



SCOUTS[®]
New Zealand

Health & Safety Manual

As at 10th November 2017

Safer Scouting – It's what we do

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Preface

Introduction

The SCOUTS New Zealand Health and Safety Manual is divided into a number of sections to best fit with the intended audience. These are:

- Section One: The vision, tag line, statement of intent and commitment policy
- Section Two: The health and safety manual for the Governance Boards, senior volunteers and managers, and all staff of SCOUTS New Zealand
- Section Three: The health and safety manual for all those leading and participating in SCOUTS New Zealand activities. <To be issued>.
- Section Four: Terms and Definitions

Section One

Health and Safety Vision Statement

SCOUTS New Zealand provides adventurous experiences for young people which are carried out within our accepted risk appetite that empowers young people to develop confidence and resilience. We have a positive culture, robust policies and an effective health and safety system to support and inspire the young people, leaders, staff, and the public at large to keep everyone 'Safe from Harm'.

Health and Safety Tag Line

The health and safety tag line brings together two essential components: a process of continual improvement, within a positive culture where health and safety is integrated into everything we do.

'Safer Scouting – It's what we do'

Health and Safety Statement of Intent

KEAS	CUBS	SCOUTS	VENTURERS	ROVERS	LEADERS					
<h2>SCOUTS NEW ZEALAND HEALTH AND SAFETY STATEMENT OF INTENT</h2> <p>SCOUTS New Zealand (SCOUTS) is committed to a comprehensive 'Safe From Harm' approach to health and safety.</p> <p>This includes the health and safety of everyone performing work or undertaking activities at SCOUTS and the health and safety of others whose activities are influenced or directed by SCOUTS.</p> <table border="0"><tr><td><p>To keep healthy and safe, everyone involved with SCOUTS will:</p><ul style="list-style-type: none">• Take an active part in identifying hazards and risks and taking the appropriate action• Follow all safety procedures for working safely or undertaking scouting activities, such as wearing safety protection equipment• Report near misses, incidents (including illness) and injuries• Report any pain or discomfort as a result of injury.</td><td><p>To keep people healthy and safe, leaders and staff will ensure they:</p><ul style="list-style-type: none">• Know about and follow all health and safety laws (legislation) and good practice guidelines• Identify hazards and risks at work and for all scouting activities and do everything possible to remove or reduce the risk of harm• Provide the information, training or supervision necessary to protect against risks• Provide opportunities to raise health and safety issues and ways to contribute to the health and safety decision-making process• Have health and safety goals and review them annually.</td></tr></table> <p>To keep people healthy and safe, leaders and staff are responsible for:</p> <ul style="list-style-type: none">• Making health and safety a key part of their role, and working together to continuously improve health and safety systems in our workplace and scouting activities• Providing and maintaining a healthy and safe environment for all scouting activities• Ensuring all facilities and equipment are safe and fit for purpose• Investigating and recording near misses, incidents (including illness) and injuries• Ensuring contractors, sub-contractors and associates have safe ways of working. <p><i>SCOUTS will review this statement every two years or when an event or changes to legislation occur that makes it prudent to do so.</i></p> <p><i>"We never fail when we try to do our duty, we always fail when we neglect to do it."</i></p> <p>BETTER PREPARED</p> <p><i>- Robert Baden-Powell</i></p> <p>1st October 2016</p> <table border="0"><tr><td> Stuart Francis National Chair</td><td> Josh Tabor Chief Executive</td><td> Clarke Truscott National Commissioner</td></tr></table> <p>ADVENTURE PLUS!</p> <p>scouts.org.nz</p> <p> SCOUTS New Zealand</p>						<p>To keep healthy and safe, everyone involved with SCOUTS will:</p> <ul style="list-style-type: none">• Take an active part in identifying hazards and risks and taking the appropriate action• Follow all safety procedures for working safely or undertaking scouting activities, such as wearing safety protection equipment• Report near misses, incidents (including illness) and injuries• Report any pain or discomfort as a result of injury.	<p>To keep people healthy and safe, leaders and staff will ensure they:</p> <ul style="list-style-type: none">• Know about and follow all health and safety laws (legislation) and good practice guidelines• Identify hazards and risks at work and for all scouting activities and do everything possible to remove or reduce the risk of harm• Provide the information, training or supervision necessary to protect against risks• Provide opportunities to raise health and safety issues and ways to contribute to the health and safety decision-making process• Have health and safety goals and review them annually.	 Stuart Francis National Chair	 Josh Tabor Chief Executive	 Clarke Truscott National Commissioner
<p>To keep healthy and safe, everyone involved with SCOUTS will:</p> <ul style="list-style-type: none">• Take an active part in identifying hazards and risks and taking the appropriate action• Follow all safety procedures for working safely or undertaking scouting activities, such as wearing safety protection equipment• Report near misses, incidents (including illness) and injuries• Report any pain or discomfort as a result of injury.	<p>To keep people healthy and safe, leaders and staff will ensure they:</p> <ul style="list-style-type: none">• Know about and follow all health and safety laws (legislation) and good practice guidelines• Identify hazards and risks at work and for all scouting activities and do everything possible to remove or reduce the risk of harm• Provide the information, training or supervision necessary to protect against risks• Provide opportunities to raise health and safety issues and ways to contribute to the health and safety decision-making process• Have health and safety goals and review them annually.									
 Stuart Francis National Chair	 Josh Tabor Chief Executive	 Clarke Truscott National Commissioner								

Health and Safety Commitment Policy

SCOUTS New Zealand (SANZ) recognises the need for each of its young people, volunteers, staff and contractors to be provided with a healthy and safe place of work. It is our policy to comply with relevant legislation, regulations, codes of practice, safe operating procedures, and relevant good practice guidelines. To ensure the successful promotion and implementation of this policy, a number of responsibilities are identified below:

Responsibility of National Executive Committee

- To actively practice and promote a positive health & safety culture and values
- Make sure that the Chief Executive (CE) and senior volunteers are held accountable for their performance and the performance of staff and managers in managing health & safety in areas under their control
- To make sure that the CE has consulted with staff & taken their opinions into account when making changes to health & safety requirements which affect them
- To inform themselves with the nature of health & safety risks in their areas and understand the associated hazards and risks; delegating responsibility for the management of these to the managers as appropriate
- That health & safety is a standard agenda item in meetings
- NEC members attend governance health & safety training
- Require accurate and timely reporting and recording of Health & Safety Events (HSEs) – both notifiable and non-notifiable injuries, illnesses and incidents.

Responsibility of Chief Executive

- To actively practice and promote a positive health & safety culture and values
- To ensure everyone is held accountable for their performance in managing health & safety in areas under their control
- To make sure that health & safety responsibilities are appropriately defined and included in all position descriptions, key performance indicators and development processes where appropriate
- To maintain oversight with the nature of health & safety risk and understand the associated hazards and risks; delegating responsibility for the management of these to the senior volunteers, managers, activity leaders or staff as appropriate
- To make sure that health & safety is a standard agenda item in meetings
- To make sure that all those requiring the knowledge attend appropriate health & safety training
- To appoint an appropriately trained person to investigate workplace injuries, illnesses or incidents as required
- To require accurate and timely reporting and recording of HSEs HSEs – both notifiable and non-notifiable injuries, illnesses and incidents
- To make sure that effective consultation takes place on health and safety matters that affect staff
- Make sure effective management of health & safety consultative committees and meetings.

