

Health and Safety Manual

This is a living document. Sections may be edited, added or removed as health and safety reviews take place and our procedures are updated.

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Introduction

This policy outlines the responsibilities of RainbowYOUTH (RY) and its staff and volunteers to do with health and safety while working for RY. RY will take all reasonable steps to maintain a safe working environment that complies with the Health and Safety at Work Act 2015 (the Act). Regular health and safety reviews and discussions are done by RY.

Health and safety at work

All members of the organisation have the responsibility to carry out good health and safety practice. RY must take all practicable steps to ensure the health and safety of staff, contractors and volunteers (workers) while they are at work either in the centre, or off-site.

RY will eliminate or lessen risks and hazards by taking reasonable steps needed to:

- Provide a safe working environment for employees and volunteers while at work.
- Enforce Acts and Regulations that are relevant to the work done by RY.
- Provide workers with necessary training, supervision, information and instruction on work processes and procedures.
- Monitor the health of workers, and the state of their working environment.
- Give reasonable opportunities for workers to participate in health and safety review processes.
- Provide and maintain adequate facilities for the health and safety of workers while at work, and make sure workers have access to these facilities.

Workers will eliminate or lessen risks and hazards by taking reasonable steps needed to:

- Take reasonable care of their own health and safety, and make sure their actions, or lack of actions do not put the health and safety of themselves or others at risk.
- Co-operate with any reasonable health and safety policy and procedures that RY has put in place and told workers about.
- Be aware of health and safety issues likely to directly affect them, other workers or other persons.
- Report on accidents and near misses or exposure to hazards as soon as possible.

Health and safety representatives

RainbowYOUTH will elect two Health and Safety Representatives (H&S Rep) from within staff team and/or Executive Board, who take on the duties of the Health and Safety Representatives as outlined in the Health and Safety Manual.

Hazard Management

What is a hazard and what do we do about them?

Hazards include physical objects and areas, other people's behaviour, and work processes that could cause injury or illness to someone. RainbowYOUTH (RY) will look over any workplace for initial risks, and put control measures in place for those to entirely remove, or at least minimise the risk. If an accident occurs, then it will be reported back and we will review what happened and how to prevent it from happening again. This includes making sure proper work processes are being carried out, and none of the workers, or work environment they are in, are a danger to others or themselves. If we cannot totally remove a risk, then we will take all reasonable steps to isolate or lessen the chances of the risk.

Monitoring and reviewing control measures

The RainbowYOUTH Board and Executive Director meets with all staff, and extends the invitation to volunteers, [annually to inspect the workplace](#). This includes equipment and work practices, reviewing incidents and injury data, and updating emergency plans. We will refer to the risk register during this review to monitor existing control measures put in place, and see if they are still effective in removing or minimising the risk. If they are not, a new one will be put in place.

The risks register will be checked up quarterly, by the Health and Safety Representatives. Where staff and Health and Safety Representatives have been notified of an incident and are certain of a new entry in the risk register, in which case it will be reviewed immediately.

For the quarterly risk register review:

- Health and Safety Representatives will organise the meeting, at a time where majority of staff are able to attend and provide sufficient notice to the staff team of the meeting.
- Review the urgency of any new risk items added to the register.
- Review any Low/Moderate urgency risk items to see if the urgency needs to be reviewed.

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- Review control measures put in place for High/Extreme urgency items to check they are still working to isolate, reduce or eliminate the risk.
- Where new or updated control measures are to be put in place for any risk:
 - Potential control measures are discussed with all staff
 - Control measures are assigned to one or more staff members to define and implement.
 - A due date is placed for new measures to be implemented.
- Health and Safety Representatives will record minutes for the meeting to provide to the next Executive Board meeting.

Accidents/incidents

Responding to injury

There will be at least two staff members (or volunteers) trained in first aid in the workplace. If an injury occurs while at work, then:

- The area where the injured person is will be cleared of potential hazards (including other people) so as to avoid any other injury.
- **If the area is unable to be cleared, and the injured person not able to be reached safely, emergency services must be called immediately.**
- Once the area is safe, a staff member or volunteer who is trained in first aid will tend to the injured person as best they can.
- If necessary, an ambulance will be called to tend to the injured person.

First Aid Information

Basic first aid equipment will be available at all RainbowYOUTH premises and events. The person or persons responsible coordinating the premises or event will take responsibility for ensuring that first aid supplies are available. Premises or events include (but are not limited to):

- The RainbowYOUTH centre
- Other venues where regular RainbowYOUTH events (such as peer support groups) run
- One off events held at venues (such as Big Gay Out or staff brunch)
- Outdoor activities (such as hiking or camping)

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Recording accidents, incidents and near misses

RainbowYOUTH will record all accidents, incidents (including minor ones) and near misses (where a person might have been harmed).

