

Health and Safety Policy 2016

1. Purpose:

Creative Sounds Society Inc. (CSSI) recognises that as Persons Conducting Business or Undertaking (PCBU) it has statutory obligations under the *Health and Safety at Work Act 2015* to provide a safe and healthy environment for its employees, clients, user groups, and the public. In doing so it is observed that health and safety is the business of the entire CSSI community including its user community. Accordingly there is a need for the clarification and delegation of health and safety responsibilities.

2. Definitions:

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Accident: An event that causes any person to be harmed.

Harm: Means illness, injury or both.

Hazard: An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, material, or substance that is an actual or potential source of harm.

Healthy: Means unharmed.

Incident: Any event or near miss that causes or could have caused harm to any person.

Safe: In relation to a person, means not exposed to any hazards; and in every other case, means free from hazards.

Reasonably Practicable: in relation to a duty of a PCBU, means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

- (a) the likelihood of the hazard or the risk concerned occurring; and
- (b) the degree of harm that might result from the hazard or risk; and
- (c) what the person concerned knows, or ought reasonably to know, about:
 - (i) the hazard or risk; and
 - (ii) ways of eliminating or minimising the risk; and
- (d) the availability and suitability of ways to eliminate or minimise the risk; and
- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

3. Policy Content and Guidelines:

3.1 Health and Safety Policy

CSSI is firmly committed to the provision of a safe and healthy environment for its employees, client user groups and the public at its premises The Stomach and in relation to activities undertaken elsewhere. CSSI recognises that this commitment will only be achieved with positive and proactive leadership, the provision of necessary resources and continued pursuit of best practice in occupational health and safety. CSSI expects every member of its community to accept personal responsibility for promoting the safety and well-being of themselves and those involved in, or affected by, CSSI activities.

All identified hazards in the workplace will be assessed for significance. Significant hazards will be controlled through a three step hierarchy of: elimination, isolation, minimisation.

If minimisation used as strategy:

- a) Personal protective equipment will be made available and used; and
- b) Exposure to significant hazards will be monitored through incident reporting and Health and Safety reporting at Management Committee meetings.

3.2 Responsibilities

3.2.1 The CSSI Management Committee recognises its collective responsibility to oversee and ensure the effective management of health and safety; this requires that all Management Committee members, Creative Sounds Society Inc. employees, and volunteers proactively implement the actions and responsibilities outlined in this policy – noting that individuals may fulfil more than one functional capacity over time or at any one time.

3.2.2 The Management Committee will:

- (i) Ensure a forum for discussion of health and safety at all Management Committee meetings through maintaining “Health and Safety” as a standing agenda item.
- (ii) Ensure the investigation of all health and safety concerns raised by any CSSI staff, CSSI member, user of / or visitor to The Stomach.
- (iii) Ensure that CSSI staff are adequately trained to conduct CSSI undertakings as well as operate and maintain CSSI facilities and equipment in a way that ensures all reasonably practicable steps are taken to ensure safe and healthy environs and undertakings.
- (iv) Ensure that CSSI staff and volunteers are aware of their rights as outlined in section 3.3 of this policy.

3.2.3 The CSSI Manager will:

- (i) Comply with and ensure the compliance of fellow staff with all relevant health and safety legislation, standards and codes of practice.
- (ii) Ensure that all equipment, substances and work systems and processes used are suitable for their intended purposes and take all reasonably practicable steps to meet safety requirements and minimise risk.
- (iii) Ensure that adequate training, information, instruction and supervision is provided for volunteers, users, and other staff.
- (iv) Ensure that visitors / users are made aware of safety procedures.
- (v) Ensure a prompt response to any health and safety issues brought to their attention.
- (vi) Ensure that all accidents and incidents are investigated and reported promptly and accurately to the CSSI Management committee; ensuring that this is also done in accordance with the established Health and Safety procedures.
- (vii) Ensure that all accidents and incidents are recorded in a Health and Safety register.
- (viii) Ensure that personal protective safety equipment is made available and used when minimisation is used as a strategy to manage hazards.
- (ix) Undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.

3.2.4 Employees and Volunteers will:

- (i) Immediately report all accidents and incidents to the Manager or on-site supervisor.
- (ii) Act to identify and minimise risk as they encounter it and to appropriately report risk to the manager and / or Management Committee
- (iii) Carry out their work in a way that does not adversely affect their own health and safety or that of others.
- (iv) Comply with all relevant health and safety legislation, standards and codes of practice.
- (v) Ensure that all equipment, substances and work systems and processes used are suitable for their intended purposes and take all reasonable practicable steps to meet safety requirements and minimise risk.
- (vi) Ensure that adequate training, information, instruction and supervision is provided for volunteers and users.

- (vii) Ensure that visitors / users are made aware of safety procedures.
- (viii) Ensure a prompt response to any health and safety issues brought to their attention.
- (ix) Ensure that all accidents and incidents are recorded in a Health and Safety register.
- (x) Ensure personal protective safety equipment is used when minimisation is used as a strategy to manage hazards.
- (xi) Undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.

3.2.4 Users will:

- (i) Follow the safety instructions of staff and volunteers
- (ii) Carry out their work in a way that does not adversely affect their own health and safety or that of others.
- (iii) Immediately report all accidents and incidents to the Manager or on-site supervisor.
- (iv) Act to identify and minimise risk as they encounter it and to appropriately report risk to the manager and / or Management Committee

3.3 Rights

Employees, volunteers, visitors, and users have the right to express their health and safety concerns without prejudice. These may be brought to the attention of Staff, Manager, or Management Committee at any time so that all reasonably practicable and appropriate responses can be brought to ensure the continuation of a safe environment.

4. References:

[Health and Safety at Work Act 2015](#)

CSSI Health and Safety Incident Form (Available from the CSSI offices)

CSSI Health and Safety Register (Kept in CSSI Offices)

The Register will record all foreseeable hazards and their controls, along with accident investigation outcomes and recommendations

[Health and Safety in Employment Regulations \(1995\)](#)

5. Contact Persons:

The following persons may be approached on a routine basis in relation to this policy:

Manager

The Stomach

Creative Sounds Society Incorporated

84 Lombard St, Palmerston North

Phone: +64 6 359 0120

Email: admin@creativesounds.org.nz

P.O. Box 586, Palmerston North

Convenor

Creative Sounds Society Incorporated

cssimanagementcommittee@gmail.com

P.O. Box 586 Palmerston North