Responsibility of Regional Development Managers, Camp Managers, Shop Managers, School Directors, Event Directors, Zone Leaders and Group Leaders

- To actively practice and promote a positive health & safety culture
- To ensure that they are informing themselves of the nature of health & safety risks in their areas so that they have an understanding of the associated hazards and risks
- To ensure adequate and appropriate health and safety controls are in place for health and safety risks in areas under their control
- To ensure the assessment of health & safety risk for all current / new / changed work activities / processes and new / modified work environments is undertaken prior to implementation or occupation of areas/venues
- To ensure that they, along with members, staff and contractors under their area of responsibility have completed health & safety training relevant to their area of accountability or role
- To review health & safety performance of their members, staff and contractors and hold them accountable
- To ensure members, staff, contractors, any other workers, or visitors receive the appropriate information, instruction, and training necessary for them to safely perform their work and that they hold the necessary qualifications or competencies to perform the tasks
- To monitor and assess contractor performance to make sure compliance is to expected standards
- To make sure that the health of everyone, and the conditions at the workplace or SCOUTS New Zealand activity are appropriately monitored
- To support everyone to understand and practice our health & safety culture, values, and policies
- To ensure consultation in health and safety matters with their teams
- To ensure health & safety is a standard agenda item in team meetings
- To ensure health & safety records are maintained on SCOUTS New Zealand's health and safety portal
- Actively investigate all hazards and risks, near misses, incidents / injuries so that all root causes are identified, and preventative actions are taken to eliminate or minimise the risk to an acceptable level
- To ensure that accident or accident sites are appropriately managed and controlled until released by an appropriate person

Responsibility of Staff, Other Workers and Visitors

- Make sure their actions or inaction does not place themselves or other persons at risk of injury or illness
- Communicate and coordinate with other staff, contractors, other workers and visitors on health and safety
- Make sure that timely reporting of all hazards and risks, near misses, incidents, injuries, illnesses to their immediate manager occurs
- Act to eliminate or minimise hazards to an appropriate level
- Undertake the appropriate safety induction or training provided
- Comply with all SCOUTS New Zealand policies, procedures and guidelines
- Seek information or advice where necessary before carrying out new or unfamiliar work or tasks
- Make themselves familiar with emergency and evacuation procedures in areas they access including the location of emergency equipment.

- Follow reasonable health and safety instructions from SCOUTS New Zealand.

Responsibility of Contractors

- Make sure their actions or inaction does not place themselves or other persons at risk of injury or illness
- Communicate and coordinate with staff, contractors, other workers and visitors
- Make sure of timely reporting of all hazards and risks, near misses, incidents, injuries, illnesses to their immediate manager
- Take action to eliminate or minimise hazards to an appropriate level
- Undertake the appropriate safety induction or training provided
- Comply with all SCOUTS New Zealand policies, procedures, and guidelines
- Seek information or advice where necessary, before carrying out new or unfamiliar work or task
- Make sure all work is completed is a safe and professional standard
- Make themselves familiar with emergency and evacuation procedures in areas they access including the location of emergency equipment.

Review

This policy is reviewed every two years and is communicated to all senior volunteers, managers and staff of the organisation.

Name	Josh Tabor
Role	Chief Executive, SCOUTS New Zealand
Signature	
Date	November 2017
Next Review Date	November 2019

Section Two

Hazard & Risk Management

Duty to manage risk

The duty requires –

- (a) The elimination of risks to health and safety, so far as is reasonably practicable; and
- (b) If it is not reasonably practicable to eliminate risks to health and safety, the minimising of those risks as far as is reasonably practicable.

Risk means the extent of the possibility that death, or seriousness of injury, illness or an undesired incident might occur when a person is exposed to a hazard. I.e.:

$$\text{Risk} = \text{Hazard} \times (\text{Likelihood} \times \text{Consequence})$$

Hazard

- (a) means a situation or thing that has the potential to cause death, injury, or illness to a person; and
- (b) includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether, or not, that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).

Hierarchy of Control Measures

If it is not reasonably practicable for SCOUTS New Zealand to eliminate risks to health and safety then they must implement risk-control measures, to minimise risks to health and safety.

- SCOUTS New Zealand must minimise risks to health & safety, so far as is reasonably practicable, by doing one or more of the following in this order:
 - substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk,
 - isolating the hazard from any person exposed to it,
 - preventing any person from coming into contact with the hazard, or
 - implementing engineering controls.
- If a risk then remains, SCOUTS New Zealand must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls
- If a risk then remains, SCOUTS New Zealand must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment
- Controls must be monitored and maintained to make sure of ongoing effectiveness
- Controls must be reviewed, amended or replaced if they prove not to be effective, in response to workplace or activity changes, in response to a newly identified risk or in response to health or workplace monitoring results
- If the risk cannot be reduced to a tolerable level, the activity must not proceed.

Hazard Identification & Risk Assessment

Hazard identification, risk assessment, implementation of controls, monitoring and reviewing are key elements of our day-to-day health and safety practice. All SCOUTS New Zealand members and staff have a responsibility to participate in the risk management process. This includes identifying and reporting hazards and risks as well as being involved in the assessment of risks. SCOUTS New Zealand aims to make sure that anyone in the workplace or Scouting activities are not exposed to uncontrolled hazards and they comply with the SCOUTS New Zealand Risk Management Policy as well as relevant health and safety legislation.

A risk assessment must be completed when planning activities involving deliberate exposure to risk / adventure / challenge beyond the usual and must be recorded on the SCOUTS New Zealand Risk Assessment template. This must be documented in the following circumstances:

- Prior to major activities e.g. zone, region and national events
- Prior to adventurous activities that deliberately expose participants to a higher level of potential harm e.g. abseiling
- Prior to overnight activities e.g. hikes, camps, sleepovers.

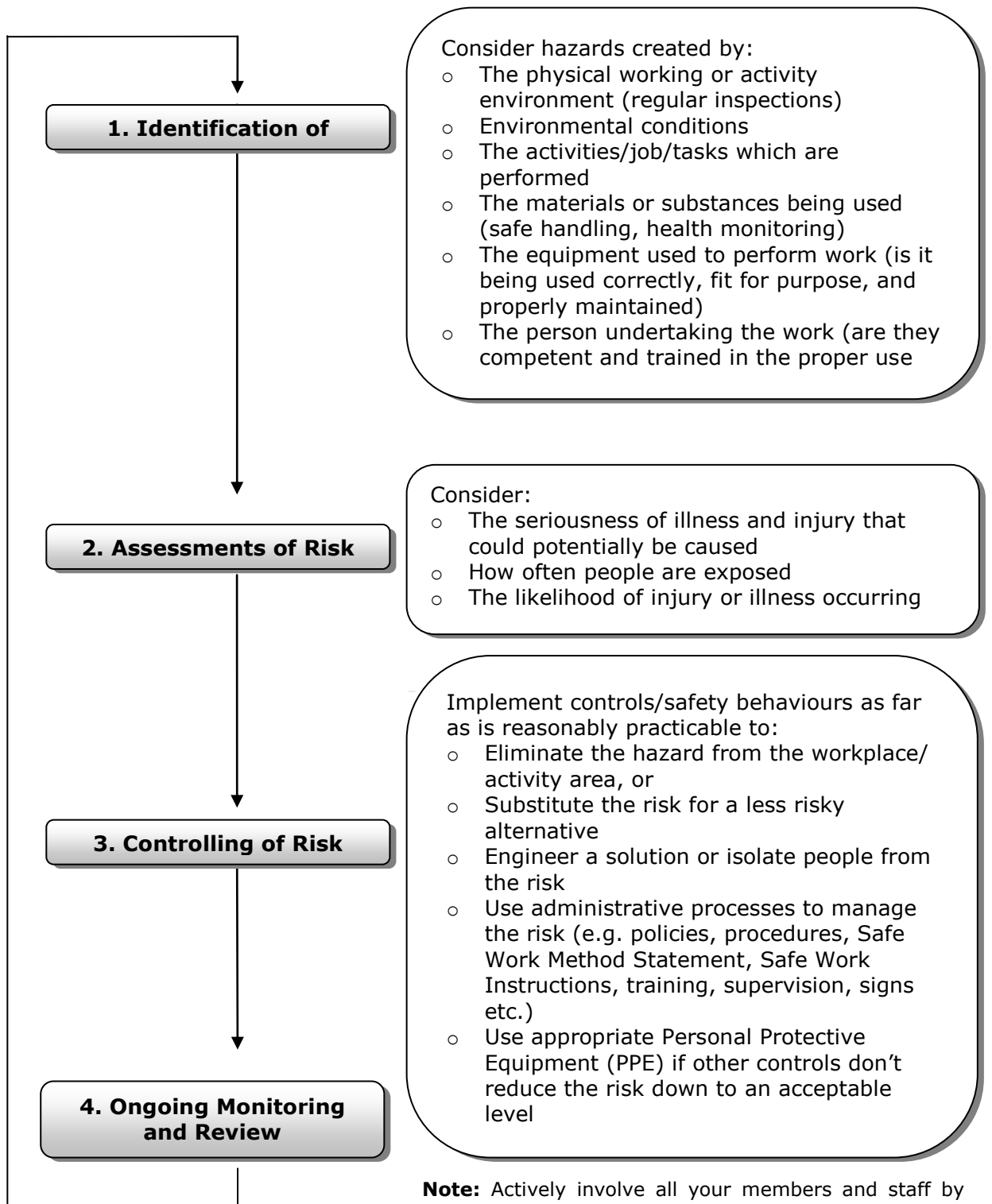
SCOUTS New Zealand will ensure that all leader(s) have the relevant and required competencies to lead these activities.

