

SeniorNet Nelson Safety Policy

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SeniorNet Nelson Inc. is committed to providing and maintaining an environment and system of work that is safe and without undue risk to the health and safety of members and others.

We shall strive to protect all members and visitors from accidental harm and our property from accidental damage.

To achieve this we shall:

- Provide a safe work area, safe equipment and proper materials.
- Establish and insist upon safe methods and safe practices at all times.
- Comply with legislative requirements.

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

SeniorNet Nelson Inc. shall appoint a Safety Officer.

Duties of the Safety Officer:

- The Safety Officer is required to inspect the premises quarterly and to report the result of the inspection to the committee.
- The Safety Officer is required to ensure that fire safety and first aid equipment is installed and available and that Exit signs are in place.
- The Safety Officer is required to maintain a record of accidents and report to OSH.

This Health and Safety Policy became effective on 1st December 2011 – amended March 2017

SeniorNet Members, Students, tutors, contractors and visitors

Given that our members and visitors are mostly in their 60s, 70s or 80s our principal activities involving teaching and learning about modern and often unfamiliar technology can be expected to occasionally cause frustrations or impose pressure on both students and tutors.

We therefore need to be aware of the possibility of having to cope with occasional health emergencies, particularly **Stroke, TIA (transient ischaemic attack)** , often referred to as "**mini stroke**") and **Heart Attack**.

It is recommended that SeniorNet Nelson provides training for tutors/members to recognise the symptoms and handle such emergency promptly.

Safety and the Law

The basic objective of the Health & Safety in Employment Act 1992 and its amendments is to promote excellence in health and safety management while providing a mechanism to prevent harm coming to employees (members) and others (students, visitors, contractors), while they are engaged in any work (including Learning Centre classes and related activity).

- Under Section 18 of the Health and Safety in Employment Act 1992, a duty is placed on the Society to promote the safety of members and students, visitors and sub-contractors. It is the duty to of SeniorNet Nelson Inc. to ensure that members and students understand the risks

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associated with their activities and how these may be managed. This duty extends to cover the safety of others (visitors) and anyone else in the vicinity of our learning centre

- Just as any organisation can be taken to Court and fined heavily, so can persons with control such as tutors (section 16). The HSE Act 1992 is about joint responsibility in terms of workplace safety and it is about preventing harm coming to tutors, students, contractors or others visiting our workplace. The penalties for failing to abide by the law are extensive, not only for the Federation and Learning Centres, but also for their management committees and tutors. If you are not sure of anything, ask before you act.
- Under section 25 of the HSE Act 1992, Learning Centres must record and report workplace accidents that result in serious harm injury as well as all incidents that might have resulted in serious harm injury.
- Initial notification can be by telephone immediately after the incident. This is to be followed by written notification within seven (7) days using the prescribed form (see the Accident / Incident Reporting Form.)

This applies to tutors as well so please advise your Safety Officer who will complete the attached form with your help.

Trainer (Tutor) Responsibilities

- Before each class check the premises for hazards prior to students arriving and where appropriate, remove or minimise the cause of any hazard discovered. See the appendix for checklists and reporting hazards.
- At the beginning of each course or when you have new students, you must describe the evacuation procedures to them.
- Encourage students to report any hazards or accidents to you so that you can act appropriately and promptly.
- Ensure all accidents or near accidents are recorded and that serious harm accidents or near serious harm accidents are reported to the OSH Service of the Department of Labour by the Society's Safety Officer.

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Emergency Evacuation

- Make it your business to know where the closest assembly area is
- Be aware of the quickest and safest route to the assembly area
- Communicate this to your students regularly.

If an evacuation is signalled ensure everybody under your care:

- Makes their way to the designated assembly area (help any student who needs it)
- Remains at the assembly area until the ALL CLEAR is signalled
- The Tutor will use the class roll as a means of accounting for all students.

Fire Control

- Know the location of the fire alarms, telephones and the fire extinguishers closest to your work area
- Emergency exits must be kept free and clear of obstructions at all times.
- Equipment must be checked regularly to ensure it is in working order.

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Accidents and Incidents Procedure

When there is an accident that results in a serious harm injury to a person the area in which the accident occurred must be isolated until such time as the OSH Service have been notified. There must be no interference at the accident scene. This duty is set out under section 26 of the HSE Act 1992 and will be applicable in all circumstances except to the extent necessary:

- To save the life of, prevent harm to, or relieve the suffering of any person; or
- To maintain the access of the general public to an essential service or utility; or
- To prevent serious damage to, or serious loss of, property

A written report by the Safety Officer using an Accident / Incident Reporting Form should be forwarded to OSH with another copy going to SeniorNet Nelson's Chairperson.

