuts from kitchen equipment Working from height Asbestos 	Low	Unlikely	Minimise risk - Regular inspections should be undertaken to make sure there are no trip hazards. Wet floor signs to be used. Fire evacuation notices in clubhouse, smoke alarms and fire extinguishers fitted and no smoking allowed. RCD have been fitted. Signs reminding club members of correct use of BBQ. Kitchen floor to be kept clear to prevent trips with hot food/drinks and onto hot equipment. Sign needed for hot water tap. Briefing and correct equipment when working from height. Asbestos register set up.	<p>Signs reminding club members of correct use of BBQ.</p> <p>Sign needed for hot water tap.</p>
14/4/20	Filtration Plant	<ul style="list-style-type: none"> Working from height Hazard substances Slips and trips PPE Electric shocks Enclosed spaces Manual handling Fire 	Low	Unlikely	Minimise risk - training has been provided for working at height and hazard substance. Hazard substances have kept secured. Work spaces will be kept clear. PPE will be provided. RCD have been fitted. No work is allowed in enclosed spaces. Training and lifting techniques will be provided for manual handling. All equipment should be turn off when not in use.	
14/4/20	Club Managers Office	<ul style="list-style-type: none"> Slips and trips Lighting Ergonomics Manual handling 	Low	Unlikely	Eliminate risk – Work spaces will be kept clear. Proper lighting is provided. Computer, desk and chairs set up has been looked at for the best ergonomics set up. Training and lifting techniques will be provided for manual handling.	
14/4/20	Custodian Office	<ul style="list-style-type: none"> Slip/trip hazards Hazard substances Fire Electric equipment and shocks 	Low	Unlikely	Minimise risk – Working areas must be kept clear of obstructions and the floor must be kept free from oil and swarf. Any spillages should be cleaned up immediately. All areas are well lit. Hazard substances must be	

		<ul style="list-style-type: none"> Excessive noise Manual handling PPE 			<p>stored correctly. All equipment should be turned off when not in use. Flammable substance must be kept away from naked flames and ignition sources. Suitable hearing protection should be worn with using equipment. Training and lifting techniques will be provided for manual handling. PPE will be provided.</p>	
14/4/20	Dinghy lockers by boat ramp	<ul style="list-style-type: none"> Slips and trips Fire 	Low	Unlikely	<p>Minimise risk – walkways will be kept clear. Fire extinguishers installed</p>	
14/4/20	Boat Ramp	<ul style="list-style-type: none"> Slips and trips Public using the ramp during hauling Launching and retrieval of boats Stepping on and off boat 	Low	Unlikely	<p>Minimise risk – signage advising ramp is slippery and maintenance work carried out regularly.</p>	
14/4/20	Main pontoon and jetty	<ul style="list-style-type: none"> Slips and trips Swimming and diving off wharf Contact with wharf or another vessel Fuel spill during refuelling Man over board 	Low	Unlikely	<p>Minimise risk – Pontoon and jetty area must be kept clear. There are signs advising no swimming or diving off wharf. The club has a spill kit located in the dinghy locker. There will be a ladder on the new pontoon if someone does fall into the water.</p>	
14/4/20	Work berth	<ul style="list-style-type: none"> Slips and trips Electric shocks 	Low	Unlikely	<p>Minimise risk - Pontoon and jetty area must be kept clear. RCD's have been fitted</p>	
14/4/20	Hauling	<ul style="list-style-type: none"> Manual handling Boat falling off cradle Wire strop breaking Tractor malfunction Weather and tides Club members helping Club members on hardstand Public using boat ramp Moving the boat around hardstand Jacking boat off wheel and back onto wheeler Public and club members accessing jetty and pontoon 	Low	Unlikely	<p>Minimise risk - Training and lifting techniques will be provided for manual handling. Haulage Operator will access the cradle before hauling and make sure boat is sitting correctly in cradle before pulling it out of the water. Wire strop will be checked monthly for wear and tear and replaced every 2 years. Tractor is serviced every year and general checks are made monthly. Haul out will not take place if it is too windy and when the tide has turned. Club members hauling their boat out will be advised by the Custodian the H & S requirements. Custodian will be keep an eye on people on the hardstand. The boat ramp will be closed during hauling. Custodian will take every precaution when moving a boat around the hardstand and jacking a boat on and off the wheeler.</p>	<p>SOP needs to be done for hauling</p>

