



**Club Members  
And  
Volunteer Workers**

**Health and Safety Agreement**

## **INTRODUCTION**

The Club's policy is to provide a healthy and safe working environment for Club Members and Volunteer Workers. With the appropriate attention to work safe practices, Club Members and Volunteer Workers who carry out work at the club can perform their duties without risk to personal injury, injury to others or damage to property.

It is an expectation of The Club that the Club Members and Volunteer Workers will be familiar with the relevant OHS statutory requirements and that these will be observed at all times when working at The Club.

Likewise, The Club has OHS obligations to the Club Members and Volunteer Workers and will ensure that these are conducted at all times.

## **RESPONSIBILITIES**

Both The Club and any of its Club Members and Volunteer Workers are individually responsible for providing and maintaining a safe working environment.

### **The Club Responsibilities:**

- Ensuring that all Club Members and Volunteer Workers are inducted to The Club policy and procedures
- Ensuring that Club Members and Volunteer Workers are informed of any known hazards and risks and that the controls are in place to prevent harm
- Ensuring that all Club Members and Volunteer Workers in their control and performing work are adequately trained, competent and suitably licensed
- Taking all reasonably practicable steps to ensure Club Members and Volunteer Workers are not harmed while undertaking any work they are engaged to do

### **Club Members and Volunteer Workers Responsibilities:**

- Being aware of the hazards and risks and following the required controls
- Ensure that equipment being used is in a safe operating condition and that licensing and/or certification is current
- Reporting incidents and injuries to the Club Nominee or a Club Member
- Using personal protective equipment and clothing in the correct manner
- Being familiar with the emergency response procedures
- Not working while under the influence of drugs and alcohol
- Keeping the work area safe and secure
- Complying with and understanding their obligations under the Health and Safety at Work Act 2015 and its regulations, legislation, guidelines and approved codes of practice.

## **CLUB INDUCTION REQUIREMENTS**

The Club Members and Volunteer Workers shall attend The Club Safety Induction prior to commencing work. This will be conducted by the Club Nominee. This induction shall cover the following matters but not limited to:

- Location of first aid facilities
- Club Amenities
- Emergency procedures
- Club Safety Rules
- Parking and vehicle movement requirements
- Accident / Incident / Injury Reporting
- Restricted Areas ie. Shot Fall Area – Safety Zones

## **COMMUNICATION**

All Club Members and Volunteer Workers must communicate all information pertaining to safety requirements on arrival to the Club grounds. This includes notification of hazards and risks brought to The Club grounds or created during the course of the work. Effective communication between Club Members, Volunteer Workers and The Club Nominee is essential.

## **HAZARD & RISK MANAGEMENT**

The Club Members and Volunteer Workers are required to conduct a risk assessment prior to commencing the work for the following high risk activities:

- Roof Repairs & Maintenance ie Skeet Towers
- Any building construction work
- Use of Power tools
- Club Machinery requiring licences

The process considers factors such as:

- Identify what could go wrong
- Consider people, equipment, materials, environment
- Is it being done the best way
- Develop controls - specific actions and precautions to prevent harm from occurring
- Identify the hazards and risks associated with the work
- Establish risk control measures using the hierarchy of controls
- Demonstrate that hazards have been identified and managed

- NZCTA01 - Task Analysis Worksheet Template



# TASK ANALYSIS WORKSHEET

**NZCTA01**

Task Description	
Task Location	
Person in Control of the Task	
Emergency contact details	
Date of Task	

**Risk Assessment Matrix**

<b>Consequence</b>	5	5	10	15	20	25
	4	4	9	14	19	24
	3	3	8	13	18	23
	2	2	7	12	17	22
	1	1	6	11	16	21
		1	2	3	4	5
		<b>Likelihood</b>				

<b>Likelihood</b>	<b>Rating</b>	<b>Score</b>	<b>Criteria</b>
	Almost Certain	5	High likelihood of risk event happening several times within the next year.
	Probable	4	A risk event is likely to occur more than once in the next 12 months.
	Possible	3	Would not surprise if risk event occurred, and will probably occur at some time in the coming 2 to 5 years.
	Unlikely	2	The risk event could occur at some time but is unlikely.
Rare	1	Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years.	

