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**ACTIVE MANAGEMENT COMMITMENT**

The primary objective of this document is to promote the prevention of harm to all persons at work, and other persons in or in the vicinity of a place of work. The promotion of excellence in health and safety management ensures people are not harmed as a result of a work activity.

The Papakaio 8 Hour Mountain Bike Challenge Committee will work constructively with all section marshals to identify risks based on the current state of knowledge, & implement controls to prevent harm. We encourage all committee members to participate in the ongoing establishment of safety protocols within their areas of expertise/responsibilities, & the committee will call upon professional volunteer assistance of local certified personnel where expertise is not available within the committee. This may include but is not limited to builders, Fire Service, St John, & District Council.

All volunteers, participants/competitors, and trade/commercial attendees are asked that they maintain effective communication on matters pertaining to Health & Safety with the elected committee. The Papakaio 8 Hour Mountain Bike Challenge Committee will ensure marshals, and section volunteers are familiar with emergency first response and evacuation procedures. It is our expectation all personnel whilst on grounds under the control of the Papakaio 8 Hour Mountain Bike Challenge Committee display a duty of care and remain vigilant at all times.

If personnel require clarification on any point documented in this health and safety policy or can contribute constructive and well meaning information to enhance safe operating procedures, they are encouraged to discuss those points of interest with the Papakaio 8 Hour Mountain Bike Challenge Committee.

Papakaio 8 Hour Mountain Bike Challenge Chairperson: .....

Date: 8/02/2019

### **COMMITTEE RESPONSIBILITIES:**

- Appoint a health & safety officer to represent the elected committee
- The appointed health & safety officer is to keep the committee updated at general committee meetings & present an over view of safety elements observed at working bees & on event day. This will include those which were successfully undertaken and those which require attention or re-evaluation
- Support appointed section marshals in implementing changes of concern & action sound initiatives for future events
- Identify hazards/risks on the event village grounds & in the vicinity of the event village grounds
- Ensure so far as is reasonably practicable that no hazard/risk that is or arises harms
- Assess if the risks/hazards are significant
  - Systematically do what one can to **eliminate** significant risks/hazards
  - If risks/hazards of significance cannot be eliminated, they are to be **minimised**
  - If a significant risk/hazard has been minimised the committee will ensure that known risk/hazard will be **monitored** by section marshals and continually reviewed by the Committee
- Meeting agendas are to incorporate health and safety revision and planning
- Appoint suitably trained/competent marshals to carry out 'Section' undertakings on behalf of the committee
  - Provide those marshals with information and guidance on the required duties of care and obligations
  - Section marshals are to ensure as is reasonably practicable that no action or inaction of a volunteer whilst carrying out an undertaking with the knowledge & consent of the committee harms any another person
  - Ensure marshals are aware of the consequences of not following best practice guidelines for a task to be undertaken & workers have certification/licensing requirements where required
- Ensure section marshals & volunteers are fully versed in emergency first response procedures (**Evacuation & assembly point locations**)
- Ensure marshals have at hand on event day a near miss and incident/accident form for reporting and recording incidents
- Ensure marshals have at hand on event day emergency & committee contact phone numbers
- Ensure any hired/loaned equipment is fit for purpose (Intended use) and has been maintained to the manufacturer's standards of compliance
- Ensure appropriate signage is erected which is easily understood by the general public ('EVENT' located 180 metres either side of "Willowpark" driveway entrance 640 Georgetown-Pukeuri Road
- The safety officer is to review events and have effective checking systems in place to ensure operating practices accomplish expectations and the 'Event Village' & 'Cycle Track' are safe environments to host the event
- Seek specialist advice for specific risks/hazards where competency is not available internally
  - District Council
  - Fire Service
  - First Aid (St John)
  - Traffic Management (Police)

**WORKER INDUCTION:**

- All appointed marshals will be briefed by the committee appointed health & safety officer on emergency readiness & evacuation procedures
- Papakaio 8 Hour Mountain Bike Challenge Committee and/or appointed marshals in control of a 'Section' are to induct assisting volunteers in risk/hazard identification and the risk controls to prevent harm (Determined by group interaction, experience, & knowledge)
- Marshals are to ensure personal protective equipment/clothing (PPE's) required is worn/used where considered necessary
- Traffic management requirements (Car parking)

**IDENTIFIED RISKS (Not limited to) & POLICY:**

- Always have at hand method of communication in case of an incident requiring emergency assistance. RT or mobile phone (There is cell phone reception all-round the track)
- Always stay on designated access pathways & cycle track (Do not enter paddocks)
- Casual cyclists are to always ride with a second person in the event of an incident
- Contour & uneven ground
- Cycle way bridges (Vigilance when approaching)
- Fences (Electric)
- Ground conditions
- Livestock & feral animals
- Open waterways
- Ride on the left hand side of the track
- Slippery cycle way
- Slips, rocks, fallen trees
- Cycle track & access pathway scouring
- Tree roots, tree stumps and trunks
- Vehicles (Including farm vehicles)

**WORKER RESPONSIBILITIES:**

- A worker is any person who carries out work in any capacity for the Papakaio 8 Hour Mountain Bike Challenge Committee
- A worker must ensure so far as is reasonably practicable the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking
- Workers have a responsibility for keeping themselves, fellow workers, & visitors safe whilst on land under the control of Papakaio 8 Hour Mountain Bike Challenge Committee (Duty of Care)
- Workers are to wear personal protective equipment where required or as stipulated by the committee person in control of the worksite
- Work which is unsafe or requires the use of unsafe practices shall not be undertaken and is to be discussed with the appointed committee person in charge prior to continuation
- Ensure a communication device is carried at all times and operational at a worksite
- Workers are to participate effectively in the processes of improving health & safety when carrying out an undertaking for & on behalf of the Papakaio 8 Hour Mountain Bike Challenge Committee

- Workers are to interact with section marshals & the general committee on risk identification & risk control solutions
- **Follow the chain of command:** Workers are to report to the Section Marshal who will report to the Health & Safety committee representative. The Health & Safety representative will report to the general committee
- Workers are to wear or use safety equipment in line with industry standards of best practice
- Incidents of harm and near miss are to be reported to the committee health & safety officer and recorded by the appointed health & safety officer
- **Children:** Health & Safety at Work Act Regulations 2016 (Duties in relation to young person's at workplaces):
  - The committee or person in control of a work place must ensure so far as is reasonably practicable that no person under the age of 15 years of age is present at any time when work is being carried out in that area that is likely to cause harm to the health and safety of that person. A young person (Under 15 years) as far as is reasonably practical must not work at, assist at, or work with any machinery that can harm
- Volunteer work which is unsafe or requires the use of unsafe practices shall not be undertaken and is to be reported to and discussed with the appointed health & safety person
- Any plant or machinery belonging to a volunteer and loaned or operated for the purpose of assistance in carrying out a specific task on behalf of the Papakaio 8 Hour Mountain Bike Challenge Committee shall be presented in safe working condition, maintained to manufacturers specifications, and fit for purpose

#### **DRUG & ALCOHOL POLICY:**

- **No alcohol is permitted at a worksite without the permission of the committee person in control of the work site (Working Bee)**
- **Zero illicit drug/substance tolerance**
- **Zero tolerance if volunteer workers are under the influence of alcohol whilst carrying out an undertaking on behalf of Papakaio 8 Hour Mountain Bike Challenge Committee**

#### **INCIDENT/ACCIDENT REPORTING & RECORDING:**

##### **Near-Miss:**

- A near-miss is an incident which gave fright but did not harm (Could have!). This may have been a procedural matter which requires re-evaluating after discussion with the Committee Member or Marshall allocated that area of responsibility
- Section Marshal is to report a near-miss incident to the appointed health & safety committee member as soon as is reasonably practicable. The Marshal will document the incident for future reference & report the incident to the general committee & ensure any remedial action is taken

##### **Minor Injury or Incident**

- The Marshal in charge is to report an injury which occurred in their 'Section' (Requiring medical treatment no matter how slight) to the health & safety committee member, who will ensure details are recorded in the incident/accident register for future reference



### **Serious Injury or Serious Work Related Illness or Death (Notifiable Event)**

- A notifiable event is to be reported to the President of the Papakaio 8 Hour Mountain Bike Challenge Committee who will contact FFS Ltd (D'Arcy: 03 313 9263 or 027 410 0184) to discuss the situation. If required to do so the committee chairperson shall contact WorkSafe NZ as soon as is reasonably practicable (Phone 0800 030 040)
- If not a fatality, the appointed Section Marshal & committee health & safety representative will discuss with the injured party circumstances surrounding the incident, & the policy/procedure which may have prevented the incident. Following discussion the committee will implement any required changes to prevent a reoccurrence

