

LAND ROVER OWNERS CLUB AUCKLAND (LROCA)

HEALTH AND SAFETY MANUAL

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Health and Safety Policy Statement

LROCA is committed to maintaining a safe and healthy club environment for the safety and health of our members and other persons visiting or participating in club activities.

Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

Every member is expected to act safely at all times to ensure their own welfare and that of their fellow members and others in the clubrooms or visiting events and such other activities the club may enter into including private premises or property as part of club activities.

We will ensure the safety of members by:

- ♣ Providing and maintaining a safe environment at all times.
- ♣ Providing facilities for health and safety
- ♣ Ensuring all plant and equipment is safe
- ♣ Ensuring all members and other people at (or in the vicinity of) the events are not exposed to unmanaged or uncontrolled hazards
- ♣ Developing and implementing emergency and evacuation procedures
- ♣ Providing standards for events.

To achieve this we will:

1. Systematically identify and control all hazards which club members and other such persons maybe exposed to. Where there are significant hazards we will take all practicable steps to eliminate, isolate and/or minimise these hazards to prevent any injury or damage to property.
2. Inform all members of these hazards and the hazard controls.
3. Ensure all members are competent to operate equipment during club activities or supervised by a competent member.
4. Inform all members of emergency and evacuation procedures as may apply.

5. Record all incidents and accidents in our activities and take all practicable steps to prevent these events from happening.
6. Carry out regular inspections to monitor health and safety issues.
7. Ensure all members are given reasonable opportunities to participate effectively in ongoing processes for the improvement of health and safety in our club.

STEP 1: HAZARD IDENTIFICATION AND CONTROL PROCEDURES.

It is our intention to systematically identify and control all hazards.

Where there are significant hazards we will take all practicable steps to:

- E**liminate the hazard,
- I**solate the hazard, OR
- M**inimise the hazard

Where the hazards may only be minimised, we will ensure:

- ♣ Protective clothing and equipment is used by all members, at all times necessary
- ♣ Good 4 wheel drive practices are used and maintained
- ♣ Members are competent and/or supervised
- ♣ Any new hazards identified, are incorporated into Hazard Register and all members informed
- ♣ Any new practices introduced to the club will be assessed before use, and safety controls/practices are established
- ♣ All hazards and the hazard controls will be regularly assessed
- ♣ All members are aware of emergency response procedures as they may apply

Hazards Risk Assessment and Management

Undesired Events

Accident, injury or damage to
Property or other forms of
Damage

Injury due to vehicle accident
Damage to vehicles.
Damage to equipment
Injury due to terrain
Separation from main party

Factors causing accidents

People

Not following directions.
Peer pressure.
Poor radio communication.
Leadership conflict.
Too many people.
Confined space.
Venturing off the defined track.
Poor map reading.
Careless behavior.

Equipment

Poorly maintained equipment.
Unsafe vehicles.
Lack of appropriate equipment.

Environment

Unsafe tracks and landslips.
Unsafe bridges
Slippery surface.
Overgrown tracks.
Weather conditions.
Inadequate pre trip survey.
Lack of daylight.
Water crossings.

Risk management Strategies

People

Event briefing
Group is kept together plan.
Headlights on for ID.
RT communication.
Accident register.
Trip leader.
First aid equipment and personal.
Group limits to size.
Qualified map reading personal.
Tail end Charlie.
Buddy system for novices.
Spacing between vehicles.
Winching procedures.

Equipment

Warranted and registered vehicles
Winch and winch rope check.
Vehicle recovery equipment requirements.
Recovery point requirements
Pre trip check of equipment.
Maintain equipment.
Check all non public bridges.
First aid kits.

Environment

Pre trip track check.
Evacuation routes.
Match track to driver skill
Monitor environment damage.
Mark hazards clearly (e.g. Tape)
Check weather and Tides.
Permit and co-ordination with other users.
Check river crossings.
Check trip time for daylight.
Advise on the return.