  

<b>Consequence</b>	<b>Rating</b>	<b>Score</b>	<b>Criteria</b>
	Catastrophic	5	Multiple deaths or injuries, severe environmental damage and/or or long term cessation of core activities (months)
	Major	4	Single death and/or multiple injuries and/or short term cessation of core activities (weeks)
	Moderate	3	Injuries requiring off site medical treatment and/or significant disruption to core activities (days)
	Minor	2	Injuries requiring on site medical treatment and/or short term disruption to core activities (hours)
Insignificant	1	Minor injuries, and/or minimal impact on operations	

STEP NO	WORK METHOD STATEMENT JOB STEPS	HAZARD	INITIAL RISK SCORE	CONTROL METHODS	RESIDUAL RISK SCORE	RESP. PERSON

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## TEAM SIGN OFF

ALL WORKERS UNDER THIS TASK ANALYSIS UNDERSTAND AND AGREE TO FOLLOW THE STATED PROCESSES

NAME:	SIGNATURE:	DATE:

## **SAFE WORK PRACTICES**

All Club Members and Volunteer Workers must be appropriately instructed and adequately trained and have the resources and equipment to safely perform their work. Club Members and Volunteer Workers must adhere to The Club Safety Rules and procedures at all times.

## **TRAINING REQUIREMENTS**

Certain work will require Club Members and Volunteer Workers to have adequate experience to conduct work at The Club for using certain equipment and machinery and for high risk activities.

## **PEDESTRAIN AND VEHICLE INTERACTION**

Vehicles driven onto The Club grounds can present a risk to pedestrians and other traffic. Drivers of vehicles shall comply with all rules relating to speed limits and safe loads and limits. Parking will be provided at their own risk at the location as instructed by The Club Nominee.

## **ELECTRICAL EQUIPMENT AND PLANT**

Club Members and Volunteer Workers must ensure:

- All electrically powered equipment is in a safe working condition
- All plant and equipment must be maintained in a manner that is safe for its use
- No equipment shall be used unless it has sufficient guarding or certification

## **PPE – PERSONAL PROTECTIVE EQUIPMENT**

Club Members and Volunteer Workers are required to provide their own personal protective equipment and safety equipment. These include such items as safety boots, hard hats, gloves, high visibility vests, hearing protection and safety glasses.

## **PUBLIC SAFETY REQUIREMENTS**

Club Members and Volunteer Workers shall ensure that the Club Member, Visitors and public are adequately “warned” where the work is likely to present potential hazards and risk. If required, working areas must be barricaded off and appropriate warning notices erected. Where hazards may affect other people within the vicinity, Club Members and Volunteer Workers in control of the work must take all reasonably practicable steps to ensure no hazard harms them.

People in the vicinity must be notified of significant risks. Club Members and Volunteer Workers have the right and responsibility to instruct people not suitable protected to leave the area while the hazard and risks are present.



## **HOUSEKEEPING**

Club Members and Volunteer Workers are required to maintain a clean and tidy condition for the area they are working in. Work areas and access to work areas must be cleared at the end of each working day.

## **ENVIRONMENTAL OBLIGATIONS**

Club Members and Volunteer Workers must meet all their obligations under the legislation whilst working for the Club. Relevant environmental legislation includes, but is not limited to:

- Environmental Protection Acts and Regulations
- Environmental licenses, permits and consents
- Waste Management
- Air, noise and water pollution
- Hazardous Substances and Dangerous Goods

A hazardous substances and Dangerous Goods register shall be maintained with the appropriate Safety Data Sheet (SDS) for any hazardous substances and dangerous goods that you may use at the Club. Where specific emergency processes are required they must notify the Club Nominee.

As soon as the Club Member or Volunteer becomes aware of an activity or incident that has caused, or could cause, harm to the environment, immediate remedial action shall be undertaken and the incident reported to the Club Nominee immediately.

## **LIQUID WASTE**

Liquid wastes cannot be placed in rubbish bins or skips. Depending on the nature and type of risk posed by the liquid waste the Club Member and Volunteer Workers shall determine the disposal method and must not dispose of waste into storm water or sewer unless they have obtained the appropriate approvals.

## **GENERAL WASTE HANDLING**

Regardless of the type of waste, The Club has specific obligations as follows:

- Club Members and Volunteer Workers are responsible for all wastes they generate and must make arrangements to remove from The Club or as instructed by The Club Nominee
- Wastes should be segregated for disposal
- All waste is to be removed on a regular basis
- Loose material must be managed to prevent moving and blowing around The Club.

