

**Ruapehu Mountain Club
Association
Safety Management Guide**

A Hoyle
2016

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- Waikato Ski Club

Introduction

Skiing and snowboarding on and around the slopes of Mt Ruapehu is absolutely unique and as they say, 'a good day on Ruapehu is unbeatable'. The converse is true as well, of course, and the bad days are sometimes truly atrocious. The balance, in the end, seems to swing the right way (even if only in our memories). And that's what brings us back day after day, year after year.

The ski club culture on Ruapehu is another element of the uniqueness that is synonymous with the area. Club histories are riddled with tales of blood, sweat and tears and healthy dose of 'get it done attitude'.

As time has marched on, so too have increased regulations and growing expectations of documentation in the name of making things safer. We are facing larger fines for not adhering to the letter of the law and with all of this, there are still too many deaths in the NZ workplace.

However, there is another side to it. A side where businesses and organisations can heed the call to action and drop the boundaries between 'Health and Safety', 'Quality Management' and good management practices. Simple and practical approaches to problems that are bought into by the whole organisation and made to last. A culture of improving all the time that leads to a more effective organisation in the end which takes a measured and consistent approach to managing risk.

This guide is designed to be a resource for the mountain clubs on and around Ruapehu to develop their own individual plans which align with the activities and features of that club. What is more important in the end is that clubs keep their plans alive into the future through self review and input from within.

Definitions

Hazard - Actual or potential source of harm.

PCBU - Person carrying out a business or undertaking - see <http://www.business.govt.nz/worksafe/hswa/mythbusting/business> for further information on PCBUs.

Risk - The product of the **consequence** of a hazard and the **likelihood** of that occurrence.

SMS - Safety Management System - A formal risk management framework made up of various subsystems such as a hazard management processes, safety targets, reporting procedures etc.

Legislative Overview

On April 4 2016 the Health and Safety at Work Act 2015 comes into force in NZ. This is an overarching statute under which there will sit several regulations (some of which are unlikely to apply to ski clubs):

- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)
- [Health and Safety at Work \(Worker Engagement, Participation and Representation\) Regulations 2016](#)
- [Health and Safety at Work \(Major Hazard Facilities\) Regulations 2016](#)
- [Health and Safety at Work \(Asbestos\) Regulations 2016](#)
- [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)
- [Health and Safety at Work \(Mining Operations and Quarrying Operations\) Regulations 2016](#)
- [Health and Safety at Work \(Petroleum Exploration and Extraction\) Regulations 2016](#)
- [Health and Safety at Work \(Rates of Funding Levy\) Regulations 2016](#)
- [Health and Safety at Work \(Hazardous Substances\) Regulations 2016](#)

References:



WorksafeNZ - the national health and safety regulator - www.worksafenz.govt.nz
New Zealand Legislation website - www.legislation.govt.nz/
Health and Safety at Work Act 2015 - [Link](#)

How to use this guide

This is a guide, a tool, to be used by club committees or work groups to work through and create a customised safety plan that fits the needs of the club in question. Each section is made up of checklists and prompts that when answered or 'ticked' off will shape a comprehensive safety plan.



Website link



Template



Question for discussion within committee

Step 1 - Commitment to safety

Safety Management starts at the top of the organisation. For a ski club this means the committee or executive. There are many ways to demonstrate your commitment to health and safety however, one key start point is with a well written Health and Safety Policy.

Your safety policy should include the following features:

- Your club's commitment to safety and adhering to all relevant legislation
- Recording incidents and accidents
- Outlines worker and employer responsibilities
- A commitment to continual improvement
- Policy must be signed and dated (usually by the club chair or president)
- Reviewed regularly (annually)
- Engage with your workers and club members in the creation of the policy



[Template 1 - Safety Policy](#)

Step 2 - Plan

Setting targets for safety is a good practice and helps to measure progress in areas of the club's systems that might need improving or consolidating.

When setting health and safety targets, consider the following points:

- Targets are well defined (measurable)
- Involve and engage with workers in the development of these objectives
- Don't over do it - consider three areas that might be focus areas for the year.
- Communicate - with membership, at AGM, in newsletters etc
- Can you measure progress during the year?

