



**bnz**  **National  
Horticultural Field Day**

**HEALTH & SAFETY PLAN**

**Thursday 28<sup>th</sup> June 2018**

**Showgrounds Hawke's Bay, Tomoana**



## 1.0 INTRODUCTION

This document sets out the safety management strategy to be adopted for the BNZ National Horticultural Field Day and relates to all contract/work on all sites related to and being used for the annual event.

This document applies to any employee, contractor, volunteer involved in the running of the BNZ National Horticultural Field Day, under direction of the Hawke's Bay A&P Society.

## KEY PERSONNEL & CONTACT INFORMATION

The 'Event Office' is located on the First floor north end of Grandstand, the Office is manned by Pam, 06 878 3123.

Below find contact information for key people within various areas of the event. These people hold overall responsibility for the listed areas.

| Title  | Name             | Organisation             | Contact      |
|--|------------------|--------------------------|--------------|
| General Manager                                | Sally Jackson    | HB A&P Society           | 027 4704624  |
| Director of Events                             | Hillary Riches   | HB A&P Society           | 027 2588784  |
| Event Co-Ordinator                             | Di Roadley       | HB A&P Society           | 027 4977 303 |
| Event Office                                   | Pam Thompson     | HB A&P Society           | 06 8783123   |
| Trade Co-Ordinator                             | Kyla Holt        | HB A&P Society           | 021 703991   |
| Grounds Manager                                | Ross Williams    | HB A&P Society           | 027 5375857  |
| Hawke's Bay Fruitgrowers                       | Dianne Vesty     | Hawke's Bay Fruitgrowers | 06 870 8541  |
| Hawke's Bay Fruitgrowers                       | Robyn Stallard   | Hawke's Bay Fruitgrowers | 027 655 5188 |
| MC   | Ross Holden      | HB A&P Society           | 021 263 8488 |
| Catering                                       | Sam Orton        | Orton Catering           | 027 4809548  |
| Medical – First Aid kits located in A&P Office | Pam Thompson     | HB A&P Society           | 06 8783123   |
| Sound & Tech                                   | Henry Norton     | Sight & Sound Services   | 0273168741   |
| Cleaning                                       | Te Mata Cleaners | Ian Simonson             | 021 793945   |
| Rubbish  | Waste Management | Jane Reid                | 027 2753395  |
| Mardi Gras event hire                          | Greg Gilmour     | Mardi Gras               | 021 943 083  |

## 2.0 Safety Policy

During the BNZ National Horticultural Field Day our Health & Safety Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

### HEALTH AND SAFETY POLICY

People are our most important asset and their health and safety is our greatest responsibility.

The public shall be given equal priority to that of our employees and volunteers.

The objectives of our Safety Policy are:

- To achieve an accident free workplace, by complying with all relevant health and safety Acts, Regulations and Codes of Practice.
- To make health & safety an integral part of every managerial and supervisory position.
- To ensure health & safety is considered in all planning and work activities.
- To involve our employees and volunteers in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees and volunteers work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees and volunteers.

The success of our health & safety management is dependent on:

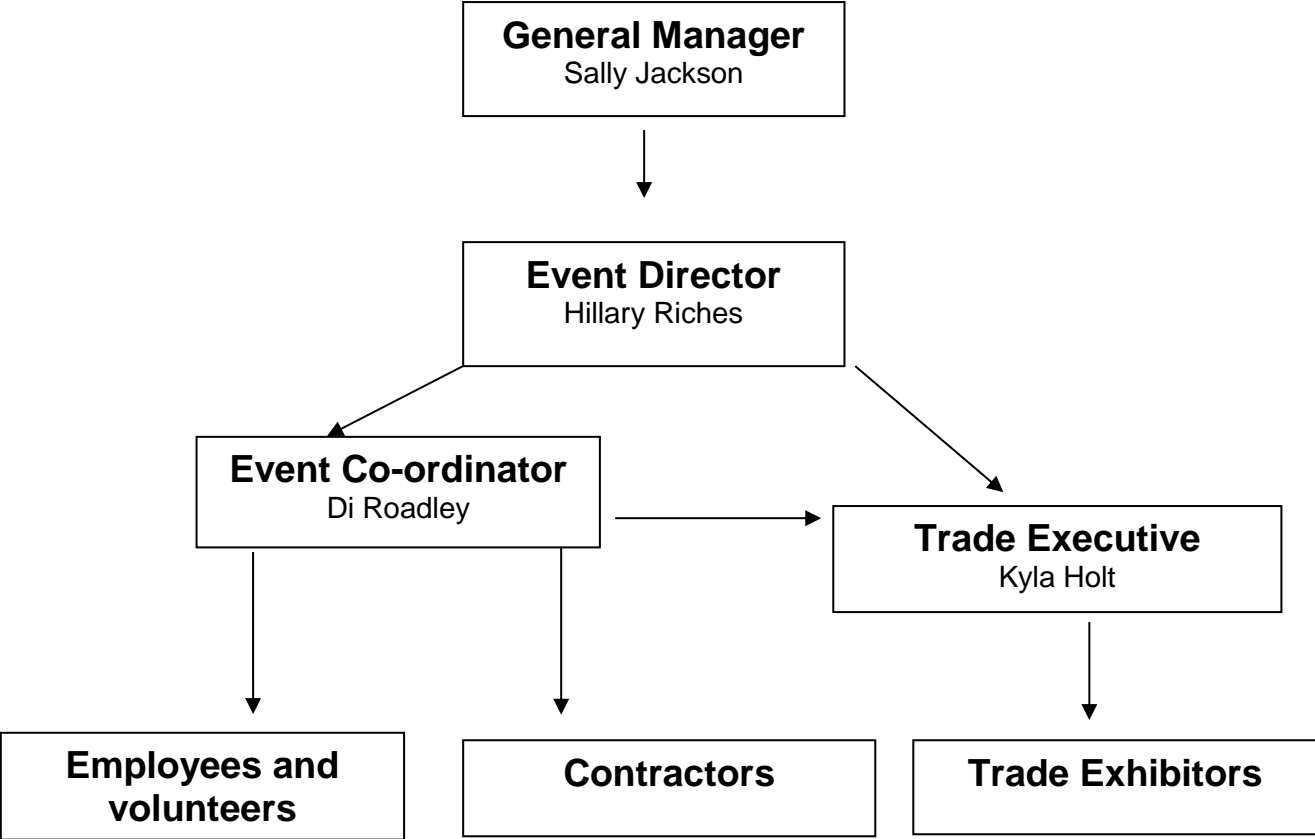
1. Pro-active planning of all work activities with due consideration given to implementing OH&S controls that are suitable to each given situation, including emergencies.
2. Understanding the total work process and associated H&S risks.
3. Ensuring the work team is totally committed to achieving our objectives.
4. Ensuring that open and honest communication exists between management and all employees and volunteers.
5. Internal and Third Party compliance auditing and monitoring, to prove that we “Walk the Talk”

The responsibility for safety shall be adopted as an integral part of everyday work, therefore it is vital that every employee shares in the commitment to eliminate unsafe acts and conditions by thinking safely and acting safely at all time.

**EVENT DIRECTOR:** *HILLARY RICHES*      **signature**..... **date**.....

### 3.0 Roles & Responsibilities

The Hawke's Bay A&P Society has the following key personnel on site. Their roles and responsibilities regarding safety on site are outlined below.



## **EVENT CO-ORDINATOR**

Di Roadley is responsible for safety on site and duties include:

- Implementing the organisation`s Health & Safety Policy and associated programmes
- Using the principals or the hierarchy of hazard controls in all design, fabrication and construction activities to minimise the risk to all personnel in the workplace;
- Carrying out a site review with the Security & Safety Managers project team to assist in the identification of further risk reduction control measures;
- Participating in the planning and risk assessment stages of site activities;
- Stimulating a high level of safety awareness at all times;
- Identifying safety training needs:
  - leading by example;
  - Ensuring safe equipment and plant is provided and maintained.;
  - Insisting on correct and safe work practices at all times;
  - Assisting in the identification and preparation of safe work procedures;
  - Reviewing safety reports and inspections and initiating rectification where necessary;
  - Participating in accident/ incident investigations;
  - Briefing the Event Director of any incidents/accidents that occur
  - Participating in safety meetings and safety programmes;
  - Facilitating the Safety induction programme for all A&P Society staff
  - Monitoring compliance with safe work methods (controls);
  - Oversee effective Rehabilitation or return to work programmes;
  - Reporting Serious Harm in the prescribed format to worksafe NZ and the Contract Principal;
  - Reporting all Notifiable accidents/near miss to WorkSafe NZ

## **TRADES CO-ORDINATOR**

Kyla Holt, is responsible for assisting with health and safety on the Site and duties include:

- Implementing the organisation Health Safety and Rehabilitation procedures;
- Observing all H&S requirements and Statutory rules and regulations;
- Ensuring that all works are conducted in a manner safe and without risk to employees and volunteers health and safety;
- Planning to do all work safely;
- Providing advice and assistance on H&S to all exhibitors;
- Participating in the planning and risk assessment stages of site activities;
- Ensuring current H&S and other relevant legislative requirements are met in the Trade sites and venues;
- Identifying H&S training programs in advance and allow for employee/s identified as requiring training to attend the training;
- Actioning safety reports and carrying out workplace inspections;
- Preparing and participating in safety meetings and safety programmes;
- Insisting on and ensuring safe work practices at all times;
- Investigating hazard reports and ensuring that corrective actions are undertaken;
- Conducting project safety inductions, Safety & Security Trainings and daily team briefings;
- Participating in accident/incident investigations;
- Leading by example and promoting H&S at every opportunity;
- Supervising and ensuring compliance with safe work procedures;
- Providing suitable employment to assist rehabilitation initiatives;
- Stimulating a high level of safety awareness at all times.
- Monitoring and providing immediate feedback on subcontractors safety practices/performance
- Monitoring Trade site H&S

## 4.0 Document Control

### Issue, Revision and Review

BNZ National Horticultural Field Days Event Co-Ordinator is responsible for:

- **Completing the H&S Manual**, and providing a full copy to the relevant Managers before event commences.
- **Maintaining an up-to-date version of the H&S Manual**
- **Providing an updated copy to the relevant Managers** whenever changes occur.
- **Maintaining a register of people to whom the H&S Manual is issued**, using the Distribution List table below.
- **Issuing** a completed H&S Manual to all those registered, ensuring their sub-contractors are aware of its contents and their responsibilities to the Principal.
- **Ensuring revisions are distributed** to all registered people.

### Distribution List

Controlled copies of this H&S System have been issued to the holders nominated.

### H&S System - Annual Review

H&S System will be reviewed by the Event Management team on an annual basis or as legislative requirements demand. Any Forms updated within the 12-month period will be supplied to the relevant people.

### DISTRIBUTION LIST

| No. | Issued to | Position | Issue Date | Version Number | System Number |
|-----|-----------|----------|------------|----------------|---------------|
| 01  |           |          |            |                |               |
| 02  |           |          |            |                |               |
| 03  |           |          |            |                |               |
| 04  |           |          |            |                |               |
| 05  |           |          |            |                |               |
| 06  |           |          |            |                |               |
| 07  |           |          |            |                |               |
| 08  |           |          |            |                |               |
| 09  |           |          |            |                |               |
| 10  |           |          |            |                |               |
| 11  |           |          |            |                |               |
| 12  |           |          |            |                |               |
| 13  |           |          |            |                |               |
| 14  |           |          |            |                |               |
| 15  |           |          |            |                |               |

## **5.0 Risk Management**

### **Identifying and managing Hazards**

BNZ National Horticultural Field Day organisers have put together a thorough risk management plan after assessing a range of risks and hazards which may be in place during the National Horticultural Field Days (from set up to pack down as well as during the event).

Every effort is made to identify the potential danger, eliminate the risk where possible. If the risk cannot be completely eliminated, work is done to isolate and minimise the risk to staff, visitors, contractors and competitors.

Through an induction process before the event, staff, contractors and volunteers are informed of the BNZ National Horticultural Field Day risk management register, processes for reporting risks are outlined and the procedure for reporting risks, accidents or near misses are detailed.

BNZ National Horticultural Field Day organisers expect individual participants to use this information and act responsibly during their time at the Showgrounds. BNZ National Horticultural Field Day should be a safe environment for people to enjoy, any one taking unnecessary risk or not following our Health and Safety procedures is at risk of being removed from the venue.

## **6.0 Skills and Competencies**

### **Procedure**

BNZ National Horticultural Field Day organisers will ensure that its' employees and volunteers are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

### **Assessment**

BNZ National Horticultural Field Day organisers shall undertake a skills/competency assessment of all employees and volunteers prior to the commencement of the event. Where skill deficiencies are detected appropriate training shall be provided before work commences so that employees and volunteers can perform their designated duties safely. This also applies to subcontractors, temporary and contract labour hire personnel, not under the direct contractual control.

## **7.0 H&S Induction Training**

### **Procedure**

BNZ National Horticultural Field Day organisers shall ensure that persons carrying out the nominated work have relevant training including Health and Safety (H&S) Induction Training. Workers will not carry out work until they have received the minimum requirements for HS induction training:

Site Specific HS Induction

### **Selection and Use**

All workers shall participate in the HS induction training programme prior to any work commencing on-site and a record shall be kept of the induction training provided.

All employee or volunteer managers shall have on site, their event ID.

## **8.0 Hazard Reporting**

### **Procedures**

BNZ National Horticultural Field Day organisers encourage all employees and volunteers to report hazards immediately. The Event Co-Ordinator on site shall investigate all reported hazards and document corrective actions. Corrective actions will be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on the following flowchart. The supervisor shall complete the Hazard Report Register where hazards cannot be corrected immediately.

## **9.0 Emergency Response**

### **Emergency Response**

All employees, contractors and volunteers shall be made aware of the emergency procedures regarding accidents, incidents, injuries or near misses on site.

All personnel shall be made aware of the site –specific emergency procedure and emergency service contact phone numbers are supplied at the front of this Manual. In any case, the Event Director should be informed of all accidents, incidents, injuries or near misses on site.

### **Procedure**

#### **Serious Harm or Injury**

First Aiders on site are notified by phone or through public access to A&P Society main office. The Event Management Team (whoever is closest to the scene) should be informed of any incident immediately.

If necessary, Events Co-Ordinator assesses whether area needs to be evacuated, area roped off. Ensures there is no risk remaining or action needing to be action.

Full incident report to be completed within 24 hours at Main Office in Grandstand. Signed off once the Event Director has fully debriefed on the incident.

#### **Minor Injury**

First Aiders on site are notified by phone or through public access to A& P Society main office.

The Event Management Team (whoever is closest to the scene) should be informed of the incident as soon as possible.

If necessary, Event Co-Ordinator assesses whether area needs to be evacuated, area roped off. Ensures there is no risk remaining or action needing to be action.

Full incident report to be completed within 24 hours at Main Office in Grandstand. Signed off once the Event Director has fully debriefed on the incident.

#### **Near Miss**

If the incident is witnessed by a Staff Member, Volunteer or Contractor, Event Manager should be informed of the incident as soon as possible.

If necessary, Events Co-Ordinator assesses whether area needs to be isolated. Event Co-Ordinator to ensure there is no risk remaining or action needing to be action.

Incident is logged with the Main Office in Grandstand by the Employee, Volunteer or Contractor who witnessed the event. Event Director must sign off at the end of the day.