## **EMERGENCY READINESS**

All Club Members and Volunteer Workers will be instructed in the emergency evacuation procedures as part of The Club Induction process. In the event of an Emergency Evacuation the personnel on The Club grounds at the time will be alerted to the emergency. You must promptly evacuate and follow the directions of emergency personnel.

## **INCIDENT REPORTING**

As per the Health and Safety at Work Act 2015 it is an offence if you fail to report and record an incident, injury, illness, dangerous event or an environmental incident.

Club Members and Volunteer Workers MUST notify The Club Nominee of any Injury, Illness or incident immediately and complete.

- Club Event Reporting Form – NZCTA02



### Event (Incident/Accident) Report & Investigation Form

This form must be completed with corrective actions and Shoot Manager's comments before returning it to The Club President or Club Nominee within 24 hours.

**1. Persons Involved:**

Name:

Contact Details:

NZTCA Member  Competitor  Visitor  Contractor  Other (Specify):

**2. Details of Event (incident/accident)**

Location:

Date:

Time:  
am/pm

**3. Severity:**

Notifiable Event  Accident  Incident  Injury

**4. Treatment:**

Nil  First Aid  Ambulance  Doctor  Hospital

What treatment was given:

By Whom:

**5. Description of what happened:**

**6. Describe the cause of the event (incident/accident):**

**Contributory Factors (refer to these when identifying the cause of the event)**

**Immediate Causes**

- Environmental Conditions
- Defective firearm or equipment
- Hazardous arrangements
- Unsafe conditions
- Unsafe design/guarding
- Housekeeping
- Other:

**Substandard Acts**

- Operating without authority
- Disabling safety devices
- Using unsafe equipment
- Non-use of Personal Protective Equipment
- Non-compliance with NZCTA/Club Rules
- Unsafe positioning/distraction
- Other:

7. Has a significant hazard been identified <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, please investigate this hazard accordingly		
8. Risk of the event occurring again?		
<input type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Probable <input type="checkbox"/> Almost Certain		
9. Risk Management: (What will be done to eliminate/minimise the risk of this happening again)		
<u>Action</u>	<u>By Whom</u>	<u>Completed</u>
Club Committee:	Name:	
Signed:	Position:	
10. The Club President and Club Committee comments:		
Name:	Signed:	
Position:	Date:	
11. NZCTA Executive Committee - Comments/Recommendations		
Is post event testing required <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, advise NZCTA Executive Committee <input type="checkbox"/> YES <input type="checkbox"/> NO    Date:		
12. Event recorded on register and all corrective actions completed.		
Signed:		Date:
<b>Retain a copy on file at the club    Send completed original to Secretary    Page 2 of 2</b>		

## **NOTIFIABLE INJURY, ILLNESS OR INCIDENT**

Notifiable injuries, illnesses or incidents must be reported by the Club Nominee as soon as possible directly to Work Safe NZ by phone – Dial 0800 030 040 and provide a written notice of the circumstances within 7 days obtained from the Work Safe NZ Website.

<https://www.worksafe.govt.nz/notifications/notifiable-event/>

In the event of a serious harm accident the scene must not be disturbed until permission is obtained from Work Safe NZ, except to carry out first aid treatment or to prevent further harm to people and property.

In the event of SERIOUS accident on site the NZ Police will attend. You are required to assist the Police with any information regarding the accident. Sec 168 (5) and the Evidence Act 2006 sec 60.

**YOU SHOULD NOT MAKE STATEMENTS WITHOUT FIRST HAVING ADVICE OR GIVE ANY ANSWER OR INFORMATION TENDING TO INCRIMINATE ANY PERSON OR THE CLUB. YOU HAVE A RIGHT TO PROPER PROFESSIONAL ADVICE.**

## **NOTIFIABLE WORKS/PERMITS AND AUTHORITIES**

As defined in the Health and Safety Regulations 1995, Section 2 and 26, before commencing any work. All notifiable work permits should be obtained from Work Safe NZ in writing 24 hours prior to commencement of such work. The Club Nominee will need to be notified of any particular hazardous works and will ensure Work Safe NZ is notified. If unsure Dial 0800 030 040.

<http://www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work/particular-hazardous-work-notification.pdf>

- Notification of Particular Hazardous Works

# NOTIFICATION OF PARTICULAR HAZARDOUS WORK

Use this form to notify WorkSafe New Zealand of particular hazardous work, under reg 26 of the Health and Safety Regulations 1995.



