

**SHOW JUMPING WAITEMATA**



**SHOW JUMPING WAITEMATA  
HEALTH & SAFETY POLICY  
&  
MANUAL**

# SHOW JUMPING WAITEMATA

## TABLE OF CONTENTS

	<b>Page</b>
<b>HEALTH &amp; SAFETY POLICY</b>	2
<b>ALCOHOL POLICY - BEHAVIOUR</b>	3
<b>HEALTH &amp; SAFETY OBJECTIVES</b>	4 - 5
<b>HEALTH &amp; SAFETY MANUAL</b>	
Section 1 – Application	6
Section 2 – Standard Safety Rules & Procedures	6 - 16
- Contract Manager: Site Supervisor – Appointment	7
- Notifiable Construction Work	7
- Competitors Responsibility	8
- Personal Protective Clothing	9
- Employees Must Provide for Themselves	10
- Emergency Telephone Numbers	10
- Tractor Operators	11
- Damage	14
- Attitude	14
- Handling Heavy & Bulky Items	14
- Road Works	16
Section 3 – Procedures for Accident / Incident Reporting	17 - 20
- Classification of Accidents and Harm	17
- First Aid Procedures and Administration	18
- Completion of Accident Report Forms	18
- Accidents to be Reported and Investigated	18
- Serious Injuries Reported to WORKSAFE NZ	19
- Administration Procedures	20
- Contract Manager’s Responsibilities	20
Section 4 – Hazard Identification, Reporting, Investigation, Assessing & Controlling	21 - 22
Section 5 – Safety Precaution Guidelines – Underground Services	23 - 32
Section 6 – Miscellaneous	33 - 34
- Management of Noise in the Workplace	33
- Stress and Fatigue	33
- Violence in the Workplace	34 - 35
Section 7 – Competitor Participation System	36

# SHOW JUMPING WAITEMATA

## HEALTH & SAFETY POLICY

Show Jumping Waitemata is committed to providing and maintaining a safe and healthy competition environment for its competitors – Riders & Horses, Officials and Spectators, and all persons attending our Show Jumping Competitions.

**To ensure a safe and healthy work environment Show Jumping Waitemata will develop and maintain a Health and Safety Management System to:**

- Set health and safety objectives and performance criteria.
- Review health and safety objectives and performance annually.
- Actively encourage the accurate and timely reporting and recording of all accidents, incidents and unsafe conditions and work practices.
- Investigate all reported accidents, incidents and unsafe conditions, to ensure all contributing factors are identified and, where appropriate, formulate corrective action/s.
- Actively encourage the early reporting of any pain and/or discomfort.
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the risk and/or exposure to any hazards.
- Ensure that all Competitors, Spectators and Officials are made aware of the hazards in the competition area
- Encourage Competitor consultation and participation in all matters relating to health and safety.
- Promote a system of continuous improvement in Health and Safety practices.
- Meet our obligations under the Health and Safety in Employment Act 1992 (plus amendments), the Health and Safety in Employment Regulations 1995, Codes of Practices and any relevant Standards or Guidelines.

**Every Competitor, Official and Spectator is expected to share in the commitment to this policy**

- Every Competitor, Official and Spectator has a responsibility for health and safety
- Each Competitor, Official and Spectator is expected to play a vital and responsible role in maintaining a safe and healthy competition area:
  - Observing all safe competition procedures, rules and instructions
  - The early reporting of any pain or discomfort
  - That all accidents, incidents and unsafe conditions are reported to management.
- Representatives of Show Jumping Waitemata will be invited and appointed to the Groups Health and Safety Committee, responsible for the implementation, monitoring and review of the Health and Safety Policy and Management System.

