



# **Health & Safety Policy**

## **Waikato Table Tennis Association**

**Last updated August 2025**

### **Values**

We are committed to providing a safe and healthy environment for everyone on our premises.

People should be protected against harm as far as possible, and Health and Safety hazards should be identified and addressed quickly and thoroughly.

We believe in 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 WkTTA that is safe and healthy
- provide a process for proactively identifying, reducing and eliminating hazards and risks to Health and Safety at Waikato Table Tennis Association

### **Application**

This policy applies to anyone involved in Waikato Table Tennis Association

This includes volunteers, participants, supporters, club members, employees, service providers, and families/whānau of participants.

### **Appointment of Health and Safety Officer**

At least one member of the Association shall be appointed as a Health & Safety Officer.

The Health & Safety Officer is responsible for:

- updating and maintaining the Hazard Identification Register
- completing / verifying an Incident Reporting Form following a Near Miss or Incident at or around the stadium
- undertaking a regular three-monthly hazard identification process, including:
  - physical inspections of the premises, equipment, and practices
  - analysis of tasks and how they are carried out by employees/volunteers
  - analysis of processes carried out on the premises
  - analysis of previous Near Miss incidents.
- reporting to the Committee on new identified hazards, incidents and near misses
- overseeing the implementation and management of this Health & Safety Policy.

### **Health and safety responsibilities**

***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



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- share the responsibility equally, by identifying and reporting hazards, near misses and incidents to the Health & Safety Officer
- follow this Health and Safety Policy.

#### ***The Committee will:***

- provide and maintain a safe and healthy environment at WkTTA including making sure premises, equipment and activities meet appropriate health and safety standards
- appoint a Health and Safety Officer
- discuss Health & Safety issues at Committee meetings as appropriate
- ensure employees, volunteers and contractors 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/near misses
- join in relevant Health & Safety training as required
- provide specific opportunities for employees/ volunteers to raise Health & Safety issues and suggest areas for improving WkTTA's Health & Safety processes.

#### ***Employees/volunteers will:***

- prioritise Health & Safety in everything they do
- supervise the children/young people in their care
- make sure they understand what good Health & Safety practices look like in the context of the activity/ sport.

#### ***Contractors will:***

- comply with all regulations, and codes of practice applying to their trade or profession
- advise the Health & Safety Officer of all hazardous equipment, machinery or substances that are brought onto WkTTA's premises
- record any incident or near miss on the Incident Reporting Form and provide this to the Health & Safety Officer
- use all safety clothing/equipment required to minimise the risk of injury to themselves and others.

#### ***Visitors will:***

- supervise their children, as and when required.

## **Reporting a breach**

Individuals who wish to report an alleged breach of this Policy should email the Secretary in the first instance via [waikatotabletennis@gmail.com](mailto:waikatotabletennis@gmail.com)