Relevant Club/Association Requirements

Guidelines for trip organization completed.
Club rules complied with.
Association rules complied with.
Permits obtained and conditions of permit complied with.
First aid.
Knowledge of emergency procedures.
Advise to third party of trip and arrival.
Objectives of the trip.

STEP 2: BASIC VEHICLE AND OPERATOR SAFETY REQUIREMENTS

All Vehicles Participating In Club Off Road Activities must have:

- A current warrant of fitness
- Valid vehicle registration
- A recovery point or points to the front and rear suitable for loads arising under kinetic recovery procedures
 - Under absolutely no circumstances are tow balls to be used for any form of recovery or anchor point
 - Trip leaders or safety officers may request the removal of Tow Balls entirely where recovery operations may be likely
 - Manufacturers vehicle tie points or low stress tow points are not acceptable as recovery points
 - Recovery Hooks or Recovery Eyes are to be securely attached to the vehicle chassis using a suitable array of high tensile bolts
 - Welded on recovery points are not acceptable
 - Where a club member is unsure of the adequacy of their recovery points they should seek comment from a Club Safety Officer or other suitably qualified club member. If in doubt a committee member should be consulted.
 - The requirement for recovery points may be waived with the explicit agreement of the Trip Leader where a run is strictly a “shiny” type run where winching or kinetic recovery will not be required.
- A First Aid Kit conforming with AA or similar guidelines
- A Fire Extinguisher of not less than 2 kg capacity. Fire Extinguishers are to be subject to an annual inspection
- A spade or shovel
- A recovery rope in serviceable condition
- A suitable jack and spare tyre
- At least one rated shackle of bolt diameter not less than 18 mm (green or red pin, rated for lifting). Un-rated shackles of unknown quality are not to be carried even if a rated shackle is also carried
- In addition vehicles are to be equipped with a range and quantity of fuel, consumables, spare parts and tools consistent with the nature of the vehicle and the planned activities so as to be self sufficient throughout the range of reasonably anticipated outcomes
- Drivers/ vehicles are to have a minimum of third party insurance cover extending to a third party liability limit of not less than \$1,000,000 (one million New Zealand dollars)

Safety Duties And Responsibilities

- The Club shall appoint a Trip Leader for all club runs
- The Trip Leader shall have authority over club members in directing the activities during the run
- The Trip Leader may delegate some tasks to other club members
- All participating club members and guests must identify themselves to the Trip Leader, comply with the Trip Leader's requests, and generally ensure they comply with all the requirements of this Health and Safety Manual
- Specifically all vehicles are to have registered with the Trip Leader prior to the commencement of a run and acknowledged compliance with the clubs general and any specific safety and conduct requirements. The Trip Leader, typically by way of a pre run briefing, shall satisfy themselves that all participants are adequately aware of all relevant safety and procedural requirements for the event, including without limitation:
 - Familiarity with, and compliance with, this Health and Safety Plan
 - Requirements for safe winching, including control, hand signals, safe observation distance, shackle rating requirements for rolling resistance, winch rope inspection,
 - Safe kinetic recovery procedures including procedures for the joining of ropes, safe recovery points, communication via horn, and crowd control
 - Safe convoy driving, including applicable procedure for gates, lights policy, following distances on high ways, actions on separation to the front, actions on separation to the rear, actions in the event of a break down or other difficulty and so forth
 - Appropriate radio procedure, including applicable frequencies and requirements as to when radios may not be used
 - Obligations to conform to formed tracks or other access preconditions, no go areas, meeting points and so forth
 - Designated vehicle groups, group leaders, tail end charlies
 - Other situation specific requirements

Private property (personal residence) visits: Owners and occupants of such properties do not have any duties to visitors, however club members are to ensure all safety rules and procedures are followed.

Duties of persons in control of the place of work under the Health and Safety in Employment Act 1992

Trespassers: there are no duties to trespassers under the Act.

