

**Matamata Dramatic Society Inc.**

# **Health and Safety**

**Policies and Procedures Manual**

**2021**

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## 1.0 Health and Safety Policy Statement

The Matamata Dramatic Society (MDS) is the Person (Registered Society) which conducts a business or undertaking (PCBU) at Short St, Matamata and will be known throughout this document as the PCBU.

Health and Safety is everyone's responsibility, and everyone is expected to share in our commitment to work together to keep everyone safe against harm, to their health, safety and welfare by eliminating or minimizing risk.

The MDS will provide fair and effective workplace representations, consultation and cooperation and resolution of issues regarding health and safety.

As we actively promote improvements through advice, information, education and training, we will all achieve higher standards of safety for our workers and others in our shared space.

**NB: Workers includes: any employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company, an outworker, an apprentice or trainee, a person gaining work experience or a work trial, a volunteer.**

To achieve this we will:

Systematically identify new hazards, existing hazards and regularly monitor these hazards in our facilities.

Working together we take reasonably practicable steps to ensure that any significant hazards to members, contractors and visitors are minimized, and members, contractors and visitors are to be protected, where elimination is impracticable.

Have systems in place to record all incidents, near misses or injury. We will ensure these are reported and investigated, updating our hazard register and complete our risk management process to eliminate future risk.

Communicate actions to prevent harm to any member, contractor or visitor.

Our Society Committee will have up to date knowledge of workplace health and safety. This will include understanding the operations of our Society, and the hazards and risks associated with those operations.

## 2.0 Health and Safety Plan

### 2.1 Procedures

Everyone has a duty of care as follows:

Take reasonable care of their own health and safety.

Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.

Comply so far as is reasonably practicable with any reasonable instruction that is given by the PCBU to comply with the Health and Safety Act.

Co-operate with any reasonable policy or procedures of the PCBU relating to health and safety at the Matamata Dramatic Society that has been notified to members and others.

#### 2.1.1 Supervision

All activities at the theatre are to have appropriate levels of supervision. Supervisors can include executive society personnel, theatre members, consultants, trained volunteers, or personnel appointed by the executive committee.

A **Visitors Registration Book** is to be kept and filled in with details as required by all visitors to our facilities. N.B. This does not include audiences for any production of the MDS. Contractors are expected to complete their documentation prior to commencing work on site.

Supervision of children must be the responsibility of the parent and /or caregiver or a person appointed by the executive committee. Children must be supervised at all times while in attendance at our facilities.

### 2.2 Health and Safety Officer

At least one member of the MDS is to be appointed as Health and Safety Officer (H&S Officer).

This person shall be responsible for:

Maintaining and updating the **Hazards Register**.

Addressing new hazards when and where they are identified by others.

Completing and dealing with **Accidents and incident Reports**. This includes investigations into the incident and accidents and also advising Worksafe NZ as required by legislation.

Ensuring that the facilities meet **Occupational Safety and Health** requirements.

Ensuring someone on the Executive Committee is trained for Health and Safety on production days if the health and safety member is not able to attend.

## 3.0 Risk Management

### Identification and Control Procedures

Hazards are defined as anything that has the potential to cause harm or illness within the confines of the MDS.

#### 3.1 Hazard

**Hazards can be divided into 5 major areas:**

**Physical:** Weights, falls, slips, lighting, noise, ventilation, burns, vibration, electricity.

**Chemical:** Cleaners, solvents, fumes, vapours, lack of oxygen, acids, corrosives, sprays, dust, smoke, mist.

**Biological:** Infections (viral, bacterial, fungal), allergies, vermin, insects, needle stick injuries.

**Ergonomic:** Workstations, work postures, overuse injuries, seating.

**Organisational:** Hours of work, work pressure, overtime

All hazards will be listed and controls identified: See Hazard Register.

Where there are significant hazards practicable steps will be taken to:

**Eliminate the hazard**      OR

**Isolate the hazard**      OR

**Minimise the hazard**

Where the hazards may only be minimised steps will be taken to ensure:

Protective clothing and equipment (PPE) is provided and used by all, at all times as necessary.

Good work practices are used and maintained

Members are properly trained and/or supervised

Where appropriate, and with members consent, health monitoring in relation to exposure to significant hazards is undertaken.

Any new hazards identified, with the risks identified are then incorporated into the Hazard Register and all members are informed and can view the Hazard Register at any time

Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established

All hazards and the risk they impose will be regularly assessed and controls put in place

All members are aware of emergency and evacuation procedures

All members are aware to complete the Hazard Observation/Improvement Notice and also review the risk then review with the H&S Officer. The H&S officer will complete an assessment on the risk to confirm.