An [accident register form](#) can be found online by logging into the staff and facilitator page on www.ry.org.nz, and selecting 'Accident, Incident or near miss report form'. This records the entry in our risk register. All of these are then reported to the Board for monthly review and discussion via the elected Health and Safety Representative(s).

We record incidents and near misses so we can see if there is any way we can prevent it from happening again, or at all. Any incidents that involve serious harm (hospitalisation for 48 hours or more) must be reported to the local Department of Labour straight away. Ask the Executive Director about this.

The Incident/Near miss form must be filled out when:

- Someone is injured/falls ill due to an incident at work.
- Someone is injured/falls ill due to repeated exposure to the work environment.
- The police and/or ambulance are called.
- A near miss occurs which would have resulted in injury/illness if it had been an incident.
- A work environment has been identified as detrimental to the health and safety of someone through repeated exposure, even if no-one has been affected yet.

Notifiable events, illnesses and incidents

A notifiable event is an event that occurs at work which results in any of the following:

- The death of a person.
- A notifiable injury/illness.
- A notifiable event.

A notifiable injury or illness counts as any of the following:

- An injury or illness that needs immediate medical treatment other than first aid.
- An injury or illness that requires the person to be hospitalised.
- Exposure to a substance that would require medical treatment within the next 48 hours, else resulting in serious injury or illness.
- Any serious infection due to work environment or carrying out of work.
- Any other injury or illness that are deemed notifiable by regulations.

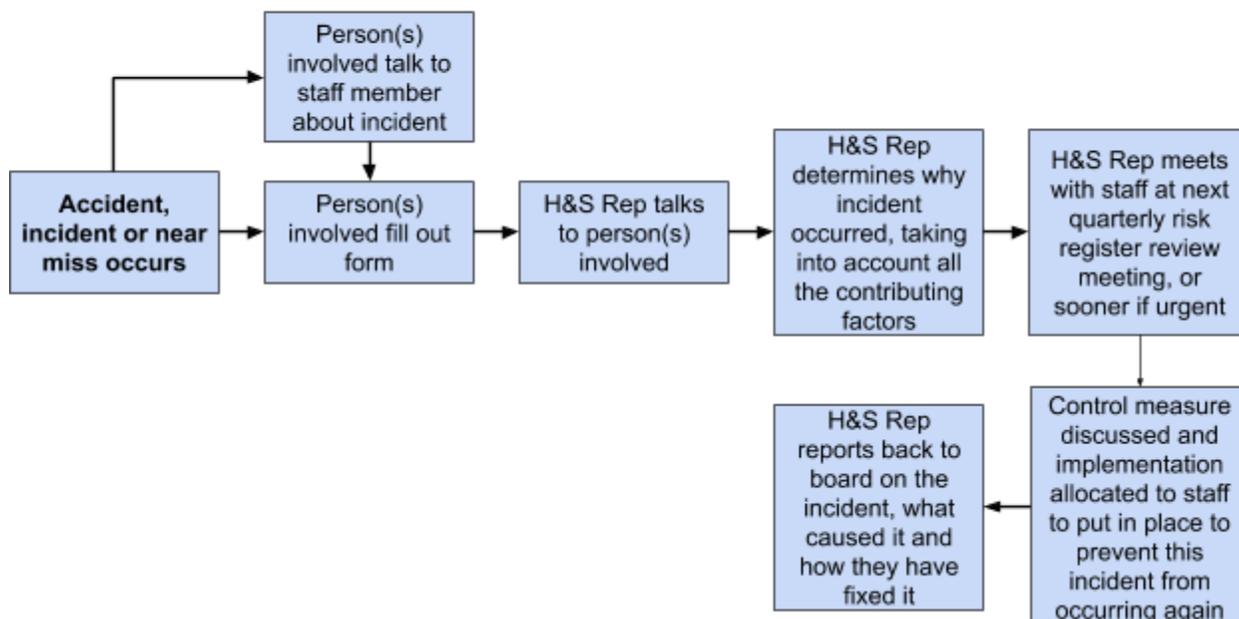
A notifiable incident means any unexpected incident which results in a workplace becoming unsafe, whether there are people there during the incident or not.

Investigating accidents, incidents and near misses

For every incident or near miss, the [appropriate form](#) will be filled out and entered into the risk register. If a staff member or volunteer hears of an incident or near miss occurring, it is expected that they will talk to the people involved to find out more information and help them fill out the form.

When a form is submitted, the Health and Safety Representative(s) will talk to the person who filled out the form and any others involved. This is to get a thorough understanding of the situation which they can report back to the RY Board, accompanied by the form.

