

The purpose of this policy is to ensure that all practicable steps are taken to ensure that a safe and healthy working environment is established and maintained, and that we comply with the requirements and obligations contained in the Health & Safety at Work Act 2015.

Swimming Taranaki will take all practical steps to ensure compliance with Health and Safety and other relevant legislation in the areas of:

- First Aid and primary care following accidents.
- Identification and management of work place hazards.
- Responsible to 'Notifiable Injuries, Events and or Incidents'.
- Duty to keep records.
- Understanding of the roles of related agencies.
- Ensuring safe and healthy work practices.
- Minimising risk.

Swimming Taranaki endeavour to identify and assess all hazards in the workplace.

- Control all significant hazards.
- Mitigate all hazards when and where appropriate.
- Be proactive in planning/implementing procedures for new hazards and potential emergencies.
- Provide health and safety training, resources, supervision and orientation.
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and plans formulated to control or eliminate them.
- Have procedures and accountability for all members and volunteers.
- Have continuous review of all procedures.
- Have all appropriate documentation available.
- Ensure at least one trained first aider with a current certificate attend all Swimming Taranaki events where event venue staff are not available.
- At the commencement of each Swimming Taranaki event, Health and Safety information is provided to attendees including highlighting emergency exists and reminders to follow staff instructions in the event of an emergency.

Employees will

1. Actively contribute to hazard identification, assessment and management (eliminate, minimise, mitigate).
2. Understand that they must play an active part in ensuring the health and safety of all Swimming Taranaki members.
3. Participate in health and safety meetings, reviews, training and orientation.
4. Adopt safe work practices and encourage others to do the same.
5. Report injuries or near misses promptly and accurately.

Swimming Taranaki Event Participants will be encouraged to:

1. Actively contribute to hazard identification and management.
2. Adopt safe practices and encourage others to do the same.
3. Report injuries or near misses promptly and accurately.
4. Follow instructions/safety briefings from programme staff.

The management of Health and Safety matters is overseen by the Board Members of Swimming Taranaki and carried out by the Board Members, Administrator, Volunteers and Members.

All new staff members undergo training in Health and Safety.

The organisations employees will be informed of their responsibilities under the Health and Safety at Work Act 20156 and amendments, for their own safety and health while at work, and their responsibility to ensure that their actions do not harm any other person.

1. All staff are informed, understand and accept their responsibility for and involvement in:
 - Isolating
 - Minimising
 - Eliminating
 - Mitigatingthe potential for harm to people at their workplace and or on programmes. This includes informing other staff, visitors, and contractors of any results of our monitoring within the organisation.
2. Staff are consulted, and given the opportunity to participate in health and safety management.
3. Create and maintain a safe working environment, this includes providing facilities for health and safety at work.
4. Have in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
5. Provide appropriate orientation, training and supervision for all new and existing staff.
6. Have effective procedures for monitoring of volunteers and be accountable for their safety and for that of other members.
7. Accurately record, report and investigate injuries.
8. Support the safe and early return to work of injured employees.
9. Ongoing evaluation, review and update of our compliance with our health and safety programme and policy.
10. Actively encourage employees, members and volunteers to report early any pain or discomfort from activities or other.
11. The Swimming Taranaki Board commit to continuous monitoring, evaluation and improvement in health and safety practices throughout the organisation.
12. Swimming Taranaki commit to comply with all relevant health and safety legislation.

EMERGENCIES AND CIVIL DEFENCE

In the event of a Civil Defence Emergency:

- All staff, members and volunteers are to remain on site or at a safe assembly point to await the arrival of emergency services or follow the advice of the relevant authority.

FIRST AID PROCEDURES

- All accidents and injuries are to be recorded in the Accident Register.
- There is to be a minimum of one trained first aider at all Swimming Taranaki events.
- Secure storage and safe dispensing of medication is provided by a trained first aider.

HAZARDS

Swimming Taranaki will endeavour to meet all requirements or obligations placed upon it by the Health and Safety at Work Act 2015 and amendments by:

- Systematically identifying actual and potential hazards.
- Eliminating, minimising and/or isolating significant hazards.
- Providing advice and/or education about significant hazards.
- Monitoring exposure to hazards.
- Providing for a system whereby employees are encouraged to report any hazard or potential hazard to ST Board immediately.