Some example targets are:

- Reduce sprains in site A by 10% in the next 6 month period
- Increase incident and near miss reporting by 20% in the next 6 month period

Continual Improvement

This is an easy one but organisations regularly struggle with it. Fundamentally this is about looking back at something that has just happened (maybe an incident or a whole winter) and reviewing it with a focus on what went well and what could have been done better. If you only pull out one learning that is turned into an action for next time, you are making continual improvements.

Key elements of a debrief:

- Date
- Situation / Event / Season
- Review Team
- Improvements (things that could go better)
- Good things (things that went well and we should continue):

Audits

Audits are a great tool for testing your systems and they can be done from inside the organisation (internal) or by an outside agency or individual. These can be broad spectrum or very specific (checking fire extinguisher inspection dates). Audits can be a valuable tool for club committees to ensure that the SMS is being adhered to. Not all parts of the system need to be checked all the time.



[Template 2: Monthly Ski Club Audit](#)

Step 3 - Identify hazards and control risks

Under the HSW Act, PCBU's must take steps to eliminate risks (in so far as is reasonably practicable). The test for what is reasonably practicable can be found here: [HSWA Part 22](#)

Further to this the [HSWA 2015 \(General Risk and Workplace Management\) Regulations](#) describe the duties a PCBU must undertake in managing risks.

In order to do this, you must first identify your hazards, assess the risk they pose and then come up with controls to eliminate or minimise this risk.

Risk assessment tips:

- Work with a group of people in order to get a balance of opinions - this is not science.
- Risk = Likelihood x Consequence
- Use a risk matrix to help assess risk.
- Record results in table (example provided)
- Assess risk after the controls are in place to establish residual risk
- Review risk registers after significant incidents and or annually



[See Template 3: Risk Register](#)

Example Risk Matrix (Source: [WorksafeNZ - Safe Use of Machinery Toolkit](#))

RISK RATING TABLE				
Likelihood of Injury or harm to health	Consequences of Injury or harm to health			
	Insignificant <i>no injuries</i>	Moderate <i>first aid and/or medical treatment</i>	Major <i>extensive injuries</i>	Catastrophic <i>fatalities</i>
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High



How will workers and or club members identify and report new hazards and risks?

Hazardous Substances

- Must be stored and handled correctly according to manufacturer's instructions
- Safety Data Sheets must be on site for all substances you store - these can be sourced online easily from manufacturer
- Consider maintaining a register of hazardous substances



Check out the [Hazardous Substances Toolkit](#) for guidance on staying safe with hazardous substances.

Contractors

- Using contractors to get work done is a sensible and commonly used strategy by clubs
- When tendering work, seek health and safety information from prospective contractors
- Appoint someone to represent the club (principal)
- Supervise and monitor the work appropriately
- Review the contractor performance when the job is complete.



Check out the [guide for contracting](#) from MBIE.

Food Safety



[Check out the Ministry for Primary Industries website to see what your club's obligations are under the Food Act 2014](#)

Step 4 - Information, training and supervision

Section 36 of the HSWA 2015 and Section 9 of the HSWA (General Risk and Workplace Management) Regulations 2016 require PCBUs to provide appropriate information, training, instruction or supervision necessary to prevent harm to all persons. For clubs there are some common solutions to this.

- Ensure all workers are inducted appropriately - [See Template 4: Induction Checklist](#)
- Develop a visitor/guest induction checklist/briefing
- Maintain a competency register for all workers
- Provide direct supervision until competency on tasks is achieved
- Record all training delivered
- Post key safety information on walls in relevant locations - [See Template 5: SOP example](#)
- Consider cloud based information sources such as google drive

Step 5 - Incident reporting and management

Incidents and accidents must be recorded and reported to the club executive. This should include close calls and those incidents that have potential to or have harmed the environment. All incidents need to be investigated to understand causes and put in place actions to prevent reoccurrences.



[WorksafeNZ have provided a template for recording accidents/incidents here.](#)

Note: It is not mandatory to use this form.

Notifiable Event -

The occurrence of a notifiable injury, illness or incident. These are required to be notified to WorksafeNZ as soon as possible and a full report filed within 48 hours.

- a) Notifiable Injury or Illness - [Full definition here](#) - serious injury requiring immediate treatment (more than first aid).
- b) Notifiable Incident - [Full definition here](#) - unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety.