SCOUTS New Zealand will:

- Undertake structured Hazard Identification process which will include (but may not be limited to):
 - A formal annual review of current identified hazards for each SCOUTS New Zealand site or activity area
 - Identification of new hazards through:
 - Workplace, activity and campsite - inspections and audits
 - Process analysis
 - Task analysis
 - Incident analysis
 - Structured observation (Behaviour and Process)
 - Research
 - Use of internal or external expertise
- Encourage members to be involved in all elements of hazard identification, risk assessment, control and monitoring particularly when;
 1. Purchasing new plant, equipment, chemicals and Personal Protection Equipment (PPE)
 2. Prior to the introduction of new jobs, tasks and activities
 3. Prior to the introduction of new workplaces or Scouting activities
 4. Following a significant change of procedure, activity, or equipment
 5. After any serious or potentially serious incident

- Where a hazard is identified, to take the following steps:
 1. Undertake a risk assessment of the hazard to determine its risk potential
 2. Implement the hierarchy of controls to reduce the risks to a tolerable level
- Follow-up on all risks identified to make sure that actions required have been completed
- Conduct a review of all risks at no more than 12-monthly intervals.

Hazard & Risk Management Flow Chart



Note: Actively involve all your members and staff by delegating the Hazard ID tasks and discussing the risk and input on the controls. Encourage everyone to report any hazards that they encounter.

Personal Protective Equipment

There will be occasions when there is deemed to be no reasonable possibility of eliminating a risk and when all other reasonable minimising controls are in place and yet some risk still remains that needs to be managed. SCOUTS New Zealand will then provide staff and members (when practicable) with appropriate PPE or the appropriate outdoor equipment where it is required as far as is reasonably practicable.

For clarity, PPE and outdoor equipment are referred to in this policy as 'equipment'.

SCOUTS New Zealand will:

- Assess all tasks, activities, plant, equipment, chemicals, and substances, and determine what equipment is required to make sure people are safe
- Train members on how to competently use equipment
- Monitor to make sure members use the equipment required
- Regularly maintain the equipment and make sure all testing complies with AS/NZ Standards for use, selection, testing and repair
- Require members to report any defective or hazardous equipment
- Make sure that equipment is and remains fit for purpose.

Unsafe Acts or Conditions

SCOUTS New Zealand will:

- Promote a safe environment for all.
- Members and staff are required to implement SCOUTS New Zealand's health and safety policies and procedures and apply a proactive approach to ensuring the work environment is safe and healthy.
- Failure to comply with the health and safety policies and procedures; working in an unsafe manner; or participating in any foolish or joking behaviour that is likely to cause harm or injury, may be viewed as misconduct.
- If a unsafe act or condition is experienced or observed:
 - If it is safe to do so, immediately stop the unsafe act or condition from occurring
 - Report any unsafe act or condition to your manager as soon as practicable
 - If possible, take immediate measures to fix the unsafe act or condition
 - Refuse to undertake an activity you consider may cause serious harm to yourself or anybody else.

Emergencies

Purpose

Every effort should be made to make sure emergencies do not occur at SCOUTS New Zealand sites or on Scouting activities. If they do occur, then a planned approach is required to make sure the emergency is well managed.

Emergency preparedness reduces the likelihood and consequence of harm being caused to people or property.

This section does not detail the response to emergency situations but rather provides guidance on measures that can be taken to prevent or minimise the negative effects of an emergency.

Off Site Activities

Consideration should be given to emergency planning for off-site activities including:

- Knowledge of location of activity site and availability of reliable communications
- Emergency contact details for both Emergency Services and Member's and staff emergency contact details;
- Emergency response equipment; and,
- Weather conditions.

SCOUTS New Zealand will:

- Develop emergency procedures with all our members and staff for all reasonably foreseeable emergency situations
- Make sure emergency response equipment is available
- Ensure that evacuation drills are completed every six months and each term for sections in all Groups and Rover crews. Aim for evacuation times are to be no longer than 90 seconds
- Advise and train all members and staff of our emergency and evacuation procedures
- Display visible notices for Evacuation procedure, exit routes, and location of emergency equipment in all SCOUTS New Zealand owned or managed buildings and workplaces including temporary workplaces such as Jamboree, Regatta, Venture or Summer camps.
- Have up to date emergency contact details
- Conduct annual reviews of emergency procedures.

First Aid Policy

Purpose

SCOUTS New Zealand recognises the importance of providing suitable first aid facilities and appropriately trained First Aid members to assist in minimising the initial effects of an illness or emergency treatment and life support for people suffering injury or illness.

SCOUTS New Zealand will:

- Provide a first aid kit which complies with the WorkSafe New Zealand, First Aid for Workplaces – A Good Practice Guide 2011, in all our SCOUTS New Zealand managed locations which can be accessed in a timely fashion
- Make sure everyone knows the location of the nearest first aid kit
- Monitor, inspect and replenish first aid kits on a regular basis
- Make sure there is at least one qualified First Aid person per work site or each Scout activity site
- Pay for First Aider training and certification as needed for paid staff
- For large events, it is recommended that an Automated External Defibrillator be available for use.

Plant and Equipment

Purpose

Plant and equipment can pose a hazard to its users if it is used incorrectly, is not in good working order or inappropriate plant or equipment is used.

SCOUTS New Zealand and its members, staff or contractors are responsible for the inspection, testing, maintenance and safe use of all plant and equipment.

Plant includes any plant item that requires a license or accredited competency assessment to operate the item e.g. forklifts, elevated work platforms, tractors, lifts etc.

Equipment includes any portable powered equipment that is operated using electricity or combustion motor e.g. compressors, lawn mowers, tractors, power tools, generators, electrical leads or power boards etc. It also includes all manually operated tools, temporary structures, catering equipment, activity equipment, containers, or gas cylinders.