PROCEDURES:

1. Swimming Taranaki (ST) is committed to providing a safe environment for swimmers, officials, coaches, parents at events that it organises.
2. ST shall maintain:
 - Hazard Register: a record identifying all hazards that pose a risk of harm to one or more individuals where onsite venue does not allow.
 - Incident Register: a record of all incidents of harm or near misses associated with an event organised by ST.
3. Clubs are responsible for health and safety at meets and other events organised by clubs.
4. In general terms, managers of pool facilities have primary responsibility for health and safety for events held at their facilities, eg: in terms of water and air quality, spectator safety, changing and showering facilities etc.
5. ST roles and responsibilities for health and safety are:
 - a) H&S Coordinator, appointed by ST Board each year:
 - Receive reports of hazards and incidents and report these to ST Board with recommendations on how any hazards can be isolated, minimised, eliminated and mitigated.
 - Maintain the hazard register and incident register by recording all reports received and the action to be taken to address and hazard.
 - Liaise with ST Technical Committee, ST Board and Club committees on health and safety matters.
 - b) Event Manager of swim meets will be appointed by ST Board:
 - Maintain familiarity with this policy, hazard register and the incident register.

- Prior to the start of an event:
 - Liaise with the pool facility staff to confirm evacuation procedures, discuss how hazards can be eliminated, avoided or minimised.
 - ST Administrator should where possible, include information from the facility in the meet programme.
 - Advise the Meet Director of health and safety information to be included in the briefing of club managers and officials.
 - Advise the Announcer of health and safety information to be announced over the PA system.
 - Prior to the start of a meet:
 - Identify any new hazards for the pool and surrounding venue and in conjunction with facility manager (where appropriate), devise an action to isolate, minimise, eliminate or mitigate the risk associated with each hazard.
 - Advise team managers and officials about evacuation procedures and any noteworthy or unusual hazards pertaining to that meet including actions to be taken to address those risks.
 - Appoint person(s) to monitor adherence with the warm up procedure.
 - During the meet, monitor and enforce compliance with measures to minimise risk.
 - After the meet:
 - Where a new hazard or incident is the responsibility of the venue, obtain a copy of the relevant report and submit it to the ST Health & Safety Coordinator.
 - Where a new identified hazard is the responsibility of ST, complete a hazard report and submit it to the H&S Coordinator and to the venue manager where appropriate.
 - Where a new incident is the responsibility of ST, complete an incident report whenever there is an incident of harm or near miss at an ST event, submit the report to H&S Coordinator.
- c) Team Managers:
- Advise the Meet Director of any swimmers who have special circumstances that may expose that swimmer to a higher level of risk than other swimmers and agree with the Meet Director on measures to be taken to minimise that risk.
 - Ensure that club members are familiar with, and comply with, health and safety rules and procedures pertaining to each meet.
 - Advise the Meet Director of any club member who is not complying with health and safety rules and procedures at a meet and who, in doing so, is potentially putting themselves or others at risk of harm.
- d) Coaches:
- Advise the Team Manager of any swimmer who has special circumstances that may expose that swimmer to a higher level of risk than other swimmers who in turn will then advise the Meet Director.

e) Swimmers, Officials, Parents and Spectators:

- Take responsibility for their own safety and well-being
- Comply with all rules and procedures specified in the programme or as advised by facility staff, meet director, ST Board & Staff, club manager or coach.
- Advise the meet director of any significant hazard that does not appear to be adequately addressed and that poses a risk of harm.

f) ST Board & H&S Coordinator

- Receive hazard and incident forms from the H&S Coordinator and decide on actions to isolate, minimise, eliminate and mitigate the associated risks.
- Advise on ways to improve management of health and safety at swimming events including possible amendment's to this policy.
- Take overall responsibility for health and safety of swimmers, officials, coaches, parents and spectators at events organised by ST.
- Ensure that this policy is published and distributed to ST Member Clubs, officials and coaches.
- Review of all H&S related reports and amend policies and procedures as necessary to provide for a safe environment at all ST events.