---

(Signed)  
President  
**Show Jumping Waitemata**

---

(Date)  
Next Review: December 2019

# SHOW JUMPING WAITEMATA

## DRUG & ALCOHOL POLICY

The management of **Show Jumping Waitemata** are committed to ensuring the good health and safety of every employee, visitor, and all persons using the premises or construction sites as a place of work including the safe operation of all plant & equipment in the workplace. For these reasons we have employed the following drug & alcohol policy which **prohibits** all persons at all levels from working or conducting company business under the influence of "Drugs and/or Alcohol"

**Drugs means any mind altering substance that is illegal or uncontrolled unless prescribed by a certified medical practitioner which is used under controlled and prescribed medical directions.**

**Alcohol means any liquid being a spirit, wine or beer or any such drink that contains alcoholic beverage to which:**

- All persons whether employee, contractor, sub contractor or visitor are **PROHIBITED** from working or conducting company business under the influence of Drugs or Alcohol.
  - All persons are **PROHIBITED** from using, possessing, distributing or consuming drugs or alcohol on company property/site during any work time (except where you are responsible for organising or supplying alcohol for an approved social function or event)
  - All persons are **PROHIBITED** from driving a company vehicle under the influence of drugs or alcohol at any time.
  - All persons are **PROHIBITED** from consuming drugs or alcohol if it would result in them reporting to work or performing their normal work duties while remaining under the influence of drugs and alcohol, when off duty.
  - Alcohol may be served and consumed at company social events as approved by the Directors of Show Jumping Waitemata or where prior approval was given. All persons must abide by this policy at any social event to which alcoholic beverages are served.
  - All persons are responsible for ensuring that they remain in a fit and healthy condition to perform their normal work duties.
  - All persons are responsible for ensuring their actions comply with this policy.
  - If employees or any other person feels that a colleague is working or they suspect a person is working under the influence of drugs or alcohol then it is their responsibility to report such a matter to the Health and Safety Manager.
  - Any person who is involved in an accident to which heavy machinery is involved will be required to undergo a mandatory drugs and alcohol test at the nearest drug testing agency.
  - On random occasions a drug and alcohol test may be implemented on any work site to determine or identify persons that may have such drugs or alcohol in their bodily system. Those persons identified will be stood down for a given period as decided by the Health and Safety Manager to which an investigation will commence to determine whether employment of such persons can or may be terminated.
  - Refusal to take a drug and alcohol test can affect employment with Show Jumping Waitemata. Persons may explain their reason for such refusal.
  - Show Jumping Waitemata will enforce this policy for the protection of its employees and company name if this policy is breached.
- 
- **Underage consumption of alcohol will not be tolerated. Nor will the use of illegal drugs.**
  - **Excessive noise from those visiting or camping on site will not be tolerated at our event.**
  - **Please be respectful of neighbours**
  - **Any noise after 11pm will not be tolerated.**

## SHOW JUMPING WAITEMATA

- The organising committee have the right to eliminate, fine, and ban people from the next day's competition and future events who did not abide by these conditions.

---

(Signed)

---

(Date)

# SHOW JUMPING WAITEMATA

## HEALTH & SAFETY OBJECTIVES

Show Jumping Waitemata shall take all practicable steps to ensure the safety of all competitors, officials and spectators, and in particular shall take all practicable steps to:

- a) Provide and maintain a safe competition environment for all.
- b) Ensure that while at the competition are not exposed to hazards arising out of the arrangement, processing, disposal, manipulation, organization, storage, transport, working or the use of things:
  - in their competition area; or
  - near their competition area or any area under Show Jumping Waitemata's control.

The following objectives have been established in order to create an effective safety management system that will ensure that Show Jumping Waitemata is able to meet its commitment to health and safety.

### **Identify all Normal Hazards**

- Identify all normal hazards likely to be encountered during normal competition environment of Show Jumping Waitemata and prescribe safety rules and procedures to identify, eliminate, isolate and minimise them.

### **Appoint Persons to be Responsible for Safety**

- Appoint persons to be responsible for safety and to ensure that all Competitors, Officials and Spectators of Show Jumping Waitemata comply with either Show Jumping Waitemata's safety rules and procedures, or safety rules and procedures of Woodhill Sands, as instructed.

### **Identify Additional Hazards**

- Any additional hazards that may arise during the duration of the competition are identified and a procedure to control them established.

### **Provide Amenities for Safety and Health**

- Ensure that the necessary facilities for the safety and health of all Competitors, Officials and Spectators are provided.

### **Ensure Safe Equipment and Safe Operating Procedures**

- Our system ensures that all equipment in use is in a safe condition and that only trained authorized people will operate it.

### **Ensure All Accidents are Recorded and Investigated**

- All accidents and incidents that occur are recorded and properly investigated in order to prevent a reoccurrence.

# SHOW JUMPING WAITEMATA

## HEALTH & SAFETY MANUAL

### Section 1 - Application

The contents of this manual apply to any person competing, acting as an official or spectating at a competition organised by Show Jumping Waitemata. The manual is applicable in situations where Show Jumping Waitemata is the organiser of a Show Jumping Competition.

#### **Show Jumping Waitemata**

All competitors, officials and spectators must conform to the requirements of this safety manual when working in a work area. All competitors, officials and spectators must obey all instructions given to them regarding safety and health by Show Jumping Waitemata.

#### **Show Jumping Waitemata - as Subcontractor**

All competitors, officials and spectators on site must conform to the requirements of this safety manual when working for Show Jumping Waitemata unless the main contractor's safety requirements are in conflict. In such a situation Show Jumping Waitemata will clarify the conflicting requirements and issue safety instructions to the competitors, officials and spectators concerned, so as to comply with Show Jumping Waitemata's safety requirements.

All competitors, officials and spectators must obey all instructions given to them regarding safety and health by Show Jumping Waitemata's Health and Safety Representative.

#### **Show Jumping Waitemata - Specialist Subcontractors own Health & Safety Procedures**

Subcontractors carrying out specialized work for Show Jumping Waitemata must have their own safety rules and procedures formally approved by Show Jumping Waitemata as competition organiser.

Where these are not approved, suitable agreement must be made regarding Safety and Health. Where suitable agreement cannot be found the Show Jumping Waitemata will have final say regarding safety rules and procedures to be followed by the subcontractor.

Show conditions state that all people conducting business on the site must report to the office on arrival and let the office know they are there and what they are doing.

- They should sign the contractors vetting form or a waiver form stating they are working under their own health and safety and they accept there are risks in what they are doing.

- A sign on the gate or at the office shall remind anyone working to report to the office.

# **SHOW JUMPING WAITEMATA**

## **Section 2 – Standard Safety Rules & Procedures**

### **Health & Safety Representative - Appointment**

Show Jumping Waitemata is responsible for ensuring that these Safety Rules and Procedures are applied by all competitors, officials and spectators.

Show Jumping Waitemata will appoint a Health & Safety Representative who, will ensure that these Safety Rules and Procedures are applied by all competitors, officials and spectators at a Show Jumping Waitemata Show.

Health & Safety Representative currently is:

Louise Blair                      021-722-448



# SHOW JUMPING WAITEMATA

## Competitors, Officials and Spectators Responsibility

- Competitors, officials and spectators are required to take all practicable steps to ensure the safety of themselves and others at the competition. This includes considering both the things they do and the things they omit to do (e.g. not using safety equipment). Practicable steps also include reporting to Show Jumping Waitemata any hazards or incidents, so that the hazard can be investigated and safeguards put into place.
- All competitors, officials and spectators are responsible for taking care of the health and safety of themselves and others and to co-operate in achieving a healthy and safe competition.
- Committee members are encouraged to complete a First Aid course and to become a certified Health & Safety Representative.

## Personal Protective Clothing and Equipment **MUST** be worn by all Competitors and Riders

- Show Jumping Waitemata has a duty to ensure the correct riding hats and equipment, is worn.
  - **Appropriate Riding Hats (Equipment)**  
ESNZ approved (red tagged) riding hats are to be worn at all times when a person is riding, or where there are obstacles on which he/she might strike their head during the course of their work. The Contract Manager or Site Supervisor may instruct persons to wear hard hats where they consider it to be necessary.
  - **Hi Vis Clothing**  
Persons working in conditions where there is the possibility of being struck by Horse trucks, tractors or other traffic must wear Hi Vis clothing, reflective vest or jacket at all times, to make it easier for drivers to see and avoid them.
  - **Sun Protection**  
Persons working in the open must protect themselves from the effects of sunburn by wearing suitable clothing or use sun block cream. Show Jumping Waitemata will provide sunscreen at each site for the employees use and comfort.

# SHOW JUMPING WAITEMATA

## Competitors, Officials and Spectators Must Provide for Themselves:

Suitable attire for all weather conditions (this includes items of warm clothing to sun protective clothing).

The attire worn must be suitable for the purpose at hand.

- Show Jumping Waitemata is to ensure that each arena is equipped with the adequate facilities for the health and welfare of competitors, officials and spectators as soon as the competition commences. The facilities are to remain on-site until the competition is completed.
- Provision of safety equipment, fencing and signage necessary for the safety of the general public on or around the competition, will be provided for in accordance with the competition schedule.
- Show Jumping Waitemata will ensure that the erection of safety equipment, signage and fencing is properly used and controlled around the competition area, and if there is additional equipment required, the Health & Safety Representative will notify Show Jumping Waitemata and request additional supplies in order to ensure the safety of the general public.
- A mobile phone will be available on-site while employees are at work.

## Emergency Telephone Numbers

### IN-CASE OF EMERGENCY DIAL 111 – POLICE / AMBULANCE / FIRE

#### A & M – WESTGATE MEDICAL CENTRE - 09 833 3134

Fernhill Drive, Massey - Open Mon – Fri 8 am – 8 pm, Sat & Sun 9 am – 6 pm

Emma Buckingham – President 021 832 901

Tony Bult - Vice – President 027 476 1175

Louise Blair - Show Secretary 021 722 448

Emergency Phone Numbers for A & E, Health & Safety Representative, President and Show Secretary, are displayed on the Toilet Block, at the Kiosk, at the Show Office and in **All** Judges Boxes. As well as an Emergency Evacuation plan

# SHOW JUMPING WAITEMATA

## Tractor Operators

- Show Jumping Waitemata's equipment must only be operated by authorized people who have been trained to operate it safely and correctly or by authorized untrained persons under the direct supervision of an experienced person while they are undergoing training. The person supervising the training is responsible to ensure the safety of the trainee and any other persons in the vicinity.
- Hired in equipment. When Show Jumping Waitemata hires in equipment to carry out work on its behalf, the safety of that equipment, its operator and people in the vicinity are the responsibility of Show Jumping Waitemata. The person making use of the equipment must ensure that the operator of the equipment is competent to operate the equipment safely, has been fully instructed regarding any hazards that may be encountered while performing the work.

## Maintenance of Machinery and Equipment

- All equipment is to be used by authorized persons only.
- All equipment, power tools and hand tools used in the competition area controlled by Show Jumping Waitemata are to be maintained in a safe condition. All safety guards and safety features of machinery are to be maintained. Such equipment that is found not to be in a safe condition must be reported to the Health & safety Representative and repaired or replaced. The equipment is not to be re-used until it has been properly repaired, or used only under special instructions and conditions granted by the Health & Safety Representative.
- All Show Jumping Waitemata's equipment and power tools are to be inspected, checked and serviced. This inspection and check will have due regard to the safety features of the equipment as well as to the functional operating features. The Committee will carry out whatever maintenance work is necessary to ensure that the equipment will continue to operate in a safe and efficient condition. Any defects that are found which will make the equipment unsafe to operate must be reported to the Health & Safety Representative.

## Damage

- If you accidentally cause damage to goods or equipment, report it to the Health & Safety Representative immediately. Such action may prevent further loss or possible injury to others.
- If you see damage caused by another person, report it to the Show Office
- Do not try to hide damage.

# SHOW JUMPING WAITEMATA

## Attitude

- Good safety and health procedures work when everyone approaches them with a positive attitude. A positive attitude towards safety and health regulations, procedures, and common sense will contribute to a safer and healthier competition.