First Aid

In the event of any minor injuries to any person, a first aid kit should be available for use.

The closest first aid kit is on the small table next to the Learning Centre entry door.

Minor accidents or injuries should be reported using an Accident Investigation Form.

This form is located in the Health & Safety filing box on the shelf in The Learning Centre. In addition the Safety Officer must be notified.

For more serious injuries, emergency services should be contacted.

Dialling Emergency Numbers 111

You must dial 111 for any of the emergency services.

- Lift the handset, wait a couple of seconds until you hear dial tone and then dial 111.
- Ask for the service you require.
- The Hall and Learning Centre is located at Pioneer Park, 11 Hastings Street, Nelson

Hazard Identification and Control

A hazard can be anything that is an actual or potential source or cause of serious harm. Hazard Management is the formal process where actual and potential hazards are identified, assessed for their significance and then managed.

Should you identify a hazard or significant hazard (a hazard that may result in serious harm injuries), then you must contact your Safety Officer. If that person is not available you should then contact a Committee Member.

Hazard Identification, Assessment for Significance and Control

- Identify the Hazards, Assess the significance (how serious and how likely),
- Control the hazard (eliminate, isolate, minimise)

Alcohol and Drugs

Drugs are strictly forbidden unless authorised by a Registered Medical Practitioner's prescription.

Alcohol on SeniorNet Nelson premises shall be permitted only at times and on conditions as approved by the Committee.

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Manual Handling and Lifting

Very often it is not WHAT was handled or lifted so much as the way in which it was handled or lifted that leads to lifting type injuries.

- Bend your knees when lifting.
- Test the weight first - make sure you can lift it.
- In all cases keep your back as straight as possible.
- If in any doubt, please consider team lifting techniques - get some help.

Environmental Protection

SeniorNet Nelson Inc is committed to the protection of the environment.

- Don't attempt to do any work under conditions that may result in damage to the environment.
- Spillage of hydrocarbons, solvents, fuels, chemicals and any other dangerous or volatile goods should be reported immediately.
- Uncontrolled dumping of rubbish and/or effluent is strictly forbidden.
- Materials containing contaminants such as PCBs or any other hazardous chemicals are to be disposed of by the correct authorities.

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Hazard Identification Checklist

Walkways/Access Ways	Yes	No	Don't know	Comments
Is the workplace free from hazards causing slips, trips or falls?				
Are electrical cables routed out of the way where they will not be tripped over?				
Are floors and floor coverings in good condition?				
Are passageways and important areas clear?				
Is there unobstructed access to fire fighting equipment, such as hose reels, fire extinguishers and alarms?				
Have items been left in passageways where they impede access?				
Are access and exit ways clear?				
Are exits clearly identified with signs?				
Storage	Yes	No	Don't know	Comments
Are all shelves and storage racks and cabinets safe, stable and secure?				
Wherever possible, have shelves and cabinets been secured to walls and/or each other to improve stability?				
Are earthquake restraints provided?				
Have items been stored safely in storage areas?				
Have small items been placed where they can be seen?				
Is there a safe means of reaching high shelves such as a step-stool provided?				

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First Aid	Yes	No	Don't know	Comments
Is the Defibrillator battery indicator showing it is ready for use?				
Is the Defibrillator equipped with unused pads?				
First Aid	Yes	No	Don't know	Comments
Is a first aid box or cabinet provided?				
Is it adequately stocked?				
Is it clean and tidy?				
Is it clearly identified?				
Is it regularly checked and replenished as required?				
Are washing facilities provided close by?				
Electricity	Yes	No	Don't know	Comments
Is electrical equipment maintained so that it is in good condition?				
Are plugs firmly secured to the outer sheath of cables, rather than to the inner wires?				
Are the cables of portable electrical equipment visually checked for damage before each use?				
Is electrical equipment regularly tested?				
Does a suitably qualified person carry out maintenance?				

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Is there a system for isolating and dealing with faulty or damaged equipment?				
Are damaged cables properly fixed? (Tape only should not be used).				
Is damaged or faulty equipment tagged and taken out of service until repaired?				
Do multi-block sockets have automatic overload cut-outs?				
Are cables and sockets in potentially wet areas safe?				
Are cables secured out of wet areas?				
Are sockets protected from splashes?				
Plant and Equipment	Yes	No	Don't know	Comments
Is a building Warrant of Fitness on display if required?				
Are certificates of inspection displayed where required?				
Is all equipment regularly checked?				
Are instructions available on how to operate office equipment and are tutors trained to use it safely?				
Hygiene	Yes	No	Don't know	Comments
Do students, tutors and visitors have access to toilets with adequate hand washing and drying?				
Are they clean and well serviced?				
Is there running hot water supplied?				
Is the hot water controlled at a safe (non-				

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scalding) temperature?				
Are the premises regularly and adequately cleaned?				
Is equipment regularly and adequately cleaned and disinfected if necessary?				

