

# New Zealand Polocrosse Health & Safety Guidelines 2016



All Clubs and Associations should be familiar with the new Health & Safety At Work Act 2015 (HSWA), which came in to effect on the 4<sup>th</sup> April 2016.

Is your Club a PCBU (Person Conducting a Business of Undertaking) or a Volunteer Association? Most of the Polocrosse Clubs in New Zealand would fall under the “Volunteer Association”, but you can seek clarification on this from information available on the Work Safe website or by following the below diagram (<http://www.business.govt.nz/worksafe>).

The new Act says that volunteer organisations employing at least one staff member have to provide for the health and safety of all of their paid and voluntary staff. The Act calls this type of organisations a Person Conducting a Business or Undertaking (PCBU).

If your Volunteer group doesn't employ any staff the Act does not apply to you. If a volunteer association (or any of its members) instead only ‘engages’ an individual to work for the association under a contract for service (i.e. a ‘contractor’), then it would still be a volunteer association and not a PCBU.

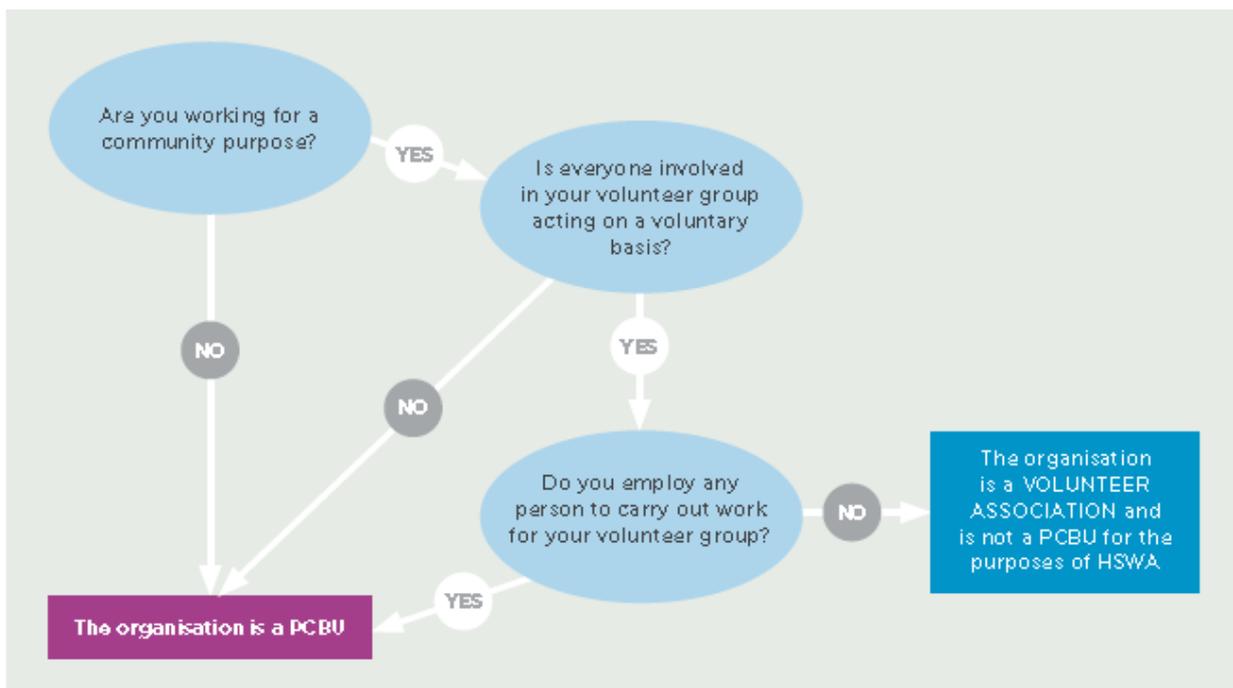


Figure 1: PCBU or volunteer association?

If you have “paid” Coaches you will need to check with Work Safe to see if you still fall under the Volunteer Association category. Note: you are able to reimburse for costs incurred – this is not the same as “employing” a person.