- The person allocating maintenance, repair or alteration tasks shall make sure that the task is allocated to a person or persons who have the competencies, and where required, licences or certification to perform the task.
- The person supervising any work performed by contractors shall make sure that persons allocated maintenance, repair or alteration tasks have the required competencies, licences, and certification.

Defective Equipment Reporting

Purpose

To prevent people being harmed by defective equipment.

Definitions

- Isolation of defective equipment:

Lock out, quarantine or other means by which plant and equipment is removed from use, and thereby prevented from being inadvertently operated or interacted with. For example, this is particularly relevant in Scout halls concerning older gas cooking equipment.

- Tagging:

Secure attachment of a tag or notice to the item of plant and/or equipment, which displays a prominent warning, and includes the name of the person who is authorised to attach/remove the tag and the date the tag was attached.

All hazards and energy sources must be isolated or prevented from activating or releasing during cleaning and maintenance on any mechanical or electrical equipment, or in confined spaces, hydraulics or air operated equipment.

Faulty equipment must be Tagged with an "OUT OF SERVICE" tag or appropriate signage attached, and where required Locked Out (any locking device padlock, zip tie, locked housing etc.), to prevent operation.

Visitors to SCOUTS New Zealand offices, buildings, halls, or sites

SCOUTS New Zealand will:

- Make sure the person receiving the visitor is responsible for their induction to SCOUTS New Zealand's safety culture and policies.

Everyone must:

- Make the visitor aware of the emergency procedures
 - Warn the visitor of any hazards risks in the area and how to avoid them
-
- Require all visitors to adhere to safe practices from both a health & safety, and youth and child protection perspective
 - Require all contractors and visitors to sign in and sign out in the visitors' log
 - Require all visitors to wear appropriate PPE when in risk areas.

Working Alone or Off-Site

SCOUTS New Zealand will make sure that all members and staff have a method of indicating their location in an emergency.

Staff working alone or off site are required to provide their appropriate manager or designated person:

- information on travelling plans (when appropriate)
- the location of work undertaken
- an estimated time of return.

They are to:

- have a reliable method of communications available
- utilise accepted good practice in all work undertaken
- check existing hazard information before going out to a site
- use the appropriate PPE and clothing relating to their work activities.

SCOUTS New Zealand will:

Initiate Emergency Procedures within an appropriate and agreed amount of time, or 60 minutes if a time has not been agreed, if a staff member does not make contact on schedule, or immediately if member has not returned at the end of the working day.

Driving

Purpose

To make sure that all vehicles owned or used by SCOUTS New Zealand are driven safely to help prevent any road or vehicle incidents, and by appropriately licenced drivers.

Safety of the vehicles are prime consideration including the appropriateness of the vehicle for its role when the vehicles are replaced.

Specify and actively promote that all SCOUTS New Zealand owned or hired vehicles, members staff or other people's vehicles driven while undertaking SCOUTS New Zealand activities are safe and compliant with Road Safety regulations.

SCOUTS New Zealand will support the safety of members and others engaged in driving:

SCOUTS New Zealand Owned Vehicles Responsibilities:

- Make sure all SCOUTS New Zealand vehicles are registered, and have a current warrant of fitness/certificate of fitness and current road user charges
- Make sure that the motor vehicles are always maintained to a warrant of fitness/certificate of fitness level
- Provide motor vehicles that are in a safe condition for use
- Provide each company vehicle with a first aid kit, fire extinguisher, torch and reflective jacket and safety triangle
- Service SCOUTS New Zealand's vehicles to manufacturer's specification.

Use of Private Vehicles:

- We require all private vehicles used for Scouting purposes or activities to be registered and have a current warrant of fitness, and be roadworthy.

Drivers of all vehicles used for Scouting purposes will:

- Make sure they hold a current driver licence for the class of vehicle they are driving
- Immediately notify their manager/s if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for their actions and display the highest level of professional conduct when driving motor vehicles
- Take a minimum 10-minute rest and stretch for every two hours of continuous driving
- Not drive while fatigued
- Comply with traffic legislation and obey all road rules and the road code, including driving for the prevailing conditions
- Make sure that all occupants wear a safety belt at all times
- Make sure the requirements for child restraints and booster seats as detailed at <https://www.nzta.govt.nz/safety/vehicle-safety/safety-belts-and-restraints/child-restraints/using-child-restraints-in-new-zealand/> for small children are observed at all times
- Report any vehicle damage, including those which do not result in injury and mechanical defects, to

their manager/s immediately

- Not drive under the influence of drugs and/or alcohol (see Drug Alcohol Impairment Policy for further information).

Alcohol Drug and Impairment

SCOUTS New Zealand's Alcohol Drug and Impairment Policy is detailed in the Policy, Organisation and Rules (Rule 11). For clarity, the policy is repeated here:

11. ALCOHOL DRUG AND IMPAIRMENT

(a) All Leaders should be aware of the current laws relating to the supply and consumption of alcoholic liquor especially those concerning young people and must at all times encourage members to conform to them responsibly.

(b) Alcohol consumption

- (i) Alcohol must not be offered to or consumed by Youth, or consumed by Adults in the presence of Youth at any Kea, Cub, Scout or Venturer scouting activity.
- (ii) The only possible circumstance in which alcohol may be consumed by Adults at a Kea, Cub, Scout or Venturer activity is when Adults have been relieved of all Youth supervision responsibilities, and are in a designated area where Youth have no access – including line of sight or within hearing of Youth.
- (iii) Any alcohol consumption as detailed in 11 (b) ii, must be in moderation and not result in impairment (see 11 (d))

(c) Drug use

- (i) SCOUTS New Zealand does not condone illicit drug use in any way, and contravening this policy may lead to the cancellation of membership.
- (ii) Any Adult or Youth found to be affected by illicit drug use at any scouting activity must be removed immediately and suspended from all scouting activity until further notice (rule 50).
- (iii) If a youth member is suspended or their membership terminated for illicit drug use, an appeal process is available to them as detailed in the Scout Association of New Zealand rules and management procedures (rule 37 (c)).

(d) Impairment

- (i) Under no circumstances will an Adult undertake Youth supervision responsibilities or supervision of other Adults when impairment by alcohol or any other drug.
- (ii) As a guideline for assessing impairment from the consumption of alcohol, the measurement of impairment will be New Zealand's current breath blood/alcohol levels for a person 20 years and older (as detailed in the Land Transport Act 1998).
- (iii) Other factors may also be taken into account when assessing impairment, including fatigue.
- (iv) The level of impairment is to be assessed by a line manager, or peer if a line manager is not present, who in turn, must in no way be impaired.
- (v) Alcohol consumption must not result in impairment for any Adult who has been temporarily relieved of Youth supervision responsibilities and who may be called upon in an emergency.
- (vi) In an emergency situation, Adults under 20 years old who have consumed alcohol will not be able to drive a vehicle.

(e) Alcohol at Adult only events

There may be occasions when Adult scouting events and functions are held without the presence of Youth. In those instances, alcohol is permitted under the following conditions:

- (i) SCOUTS New Zealand will not pay for alcohol, except under extraordinary circumstances as authorised in advance by the Chief Executive.

(ii) Alcohol consumption is

only permitted in moderation and with the approval of the appropriate line manager as detailed below.

Event	Consent required from:	Alternative consent required from:
Group or Rover Function	Group Leader or Crew Leader	Zone Leader if there is no Group or Crew Leader
Zone Function	Zone Leader	Regional Development Manager if there is no Zone Leader
Regional Function	Regional Development Manager	
National Function	Chief Executive	

(iii) Non-alcoholic refreshments and food must always be made available.

(iv) Those Leaders (as detailed above) who consent to the consumption of alcohol are responsible, and failure to manage the situation may result in disciplinary action.