Action required.....
By.....
 Action required.....
By.....
 Action required.....
By.....
 Action required.....
By.....

Signed: Date:.....

Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992

For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1 Particulars of employer, self-employed person or principal: *(business name, postal address and telephone number)*

.....

2 The person reporting is:
 an employer a principal a self-employed person

3 Location of place of work:

.....
 *(building, street nos. and name, locality/suburb)*

4 Personal data of injured person:

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Name	
Residential address	

Date of birth		Sex (M/F)	
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5 Occupation or job title of injured person:

(employees and self-employed persons only)

6 The injured person is:

- | | |
|-----------------------------------|---|
| <input type="radio"/> an employee | <input type="radio"/> a contractor (self-employed person) |
| <input type="radio"/> self | <input type="radio"/> other |

7 Period of employment of injured person:

(employees only)

- | | | |
|--|---|------------------------------------|
| <input type="radio"/> 1 st week | <input type="radio"/> 1 st month | <input type="radio"/> 1-6 months |
| <input type="radio"/> 6 months-1 year | <input type="radio"/> 1-5 years | <input type="radio"/> Over 5 years |
| <input type="radio"/> non-employee | | |

8 Treatment of injury:

- | | |
|---|---------------------------------------|
| <input type="radio"/> None | <input type="radio"/> First aid only |
| <input type="radio"/> Doctor but no hospitalisation | <input type="radio"/> Hospitalisation |

9 Time and date of accident/ serious harm:

Time		am/pm
Date		

Hours worked since arrival at work
(employees and self-employed persons only)

--	--	--	--	--	--

10 Mechanism of accident/ serious harm:

- | | |
|--|---|
| <input type="radio"/> fall, trip or slip | <input type="radio"/> hitting objects with part of the body |
| <input type="radio"/> sound or pressure | <input type="radio"/> being hit by moving objects |
| <input type="radio"/> body stressing | <input type="radio"/> heat, radiation or energy |
| <input type="radio"/> biological factors o chemicals or other substances | |
| <input type="radio"/> mental stress | |

11 Agency of accident/ serious harm:

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- machinery or (mainly) fixed plant
- mobile plant or transport
- powered equipment, tool, or appliance
- non-powered hand tool, appliance, or equipment
- chemical or chemical product
- material or substance
- environmental exposure (e.g. dust, gas)
- animal, human or biological agency (other than bacteria or virus)
- bacteria or virus

12 Body part:

- head
- neck
- trunk
- upper limb
- lower limb
- multiple locations
- systemic internal organs

13 Nature of injury or disease: fatal

(specify all)

- fracture of spine
- other fracture
- dislocation
- sprain or strain
- head injury
- internal injury of trunk
- amputation, including eye
- open wound
- superficial injury
- bruising or crushing
- foreign body
- burns
- nerves or spinal chord
- puncture wound
- poisoning or toxic effects
- multiple injuries
- damage to artificial aid
- disease, nervous system
- disease, musculoskeletal system
- disease, skin
- disease, digestive system
- disease, infectious or parasitic
- disease, respiratory system
- disease, circulatory system
- tumour (malignant or benign)
- mental disorder

14 Where and how did the accident/serious harm happen?

(If not enough room attach separate sheet or sheets.)

.....
.....
.....

15 If notification is from an employer:

- (a) Has an investigation been carried out? yes no
- (b) Was a significant hazard involved? yes no

Signature and date _____ / ____ / ____

Name and

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position

(capitals)

Hazard and First Aid Assessment Register

Location

Assessment date

Hazard	Injury or Illness	Significance	Eliminate, Isolate or Minimise	Controls	First Aid Requirements

Smoke detectors

Three smoke detectors are installed
in the Hall near the entrance to the big kitchen
in The Learning Centre
in the hallway adjacent to The Learning Centre.

The smoke detectors are Chubb photoelectric and are supposed to be less prone to nuisance alarms.

The alarms look like this.



There are two buttons which can be reached from the floor with the stick we use to manage the hanging electric extension cords.

You will find this stick hanging on the wall in the L.C. next to the door into the Hall

You can't read the writing on the alarm from the floor so

The HUSH button (alarm silencer) has been coloured black and the TEST button next to it remains white.

The smoke alarm will automatically reset after 11 minutes

NOTE: dense smoke will override the alarm silencer (Hush) and a continuous alarm will sound

Before silencing an alarm you must be certain a safe condition exists.