Step 6 - Engage with your workers

The HSW Act 2015 and the HSW Act (Worker Engagement, Participation and Representation) Regulations 2016 are the key elements of legislation that cover this important aspect of your SMS.

Consider that any work put into creating a Safety Management System without carefully engaging with your workforce is likely to be wasted. It is essential that people breathe life into your system and in that theme - **less is more!** A simple system that is well understood by the majority of the people that need to use it is far more effective than a fully comprehensive system that only you understand.

Some specific points to check off are:

- PCBU's have a duty to engage with workers
- Allow opportunities for workers to express their views
- Involve workers in hazard ID, risk management decisions
- Provide ways for workers to suggest ways to improve safety systems
- Health and Safety Representatives are required in some situations - refer to the HSWA Worker Engagement Regulations to confirm your club's needs

Step 7 - Plan for emergencies

HSW Act (General Risk and Workplace Management) Regulations 2016 require PCBU's to plan for emergencies that relate to the hazards and risks associated with that business or undertaking.

In planning for these emergencies the following key elements should be considered:

- Must be an effective response to emergencies
- Provide for evacuation procedures
- Ensure that emergency services are notified as early as possible
- Plans must be tested and trained for regularly (frequency stated in plan)
- Debrief training sessions and real events



[Refer to MBIE Emergency Planning Template for a good example here.](#) This can be printed off and filled out for your club.

Step 8 - Keeping it alive

Safety Management System Review

Regular reviews of the safety management plan are required to keep it current and appropriate for your club. This can be as simple as reading through and confirming that everything is still current and signing off on it for another year (or other term).

Suggested review intervals are:

- Annual and/or;
- Post incident or accident

Templates

Template 1: Sample Safety Policy

XYC Ltd is committed to providing and maintaining a safe and healthy workplace for all staff, and to providing the information, training and supervision needed to achieve this.

XYC Ltd will take responsibility for health and safety procedures, however, employees need to be aware of their responsibilities and comply with the business' health and safety policy.

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in the workplace health and safety system.
- Sticking to correct procedures and equipment.
- Wearing protective clothing and equipment as and when required.
- Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.
- Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- Telling your manager immediately of any health and safety concerns.
- Keeping the workplace tidy to minimise the risk of any trips and falls.

Your participation is much appreciated.

Signed: (CEO)

Date:

Template 2: Sample monthly ski club audit

Date: _____

Audit Team: _____

#	Description	Yes/No
1.	Building Warrant of Fitness (BWOFF) current?	
2.	Extinguishers in place and tested in service?	
3.	Hazardous substances stored appropriately (in correctly labelled containers)?	
4.	First aid kits stocked (no expired items)?	
6.	Smoke alarms checked?	
7.	Walk around building - any new hazards inside/out?	
8.	Accident/Incident report forms available?	
9.	Food hygiene systems in place and being followed?	

Actions:	By Who:	By When:

Template 3: Risk Register

Hazard	Description	Risk before controls	Controls	Risk after controls
Getting lost	Accessing and departing clubs in and around the iwikau village area	Orange	Marker posts for complicated routes, weather forecast, buddy system etc.	Yellow
Falling from cliff	Accessing and departing clubs in and around the iwikau village area	Yellow	Stick to main routes, adhere to signage, send out route information to new members before arrival.	Green
Slipping/tripping	Accessing and departing clubs in and around the iwikau village area	Orange	Stick to main route, appropriate footwear	Yellow
Exposure	Accessing and departing clubs in and around the iwikau village area	Yellow	Plan for worst weather conditions, be prepared for forecast weather, communications plan, stick together.	Green
Avalanche	Accessing and departing clubs in and around the iwikau village area	Yellow	Be familiar with safe route to and from club, check www.avalanche.net.nz for TNP avalanche conditions prior to arrival/departure from club.	Green
Fire	In clubs, various locations	Red	Building WOF, regular checks of fire alarm equipment, regular evacuation drills, lodge briefing, prevention	Yellow
Earthquake	All	Yellow	Building WOF, evacuation plan, lodge briefing	Green
Medical emergencies	All	Orange	First aid kits appropriate for the size of the club, trained first aiders for clubs with employees, Emergency plan	Green
Gas leak	In clubs, various locations	Yellow	All gas fittings installed by registered gas fitter, appropriate signage in place etc	Green
Food poisoning	Kitchens	Orange	Food control plans in place... Or some simple standard operating procedures (SOPs)	Yellow
Water contamination	Roof sourced water supplies	Yellow	Plan for eruption disconnection of downpipes, regular maintenance of system and inspection of tanks.	Green
Eruption hazards	All	Green	Emergency plan, briefing to all visitors, ensure contact numbers are correct in response plan, DOC response plan accessible and relevant bits are simplified	Green
Burns from kitchen		Orange	Trained kitchen staff in some clubs, appropriately maintained equipment, only essential people in kitchen areas when cooking.	Yellow
Handling LPG bottles		Yellow	Wear appropriate PPE (gloves), team lift, ensure bottles are appropriately secured.	Green

