



# Hazard management

Policy

## Purpose

To further improve the method for systematically identifying, assessing and controlling hazards in the workplace as required by the Health and Safety in Employment Act 1992.

---

## Scope

The procedures apply to all NZMF events and Gyms.

---

## Responsibilities

### The Promoter or Gym owner is responsible for:

- conducting regular health and safety inspections
- maintaining the hazard register (see separate form) including identification and risk analysis
- working with staff to control identified hazards
- authorising specialist consultants to be contracted where existing staff competency is not available to identify, eliminate or minimise hazards (for example assessment of training or competition/warm up areas).

### All staff are responsible for:

- implementing hazard management procedures in their work area
- taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled
- completing a hazard notification form (See separate form) if a hazard is identified and providing this to the Gym owner or Promoter (who will undertake a full identification and risk analysis and enter details into the hazard register)
- informing others (athletes, officials, supporters, audience) of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard
- ensuring unsafe acts and unsafe conditions are appropriately addressed.

---

## Procedure

### Hazard management steps include:

1. Identification – describe the hazard and state the location of the hazard
2. Risk analysis – rate the risk
3. Control – Recommend the control measure (eliminate, isolate or minimise).

Complete details on the hazard management register (see separate form).

If difficulties are experienced in identifying, eliminating or controlling hazards, the Promoter will engage the Sanctioned or board member with appropriate experience (e.g. NZMF appointed Sanctioner).

### Hazard management needs to be completed:

- systematically for all areas and processes at the beginning of each event
- when an accident occurs; a check is needed to ensure hazards listed and their controls are adequate
- when a new process or competition style or rules are introduced
- if a new hazard is observed or reported.