Incident Record

Particulars of Incident:		
Date:	Time:	Location
Type of Incident		
<input type="checkbox"/> Incident <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Environmental <input type="checkbox"/> Notifiable Event		
Reported By:		Phone
<input type="checkbox"/> Officer <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor		Email
The Injured Person:		
Name:		Address:
Occupation:		
Age:	Phone:	
Was a Drug and/or Alcohol Test performed Y/N		Result:
Length of Employment:		<input type="checkbox"/> Officer <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor
Witness/s		
Name:		Phone:
The Incident: Describe what happened (space overleaf for diagram)		
Nature of Injury: What part of the body is affected and how:		
Property Damage: What damage was caused and how:		
Analysis: What do you think caused or contributed to the incident?		
Prevention: What action has been taken to prevent a reoccurrence?		
Have all preventative actions been reviewed by management and completed <input type="checkbox"/> Yes <input type="checkbox"/> No		
Manager Sign:		Date completed:
Treatment:		
A&E/Hospital:		Doctor:
Type of treatment provided:		
Notification and Investigation (WORKSAFE PHONE: 0800 030 040 (24 hours))		
WorkSafe advised by:		Date/Time:
Investigation conducted by:		Date/Time:
Hazard/Risk Register updated by:		Date/Time:

In the event of a notifiable event, an Incident Investigation must be completed and submitted to WorkSafe



First Aid Register

Injured Persons name:	
Event:	
Date of treatment:	
Time of treatment:	
Person giving first aid:	
Nature of injury:	
Treatment provided:	



POSITION STATEMENT – DIVE ENTRIES

June 2017

Background:

With recent changes to the Health and Safety Act increasing the accountability on facility owners and operators to provide safe 'workplaces', an increased focus is being seen by swimming pool operators in relation to how swimmers are diving into pools for both competition and training. This increased focus is particularly relevant to pools with shallow depths of less than 1.4m.

Swimming NZ has been asked to develop a policy relating to dive entries into pools that can be used by pool owners/operators to assist them to determine their own diving rules and how these are applied to a swimming club using the pool for training and/or competition.

In an effort to get a formal policy adopted quickly, Swimming NZ has looked to Swimming Australia who operate within a strict Health & Safety environment and has invested considerable time and resources into developing a robust dive entry policy back by significant international research. It is this policy that Swimming NZ now references and endorses for use within the NZ swimming environment.

Purpose:

The purpose of the policy is to inform swimming clubs, swimming facilities owners/operators and swimming coaches or water safety teachers of Swimming NZ's position in relation to dive entry for swimming competition or swimming training.

The policy is to assist clubs, facilities owners/operators, coaches and water safety teachers undertaking swimming events and training activities to make informed decisions and to issue directives to ensure safety of their participants.

Given the overriding responsibility for determining Health & Safety rules and procedures falls to the respective pool owner/operator, Swimming NZ maintains that the suitability of this policy for use at a specific facility, is at the sole discretion of the swimming pool owner/operator who must themselves determine its suitability or not for use at their facility.

Policy:

1. Less than 0.9 metre - No dives.
2. 0.9 metre to less than 1.0 metre - Concourse dive (providing concourse is not more than 0.2 metre above the water surface).
3. 1.0metre to less than 1.2 metre – Concourse dive (providing concourse is not more than 0.4 metre above the water surface).
4. 1.2 metre to less than 1.35 metre – Concourse or Platform dive (As long as the platform is not more than 0.75 metre above the water surface.)
5. 1.35 metre and more - As per FINA Rule FR2.7.

Application:

Swimming NZ will utilise this “Dive Entry for Competitive Swimming Position Statement” to inform clubs, coaches, facility operators, officials and facility owners of the adopted position of the sport. As such the policy will be:


- Displayed on the Swimming NZ website for reference;
- Distributed to Swimming NZ region and club networks;
- Utilised as the reference for responding to all enquiries from clubs, facility operators, swimming officials and facility owners on specific swimming pool dive entry circumstances; and
- Applied to discussions with aquatic industry organisations in relation to the application of common standards where Swimming NZ is not directly involved.

Review:

Swimming NZ will review its position in relation to the Swimming Australia’s Dive Entry for Competitive Swimming Policy on an annual basis.

Authorisation:

This Position Statement has been authorised by the Board of Swimming NZ in May 2017.



Steve Johns

Chief Executive Officer