(v) In applying the above rules to any function, those responsible for the function must always bear in mind the reputation of the Scout Movement, and the safety of others including the community outside of scouting.

Dangerous Goods and Hazardous Substances

The use of substances and materials classed as a Hazardous Substance and the transport and storage of Dangerous Goods may present risks to the health and safety of people.

To comply with relevant health and safety and dangerous goods legislation SCOUTS New Zealand will protect all members and others on site against potential exposure to hazardous substances and dangerous goods.

Hazardous Substances

A Hazardous Substance is a substance that has short and/or long-term health effects for humans or the environment. A substance classified as hazardous will have a statement on the Safety Data Sheet indicating "Classified as Hazardous".

Dangerous Goods

Dangerous goods and hazardous substances are substances that have dangerous physical effects e.g. explosive, flammable, oxidising (accelerate a fire), human toxic (acute or chronic), corrosive (to human tissue or metal), ecotoxic, etc.

Staff and members can identify a dangerous goods substance by a dangerous goods class label on the container (class diamond) or you can refer to the Safety Data Sheet.

SCOUTS New Zealand will:

- Make sure there is a current and up to date list of all hazardous substances and dangerous goods at each work or activity site
- Provide information about hazardous substances and dangerous goods handled and used in the place of work
- Make sure that members and staff are adequately trained or supervised to use hazardous substances and dangerous goods safely prior to the use or handling of these substances, and to use and maintain any protective clothing and equipment provided
- Provide ready access to the Safety and Data Sheets (SDS) and make sure that members have a clear understanding of safe handling requirements and appropriate emergency responses
- Make sure there are procedures for dealing with emergencies arising with the use of substances hazardous to health, and that members are involved in the development of these procedures
- Make sure there is equipment to deal with a spill e.g. secondary containment system or a spill kit. Make sure members are trained to use the equipment
- Make sure that all containers of substances hazardous to health used or handled in a place of work are labelled to allow the substances to be used safely. Original manufacturers labels are to be maintained in good legible condition on the container throughout the period the substance is present
- Substances should not be decanted into unlabelled containers.

- Substances should not be decanted into another container unless making it ready for immediate use
- Make sure that a suitable and sufficient assessment is made of any work involving potential exposure to any substances hazardous to health
- Take reasonably practicable steps to prevent or adequately control exposure of members to substances hazardous to health
- Monitor exposure to substances hazardous to health including baseline testing of new staff members when prudent to do this
- Monitor the health of anyone exposed to a substance hazardous to health, as required.

Training and Supervision

Purpose

Health and safety legislation requires that staff and members be trained in the safety components of the procedures they are required to follow so they can perform their role safely.

There is also a requirement for refresher training to be provided. Refresher training makes sure that a persons' knowledge remains current. The frequency of refresher training will be dependent on the type of training and the tasks or role of the person.

There are times when staff or members' awareness of safety policy, issues, risks or topics also need to be recorded.

The Adult Development Policy outlines detail regarding our health and safety training pathway for volunteer leaders.

SCOUTS New Zealand will:

- Train and supervise all staff and members in the tasks and activities they carry out, including all associated risks, safe work practices or instructions and use of PPE
- Provide competent supervision and training while staff gain the level of skill, experience and knowledge to perform work safely without harming themselves or others
- To provide initial health and safety policy and procedures orientation, including:
 - Emergency procedures
 - Risks and procedures
 - Health and Safety responsibilities
 - Safety equipment location and use
 - Personal protective equipment issue and use
 - Incident/injury reporting procedures
- Maintain a centralised record of staff and member competencies and training
- Regularly review competencies and provide new or refresher training where appropriate
- Ongoing supervision and monitoring will continue to be given by nominated managers. Where errors of non-compliance are noted, a remedial action will be taken
- In the event of an incident, training will be reviewed, possible retraining undertaken with the volunteer member or staff member at the earliest possible time and that the volunteer member or staff member works under appropriate supervision until that training is completed.

Staff and Member Health Monitoring

SCOUTS New Zealand will assess health risks to guard against work-related illness.

SCOUTS New Zealand will:

- Clearly inform members and staff of the reasons for any health monitoring or assessment
- Obtain individual agreement/consent to undertake health monitoring
- Designate the medical professional to carry out monitoring or assessment
- Pay for any health monitoring or medical assessments required due to their exposure to a hazardous substance
- Maintain ownership and storage of any health monitoring or medical reports
- Inform individuals of their results
- Comply with the Privacy Act and maintain confidentiality of results and records
- Advise only those who need to know such information that will enable work to continue safely.

Monitoring of Workplace Conditions

Where exposure of members or staff to conditions of work may create the possibility of risks of illnesses, SCOUTS New Zealand will:

- Monitor the exposure of members to these conditions including monitoring:
 - frequency of exposures
 - length (duration) of exposures
 - potential severity of the risk

- Reference will be made to Workplace Exposure Standards (WES) and Biological Exposure Indices (BEI) as detailed in the WorkSafe New Zealand publication – *Workplace Exposure Standards and Biological Exposure Indices*. It is the intention of SCOUTS New Zealand to make sure that exposure levels remain no more than half the WES or BEI and that the Short-Term Exposure Limit (STEL) is never breached

- SCOUTS New Zealand will make sure that regular suitable testing is arranged, including the use of external expert advice and services, if required.

Stress and Fatigue

Some stress is normal, however if an individual is not coping, action needs to occur. The key trigger is if the person is not coping with their work or tasks, or is unable to effectively manage their stress.

Stress, in the long or short term, can lead to mental and physical fatigue, and physical and mental fatigue can lead to immediate safety concerns (like loss of concentration on the job) and long-term health problems.

SCOUTS New Zealand will so far as is reasonably practicable, do whatever we can to monitor stress in our workplace and Scouting activities and make sure that adverse effects on members and staff are reduced down to the greatest possible degree.

Staff and Members' Individuals Responsibility

Members and staff have a duty to assist SCOUTS New Zealand in minimising, so far as is reasonably practicable, work-related stress. This duty includes the following:

- Inform your manager in the early stages that you are feeling stressed, so that they have the opportunity to work with you to resolve the problem
- Advise your manager of any factors in the workplace or a Scouting activity that may be causing stress
- Request reasonable adjustments to working practices or Scouting duties if these will assist in meeting changed circumstances
- Obtain and utilise programmes offered (e.g. stress-related training or counselling)
- Seek medical or professional assistance.

Manager's Responsibility

Managers have a key role to play in considering the workload and health implications of decisions involving members. It is the responsibility of managers to make sure a safe workplace and Scouting activities by:

- Identifying situations where there is the potential for work related stress
- Monitoring job content including workload. Workload issues should be addressed
- Ensuring risk assessment is completed to evaluate stress issues for each position. Some positions are more inherently stressful than others. The law distinguishes between a position's natural stress, and additional, unnecessary stress that can be avoided by the organisation taking appropriate preventative action
- Watch for signs that a person is stressed, and take proactive steps to address the situation
- Organising work so the content is not unreasonably demanding.

Member and Staff Assistance Programme

Health & safety issues can be stressful and the welfare of everyone, is important. We make available a free member support service through our partner OCP. They can be contacted on:

0800 377 990

support@ocp.co.nz

Harassment, Discrimination and Bullying

At SCOUTS New Zealand we believe staff and members have a right to a working environment that is free from harassment, discrimination, and bullying. The Scout promise and law are a key component of this.

Behaviours such as harassment, discrimination, and bullying are not acceptable, and SCOUTS New Zealand will take all reasonably practicable steps to make sure the working environment is free from harassment, discrimination and bullying.

Staff and members have a personal responsibility to make sure that their working environment is free from harassment, discrimination and bullying and that they do not personally contribute to or passively condone a bullying culture.