## Handling and Stacking of Heavy or Bulky Items

- Wherever it is necessary to handle heavy or bulky items the person in charge of the work must provide suitable equipment or adequate labour to carry out the work safely.
- Suitable gloves and safety footwear must be worn by persons handling heavy items and they must be properly instructed regarding the danger of incorrect lifting and consequential injury.
- The floor where such lifting is being carried out should be as clean, level and as safe as possible.
- Lifting equipment including slings or chains and shackles, must be in good condition and strong enough to carry the load safely. The person attaching the slings or chains to the load must be experienced in attaching them in a correct manner so that the load balances and will not slip or become detached.
- When stacking bulky or heavy items, care must be taken to ensure the stability of the items. The floor or ground where the stacks are set up must be level and as clean as possible and able to sustain the load. Chocks or other devices used to retain the load must be strong enough and suitable for the purpose they are used. Care must also be exercised when dismantling a stack.

## Traffic and Parking – Roped off area for committee members, sponsors, thoroughfare must not be blocked no horses to be tied in thoroughfare

- The person responsible for traffic must ensure that the roads are safe for normal traffic and for pedestrians.
- The Health & Safety Representative must have signs erected to warn, instruct and guide traffic and pedestrians around the competition site.
- The person responsible for road sites must ensure that the roads are safe for everyone at the competition. Traffic Stewards must be issued with a vest or jacket of bright coloured reflective or fluorescent material so as to make them more visible to traffic. Traffic Stewards must wear this clothing at all times at the road site.

## SHOW JUMPING WAITEMATA

- The parking areas must be organized and controlled so as not to create additional hazards after the rings and parking has been set up. Keep the area around the entrance clear during times of heavy traffic. Where possible allow for parking areas outside of grounds for vehicles visiting the show, or in special parking areas where they will not create an obstruction. Consider the flow of traffic into and out of these areas.
- Where it is necessary to use traffic controllers, these people must be given instruction and training regarding their responsibility. Traffic controllers must know where to stand, how to slow or stop traffic, how to co-ordinate public traffic movements. Where temporary traffic signals are used the person operating them must be given instruction and training in his responsibilities.

### Quad Bikes/and or any motorized Bikes

**NOTE: No motorbikes or any motorized bikes unless approved by the organising committee.** Once approval is obtained then the following applies;

- All riders must wear a helmet at all times. This is inclusive of pillion passengers.
- No more than one pillion passenger is allowed per bike.
- Speed is restricted to no more than 10kms per hour.
- All drivers of ANY bike must hold the appropriate licenses/endorsements to operate the vehicle.
- Any driver seen to behave contrary to this policy, to operate while under the influence of alcohol, allow pillions to ride in a dangerous manner or generally operate in an unsafe manner will mean their bike will be confiscated for the duration of the event and the offending driver removed from the event.

### Electrical connections for vehicles and subcontractors

- All electrical cords plugged into the (facility) power boxes are required to be certified and have a visible tag showing. Cords will be checked and any that do not show certification tags will be removed.
- There is to be no tethering cords between trucks or other vehicles and the organising committee will not accept any unsafe use of these electrical sites.

## Section 3 – Procedures for Accident / Incident Reporting

### What is an Accident?

Accidents are events that:

- cause a person to be harmed or;
- in different circumstances, might have caused any person to be harmed.

All accidents and incidents (near misses) **MUST** be reported to the Health and Safety Representative. All accidents will be investigated to keep them from occurring again.

### What is Serious Harm?

Below is the definition of Serious Harm from Schedule 1 of the Health and Safety in Employment Act 1992.

Serious harm means death, or harm of a kind or description declared by the Governor-General by Order in Council to be serious for the purposes of the Act; and 'seriously harmed' has a corresponding meaning.

- Any of the following conditions that amounts to or results in permanent loss of function, or temporary severe loss of bodily function:
  - respiratory disease;
  - noise induced hearing loss;
  - neurological disease;
  - cancer;
  - dermatological disease;
  - communicable disease;
  - musculoskeletal disease;
  - illness caused by exposure to infected material;
  - decompression sickness;
  - poisoning;
  - vision impairment;
  - chemical or hot-metal burn of eye,
  - penetrating wound of eye;
  - bone fracture;
  - laceration,
  - crushing.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
- Loss of consciousness from lack of oxygen.

- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance.
- Any harm that causes the person harmed to be hospitalized for a period of 48 hours or more commencing within seven days of the harms occurrence.

### **In the Event of an Accident occurring where a Person is Seriously Injured**

1. Call First Aiders.
  2. Administer first aid as appropriate.
  3. Do not move the injured person except where this is a risk of further injury if he / she is not moved.
  4. Make the injured person as comfortable as possible – re-assure, telephone for the ambulance (phone 111).
  5. Inform the Health & Safety Representative (021 0835 9328)
  6. Advise Show Secretary as soon as possible – (021722448)
  7. Use bystanders to assist if necessary – take statements, photos etc.
- All accidents or incidents must be investigated as soon as possible after the event. In the event of serious accidents ESNZ must be notified.
  - All serious harm accident scenes are not to be disturbed until after the investigation is completed.
  - When any personnel under the jurisdiction of Show Jumping Waitemata has an accident or incident, a report must be completed and returned to the Show Administrators for processing.

### **In the Event of an Accident occurring where a Person is Seriously Injured**

- Vet, Screens, etc

### **On-site Procedures - Paperwork**

1. Complete an Accident Form, copies of which are held in the Health & Safety Folder. There should be a health and safety folder in each judges box. Give as detailed a description of circumstances as possible.
2. Check to make sure that all details are filled out correctly.
3. Hand completed form to Health and Safety Representative.
4. Show Jumping Waitemata President to check details, action any recommendations, gather information from any witnesses or others involved.

5. Submit form to Show Jumping Waitemata at the office.
6. If the person(s) involved in the event is unable to complete the form, a witness or the Health & Safety Representative should do so.
7. Be willing to take part in an investigation. Investigations are conducted so that the accident / incident can hopefully be kept from occurring again, not to lay blame.

### **Type of Accidents to be reported to the Health & Safety Representative and Investigated**

- All accidents where a person suffers an injury occurring either at a place of competition controlled by Show Jumping Waitemata, or a Show Jumping Waitemata Representative during the course of his / her duties are to be reported and investigated.
- All incidents or serious harm occurring to anyone at the competition or as a result of exposure to a hazard at the competition are to be reported and investigated.
- All incidents that might in other circumstances have caused an accident or serious harm to anyone, occurring at a competition controlled by Show Jumping Waitemata Limited are to be reported and investigated.

### **Serious Injuries which must be notified to ESNZ**

When an accident involving serious harm occurs at a competition, the following procedure must be set into place:

- As soon as possible the Health and Safety Representative must notify ESNZ by
  1. Phone: 0800 030 040 or Fax 09 984 4115 or
  2. Or online [www.business.govt.nz/worksafe](http://www.business.govt.nz/worksafe)
    - what has happened;
    - to whom; and
    - where.
- The scene of the accident **must not** be changed until the Health & Safety Representative has given the go ahead to do so.



## **Administration Procedures**

1. Enter details from the form into Accident / Incident Register.
2. Record accident ID Number.
3. Co-ordinate investigation of accident / incident
4. Results of investigation to be forwarded to all persons involved as well as the Health & Safety Representative and ESNZ.
5. If a hazard was identified, ensure this is logged and rated in the Hazard ID register.
6. File accident report and any other paperwork, in the person(s) affected personal file(s).

## **Health & Safety Representative - Responsibilities**

- The Health & Safety Representative will check the entry made in the Accident Register. For all accidents and incidents, a full investigation of the event will be carried out as soon as possible. The results of this investigation and any remedial actions to be taken to prevent a re-occurrence must be recorded with planned completion dates.

## Section 4 – Hazard Identification, Reporting, Investigation, Assessing and Controlling

All Competitors, Officials and Spectators are encouraged as part of their responsibility to be aware of, report and record in the “Hazard Register” any hazards.