3.2 Hazard Observation/Improvement Form

## HAZARD OBSERVATION/IMPROVEMENT

Date: \_\_\_/\_\_\_/\_\_\_

Time: \_\_\_ am/pm

Reported by: \_\_\_\_\_

Theatre Area: \_\_\_\_\_

Is it a:

\_\_\_ Hazard \_\_\_ Incident \_\_\_ Near Miss \_\_\_ Improvement

Type: (Tick all applicable)

\_\_\_ Safety \_\_\_ Environment \_\_\_ Maintenance

\_\_\_ Process \_\_\_ Housekeeping \_\_\_ Other

Subject: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Actual Severity: (Tick One)

\_\_\_ Insignificant \_\_\_ Minor \_\_\_ Moderate \_\_\_ Major \_\_\_ Significant

Potential Severity: (Tick One)

\_\_\_ Insignificant \_\_\_ Minor \_\_\_ Moderate \_\_\_ Major \_\_\_ Significant

Immediate/Temporary Control or Action Taken:

\_\_\_\_\_  
\_\_\_\_\_

## **4.0 Emergency Procedures**

### **4.1 Evacuation Plan**

In the case of an emergency event such as a fire, earthquake or other event requiring evacuation, all occupants of the Society's building shall cease activities immediately and move to the evacuation area, via the safest route. (Assemble at the designated area-which is clearly signposted).

The Health and Safety officer or a Committee member will contact the emergency services.

A copy of the evacuation plan will be displayed in a prominent place in the Society's building.

### **4.2 Fire**

Fire extinguishers are to be located in appropriate areas and be readily accessible in the building at all times

These fire extinguishers are not to be interfered with for any reason, other than practical use in a fire situation.

#### **Actions at this Theatre:**

There is a documented emergency plan- identifying any potential situation and the requirements to action this plan.

Emergency evacuation procedures are held.

Evacuation procedures are documented.

Debriefing of any evacuation drills held and review for any improvements that might be made.

Changes in evacuation procedures are communicated to Committee and members.



## **5.0 Accidents and Incidents**

### **5.1 Reporting Accidents and Incidents**

All accidents and incidents affecting visitors or workers on site are to be reported to the **Health and Safety Officer** and recorded in the on-site register. For serious accidents or incidents, the following information is required within 24 hours:

The Health and Safety Officer, or a Committee member (responsible for the Theatre performance), should an incident/accident happen, can override any decision by the person affected, or next of kin, to ring for an ambulance if they consider the situation serious.

The Workplace First Aid Needs Assessment Checklist can be used to identify what is needed at the workplace.

The Theatre has a system for reporting, recording and investigating any incident, (or near miss) and any accident that occurs at the Theatre. This will be completed by the health and Safety Officer and reported through the Committee and recorded in the Health and Safety Manual.

The Health and Safety Officer will advise Worksafe NZ of any notifiable event. These must be reported within 7 days of the event.

**WORKSAFE NZ 0800 030 040**

Once investigated, corrective action will be taken to eliminate or minimise.

### **5.2 Site Safety Inspections**

The Health and Safety Officer will complete a site safety inspection on a regular basis.

## 6.0 Attachments

### 6.1 Notifiable Event: To be reported to Worksafe NZ

It will become a notifiable event e.g.

Any death or a person, or

A notifiable injury or illness, or

A notifiable event.

A notifiable injury/illness requiring any person to have immediate treatment or for any of the following reasons.

Any amputation of any part of the body

A serious head injury

A serious eye injury

A serious burn

A de-gloving or scalping injury

Spinal injury

Loss of bodily function

Serious laceration or crush injury

Occupational diseases

There are notification forms for completion when advising Worksafe NZ

**Forms:** <http://www.business.govt.nz/worksafe/notifications-forms/nods>

These reports must be kept for 5 years from the date of the incident.

### **Examples of Notifiable diseases that affect people's health are:**

Chemicals or fumes generated by work processes causing breathing difficulties.

Solvents or glues used for painting, printing and building can cause skin reactions such as contact dermatitis and may affect the nervous system.

Repeated loading and constant muscle tension may lead onto an overuse disorder.

A notification alerts the workplace that a workplace activity may have caused harm. It allows other employees /workers to receive medical assessment and if necessary treatment. Also it may help prevent other employees/workers being harmed.

### **A Notifiable Incident means:**

An incident in relation to a workplace that exposes the worker or any other person to a serious risk to that person's health or safety arising from immediate or imminent exposure to:

An uncontrolled escape, spillage, or leakage of a substance, or

An uncontrolled implosion, explosion or fire, or

An uncontrolled escape of gas or steam, or

An uncontrolled escape of a pressurised substance, or

An electric shock, or

A fall or release from height of any plant, substance or thing, or

The collapse, overturn, failure or malfunction of, or damage to, any plant that is to be authorised by regulations, or

The collapse or partial collapse of a structure