You are a volunteer if you do work that you don't receive payment or reward for. You may be reimbursed for out-of-pocket expenses, for example you may be reimbursed for your petrol expenses if your volunteer work requires you to drive, or for the supply of materials etc.

If you do volunteer work for a sports Club (eg, your Polocrosse Club) this is not considered a “Volunteer Worker” – this is usually when you work for a PCBU.

**Volunteer associations do not have health and safety duties under HSWA,  
as they are not PCBUs.**

PCBU or NOT – it is a Good Time to Review Your Clubs Health & Safety Policies and Practices:

If you are a PCBU –then you should seek further advise – the following are general “good practices” that a Club should undertake to, so far as reasonably practical, ensure the health and safety of those that carry out work for it (as a contractor), do volunteer work for it, are members of it, play with or just simply visit it.

As a Club you should consider the following

- Emergency Procedures and Plans (what to do in an emergency / emergency exists if you have a Club building / evacuation assembly points etc)
- List of First Aiders and where first aid kits are kept (or in whose truck etc)
- Providing PPE (personal Protective equipment and clothing) if required / needed – especially if it is needed to perform a job safely – like mowing fields
- Ensure people have the experience to do the job you are asking them to do- the right knowledge and skill, or provide training or supervision for them
- Identify and Manage Hazards and Risk – have a Hazard Register / Hazard Board
- Report on incidents and accidents ( and near misses) – this helps you to identify other hazards and risks, and to monitor if controls are working - have forms for recording Incidents and Accidents Or an Accident Register
- Having your NZPX “Disclaimer Notice” clearly on display for when people enter your grounds.

There is probably “someone” in your Club who is knowledgeable in Health & Safety, many workers have carried out specific Health & Safety training in their regular work – eg Site Safe Courses, Farm Safe courses etc – ask these people to help you work out what you need to do. As a Club decide HOW you want to do these things, they can be as simple or as complex as you want – the main point is getting them done and having people be aware of them.

There is no point having a 200 page document that nobody reads, if a white board, or a book, works best for your Club – then use that. The important part is getting people to be aware of the hazards, updating and reporting and keeping everyone informed. This could be as simple as having a “Health and Safety” briefing before the start of each event – advising of new hazards or controls etc. However, having a written record of these meetings gives you proof that you have done this – again this could be as simple as recording it in a note book (date , items covered, who was there – all players for the weekend etc); talk about Health and Safety at your Club meetings (and record it).

Hazards can include Physical Hazards (machinery, equipment, materials etc); People Hazards (people mucking around, rushing, untrained, also includes animals); Environmental Hazards (like the weather) and Process or Activity Hazards (working at heights, when the job is done, etc).

Once Hazards have been identified they are then managed by either Elimination (removing or fixing the hazard so it is no longer a hazard); or Minimising the Hazard (which now includes Isolating the hazard).

Often you may need to work in with others on Health & Safety issues, identifying hazards and risks and how to deal with these, especially if you are running an event or carnival – this is referred to as “Consult, Cooperate and Coordinate” so that you can discuss the risks you share and how these will be controlled.

Eg: If you are running a carnival – you will need to work with the local provider of the grounds (to become aware of risks, hazards and controls), others providing services (eg. food caravan, first aid providers) and maybe even the local Council or the neighbouring farmer (to see if he can turn off the electric fences whilst the carnival is being run) to ensure that you are all aware of who is doing what, and who is responsible for what.

## As a Volunteer (doing work within your Club – even just as a Goal Waiver etc) –

You have responsibilities to

- ❖ Perform your work safely – so you don't hurt yourself or anyone else
- ❖ Wear PPE if it is provided
- ❖ Comply with (reasonable) instructions
- ❖ Protect the health & safety of others – eg. reporting hazards / accidents / injuries etc
- ❖ You have the right to refuse to do things that may pose a serious risk to your health & safety, or the health and safety of others.