Template 4: Worker Induction Checklist

Name: _____ Date: _____

Employment Start Date: dd/mm/yyyy Position: _____

Supervisor: _____

This Workplace

I have been introduced to:

- My Supervisor/Manager
- Other Employees
- Key jobs, tasks and responsibilities
- Work area, toilet, eating and drinking facilities

Employment Conditions

I have been advised of:

- Work times and meal breaks
- Rates of pay and how payment is made
- Leave entitlement
- Sick leave and who to call if sick

Health and Safety

I have been shown:

- The hazards and controls for my job
- All safety signs and what they mean
- How to safely use/store and maintain safety equipment
- How to safely perform my job and have been shown what Personal Protective Equipment (PPE) I must wear in the course of my work and how to use it.
- To use/store and maintain equipment, machinery, tools and hazardous substances in my workplace.

I know:

- My responsibilities as an employee & who I need to talk to about health & safety issues.

Hazards

I know:

- What the hazards are in my workplace
- What the controls are for these hazards and where to find out about

Incidents

I know how to report:

- Injuries/ near misses/near hits and signs of early discomfort.
- I know reports will be investigated and I will be kept informed of the results

Sick or Injured

I understand I will:

- Immediately contact my Supervisor/Manager
- Maintain communication with my Supervisor/Manager throughout time off with injury/illness
- See a preferred Company Doctor if applicable for work injuries
- Let the Medical Provider know about return to work processes and suitable alternative duties
- Provide medical certificates in a timely manner
- Provide written consent before my employer discusses my rehabilitation with the Medical Provider
- Discuss any barriers disrupting my return to work with my Supervisor/Manager
- Actively participate in any rehabilitation and support provided by the employer
- Return to suitable alternative duties or modified duties if unable to continue normal role with medical clearance
- Work together with the employer to enable a safe and sustainable return to work

Comments

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Signoff

Employee:

Manager:

Date:

Place completed induction sheet with employee's employment details.

As part of the ongoing Health and Safety Assessment for your Company each employee should view and sign this document yearly as a refresher.

Template 5: Example SOP

- ❑ When writing SOPs - ask yourself if you are writing them to 'help the reader' or 'protect the author'.
- ❑ Use images and keep it simple.
- ❑ Below is a great example - check out www.ifixit.com for more examples of amazing instructional documents.

Source: www.ifixit.com -

2006-2008 Isuzu i-Series Wiper Motor Replacement



2006-2008 Isuzu i-Series Wiper Motor Replacement

Replacing the wiper motor(s) could fix faulty windshield wipers.

Written By: Alex

INTRODUCTION

This guide will show how to replace the wiper motor. Some standard tools will be needed such as screwdrivers, sockets, wrenches, etc. This replacement is relatively simple and should not take more than one hour for completion.

TOOLS:

- Spudger (1)
 - 5/8" Wrench (1)
 - 5/8" Socket (1)
 - Small Needle Nose Pliers (1)
 - 10mm Wrench (1)
 - Socket 10mm (1)
 - 1/2" Open-ended Wrench (1)
 - 1/2" Socket Wrench (1)
-

Step 1 — Removing Nut Caps



- Use a plastic prying tool or spudger to gently remove nut cap from wiper base.

Step 2 — Removing Nuts



- Use a 5/8 wrench or socket to remove the necessary nut holding the wiper in place.

Step 3 — Removing Wiper Arms



- Once the necessary nuts are removed, the wiper blade itself can be removed.
- This can be done easiest by first flexing the wiper to the upright position, then gently pulling the wiper off of the screw.