Staff and members have a right to make a "good faith" complaint of harassment, discrimination and/or bullying, and as such, SCOUTS New Zealand will deal decisively with any victimisation of any persons involved in such a complaint.

What is workplace bullying?

Bullying has been defined by SCOUTS New Zealand as the intimidation or mistreating of people either directly or indirectly and can include the use of social or printed media, text or e-mail. Bullying is a form of aggressive (or passive aggressive) and harassing behaviour. This anti-social behaviour occurs across geographic, cultural, and socio-economic segments of society.

What is not bullying?

Reasonable management that is action taken by managers to direct and control the way work or activities are carried out is not considered to be workplace bullying if the action is taken in a respectful, reasonable and lawful way.

SCOUTS New Zealand will:

- act immediately/promptly on all complaints and conduct investigations in a fair, reasonable and culturally appropriate manner
- in all investigations, maintain confidentiality, within the bounds of accepted good practice, and make sure that our legal obligations as an organisation are met
- follow approved procedures for action and investigation of a complaint in a consistent and uniform manner, and take remedial or disciplinary action on all proven complaints
- educate all members, staff and support people on harassment issues/ procedures and responsibility
- support all parties involved in harassment, discrimination and/or bullying complaints
- make sure a person making a genuine complaint will not be disadvantaged in any way
- listen to and hear all persons making a complaint, and respect their wishes in so far as they enable us to meet our obligations as an employer
- inform all interested parties of the outcomes of any investigation.

Violence at Work

At SCOUTS New Zealand, violence, threats of violence, or any form of intimidation will not be tolerated.

Reports of behaviour that represent a direct or indirect threat of physical harm will be taken seriously, acted upon immediately, and the incident investigated fully.

Staff or members who experience or witness violent or threatening behaviour during a Scouting activity or at work should immediately notify their manager.

In the event of serious threat or assault, do not hesitate to notify the police.

Anyone who commits such an act may be removed from the premises and may be subject to disciplinary action and/or criminal proceedings taken against them.

Incident Management

Incident, Illness and injury (Health and Safety Events) recording, reporting and investigation are a key element of day-to-day health and safety practice. Investigating incidents, illnesses and injuries enables the identification and control of risks to prevent similar events in the future.

SCOUTS New Zealand will:

- Maintain an Incident, Accident and Illnesses Register
- Accurately record in an Incident Register events that harm, or may have harmed people, in the place of work
- Investigate all Health and Safety Events by using the Incident Investigation Procedure
- Notify the Health and Safety Advisor as soon as practicable of any moderate to serious Health and Safety Events, and all notifiable events as soon as possible
- Notify WorkSafe New Zealand as soon as possible of all Notifiable Events (see definitions on following pages) and, if required, provide WorkSafe New Zealand a written report as soon as possible
- Conduct a review of reported incidents to identify trends prior to all NEC meetings
- Follow-up on all investigations to make sure that actions required as a result of the incident investigation have been completed.

Under the Health and Safety at Work Act 2015, WorkSafe New Zealand requires notification of all work-related fatalities, and Health and Safety Events which meet a specific threshold and Incidents (near misses or near hits) which meet certain criteria.

Notifiable Definitions

Notifiable event

In the Health & Safety at Work Act 2015, unless the context otherwise requires, a notifiable event means:

- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable incident.

Notifiable injury or illness

(1) In this Act, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means:

- (a) an injury or illness requiring the person to have immediate treatment for any of the following:
 - (i) the amputation of any part of his or her body
 - (ii) a serious head injury
 - (iii) a serious eye injury
 - (iv) a serious burn
 - (v) the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
 - (vi) a spinal injury
 - (vii) the loss of a bodily function
 - (viii) serious lacerations
- (b) an injury or illness that requires the person to be admitted to a hospital for immediate treatment
- (c) an injury or illness that requires the person to have medical treatment within 48 hours of exposure to a substance
- (d) any infection to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
 - (i) with micro-organisms; or
 - (ii) that involves providing treatment or care to a person; or
 - (iii) that involves contact with human blood or bodily substances; or
 - (iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
 - (v) that involves handling or contact with fish or marine mammals
- (e) any other injury or illness prescribed by regulations.

Notifiable incident

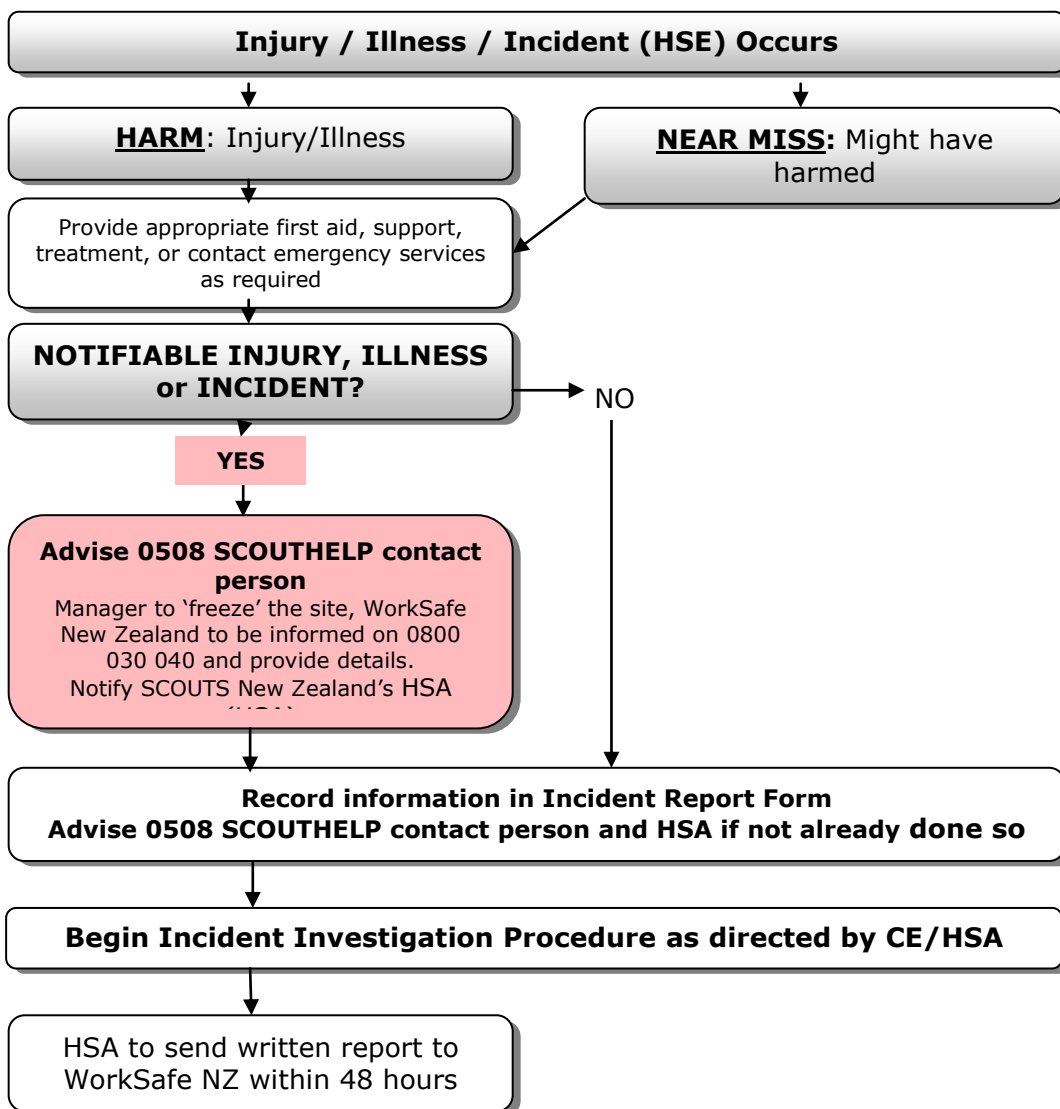
- (1) In this Act, unless the context otherwise requires, a notifiable incident means an incident in relation to a workplace that exposes a member or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:
- (a) an escape, spillage, or leakage of a substance; or
 - (b) an implosion, explosion, or fire; or
 - (c) an escape of gas or steam; or
 - (d) an escape of a pressurised substance; or
 - (e) electric shock; or
 - (f) the fall or release from a height of any plant, substance, or thing; or
 - (g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
 - (h) the collapse or partial collapse of a structure; or
 - (i) the collapse or failure of an excavation or any shoring supporting an excavation; or
 - (j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
 - (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
 - (l) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
 - (m) any other incident prescribed by regulations. For example, Regulation 6 of the Health and Safety At Work (Asbestos) Regulations 2016 at: <http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729798.html>