Authorised visitors/club members who have not paid to be there: the person in control has a duty to warn visitors of any unusual hazards that would not be expected to be present. This warning can be verbal and only needs to be given to the group leader (who is expected to advise the group).

Authorised visitors/club members who have paid to be there: the person in control must take all practicable steps to ensure the safety of those present .

Duties of the LROCA

As a non-profit organisation with no paid employees, engaged in recreational activity, the club has a duty of care to persons performing voluntary work. In addition the Occupational safety and Health service encourages such organisations to take all practicable steps to ensure the safety of its members (including guests and visitors). These duties are not enforceable.

STEP 3: ACCIDENT AND INCIDENT RECORDING, REPORTING AND INVESTIGATION PROCEDURES

- ♣ All accidents and incidents on club activities must be notified to the Trip Leader immediately and, as a minimum a verbal report made to a Club Safety Officer as soon as practicable. The Club Safety Officer will determine what additional reporting, education, procedures and so forth might be appropriate in consultation with the Committee as he or she deems fit.
- ♣ In circumstances where there is no trip leader, such as Club House activities, then a Safety Officer is to be informed immediately or as soon as practicable, and failing that a Committee Member is to be advised.
- ♣ Subject to the specific circumstances as assessed by the Safety Officer or Committee, generally health and safety incidents are to be addressed as a procedural matter in the course of monthly club meetings and relevant details, discussion or decisions minuted as appropriate.

STEP 4: EMERGENCY AND EVACUATION PROCEDURES

In the event of any emergency, or natural disaster, club members and other affected persons are to comply with the following procedure:

1. Prevention of harm to all persons on site.
2. Raise the alarm.
3. If appropriate Contact Emergency Services on 111 or by best available means.
4. Individuals are not to put themselves or anyone else at any unnecessary risk!
5. Evacuate the area as applicable.
6. Assemble all personnel in a safe place.
7. Check all members and visitors are accounted for.

MASTER FORMS

The following forms do not constitute part of this Health and Safety Manual but are included because under some circumstances, subject to the relevant legislation, or the judgement of the appropriate Club Officer, they may assist in the Club in its implementation of its Health and Safety Policy.

The following are master forms that may be photocopied if required.

" form, and forwarded to nearest OSH Office within 7 days of event. Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992
For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1 Particulars of employer, self-employed person or principal:
(business name, postal address and telephone number)

2 The person reporting is:

- an employer a principal a self-employed person

3 Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4 Personal data of injured person:

Name

--

Residential address

Date of birth

--

 Sex (M/F)

--

5 Occupation or job title of injured person:
(employees and self-employed persons only)

--

6 The injured person is:

- an employee a contractor (self-employed person)
 self other

7 Period of employment of injured person:
(employees only)

- 1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8 Treatment of injury:

- None First aid only
 Doctor but no hospitalisation Hospitalisation

9 Time and date of accident/ serious harm:

Time

--

 am/pm

Date

--

 Shift Day Afternoon Night

Hours worked since arrival at work

--

(employees and self-employed persons only)

10 Mechanism of accident/ serious harm:

- fall, trip or slip hitting objects with part of the body
 sound or pressure being hit by moving objects
 body stressing heat, radiation or energy
 biological factors chemicals or other substances
 mental stress

11 Agency of accident/ serious harm:

- machinery or (mainly) fixed plant
 mobile plant or transport
 powered equipment, tool, or appliance
 non-powered handtool, appliance, or equipment
 chemical or chemical product
 material or substance
 environmental exposure (e.g. dust, gas)
 animal, human or biological agency (other than bacteria or virus)
 bacteria or virus

12 Body part:

- head neck trunk
 upper limb lower limb multiple locations
 systemic internal organs