### Information & Training;

There are many providers of Health & Safety Training services; there is also lot of information on line –

Sport New Zealand has many guidelines and resources in its “Club Kit” –

<http://www.sportnz.org.nz/managing-sport/search-for-a-resource/guides/health-and-safety-for-clubs>



Sport New Zealand has also developed a course in partnership with Skills Active ITO for all workers, but this is also suitable for anyone wanting to know more about Health & Safety in a Sports Club situation. This will help them understand what they need to do to keep participants and the public safe. The course is suitable for all people aged 16+. To find out more and sign up go to [www.sporttutor.nz](http://www.sporttutor.nz) and look for 'Sport Safe'.

There is also a booklet on Risk Management of Events (this is aimed at larger sports events but may still have useful information)

<http://www.sportnz.org.nz/managing-sport/guides/risk-management-for-events>

Work Safe (is not the enemy) and they have various resources and fact sheets on line - <http://www.business.govt.nz/worksafe>

Site Safe also has information, although aimed at construction business; there is still some good reading and materials - <https://www.sitesafe.org.nz/>



### Basic Documents:

New Zealand Polocrosse has provided some basic documents below that can be used by Clubs –

- ❖ Accident Reporting Form - NZPX requirement for Accidents requiring medical attention
- ❖ Horse Incident Report – NZPX requirement for Horse Incidents

Sample forms that you may choose to use or adapt for your Club -

- ❖ First Aid Register
- ❖ Hazard Identification & Risk Assessment Chart (matrix)
- ❖ Hazard Register
- ❖ Incident / Accident Register

### DISCLAIMER:

This document is given as a “General Guideline”. Clubs and Associations are advised to seek legal advice, or contact Work Safe, if they are unsure of their legal obligations under the Health & Safety at Work Act 2015.

# ACCIDENT REPORT FORM



1. All falls and accidents should be recorded in a Club accident record book, or the Association record book, if at a National Fixture.

2. Please complete this Accident report Form when medical or veterinary attention has been administered. This form is to be used as a master copy, please photocopy and keep a number on hand at your Club for all occasions.

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Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Event: \_\_\_\_\_ Location: \_\_\_\_\_

**Details:** ( Tick the appropriate box)

1. Did this accident involve:  Rider  Horse  Rider & Horse  Bystander  Official

2. What activity / Competition?  Carnival  National Fixture  Open Day  
 Club Practice  Training Day  Other (*please state*)

3. Regulation Safety Helmet Worn:  Yes  No  Unmounted

4. Weather:  Fine  Wet  Windy  
Ground Conditions:  Firm  Wet  Hard  Slippery  Soft

5. Who administered 'first aid'?  Coach  Parent  First Aider on site  St Johns  
Transported to:  Hospital  Doctors  
**BY**  Helicopter  Ambulance  Private Car

6. Injuries to:  Head  Neck  Spine / Back  Arms  Wrist  Face  
 Abdomen  Hand  Chest  Shoulder  Leg  Foot

7. Suspected:  Fracture  Concussion  Strain/Sprain  Bruising  Other (*please state*)

8. Did horse:  Fall  Stop Suddenly  Rear  Buck  Take fright  
 Kick  Swerve  Lose Tack  Slip  Other (*Please state*)

9. Vet Required?  Yes  No  Injuries to Horse (Please state)

11. Do you have any recommendations that could prevent re-occurrences of similar accidents?  Yes  No  
If Yes, please state:

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Completed by: (*print name*) \_\_\_\_\_ Designation: \_\_\_\_\_

Please return this form within **Seven Days of the Accident** to: NZPX Secretary, PO Box 228, Wanganui 4540 or email to [saunders-loder@actrix.co.nz](mailto:saunders-loder@actrix.co.nz) . A copy should also be forwarded to the Umpires Panel Administrator.

Please keep a copy for your Club records.