Incident Reporting

Staff and members have obligations to take care of themselves and others at work. Staff and members must report to their manager or supervisor, as soon as possible, any accident or incident where someone was or could have been injured or someone becomes unwell.

Once an incident occurs you should tend to anyone injured and/or make arrangements for medical attention if required and if necessary, make the site safe. The incident should be reported to your immediate manager and recorded on the *Incident Reporting Form*.

In the case of a Notifiable Event, there is a legal requirement to notify WorkSafe New Zealand as soon as possible, seek instruction and clearance from WorkSafe New Zealand before disturbing the scene.



Incident Investigation

Overview

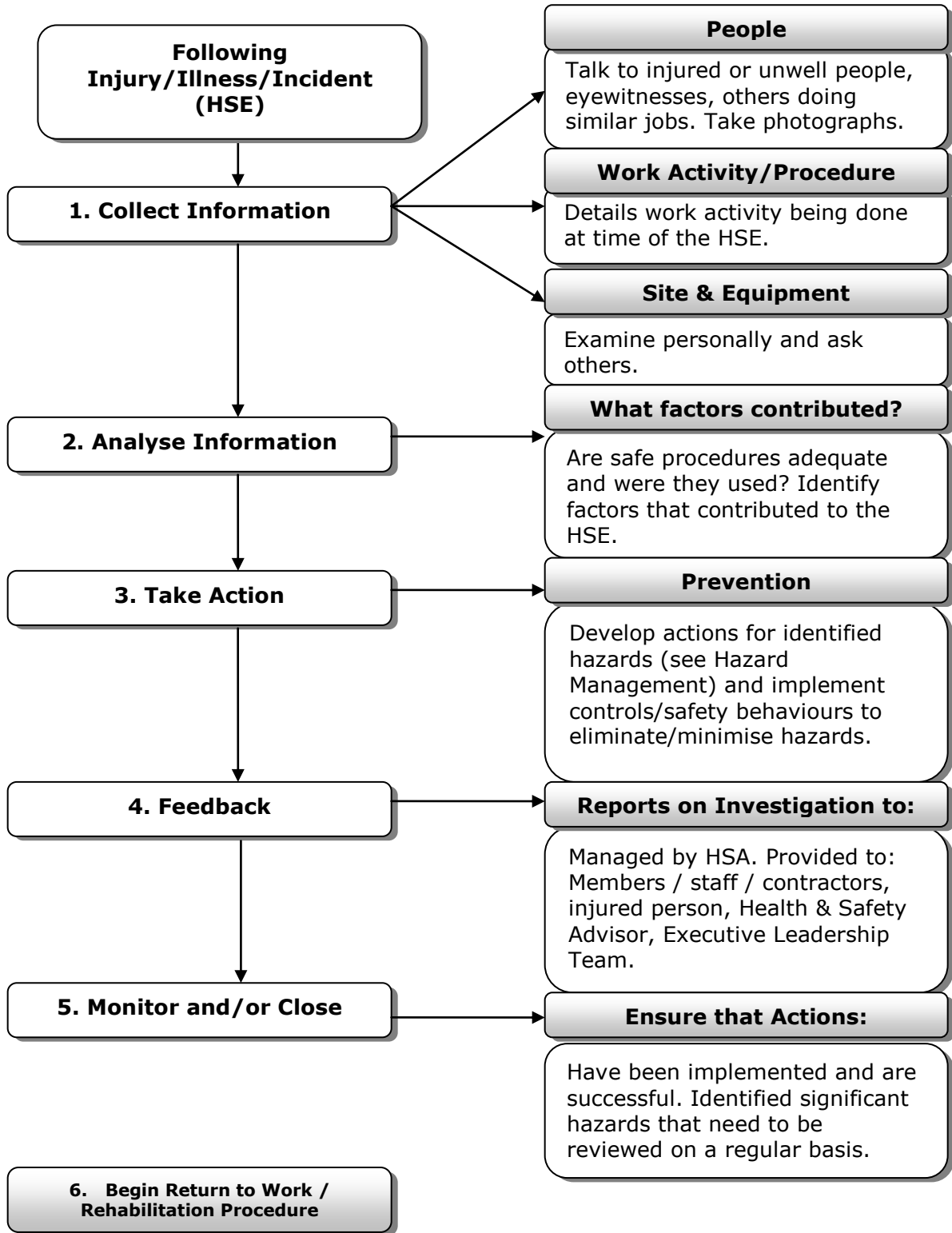
The Health and Safety Advisor manages this as directed by the SCOUTS New Zealand Chief Executive or Executive Leadership Team.

During the investigation process information is collected and analysed to identify factors that contributed to the incident or injury. This enables the development of actions to prevent similar events occurring in the future.

Lessons learned can also be shared among the Scouts community and staff.

Investigations should be more detailed where serious Health and Safety Event occurred.

Analysis of data may reveal trends or minor injuries that warrant a more in-depth investigation than a one-off minor injury report suggests when viewed in isolation.



SCOUTS New Zealand Response to Notifiable Health and Safety Event, Serious Harm or Illness or Potentially Serious Incident.

Advised of Incident

- Chief Executive and/or Health and Safety Advisor / 0508 SCOUTHELP notified

Assessment and Communication

Immediate (Within 24 hours of occurrence of the HSE)

- Assessment made by CE/ELT/HSA on immediate impact and what support immediately required
 - Chief Executive to:
 - advise the National Chair and the Board
 - advise chair of the Association's Health and Safety Committee
 - Convene ELT meeting, and direct and detail support
 - Clarify who will manage relationship with individual (s), group, zone and Worksafe.
 - Ensure we are meeting our post incident duty of care to all involved
 - Communication to relevant parties and the wider movement is prepared.

Medium Term (Within 72 hours of occurrence of the HSE)

- Assessment made on on-going support required and potential for HSE to reoccur.
- After appropriate consultation (See below) the HSA to issue out Safety Improvement Notice to movement to:
 - Ensure good practice followed or
 - Stop that activity from occurring

National Programme Based

- HLD and HSA advise and discuss with appropriate National Section Leader and reassess term programme and risks
- Review next term's programme and ensure it remains fit for purpose

Regional Event / Regional Campsite

- HND, appropriate RDM, Camp Manager and HSA advise to discuss and reassess on-going activities and risks
- HSA and Event Organisers/Campsite Manager to review events programme and ensure it remains fit for purpose

International / National Event or National School

- CE, HEFC, Contingent Leader/Major Event Director/School Director (as appropriate) and HSA discuss and reassess on-going activities and risks

- HSA and Contingent Leader/Major Event Director/School Director (as appropriate) to review events programme and ensure it remains fit for purpose

Longer Term

HSA to manage internal investigation as directed by CE/ELT

CE to manage external investigation if deemed prudent, HSA to liaise.