13 Nature of injury or disease:

- fatal
(specify all)
- | | |
|--|---|
| <input type="checkbox"/> fracture of spine | <input type="checkbox"/> puncture wound |
| <input type="checkbox"/> other fracture | <input type="checkbox"/> poisoning or toxic effects |
| <input type="checkbox"/> dislocation | <input type="checkbox"/> multiple injuries |
| <input type="checkbox"/> sprain or strain | <input type="checkbox"/> damage to artificial aid |
| <input type="checkbox"/> head injury | <input type="checkbox"/> disease, nervous system |
| <input type="checkbox"/> internal injury of trunk | <input type="checkbox"/> disease, musculoskeletal system |
| <input type="checkbox"/> amputation, including eye | <input type="checkbox"/> disease, skin |
| <input type="checkbox"/> open wound | <input type="checkbox"/> disease, digestive system |
| <input type="checkbox"/> superficial injury | <input type="checkbox"/> disease, infectious or parasitic |
| <input type="checkbox"/> bruising or crushing | <input type="checkbox"/> disease, respiratory system |
| <input type="checkbox"/> foreign body | <input type="checkbox"/> disease, circulatory system |
| <input type="checkbox"/> burns | <input type="checkbox"/> tumour (malignant or benign) |
| <input type="checkbox"/> nerves or spinal chord | <input type="checkbox"/> mental disorder |

14 Where and how did the accident/serious harm happen?
(If not enough room attach separate sheet or sheets.)

15 If notification is from an employer:

- (a) Has an investigation been carried out? yes no
(b) Was a significant hazard involved? yes no

Signature and date _____ / ____ / ____
Name and position <i>(capitals)</i>



Accident Investigation

Name of organisation: Branch/department:

PARTICULARS OF ACCIDENT

Date of accident M T W T F S S (circle)	Time	Location	Date reported
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THE INJURED PERSON

Name		Address		
Age	Phone number			
Date of accident		Length of employment — at plant on job		
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

DAMAGED PROPERTY

Property/ material damaged	Nature of damage
	Object/substance inflicting damage

THE ACCIDENT

Description

Describe what happened (space overleaf for diagram — essential for all vehicle accidents)

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.....

.....

.....

.....

.....

Analysis

What were the causes of the accident?

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.....

.....

.....

HOW BAD COULD IT HAVE BEEN?	WHAT IS THE CHANCE OF IT HAPPENING AGAIN?
<input type="checkbox"/> Very serious <input type="checkbox"/> Serious <input type="checkbox"/> Minor	<input type="checkbox"/> Minor <input type="checkbox"/> Occasional <input type="checkbox"/> Rare

Prevention

What action has or will be taken to prevent a recurrence? Tick items already actioned	By whom	When
Use space overleaf if required		

TREATMENT AND INVESTIGATION OF ACCIDENT			
Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident investigated by	Date	OSH advised YES / NO	Date

Contractor's Agreement

Date

Dear _____

re: **CONTRACT FOR** _____

To comply with the Health and Safety in Employment Act 1992, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:
 - Safety policy;
 - Hazards and the hazard controls; and
 - Accident reporting procedures

2. Contractors are reminded that all work is subject to the provisions of the Health and Safety in Employment Act 1992. In particular:
 - Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
 - We, as the Principal, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
 - All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
 - Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under Section 25 of the Health and Safety in Employment Act 1992, are to be reported to Us, as the Principal.
 - All safety clothing/equipment required to minimise the risk of injury is to be provided, accessible to and used by any person engaged in the workplace.

3. Before commencing work on our premises, all contractors must ensure that any employees of the contractor, subcontractors on our premises, or if an individual, they are conversant with:
 - Emergency procedures (to be followed in the event of an emergency);
 - Safety rules and procedures;
 - Hazards which have been identified, and the hazard controls.

4. We as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of:

Contractor's Name:

Contractor's Signature:

Date:

Contact Phone / Fax Number(s):

Sign the attached copy and return with your Health and Safety Management Plan / Manual.

Amendments

Description	Date
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