### **INCIDENT/ACCIDENT INVESTIGATION:**

- To prevent a re-occurrence of an incident the appointed representatives of the committee shall so far as is reasonably practicable, take steps to investigate incidents
  - **Note:** An investigation is not to place blame but record the facts
- **The chain of investigation should determine or rule out:**
  - Technical causes of the incident
  - Poor design
  - Performance of the worker/participant "Why did they do what they did"
  - Worker/participant ability
  - Determine whether the incident was caused by or arose from an unidentified risk factor such as a health issue, fatigue, or lifestyle
- **Kit:** Pens, paper, accident information sheets, report forms, camera, tape measure, barrier tape (Isolate site), PPE's, support person, phone, contact phone numbers, and any manuals on safe operating practices (SOP's) pertaining to the incident
- **Visit incident site, plan and conduct the investigation**
  - Document particulars of injured person, status (volunteer worker, task undertaken, competitor, member of public, etc), injuries sustained, incident location and time/date of injury
  - Document the known factors of the incident by questioning the person involved and any witnesses. Interview questions include: where, what, when, who, why, how
  - Analyse the incident data and write the incident report
  - Enter incident that harmed or might have harmed in the incident or near miss register
  - Review the corrective actions, implement improvements, and if necessary consult with FFS Limited to prevent a reoccurrence

### **PROTECTIVE CLOTHING & EQUIPMENT:**

- Workers are to wear/use PPE's where applicable and use the equipment/clothing in the correct manner when required to do so
- **Eye protection** splash/eye guards, suitable goggles or glasses are to be worn where applicable
- **Footwear:** Suitable secure footwear that adequately protects feet and ankles is to be worn
- **Head/leg protection:** Suitable certified protection shall be worn when operating a chainsaw
- **Hearing protection** shall be worn as & when required
- **High visibility vests** should be worn when allocated parking duties
- **Replacement clothing & PPE's** shall be replaced before worn out. It is the responsibility of volunteer workers to ensure their PPE's are adequate for the task & in sound condition

### **HOUSEKEEPING & HYGIENE:**

Housekeeping and hygiene go hand in hand (Clean, tidy and uncluttered work areas reduce the chance of injury incidents, viruses and infectious disease). A high standard of housekeeping and general hygiene shall be kept in all work areas & facilities

- Waste material and rubbish should be cleared regularly
- Ablution areas should be kept in a sanitary and hygienic state always & engage the services of a person to frequently service/clean
- Facilities should include suitable hand and face drying facilities
- Clean running hot and cold water should be available to visitors & provided at a temperature low enough to prevent thermal injury
- Supplies of cleaning detergents (surface and personal) should be available at all times
- Walkways and access points should be kept clear at all times
  - No cables/hoses across access pathways/foot traffic
  - Electric cables are to be connected to an RCD source & if external pass through electrical conduit, covered and/or temporarily buried (Trips)
- Rubbish bins should be of sound construction, have a hinged lid and located away from ignition sources
- There should always be unimpeded access to the correct class of fire extinguisher

### **EMERGENCY PROCEDURE:**

- **All Section Marshals are to have emergency service details & committee contact phone numbers at hand**
- **Stay calm, be careful, and do not panic**
- Quickly appraise the situation before taking an active role and secure the site
- Only attend to an injured person if it is safe to do so (Do not put yourself at risk)
- Only move the injured party if they are in further danger
- **If the person is responsive or unresponsive and you require assistance contact a fellow marshal to assist & call for St John Ambulance assistance**
- **If required to dial 111 for helicopter service assistance:**
  - **Give your name & outline what has happened (Do not assume)**
  - **Explain clearly what injuries you suspect have been sustained**
  - **Give "Willowpark" address: 640 Georgetown-Pukeuri Road, Papakaio**  
**GPS Coordinates: Latitude: -44.990557 & Longitude: 170.978378**  
**GPS Coordinates: South 44° 59min 26.01sec & East 170° 58min 42.16sec**
  - **Section Marshal to contact the Health & Safety representative, who will contact the committee chairperson**
- Person on site and in charge receives all information, situation status, maintains access for emergency services and reports to professional assisting service from the incident/emergency assembly point
- As is reasonably practicable the Section Marshal shall initiate steps to eliminate or minimise the identified risk based on the current state of knowledge

**FIRST AID:**

- **Contact St John of the upcoming event**
- Section Marshals are to have emergency contact details for the appointed health & safety person, fellow marshals, & event chairperson entered in their cell phones

**FIRE:**

- **Inform the local Volunteer Fire Service of the upcoming event**
- **No smoking on grounds**
- All Section Marshals in charge should be trained in fire extinguisher use in the event of an extinguishable fire
- All Trade space/commercial enterprises on site if using a generator are to have an appropriate fire extinguisher on site
- **Have on hand the correct fire extinguisher:**
  - **Class A:** Straw /wood /plastics/ paper: **Water**
  - **Class B:** Flammable & combustible liquids: **Foam or dry powder**
  - **Class C:** Flammable gases: **Dry powder**
  - **Class E:** Electrically energised equipment: **Carbon dioxide or dry powder**
- In the event of an out of control fire, check to ensure all persons are accounted for & evacuate to the appointed assembly point
- **Phone 111.** First actions are to preserve life & prevent harm to those in the vicinity of a fire