



# NZMF Board commitment

Policy

## Purpose

This section lists the objectives of the health and safety manual, provides a brief summary of the health and safety legislation and defines accountabilities.

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## Objectives

### The NZMF health and safety programme aims to:

- promote excellence in health and safety management
- continually improve current health and safety performance
- provide a safe and healthy work environment
- identify and control actual and potential hazards
- establish and maintain communication on health and safety
- support staff participation in health and safety matters
- identify needs and provide training on health and safety
- demonstrate a commitment to the accurate reporting and recording of health and safety matters
- comply with legal and organisational obligations.

### Objectives will be achieved through:

- Board support and commitment to health and safety
- implementation of policies and procedures
- implementation of a health and safety programme Plan
- stakeholder education and participation
- maintaining a quality philosophy
- regular reviews and evaluations
- annual health & safety meetings
- three-yearly health and safety manual review.

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## Legislative requirements

The Health and Safety in Employment Act 1992 requires employers to take all practicable steps to ensure the health and safety of staff members at work by:

- providing a safe working environment
- providing and maintaining facilities for staff members' safety and health
- ensuring plant and equipment on the premises are safe
- ensuring staff members are not exposed to hazards
- developing emergency procedures
- ensuring that no action or inaction by staff members is likely to cause harm to themselves or any other person.

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The Health and Safety in Employment Regulations 1995 impose duties on employers in respect of the workplace, certain staff members, and types of work. The Resource Management Act, the Building Act, the Fire Service Act, the Hazardous Substances and New Organisms Act, and the Injury Prevention, Rehabilitation, and Compensation Act also include health and safety elements.

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## Accountability

**The Promoter/Gym Owner/Sanctioner** as the employer representative has ultimate accountability for the health and safety of all registered athletes and events. This is provided for by:

- Demonstrating continuous improvement through a systematic approach to occupational health and safety matters that includes setting specific objectives, systems and programmes in partnership with stakeholders and reviewing these yearly (refer separate form).
- Documenting and communicating the health and safety policy and holding stakeholders members responsible for supporting the policy and related procedures.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice.
- Incorporating health and safety as an element in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate.
- Expecting all stakeholders to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.

**The Administrator** (NZMF Board) has key responsibilities for developing, implementing and improving the health and safety management system as an integral part of day-to-day operations. These include the following:

- providing leadership and direction in matters of health and safety
- developing gym commitment to achieving excellent health and safety standards
- establishing, monitoring and achieving overall health and safety goals and objectives
- ensuring that all gym members receive appropriate induction training, and are involved in the improvement of systems and practices where relevant
- ensuring one Board representative has appropriate health and safety training (for courses available from the employment relations service, see the website [www.ers.dol.govt.nz](http://www.ers.dol.govt.nz))
- ensuring Gyms conduct regular health and safety inspections
- maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards
- ensuring the Board has one Health and Safety Representative acting in the capacity of the health and safety representative
- ensuring any changes to the health and safety manual are distributed to staff and the manual is kept up to date and is managed as a controlled document.

### Health and Safety Meetings

- Annual health and safety staff meetings are to be held.
- The Board's health and safety representative is:
  - Kylie Baron
- Employees will be involved in the selection of health and safety representative members through informal discussion and agreement at a general staff meeting. Any Gym Owner or Promoter or Sanctioner wanting to be on the health and safety committee may self-nominate and will as a result be invited to attend the committee meetings. Changes to the committee will be communicated via email to all staff.
- Any stakeholder is welcome to attend a health and safety committee meeting. The date and time of meetings will be circulated to all Gyms and Officials via group email.