# HORSE INCIDENT REPORT



Horses Name(s): \_\_\_\_\_  
(if more than one)

Riders Name: \_\_\_\_\_ Owners Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Umpires Names: \_\_\_\_\_

Venue: \_\_\_\_\_

Game: \_\_\_\_\_ vs \_\_\_\_\_

Was the horse involved in a kicking incident? Yes/No

If yes please give details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Briefly outline the offence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this the horses first offence Yes/No

If No please circle the number that reflects how many times this horse has offended.

**1**                      **2**                      **3**                      **4**                      **5**                      **5+**

Umpires Signatures: \_\_\_\_\_

**This form should be returned to with the Score Sheets or forwarded to the Umpires Panel Administrator within seven days of the incident.**

# FIRST AID REGISTER



**Club Name:**

**First Aid Kit Location / Held By:**

**List of Members who hold First Aid Certificates:**

<b>Name:</b>	<b>First Aid Certificate or Qualification Held</b>	<b>Expiry Date:</b>	<b>Cell Phone Number:</b>	<b>Notes:</b>

**First Aider:** Someone who holds a current First Aid certificate at least Level 1, but ideally Level 2, or an equivalent qualification. A currently practising Nurse or General Practitioner is also acceptable.

Level 1 is "Basic First Aid – Unit Standards 6401, 6402 or 26551, 26552"

Level 2 is "Comprehensive First Aid – Unit Standards of 6400, 6401, 6402"

The "Age" of the First Aider is not as important as having a First Aider who is confident, willing to act and able to provide the level of care needed.

# HAZARD IDENTIFICATION AND RISK ASSESSMENT



Use one of the following matrix's to work out the Initial Risk Score of your hazards, and then once you have applied the preventative control, work out what is the residual risk score.

**REMEMBER:** Elimination is the best, most effective control, but not always practical or able to be achieved, work your way down through the available controls until you find one that best suits the situation.

<b>LIKELIHOOD</b> <i>(What is the likelihood of the event happening)</i>	<b>CONSEQUENCES</b> <i>(What could be the severity of the injury / illness?)</i>				
	<b>Insignificant</b> <i>(e.g. No treatment needed)</i>	<b>Minor</b> <i>(e.g. First Aid required)</i>	<b>Moderate</b> <i>(e.g. Hospitalised short or long term disability)</i>	<b>Major</b> <i>(e.g. Permanent Disability)</i>	<b>Catastrophic</b> <i>(e.g. Fatal)</i>
<b>Almost Certain</b>	H	H	E	E	E
<b>Likely</b>	M	H	H	E	E
<b>Possible</b>	L	M	H	E	E
<b>Unlikely</b>	L	L	M	H	E
<b>Rare</b>	L	L	M	H	H

L = LOW      H = HIGH      M= MODERAT    E = EXTREME

Then Use Controls (preventative measures) to either –

<b>ELIMINATE – Most effective</b>		
1	<b>“Eliminate” the hazard – remove it completely</b>	<i>If this isn't reasonably practical then...</i>
<b>MINIMISE – not as effective</b>		
2	<b>“Substitute” the hazard with a safer alternative</b>	<i>If this isn't reasonably practical then...</i>
3	<b>“Isolate” the hazard (tape off, put away etc)</b>	<i>If this isn't reasonably practical then...</i>
4	<b>Use “Engineering” controls to make the hazard less</b>	<i>If this isn't reasonably practical then...</i>
5	<b>Use “Administrative” controls – change the way the job is done,</b>	<i>If this isn't reasonably practical then...</i>
6	<b>Use “PPE gear” to minimize the risk of harm (eg safety glasses, sun hats, etc)</b>	<i>This is the last option – although PPE gear should / can be used alongside other options</i>

A basic Hazard Register follows – use this to identify hazards and ways in which you can eliminate or reduce them.

Then ensure that you have a “Hazard Board” on site to identify the hazards that are left.

Be sure to recheck for hazards regularly – sometimes hazards are just for the day (especially environmental ones) – eg. wet grounds, wind.

Standard hazards could be added to the back of your Carnival flyer.