Investigating Process



Contributing factors to an incident could include:

- The state of the person before the incident occurred.
- The state of others around the person.
- The state of the equipment being used by or around the person.
- The state of the environment the person is in.

Risk Register

The [Risks and Strategies masterlist](#) is used to record risks identified at RainbowYOUTH.

Risks to be added to this record can come from:

- Investigation of incident reports
- New risks identified by staff or other people during annual reviews, quarterly reviews, or at any other time.

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Risks are evaluated by Likelihood and Severity. From these two measures an Urgency is calculated, and all risks with an Urgency of High or Extreme will be reviewed and have control measures put in place in a timely measure.

RainbowYOUTH Drop-in Centre

The main workplace of RY is at 11 Edinburgh Street, Auckland Central. It includes offices and the Drop-in Centre, which is a communal area for staff, members and visitors to use. Peer-support groups are also held here often.

Who can be in the RainbowYOUTH centre?

General entry

The RY centre is managed by staff, members of the Executive Board, interns, and facilitators. These people are responsible for upholding their health and safety duties, and ensuring other visitors, volunteers and members are as well.

The RY Drop-in center is open to the public on weekdays from 11am to 5pm. Outside of these hours, visitors must be accompanied by staff, board members or facilitators. Any person who is planning to be in the centre within the hours of 10pm and 6am must have permission from the ED or Co-chairperson(s).

RY does not permit entry to people who are a risk to the health and safety of others within the centre (e.g. intoxicated and/or violent people, banned members), and workers in the centre can turn away visitors based on this criteria.

More information on entry to the centre, peer-support groups and facilitators can be found in the [RY Procedures](#) folder.

Contractors, subcontractors and visitors

RY will take all reasonable steps to prevent harm, and will give any necessary information to contractors about relevant health and safety information.

RY will also take all reasonable steps to prevent harm, and will have adequate safety information easily accessible to visitors. Visitors booking the centre will be given access to the '[Accessing the RainbowYOUTH Centre](#)' document, which lists duties that must be upheld to keep the centre and visitors safe.

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First Aid

There are two first aid kits in the centre that are clearly visible, one in the kitchen and one near the Abbey Street entrance. The Health and Safety Representatives will check these for expiry every six months and restock them if necessary. If someone has been notified that they are running low on supplies, then the kits will be stocked up immediately.

Emergency Procedures

Emergency evacuation procedures will be displayed around the centre for easy access to visitors and other people within the centre. All staff will have access to, and be familiar with the [Emergency Evacuation Procedures](#) document found in the [RY Procedures](#) folder. More detailed information on emergency evacuation procedures can be found in this document.

Annual Health & Safety Inspection

The annual Health and Safety inspection is a review of all the procedures and control measures we have in place, including a review of the health and safety manual and policy. This takes place during July of each year.

A checklist is followed, and each section checked off by the Executive Director (or most senior staff member) as they are completed. The ED and health and safety representative(s) will be present and oversee these inspections/reviews. Once completed, the inspection, and all changes made to the workplace, manual and policy will be reported back to the RY Executive Board and signed off.

The annual Health and Safety inspection includes:

- Review of the risk register and incidents against this manual and other relevant documents.
- Review of all control measures put in place, physical and not (e.g. work processes), to determine if they are working.
- Interviewing workers on their thoughts and issues to do with health and safety.
- Updating all necessary policy, processes and control measures that may not be working, or not be there at all.

Health and Safety Representatives

RainbowYOUTH will elect two Health and Safety Representatives (H&S Rep) from within staff team, who take on the duties of the Health and Safety Representatives as outlined below.

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The current Health and Safety Representatives are:

- Casper Gordon (Term until: September 2017)
- Toni Duder (Term until: September 2017)

Appointment

H&S Reps are appointed for a term of one year, at which time they can be re-appointed.

The process for appointing H&S Reps is:

1. Expressions of Interest from Staff members are taken by the Executive Director (or person designated by the Executive Director). These can be in written or verbal format.
2. The Executive Director will advise at staff meetings at least 2 weeks in advance of nominations for H&S Reps closing.
3. The Executive Director will take votes from the the wider staff team, either openly at staff meeting, or via secret ballot.
4. The new H&S Reps will be advised to the Executive Board at the following Board meeting, recorded in Board minutes and the Health and Safety Manual updated to reflect them.

Roles and Responsibilities

Health and Safety Representatives will:

- Investigate incident and accident reports, providing a written report to the Executive Board for consideration.
- Take part in overseeing the annual inspection, alongside the Executive Director.
- Hold quarterly risk register review meeting.
- Make themselves available to other staff, Board and volunteers to discuss Health and Safety concerns as they arise.