



Health and Safety Policy

Commitment to Te Tiriti o Waitangi

Ice Speed Skating New Zealand recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

Ice Speed Skating New Zealand is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection, and participation.

Values

Ice Speed Skating New Zealand is committed to providing a safe and healthy environment for everyone at its events. People should be protected against harm as far as possible, and health and safety hazards should be identified and addressed quickly and thoroughly.

Ice Speed Skating New Zealand believes maintaining a safe and healthy environment is everyone's responsibility, though it acknowledges everyone will have different roles and responsibilities.

Purpose

This policy aims to:

- support an environment at Ice Speed Skating New Zealand that is safe and healthy
- provide a process for proactively identifying, reducing, and eliminating hazards and risks to health and safety at Ice Speed Skating New Zealand.

Application

This policy applies to anyone involved in Ice Speed Skating New Zealand. This includes: volunteers, skaters, supporters, club members, staff, service providers, and families/whānau of skaters.

Appointment of Health and Safety Officer

At least one member of Ice Speed Skating New Zealand and its affiliated clubs is to be appointed as a Health and Safety Officer. The Health and Safety Officer is responsible for:

- ensuring that there is a trained first aider at all ice training sessions
- developing and overseeing the implementation of the club Health and Safety policy according to Sport New Zealand guidelines - see <https://sportnz.org.nz/resources/health-and-safety-for-clubs/>
- updating and maintaining the Hazard Identification Register
- completing Incident Reporting Form

- undertaking a dedicated yearly hazard identification process, including:
 - physical inspections of equipment and practices
 - analysis of tasks and how they are carried out by staffs/service providers/volunteers
 - analysis of processes carried out
 - analysis of previous “near miss” incidents.
- reporting to the Committee/Board on identified hazards, incidents, and near misses
- overseeing the implementation and management of this Health and Safety Policy.

Health and safety responsibilities

Everyone

Everyone will:

- take reasonable care of their own health and safety
- take reasonable care to ensure their actions or inactions do not affect the health and safety of others
- share the responsibility equally, by identifying and reporting hazards, near misses, and incidents using the Hazard Identification Register and Incident Reporting Form to the Health and Safety Officer
- join in relevant health and safety training as required
- follow this Health and Safety Policy.

Ice Speed Skating New Zealand Board

The ISSNZ Board will:

- provide and maintain a safe and healthy environment at Ice Speed Skating New Zealand, including making sure equipment and activities meet appropriate health and safety standards
- appoint at least one Health and Safety Officer
- ensure staff, volunteers, and service providers use safe ways of working
- provide all information, training, and supervision required to minimise health and safety risks
- address identified hazards and actions required from reported incidents and near misses
- provide specific opportunities for employees and volunteers to raise health and safety issues and suggest areas for improving Ice Speed Skating New Zealand’s health and safety processes.

Staff members and volunteers

Staff and volunteers will:

- prioritise health and safety in everything they do
- supervise the children and young people in their care
- make sure they understand what good health and safety practices look like in the context of ice speed skating.

Service providers

Service providers/contractors will:

- comply with all regulations, and codes of practice applying to their trade or profession
- record any incident or near miss on the Incident Reporting Form and provide it to the Health and Safety Officer
- use all safety clothing/equipment required to minimise the risk of injury to themselves and others.

Reporting a breach

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy.