

CENTRAL OTAGO MOTORSPORT CLUB



Health And Safety Booklet

IMPORTANT

To be read and implemented with
MotorSport NZ National Sporting Code.

This is a guidance document only; however it covers the key elements of a Health and Safety Manual.

A Club may be considered a PCBU (person carrying out a business or undertaking). It is in this context that a club would therefore be required to have an implemented health and Safety program/process.

HEALTH AND SAFETY SYSTEM DEVELOPMENT SERVICE

This booklet is not designed for the use of Club members **in their own PCBU activities.**

Do not replicate this booklet except for that purpose.

Contact NZ Safety Brokers New Zealand Limited on 0800 4 SAFE NZ

NZ Safety Brokers New Zealand Limited © 2016

Every Endeavour is made to ensure accuracy of this document.

The continuing changes to WorkSafe legislation may affect this document.

If unsure refer to Health and Safety at Work Act 2015 (HSWA) guidelines.



Welcome from Team at Central Otago Motorsport Club

We are committed to your safety **and have put in place leading management to ensure your safety and health as a volunteer** whilst you are in our environs/events.

We are guided by the Health and Safety at Work Act 2016 and its regulations including Standards and Codes of Practice.

For your convenience the standards and codes of practice requirements are on the internet in the form of an exposition and Health and Safety policies and procedures are in a written Motorsport NZ Manual.

We advise that you are required to follow any safety rules or instructions which have been laid down in writing or given to you verbally for your protection. We have a system which evaluates our workplace (as it applies to HSWA) for hazards and assists us in the management of those hazards and risks.

Should any of our many sites, discover any issue which may affect you or any other persons' safety or, receive any injury or, cause or notice any damage to property we would ask that you advise us immediately.

We request that you follow any safety or advisory signs which have been erected and inform us of any damage you may discover so we can replace them.

We acknowledge there are hazards and risks in and around our activities and these hazards and their risks may be dangerous and harmful to your safety and wellbeing. We advise caution. We will require you to wear and use Personal Protection Equipment whilst undertaking designated tasks within the context of our sport. Their use is mandatory.

This booklet has been designed for use by our club and to use as a reference guide.

To assist you in this process our committee will be available to offer any explanations. In registration of any event held with the club you accept these terms and conditions.

By entering an event run and operated by Central Otago Motorsport it is deemed that you have read, understood and accepted this Health & Safety booklet and other safety documents and accept these terms and conditions.

Club President: _____

Notes:

Terms -

- Workplace may also read as clubrooms, event location
- Employee is someone paid (in any form) to undertake a 'task' by the Club/organisation, and includes Volunteers for the club.
- Manager/supervisor may also mean club official/officer

Health and Safety Policy

We will actively practise and pursue safety for employees, volunteers, entrants, spectators, and subcontractors, as well as the general public who may, from time to time, come into contact with our Club.

We are totally committed to a safe and healthy environment for any employees, subcontractors, club members and will ensure that no harm will happen to any person as a result of our workplace/event activities.

We will encourage management at all levels to actively support the safe and early return fitness of our club members.

In meeting this promise, we will comply with all relevant legislation, regulations, codes of practice, and safe operating procedures, and will operate with a commitment of continuous improvement, seeking excellence in Health and Safety practices.

To achieve these ideals we will:

- Identify, assess, control and manage hazards, continually seeking to reduce the risks to the lowest safest possible level.
- Consult with employees, club members, committees, managers, subcontractors, suppliers, clients and external experts, as appropriate, to encourage participation in contributing to making a safer workplace.
- Provide high quality, training, supervision and support to employees to ensure they are fully trained and competent to perform their work.
- Require management at all levels to be fully conversant with and be personally responsible and accountable for the implementation of the safety management programme and the safety of their employees and subcontractors.
- Require employees to follow safe work practices at all times.
- Encourage a “stop activity programme” for unsafe practices.
- Provide resources to ensure that safety remains the primary objective.
- Require the timely and accurate reporting of all incidents, accidents, unsafe conditions and near misses.
- Regularly review this policy, and annually reset key safety objectives and targets that will allow the club to work towards achieving zero harm.

Site/Event Safety Rules & Expectations

As guidelines to the adoption of safe practices, the following are safety rules, which must be followed by everyone:

- All visitors must have authorisation to enter any area where public is excluded.
- Where required or designated, approved safety equipment must be used.
- All areas must be kept clear and free of hazards.
- Machinery must not be operated without guards, or with damaged guards.
- Safety devices must not be tampered with.
- Inspect equipment for safety and hazards before use.
- Be aware of moving hazards such as vehicles and mobile plant.
- Maintain eye contact with operators of plant and vehicles at all times when in close proximity.
- Keep clear of moving equipment at all times.
- Motorised plant being maintained should be locked out and danger tagged.
- Follow recommended procedures for handling hazardous materials.
- Keep aisles, exits, driveways and fire-extinguisher accesses clear.
- Before entering any area observe safety signs and rules.
- Apply appropriate safe lifting practices - manual or with equipment.
- Report all unsafe acts or imminent dangers to the safety committee.
- Report all accidents and incidents, including near misses.
- Before starting any new project, look for and discuss safety issues.
- Plant and equipment must only be operated by suitably skilled persons.
- Be fully aware of evacuation and emergency procedures.
- Maintain an appropriate standard of housekeeping and general hygiene.
- Vehicles may only be driven by qualified and authorised personnel.
- No smoking around flammable items (see Fuel storage and handling code of practice, issued by Motorsport NZ, attached)

General Safety Information

When with our organisation you must observe our stated policies on health and safety, and comply with all safety rules. All personnel must follow our safety procedures, plant operating manuals and instructions, both verbal and written. Safety shall be an essential element of everything that you do and must not be compromised for expediency. The Health and Safety booklet will be used as a guide for health and safety in our Environs.

All Club members/staff have the authority to recommend stopping the activity process if there is an immediate danger to life or health and to liaise with others over hazards and their responsibilities in the working environment.

Use of safety equipment, including personal protection as prescribed for the task at hand is mandatory.

Before starting any new type of activity, full consideration will be given to all matters of safety associated with the work to be undertaken.

Before using any new plant or equipment a hazard analysis must be completed to identify any potential hazards.

“Skylarking” is not allowed as it often distracts people and can easily result in injury. Aggressive behaviour will not be tolerated as it can lead to accidents.

All hand tools and portable power tools must be kept in a serviceable and sound condition and stored away when not in use. Any tools owned by Club members/staff must be maintained in a safe condition at all times.

Observe all safety signs posted in our building/s and at events. They are for your protection and will inform you both of safety equipment requirements and hazards that you may encounter.

Alcoholic liquor and/or unauthorised drugs must not be brought onto or consumed on any site without management approval. Any person reporting for work under the influence of either drugs or alcohol will not be allowed to commence work. Failure to comply with this rule will lead to disciplinary action.

You must report a hazardous situation as soon as practicable and may need to cease work activity when that work is considered dangerous or likely to cause harm or damage.

You must be familiar with the procedures for stopping all items of equipment and machinery, in the event of an incident with that item or of a general emergency.

Club Members Responsibilities

All Club Members are:

- responsible for their own Health and Safety while at events (appropriate clothing, stopping if unsafe etc)
- responsible for the Health & Safety of others (stopping if others are unsafe)
- to take responsibility for members of the public or visitors, and warn them of hazards
- responsible for reporting accidents to their supervisor/Clerk of the Course so that these may be recorded
- responsible for wearing protective clothing and for using protective equipment that is provided for any hazardous work
- responsible for helping executive club members to identify hazards in the workplace, and to help develop procedures for emergencies
- responsible for reporting any imminent dangers to a supervisor or manager (Clerk of the Course, Event Secretary)
- responsible for undertaking appropriate training in the use of safety gear, plant, equipment and hazardous substances
- responsible for helping develop emergency procedures
- responsible for good standards of housekeeping

Club members/staff Rights

All Club Members have the right to;

- have a safe place and to expect that all practical steps will be taken to ensure that this happens.
- have adequate and appropriate safety training.
- be consulted in the preparation of safety procedures.
- have access to necessary personal protective equipment and be given instruction on how to use it and maintain it properly.
- know the results of any monitoring of hazards in the workplace and their personal results.
- adequate and appropriate information about emergencies, hazard management and safety procedures.
- be given immediate medical care in the event of an accident.
- access of relevant codes of practice relating to their work.
- a copy of the current safety regulations.
- adequate facilities whilst at work.
- remain silent if questioned by an Inspector from WorkSafe NZ, where this could lead to self incrimination.

Bullying and Harassment:

- We consider harassment and bullying unacceptable forms of behaviour which will not be tolerated under any circumstances.
- We will ensure that all employees are treated equitably and are not subjected to harassment or bullying. We will also ensure people who make complaints or witnesses are not victimized.

If in any doubt as to whether a club member feels safe to compete, or undertake a task that they don't feel competent to undertake safely, then that person should not compete or undertake the task.

Hazards and Risks Identified in our Workplace

The following are examples of hazards that may be found in and around our environs:

ENVIRONMENT HAZARDS	Hazards such as noise, dust, sunburn, wind and rain
EQUIPMENT HAZARDS	Hazards that relate to any electrical appliance
VEHICLES/MACHINERY	Cars, trucks, equipment
PHYSICAL HAZARDS	Hazards that can cause injury such as slips, cuts, burns, falling, crushing
CHEMICAL HAZARDS	Chemicals, and sprays used for Agricultural spraying
BIOLOGICAL HAZARDS	Infection, hepatitis, allergies
PSYCHO-SOCIAL HAZARDS	Stress, fatigue
ERGONOMIC HAZARDS	Manual handling, posture, occupational overuse syndrome (RSI)

Hazard Described	State the potential harm	Major Hazard? Yes/no	Eliminate or	Isolated or	Minimise	Action proposed & monitoring
Noise	Hearing loss	Yes			✓	Hearing protection
Chemicals	Burn or injury	Yes			✓	Gloves/goggles
Manual Handling	Back injury	Yes	✓			Use lifting gear
Electricity	Electrocution	Yes		✓		ELCB and gloves
Slip and fall	Injury	Yes	✓			Clean floors
Uneven Services	Injury	Yes			✓	Warn Members at Event Sites

NB: FOR DETAILED LISTS please refer to our hazards register.

INFORMATION		
Type of information	Where to be found	If you need help
Codes of practice	Motorsport Manual	Clerk of the Course
Hazards & safety rules	Motorsport Manual	
Fire Emergency plans	Motorsport Manual	
General Emergencies	Motorsport Manual	
General information	Motorsport Manual	
Accident register	Motorsport Manual	
Material safety data	Motorsport Manual	

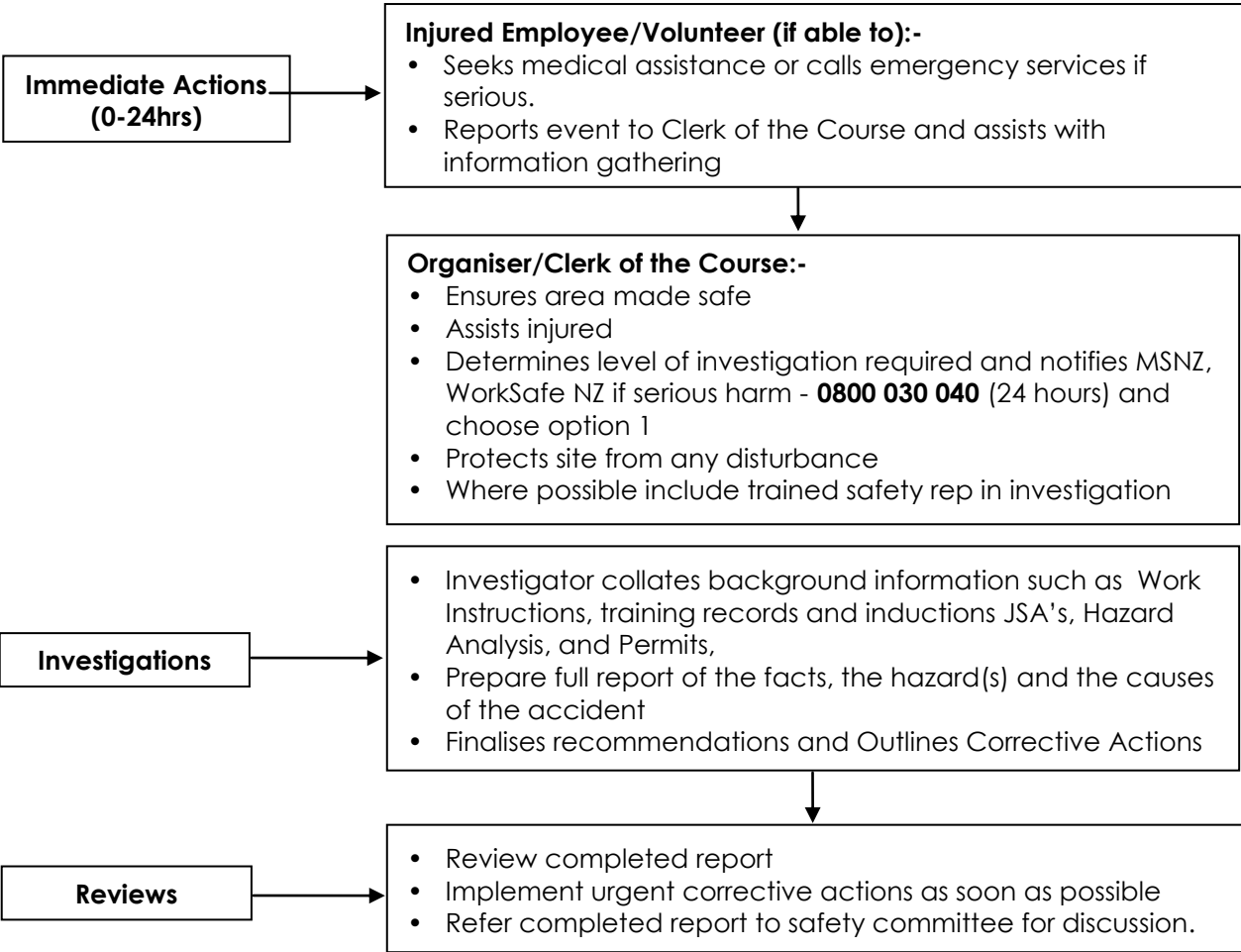
Accident Procedures

Procedures

Any incident which did or could have resulted in injury shall be reported and documented on the day that it occurs and wherever possible, before leaving the site for the day.

The manner for investigating, designating actions and recommendations, and closing out incidents, will be determined by the manager taking into account the seriousness of the event.

An accident report shall be completed and submitted to Committee and if applicable to MSNZ.



Serious Harm Incidents

Serious Harm What sorts of injuries are considered serious harm?

Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

- | | |
|--|--|
| <ul style="list-style-type: none">• respiratory disease• noise-induced hearing loss• neurological disease• cancer• dermatological disease• communicable disease• musculoskeletal disease• laceration• decompression sickness• poisoning• vision impairment• chemical or hot metal burn of eye• penetrating wound of eye• crushing• bone fracture | <ul style="list-style-type: none">• illness caused by exposure to infected material• amputation of body part• burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic• loss of consciousness from lack of oxygen• loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance• any harm that causes the person harmed to be hospitalised commencing within 7 days of the harm's occurrence. |
|--|--|

If the injury does not meet any of the above then it is a minor harm injury.

Serious Accident Procedure

1. Victim to be given immediate first aid treatment, if necessary call Ambulance.
2. In all appropriate cases refer victim to medical centre or hospital.
3. Isolate the scene of the accident or harm as soon as possible. Inform MNZ or a safety manager
4. Obtain a written report from witness/es and if appropriate take photographs.
5. Manager to Report to Worksafe verbally as soon as practicable but within 24 hours.
6. The accident scene must not be interfered with unless Worksafe approves. The Manager will investigate all serious harms.
7. Formal report to Worksafe within 7 Days. Use OSH Serious Harm/Accident Form.

In the event of an accident which involves serious harm and is of the kind which must be reported to an Inspector of WorkSafe NZ, the Manager is accountable for knowing the reporting requirements for the accident reporting to authorities, and ACC. Work injury processes are included in the Injury Management section.

The nearest WorkSafe NZ branch shall be notified of serious harm accidents. Call on free phone 0800 030 040 (24 hours) and choose option 1

The prescribed Serious Harm reporting form (obtained from the WorkSafe NZ website – see below) shall be used.

Provide written notice within seven days

Provide WorkSafe NZ with written notice of the circumstances of the accident or serious harm within seven days by using one of the notification forms below (or by providing the same details).

Option 1 | Notify online

[Complete the online notification form](http://forms.worksafe.govt.nz/notifiable-event-notification)
(<http://forms.worksafe.govt.nz/notifiable-event-notification>)

Option 2 | Complete & return a paper form

[Download the notification form \[448 KB PDF\]](#)

The following must also be observed:

- The accident scene must remain intact and not interfered with until
 - an Inspector has investigated the scene or has authorised clearance, or
 - That necessary action had to be taken to help the injured or to prevent serious damage or loss of property.

- Where a WorkSafe NZ inspector requests an interview (**a H&S broker may be consulted**) before such an interview takes place to ensure that the person is properly briefed on their rights.

- Where requested by WorkSafe NZ, a written report must be provided to the assigned Inspector, within 7 days of the event occurring. **All such reports may be given to a H&S broker and/or MSNZ prior to forwarding**

- **Actions**
 - (a) Immediately contact Management and advise of the circumstances so WorkSafe NZ can be informed

 - (b) Secure the area, where practicable, until all investigations are completed, or until the site is released by police, WorkSafe NZ.

 - (c) Written statements from all witnesses should be obtained immediately (interview in office away from the accident site)

 - (d) Sketches and/or photographs should be used to record the scene

 - (e) Ensure that all practical help and assistance is given, or at least offered to next-of-kin

 - (f) A full and formal investigation will be carried out as directed by the Manager.

 - (g) On completion, the Report is to be reviewed for opportunities to improve.

- **Contractors and their Employees and the general public**

Where a contractor or contractor's employee suffers an injury on a site under the direct control of our Club the Manager shall:-

 - (a) Ensure that appropriate medical assistance, including ambulance, is provided

 - (b) Ensure the contractor has been notified and is actioning reporting procedures

 - (c) Review standing contractual arrangements and recommend any changes considered necessary

 - (d) Ensure that WorkSafe NZ have been notified as a requirement of carrying our principal responsibilities.

 - (e) Carry out an investigation.

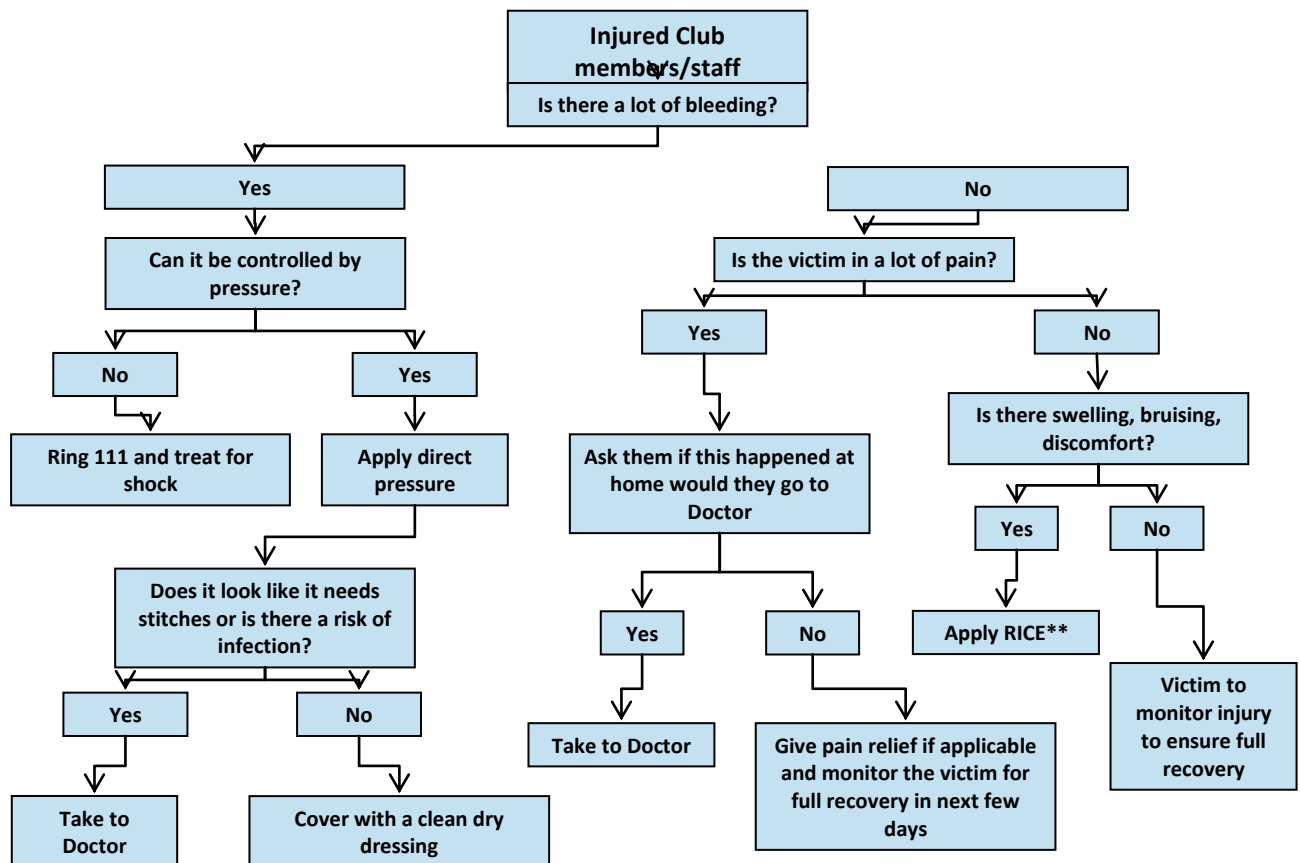
 - (f) Not release documentation (of any description) unless requested by WorkSafe NZ, clients or police without **first seeking advice from MSNZ or NZ Safety Brokers. 0800 7233 69**

Medical Treatment

Injuries which require medical attention must be reported, and documented, and a medical certificate obtained from the medical practitioner, if the injury requires time off work.

Should the injury be one, which will allow you to return to work, the medical certificate from the Doctor should be given to the manager and must specify:

- the nature and extent of any injury and
- what treatment has been prescribed and
- any rehabilitation treatment, and
- What you are capable of doing whilst at work.



RICE = REST, ICE, COMPRESS, ELEVATE

Drug and Alcohol Procedures

1. **To be read in conjunction with MSNZ policies.**

2. **Definitions**

2.1 **Affected** means an person/employee who may be unable to do his/ her job to an acceptable standard, or is believed to be physically and/or psychologically impaired by alcohol or drugs, and may pose a threat to his/her own health and safety and/or the health and safety of others, including the public.

2.2 **Drugs** refers to illicit drugs which cause impairment, such as opiates (i.e.: heroin and morphine), cannabinoids, cocaine and amphetamines (e.g. speed and ecstasy). This term also includes prescription drugs such as benzodiazepines (tranquillisers and sedatives) and designer and synthetics drugs.

2.3 **Alcohol** refers to any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

2.4 **Workplace** has the same definition as that described in the Health and Safety at Work Act 2016.

3. **Principles**

3.1 We have a legal obligation to protect the health and safety of all employees, contractors, customers and others in our environs.

3.2 Club members have a legal obligation to ensure their own personal safety and to ensure that no action or inaction on their part will cause harm to others while at work.

3.3 Employees are expected to promote a working environment free from alcohol and drugs and their effects. Any employee who suspects that health and safety may be at risk from alcohol and drug use must take prompt and appropriate action by raising his/her concerns with the Manager.

On site Emergency readiness



First Aid

TYPES OF FIRST AID CABINET OR KIT	WHERE LOCATED								
General	Safety Vehicle or Club Caravan								
<p>Report all injuries and sickness immediately, no matter how minor, to our site manager. Treatment will be given or arranged by the First Aider and the incident recorded in the Register. Should later medical care be required, you will have a record of the incident</p>									
<p>Duties of First Aiders</p> <ol style="list-style-type: none"> 1. Dispense and control items from cabinet and ensure supplies are adequate 2. Treat minor wounds and injuries, such as applying dressings, stopping bleeding and treating burns. Wear plastic gloves in appropriate instances. 3. Deal with fits/fainting and where necessary provide resuscitation and CPR 4. Record accident/injury details in accident book 5. Arrange further assistance if required 6. Advise management immediately of any serious or potentially serious accident 									
<p>Serious Injury</p> <p>Major injury or damage - Obtain help from a qualified First Aider and summon outside help if required. Do not attempt to move a seriously injured person unless they are in danger of further injury. Comfort and give assurance to the victim. Administer rescue breathing only if capable of doing so and only when qualified help is not readily available. Record all relevant facts and details on the appropriate forms whenever a major accident or damage to property occurs.</p>									
<p>Register of Qualified First Aiders</p> <table border="1"> <thead> <tr> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Steve Hansen</td> <td></td> </tr> <tr> <td>Doug Horn</td> <td></td> </tr> <tr> <td>Steven Gray</td> <td></td> </tr> </tbody> </table>		Name		Steve Hansen		Doug Horn		Steven Gray	
Name									
Steve Hansen									
Doug Horn									
Steven Gray									

See safety plan for event duties

Fire Related Equipment and Procedures



Type of Equipment	Location
Fire extinguishers	Club Caravan or Safety Vehicle

EMERGENCIES

General Procedure

- All Club members/staff and visitors will vacate the danger area immediately.
- Provide first aid to injured personnel. **Call the nearest First Aider.**
- For emergency services, **phone 111.**
- Isolate, disconnect or contain danger. Extinguish fires if possible.
- An accident scene is not to be interfered with unless absolutely necessary to save life or property
- Advise all details as soon as possible

Evacuation Assembly Point

The assembly area in the event of an emergency is advised by Clerk of the Course

Medical

- Our nearest Hospital is: **see Safety Plan** Phone **Safety Plan**

Police

- Our nearest Police station is: **see Safety Plan** Phone **Safety Plan**

Hazardous Substances Stored on Site

Name / Location	Container type.	HSNO / DG Class
Generator (Club Caravan) –see fuel handling code of practice for how to handle and store	Fuel Container	Petrol

SECTION 3 EMERGENCY PROCEDURES

3.1 GENERAL

1. Make yourself aware of the location of the EXIT(s).
2. Make yourself aware of the assembly point in your area.
3. In the event of an emergency manually set off the alarm and phone the Emergency Services (111).
4. Nobody is to return to the area without the "All Clear" given.

3.2 GENERAL EMERGENCIES

3.2.1 EARTHQUAKES

At the first signs of an earthquake:

- Do not panic.
- If outside, stay away from buildings and power lines.
- If indoors, stay indoors
- Take cover under any substantial item of furniture, such as a desk, counter work table, or in a doorway and hold on firmly.
- If the furniture you are under starts to move, move with it.
- Stay away from glass doors and windows, tall shelves, light fixtures and objects that might fall.

Immediately after the earthquake:

- Check yourself and others for injuries – give first aid or get medical help.
- Check for small fires and put them out.
- Turn off power, water and gas at the mains. If possible, notify authorities of leaks, damage or unsafe hazardous substances.
- If the building is damaged or unsafe you may need to evacuate.
- Check for people who might be trapped in storage rooms or toilets, or who might need special assistance to leave.
- Take with you any emergency supplies and any vital business records that you can remove safely.
- If possible, secure the premises before leaving.
- Move to safe areas outside away from buildings and hazards.
- Expect aftershocks. If they happen, repeat this procedure.

3.2.2 SEVERE WINDS OR STORMS

- Open a window on the side of the building AWAY from the wind – this will help relieve the pressure on the roof.
- Put tape across very large windows to stop them shattering.
- Stay inside. Don't walk around outside as you may be hit by flying missiles.
- Make an assessment of closing the landfill to the public for H/Safety reasons.
- Advise the Contract Manager and the Council of this decision.

3.2.3 TIDAL WAVE OR TSUNAMI

- Civil Defense will issue a warning if a tidal wave is expected.
- If this warning is issued, check the radio for instructions.
- Go immediately to the nearest high ground – at least 30 metres above sea level or 1km inland.
-

3.2.4 LIGHTNING STRIKES

- Take cover in a building or vehicle if possible
- If out in the open crouch down and remain stationary
- Do not take cover under trees
- Do not use a cellphone

3.2.5 BURNS

- Cool burn for at least 20 minutes using cold running water or a fine low pressure spray mist.
- Do not attempt to remove items of burnt clothing.
- Treat for shock and hypothermia.
- If required, seek medical attention.

3.2.6 ELECTROCUTION

1. Don't touch victim or equipment
2. Turn the power source off.
3. To assist the casualty if the power cannot be turned off, use heavy insulating **dry** gloves, or something made of rubber, **dry** cloth or wood to free the casualty.
4. Start resuscitation immediately if breathing is not evident. Use CPR techniques
5. Leave equipment as is.
6. Attach an "Equipment Unsafe" tag to the power source isolating switch.
7. Notify the Manager or on site supervisor immediately.
8. If required call the Emergency Services (**phone 111**)

Cardiopulmonary Resuscitation (CPR)

1. Check for danger to yourself (electrical wiring etc)
2. Seek assistance where appropriate
3. Shake the victim and shout to establish the level of responsiveness
4. Check that airway is unobstructed.
5. Place victim on back on a firm surface
6. **Check for any sign of a pulse.** If not-

Airway

1. Open airway by tilting head well back and lifting the chin with fingers.
2. Look, listen and feel for breathing. Place your face near mouth if necessary to detect breathing. If absent commence rescue breathing.
3. Keep victims head tilted back.

Breathing

1. Take a deep breath and blow firmly into the victim's mouth, keeping a tight seal around the mouth.
2. Block the nostrils with your cheek or pinch them closed with your fingers.
3. Give two full breaths initially.

Circulation

1. Check for the rise and fall of the chest. If this does not occur there is probably a blockage to the airway – Check and try again.
2. Check for any sign of a pulse. If not
3. Give full breath.

Kneel by the patient.

1. With heel of hands, press lower half of breastbone downwards
2. The fingers may be interlocked or extended or the top hand may grip the underneath hand.
3. Keep pressure arm straight and fingers clear of the chest.
4. Press downwards towards the spine.
5. If only one rescuer, then give 30 compression's (1 per second) then one full breath and continue until natural breathing starts or more advanced treatment is available)
6. If two rescuers, then person giving cardiac compression's should pause slightly after each five compression's (1 per second) to allow one full breath to the patient.
7. It is most important to keep the victim's head tilted well back to maintain a clear airway. This action alone may cause normal breathing to commence in an apparently asphyxiated unconscious person.

3.2.7 CRUSHING

- Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
- Call emergency services. **Dial 111.** Give clear instructions on location, nature of incident and numbers of persons and injuries.
- Do not attempt to move the victim/s until medical assistance is available, unless the victim is in grave danger from further crushing.
- Keep the victim calm and comfortable.

3.2.8 SUSPECTED BIOLOGICAL CONTACT

Prevention of Infection

Biological hazards include occupational exposure to pathogens such as:

- Hepatitis A Virus (HAV)
- hepatitis B Virus (HBV)
- human immunodeficiency virus (HIV)
- Other potentially infectious materials.
- Diseases transferable from animals to humans

If contact is through cut or needle stick:

1. Promote bleeding and then cleanse wound.
2. Seek immediate medical treatment
3. If possible take suspected item causing injury to doctor with you.

If contact is through touch:

1. Wash hands or point of body contact thoroughly using cleaning agent
2. Seek medical attention as soon as possible
3. If possible take suspected item causing possible infection with you to doctor.

3.2.9 BOMB THREAT

Although extremely unlikely, all bomb threats must be taken seriously.

- Keep calm
- Obtain as much information from the caller as possible. WRITE IT DOWN
- Note any characteristics of caller (sex, accent, speech, background noise)
- If possible ask questions
- When caller hangs up, DO NOT PUT THE PHONE DOWN, leave the line open to help the Police trace the call
- Evacuate the facility as if for a fire.
- Contact the Police and supply all information gained.

3.2.10 SUSPICIOUS OBJECTS

- Leave the object alone and cordon off the area
- Notify the Police
- Evacuate the facility as if for a fire

3.2.11 DEALING WITH THE PUBLIC IN EMERGENCY SITUATIONS

- During an emergency care must be taken in dealing with the public and media.
- During an emergency you are directed to:
- Deal with the situation
- Notify the President as soon as possible. **Note: Only the President is authorised to talk with the media.**
- Discuss the situation **only** with representatives of:
 - The emergency services
 - Statutory bodies (e.g. DOC, WORKSAFE NZ, etc)

3.2.12 DEALING WITH THE PUBLIC IN CONFRONTATION SITUATIONS

- Do not escalate the situation by engaging in verbal or physical contact.
- Contact Police where you feel you are in fear of being assaulted.
- Go to a place of safety but where you can continue to observe.
- Record vehicle details.
- Record physical description of the person involved.

3.2.13 POST EMERGENCY SITUATIONS

Immediately after an emergency (fire, earthquake or severe wind and storm) has concluded and it is safe to do so, the following steps should be taken:

- Check the plant for obvious signs of damage such as broken or cracked pipe work, tanks etc.
- Take the appropriate steps to minimise spillage of products by closing off at the source if possible.
- If product cannot be closed off at the source, initiate spill response procedures.
- If the situation is contained and stable, conduct a detailed, inspection of the entire **building.**

Safety Acknowledgment

We acknowledge that events operated by Central Otago Motorsport Club Inc will, in context of our sport and as far as reasonably practicable, comply with the Health and Safety at Work Act 2016

- Event safety rules
- Risk Management
- Significant on site hazards
- Personal Protection equipment requirements
- Accident reporting procedures
- Employee Participation system
- Emergency procedures
- First Aid
- Fire precautions and equipment
- Safe assembly and reporting procedures
- On Site Hazardous substances and Register location

This Document is evidence of our commitment to maintain reasonably practicable processes, in conjunction with the governing body rules, to ensure our sport minimizes risk to our members and the public.

In registration for any event held with the Central Otago Motorsport Club you have deemed to have read, understood and accepted these Health & Safety Documents.