14/4/20	Grids	<ul style="list-style-type: none"> • Slips and trips • Boat falling off grid 	Low	Likely	Minimise risk – Signs advising boat ramp is slippery. SOP has been done to advise how to use the grids.	
14/4/20	Hardstand	<ul style="list-style-type: none"> • Working from heights • Slips and trips • Hazardous substance • Public and club members accessing jetty and pontoon • Manual handling • Use of hazardous equipment e.g skill saws • Cars parked on hardstand • Trailer boats accessing boat ramp • Hauling boats and moving around the hardstand • Electric shocks • PPE 	Low	Likely	Minimise risk – have signs and advise club members the risk working on the hardstand and moving through the hardstand. RCD have been fitted.	SOP needs to be done
14/4/20	Patrol Boat	<ul style="list-style-type: none"> • Man overboard from patrol boat • Anchor and buoy warp wrapping around prop and/or rudder • Weather • Mechanical issues • Falling overboard when transferring from dinghy to patrol boat • Yacht hitting patrol boat • Patrol boat sinking • Man overboard on race boat 	Low	Unlikely	Full training is given to anyone using the patrol boat. Life jackets must always be worn. There must always be two people on the boat. Racing is cancelled if the weather is deemed to bad. Boat is serviced yearly and there is a back up VHF. As the club does not pay anyone to use the patrol boat for club racing we don't need a Moss Exemption	When are life jackets checked? Do we have the correct equipment as per YNZ. SOP need for patrol boat
14/4/20	Club Dinghy	<ul style="list-style-type: none"> • Falling overboard • Mechanical issues • Working alone • Manual handling 	Low	Unlikely	Minimise risk – full training is given to minimise the risk of fall off the dinghy. If the engine stops working there are oars to use. If working alone on the dinghy the club manager must be notified before going out and on return. Training and lifting techniques will be provided for manual handling.	Do we need a throw bag with VHF and second form of communication. SOP needs to be done
17/4/20	Working Bees	<ul style="list-style-type: none"> • Slips and trips • Manual handling • Use of hazardous equipment e.g chainsaw, weed eater • Hazardous substance 	Low	Unlikely	Minimise risk – before the start of any working bee a H & S briefing must take place. Training and lifting techniques will be provided for manual handling. Training will be given to	SOP needs to be done

		<ul style="list-style-type: none"> PPE 			anyone using hazard equipment or substance. Correct PPE equipment will be used.	
14/4/20	Club racing	<ul style="list-style-type: none"> Man overboard during racing Boat sinking while racing Boat on boat collision Deterioration of weather Injury on yacht while racing 	Low	Unlikely	Minimise risk – full training and risk management plans will be put in place	Risk management plan/SOP needed. YNZ has a word doc template

Appendix 9 – Workplace Hazard Inspection

Inspection undertaken by:	Date:
----------------------------------	--------------

Location:	Notes:
Upriver Dinghy pontoon <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear 	
Upriver dingy lockers <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear • fire extinguishes 	
Tractor & tractor shed <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear 	
Carpark <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear 	
Playground <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear 	
Clubhouse <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear • smoke alarms & fire extinguishes • amenities up to standard and clean • first aid kit • exits clear 	
Filtration plant <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear • chemicals stored correctly • PPE 	
Club Mangers office <ul style="list-style-type: none"> • Ergonomics • slip/trip hazards • safety, signage/information • walkways clear 	

Custodians workshop <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear • chemicals stored correctly • PPE • leads & plug in good condition • tools in good condition • chemicals storage correctly • fire extinguishes 	
Dingy lockers by boat ramp <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear • fire extinguishes 	
Boat ramp <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear 	
Main wharf and jetty <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear 	
Hardstand <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear • electrical plugs and RCD 	
Maintenance Shed <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear • fire extinguishes 	
Cradles <ul style="list-style-type: none"> • condition • maintenance work 	
Hauling <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear 	
Grids <ul style="list-style-type: none"> • slip/trip hazards • safety, signage/information • walkways clear 	
Other notes:	

Appendix 10 – Asbestos Register

Date of identification	Type of asbestos	Condition of Asbestos	Location	Is this an inaccessible area?
2015		Good	Clubhouse gutters	

Appendix 11 – Hazardous Substance Register

Chemical name	Supplier	Quantity stored on site	Use for	Location	Containers labelled	Safety equipment required