Did you know you can save time by completing this form online, [click here](#)

## Work start and completion dates

Intended start date:	Estimated duration:
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## Location of work:

Physical address:

Town/city: Postcode:

Main access road:

Location (provide directions on access as needed):

## Particular hazardous work details

Nature of particular hazardous work (tick all that apply):

- Logging or tree felling undertaken for commercial purposes.
- Construction work with a risk of falling 5 Metres or more. *(See the last page of this form for exclusions)*
- Erecting or dismantling scaffolding with a risk falling 5 metres or more.
- Use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more. *(See the last page of this form for exclusions)*
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top.
- Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead.
- Work involving the use of explosives, or storage of explosives for use.
- Work that in which a person breathes compressed air, or respiratory medium other than air (not diving)
- Work that in which a person breathes compressed air, or respiratory medium other than air (diving)

**Description of work:**

Provide a description of the particular hazardous work being carried out:

**Control of work:**

What is the status of your business in relation to this work?

Principal (engaging a contractor or sub-contractor to do the work)  PCBU (using own employees to do the work)

If an employer, are you a contractor engaged by a principal to do the work?

Yes  No

**Contact details:**

Legal entity name:  
*(the name that is used on legal documents)*

Trading name:  
*(if different to legal name)*

Industry:  
*(See the last page of this form for a list of industry options)*

New Zealand Business Number (NZBN):  
*(if applicable)*

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Business address:

Town/city:

Postcode:

Name of contact:  
*(first name, last name)*

Phone number:

Mobile number:

Email:

**Certificate of competence:**

This section only applies for work involving one of the following:

- a. Scaffolding (all kinds)
- b. Use of explosives
- c. Work in, or breathing, compressed air or air substitute (diving)
- d. Restricted work involving asbestos

Certificate holder:

Certificate number:

Certificate expiry date:

Mobile number:

## Declaration

I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name: (first name, last name)	Date:
Phone number:	Mobile number:
Email:	

*Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification*

## Where to send your completed form

Please complete this form online if possible. The online version of the form can be found [here](#).

If completing this form online is not practical you may print it and post it to:

The Registrar  
WorkSafe New Zealand  
PO Box 105-146  
Auckland 1143

## Exclusions

**Construction work with a risk of falling 5 Metres or more.** Excludes:

- work in connection with a residential building up to and including 2 full storeys,
- work on overhead telecommunications lines and overhead electric power lines,
- work carried out from a ladder only, or
- maintenance and repair work of a minor or routine nature.

**Use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more.** Excludes:

- work using an excavator,
- work a fork-lift, or
- work using a self-propelled mobile crane.

## Industry options

Use these options to complete the industry question, under contact details on page 2 (select one)

- Accommodation and food services
- Administration and support services
- Agriculture
- Arts and recreation services
- Construction
- Education and training
- Electricity, gas, water and waste services
- Financial and insurance services
- Fishing
- Forestry
- Health care and social assistance
- Information media and telecommunications
- Manufacturing
- Mining — Minerals
- Mining — Other services
- Mining — Petroleum
- Not elsewhere included
- Other services
- Professional, scientific and technical services
- Public administration and safety
- Rental, hiring and real estate services
- Retail trade
- Transport, postal and warehousing
- Wholesale trade



**NON-COMPLIANCE**

Non-compliances with health and safety and environmental legislation is taken very seriously. The Club Nominee has the right to suspend work where The Club Nominee is not satisfied that all so far as reasonably practicable steps are being taken to ensure the health and safety of personnel in connection with the work. If the event could lead to serious harm The Club President and Committee shall undertake a formal health and safety meeting. Once the meeting is complete the Club Members and Volunteer Workers will be instructed to rectify any outstanding issues before work can recommence.

The Club Member and Volunteer Workers - Health and Safety Agreement has been read and understood and any specific points requiring clarification have been explained to me.

I acknowledge that I understand and accepted my compliance and commitment to

\_\_\_\_\_ (The Club) and endeavour to work together in protecting our people, the community and the environment.

The Club Health and Safety policy and Club Safety Procedures have been explained to me and I acknowledge that I have read and understood them.

I understand that failure to comply with these policies and procedures may lead to being removed from work site/area at The Club.

.....

Name of Club Member/Volunteer Worker

Remove the signed sheet and forward to The Club Nominee for filing. Document is to remain with the Club Member/Volunteer Worker.