HSA to compile message on lessons learnt and good practice.

HLD and HSA to review training requirements to help prevent reoccurrence of HSE

Vehicle Accident

In the event of an emergency dial 111.

In the event of a vehicle accident:

- Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic, or you are not placing yourself in an unsafe position
- Make sure of your own safety first
- Help any injured people and call for assistance if needed

Record the following information:

- Date, time and place of accident
- Condition of the road
- Description of accident
- Details of the other vehicle(s) and registration number(s)
- Name and address of the other vehicle owner(s) and driver(s)
- Take photographs of scene, vehicles registration stickers and licences
- Name and address of any witness(es)
- Name of insurer(s)

Give the following information:

- Your name and address and SCOUTS New Zealand details
- If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details – **DO NOT ADMIT LIABILITY**

Contact the police:

- If there are injuries
- If you damage property other than your own

Follow-up

- If there is an injury, or major damage, report the crash to your manager immediately, otherwise report the crash within 48 hours

All staff or members are expected to follow the SCOUTS New Zealand motor vehicle policy when driving SCOUTS New Zealand vehicles.

Anyone convicted of a driving offence while at work may be subject to disciplinary action.

Contractors and Sub-contractors

SCOUTS New Zealand will:

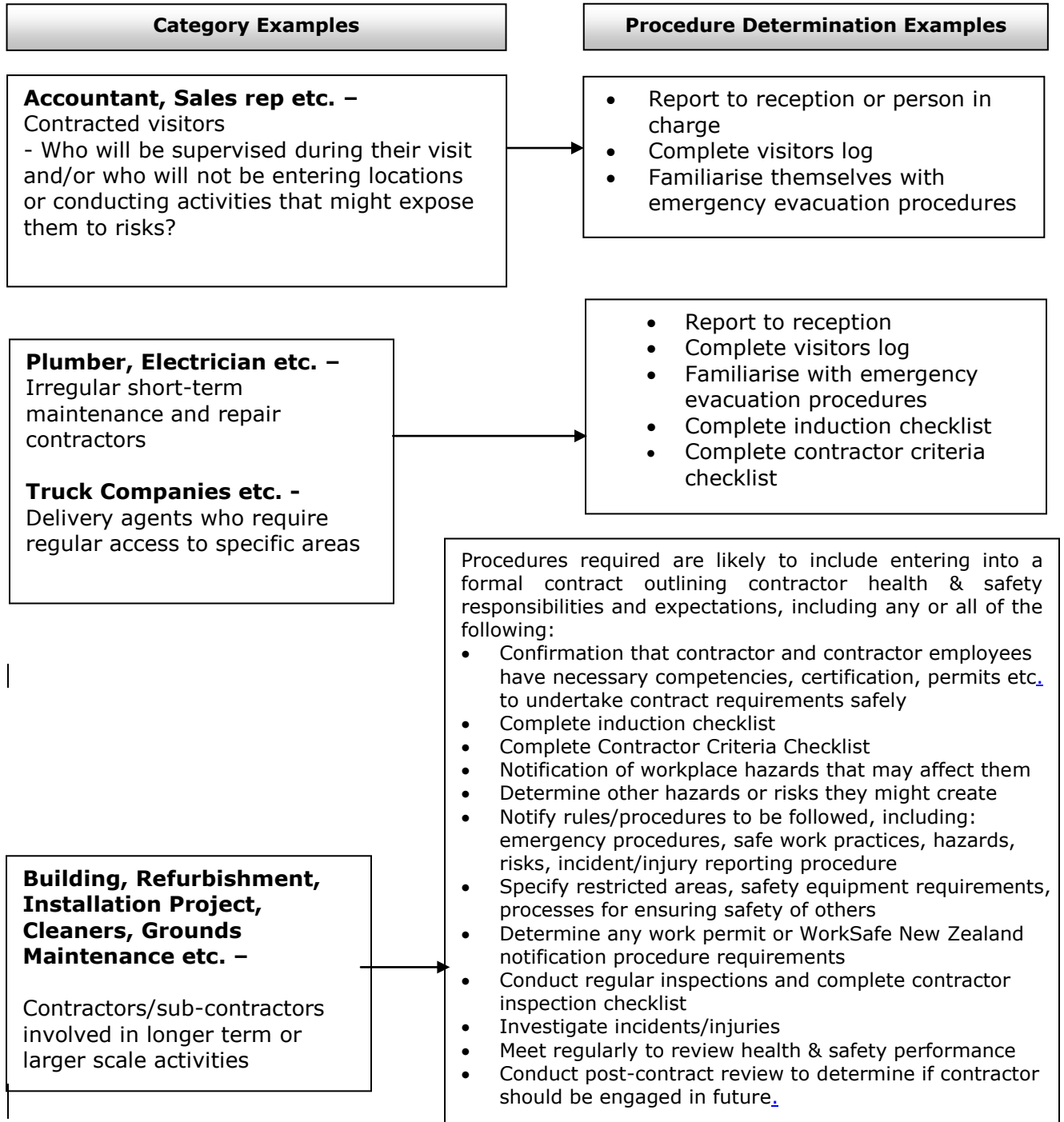
- Make sure so far as is reasonably practicable that contractors, sub-contractors, and their workers do not cause harm to our members, staff, themselves or other people while undertaking work required by the contract
- Require all contractors contracted by SCOUTS New Zealand who carry out work on premises to comply with the health and safety procedures, and requirements as laid out in the *Health and Safety at Work Act 2015 legislation or applicable regulations* and follow accepted good practice.
- Communicate, consult, co-operate, and co-ordinate activities to meet any shared responsibilities
- Coordinate responsibilities with other PCBU¹s to fulfil our duty – to the extent SCOUTS New Zealand has the ability to influence and exert control
- Inform contractors, sub-contractors and their staff of existing and potential risks they may be exposed to, including associated policies, procedures and safe work practices, BEFORE they enter our workplace or Scouting activity
- Establish how the contractor will carry out their work, and the safe work practices they will use
- Monitor compliance with contracted health & safety expectations
- In the event of failure to comply with *the Health and Safety at Work Act 2015 legislation or applicable regulations*, SCOUTS New Zealand may issue a notice requiring the work to be stopped until any such failure has been rectified
- Review performance including health and safety aspects.

¹ Person Conducting a Business or Undertaking
Health and Safety Manual
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Visitor, Contractor and Sub-contractor Flow Chart

Generally, visitors and contractors fall into three categories, and procedures need to be carefully considered and determined based on the risk factors.

Procedures may include any or all of the following:



Section Three

To be issued.

Section Four

Key Concepts and Definitions

Refer to page of definitions and key concepts after foreword in the following publication:

<http://www.worksafe.govt.nz/worksafe/information-guidance/legal-framework/introduction-to-the-hsw-act-2015/special-guide/introduction-to-the-hsw-act-2015.pdf>

Glossary of Terms

Contractor	A person contracted to do work for SCOUTS New Zealand
Manager	The next senior person an individual reports to. Applies to warranted roles and staff members. Could be Zone Leader, Regional Development Manager, Member of Executive Leadership Team or Chair of the National Executive Committee (The Board)
Member	Any youth member, associate, committee member, Rover, national school director, national event director or adult leader
PCBU	Person Conducting a Business or Undertaking. SCOUTS New Zealand is a PCBU. A sole trader contractor (e.g.: plumber or electrician) is a PCBU
Senior Volunteer	Members of National Council, Members of National Executive Council, National volunteers or Directors of Major events and National Schools
Staff	Employee of SCOUTS New Zealand