



Worser Bay Boating Club
Inc.

WBBC Policy: Health and Safety

PURPOSE

WBBC has a Health and Safety Management plan to manage risks associated with our premises and the delivery of various member services. Regular monitoring of our performance and revision of our Health and Safety plans is necessary for continuous improvement and help achieve "good practice".

We actively promote an open attitude to Health and Safety issues, encouraging open dialogue to identify and report hazards and issues of concern, so we can foster a safe operating environment.

SCOPE

This policy applies to WBBC members, employees, contractors and volunteers.

PRINCIPLES

- WBBC will provide a safe and healthy working/operating environment, minimizing all situations which could cause personal injury or occupational illness.
- We will comply with legislative requirements and will take all practical steps to eliminate all foreseeable hazards.
- All workplace injuries and incidents will be recorded accurately. This is a joint responsibility for the Commodore and WBBC members. The Commodore, Vice-Commodore and any WBBC Health and Safety Officer have overall responsibility for ensuring that incident recording occurs.
- All accidents or near misses will be reported immediately to the Commodore (or his or her delegate) who will then investigate the accident or near-miss.
- All incidents will be investigated to establish if further action is required to prevent reoccurrence.
- All hazards, hazard management plans and incidents will be recorded in the WBBC dropbox.
- Any 'Serious Harm' incidents (as defined in the Health and Safety in Employment Act 1992 or its successor) will be reported to all General Committee members and WorkSafe New Zealand.
- We will ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.
- We will co-operate with other organisations to ensure they are aware of any risks to their employees and other people posed by our activities, and that we are aware of any risks to our team members and participants from their activities.

INTERNAL CONTROLS

Role of the General Committee - General Committee members are committed to ensuring that:



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- No business objective will take priority over health and safety;
- There is a proactive focus on member and employee wellbeing as the foundation of a strong health and safety 'first' culture
- Everyone is aware of their health and safety responsibilities – to their fellow members, employees, contractors, participants and to the public.
- To achieve this, the General Committee will:
 - Ensure management is focused on maintaining and continually improving our Health and Safety Management System
 - Nominate a member to be WBBC's Health and Safety Officer
 - Support the Commodore and Vice-Commodore in leading a health and safety culture within WBBC
 - Set targets for improvement and measure, appraise and report on our performance
 - Consult and actively promote participation with employees and contractors to ensure they have the training, skills, knowledge and resources to maintain a healthy and safe workplace
 - Ensure the design and implementation of our services safeguard our people
 - Monitor compliance with legislative requirements and regulations associated with the Health and Safety in Employment Act 1992 and its amendments.

Role of the Commodore - The Commodore (or his or her delegate) is committed to implementing WBBC's vision for health and safety, acknowledging that they are accountable for the occupational health and safety of people working under their direction. The Commodore (or his or her delegate) will:

- Ensure there is appropriate support and resourcing for health and safety management and initiatives within the operating environment.
- Ensure that employees and volunteers are suitably trained in the use of their equipment and perform in keeping with accepted safety procedures.
- Encourage contributions by all employees and volunteers to promote good personal health and safety practices.
- Ensure plans are in place and employees and volunteers are competent to deal with major emergencies.
- Integrate health and safety into day to day management practices.
- Involve all employees, contractors, members and club users in hazard identification and control.



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Role of WBBC members All WBBC members have the responsibility to stop any practice, person or project they believe is unsafe or cannot be continued in a safe manner. WBBC members are:

- Encouraged to support the active involvement of those who manage workplace safety and a culture of continuous improvement in all areas of health and safety and will review and evaluate its performance.
- Required to use any personal protective/safety equipment they have been supplied with, that is appropriate to the job they are completing.
- All contractors who are contracted to undertake any work for WBBC are to comply with all regulations, enactments and codes of practice applying to the trade or profession within which they operate. They are to read and complete the safety instructions as provided by WBBC.

MINIMUM SAFETY REQUIREMENTS ON THE WATER

- The minimum safety requirements for yachts sailing at WBBC are described in the YNZ Safety Regulations (Part 1) and these must be adhered to at all times. These can be viewed at the following address: [YNZ Safety Regulations of Sailing 17-20 %28Final%29 %28small%29.pdf](#)

SMOKE-FREE WORKPLACE

- WBBC will operate its premises in accordance with the Smoke Free Environments Act 1990.
- WBBC is committed to protecting employees, contractors, clients and visitors from health and safety hazards that may arise in the workplace; and protection from the harmful effects of tobacco smoke is part of this commitment.

RESPONSIBLE DRINKING AND DRUG USE

WBBC implements host responsibility provisions and ensure gatherings and events do not get out of hand. Where alcohol is to be consumed WBBC promotes the following guidelines:

- Ensure there are light and non-alcoholic drinks available
- Offer plenty of solid food and ensure there is enough food to last to the end of the function
- Set a reasonable finishing time to avoid excessive drinking
- Limit the amount of alcohol that is available to a reasonable amount per person
- Ensure those who drink excessively and display inappropriate behaviour are advised that this is not acceptable and that the proper procedure for breaches of this policy are followed
- Ensure alcohol is not consumed by team members who are required to return to their duties following a social activity that includes alcohol
- Employees and contractors are personally responsible for their behaviour and conduct.
- WBBC is committed to setting expectations in advance of our events with team members and guests and will not tolerate disorderly behaviour from the abuse of alcohol or drugs.

Reviewed and Passed by General Committee: February 2024
For review/Renewal 2026