### What is a Hazard?

- Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, potential situation, or substance (whether arising or caused within or outside a place of work) that actual or potential cause or source of harm.
- Includes:
  - a situation where a person’s behaviour may be an actual or potential cause or source of harm to the person or another person;
  - within limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour.
- Hazards must be systematically identified and managed:
  - be actual or potential;
  - be physical, biological, or behavioural (including temporary conditions that can effect a person’s behaviour, such as fatigue, shock, alcohol or drugs);
  - arise or be caused within or outside a place of work.
- Hazards are caused by unsafe conditions and unsafe acts. **Hazards must be identified.**
- Any competitor, official and spectator who at any time identifies a hazard that might be a danger to any person at the competition place controlled by Show Jumping Waitemata as Show Organiser must:
  - advise any persons in danger;
  - advise the person creating the hazard;
  - do what is practicable to reduce the danger;
  - report the hazard to the Health & Safety Representative **without delay.**

## Responses to a Hazard which has been Identified

1. First response is to **get any person(s) who are in immediate danger safely away from the hazard.**
2. Second response is to **eliminate the hazard** – that is, change things so that the hazard no longer exists.
3. If this cannot reasonably be done, the next response should be to **isolate the hazard**; that is, put in place a process or mechanism that keeps employees away from the hazard.
4. If this cannot be done, then **the hazard must be minimized** – that is do what can reasonably be done to lessen the likelihood of harm being caused by the hazard and protect employees.

SAFETY CHECKLIST – refer to Woodhill Sands Health and safety standards

## CARE PREVENTS ACCIDENTS

### Refueling

- Don't smoke
- Shut off the engine
- Be sure the nozzle contacts filler before starting fuel flow to prevent static spark
- Replace cap securely

### Tyres

- Check tyres
- Check tyre pressures
- Check for structural damage and wear

## **Section 6 – Miscellaneous**

### **STRESS AND FATIGUE**

#### **What is Stress?**

- Stress is defined in terms of the interaction between a person and their environment and is:
  - the awareness of not being able to cope with the demands of one's environment when this realization is of concern to the person, in that both are associated with a negative emotional response.

#### **What is Fatigue? A (High Risk of an accident);**

- Fatigue is defined as the temporary inability, or decrease in ability, or strong disinclination to respond to a situation because of previous over-activity, mental, emotional or physical.
- Symptoms of fatigue: Constant yawning, tired eyes, nodding off at controls.
- Actions to take: Stop your activity. Drink water. Take a nap no more than 15 minutes. Report to the Health & Safety Representative.

#### **Physical Effect**

- It is obvious that a long, physical job will tire people more quickly than a sedentary job. This has been confirmed by research which shows that extended work of 12 hours increases fatigue and that sustained working over several days with sleep loss causes a decrease in performance.

#### **What if you think someone is Stressed or Fatigued?**

- Advise the Show Office.
- The person in the office will then take appropriate steps to rectify the situation.

# **VIOLENCE AT WORK**

## **What is Violence at Work?**

- Violence at work applies to any incident in which employees and others are abused, threatened or assaulted in circumstance arising out of, or in the course of the work undertaken. The expression of violence can take many forms ranging from physical assault and verbal abuse to intimidation and low level threatening behaviour.
- Violence also includes sexual or other forms of harassment. Verbal abuse and threats are the most common types of incident.
- The potential for incidents involving violence is a significant hazard in many places of work, and the duty on employers extends to taking all practicable steps to protect employees from violent behaviour from any source, the same as for any other hazard in the place of work.

## **Management Action Plan**

### Step One

- Find out if there is a problem.
- Find out whether your employees ever feel threatened or under great stress, this can be done informally by Manager or Supervisor.
- If a problem is found, you will need to identify the areas of work where employees are exposed to some form of violence or likely to be exposed.

### Step Two

- Record all incidents.
- Keep a detailed record of all incidents.

### Step Three

- Classify all incidents.
- You will want to know what kinds of incidents are happening. This means classifying them under various headings – place, time, type of incident and who was involved and the possible causes.

### Step Four

- Search for Control or Preventative Measure and Plan Victim Support.
- Find ways of preventing the types of violent incidents that have been identified.

