

# Otago Cricket Policy and Procedures

February 2017



## Purpose

The purpose of this Policy is to create a safe and healthy environment for our players, staff, members and visitors and do all we can to prevent accidents and illness in our cricket environment.

This Policy documents the OCA commitment to meeting its obligations under the Health and Safety at Work Act 2015 (HWSA).

## Objectives

We aim to:

- Promote excellence in health and safety management;
- Continually improve current health and safety performance;
- Provide a safe and healthy cricket environment;
- Identify and control or mitigate hazards and risks;
- Establish and maintain communication on health and safety;
- Identify needs and provide training on health and safety;
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters.

OCA will:

- Regularly inspect its premises to identify, manage and control/mitigate hazards and risks and establish safe club and work practices;
- Provide information to foster awareness of health and safety;
- Make adequate preparations for emergencies;
- Record all reported accidents and “near misses” and investigate where necessary to ensure future accidents are avoided;
- Notify Worksafe New Zealand of a “notifiable event”;
- Provide reasonable opportunities for Club members to be involved in health and safety.

Our staff will:

- Contribute to the process of risk identification and, as required, assist in the analysis and control of hazards and risks;
- Ensure all known accidents or near misses involving other staff and/or visitors are reported to the OCA H&S designated officer
- Not undertake any activity which is unsafe;
- Observe all safety rules (including warning signs) and risk controls.

## Definitions

The terms 'workers', 'volunteers', 'volunteer workers', 'PCBU' and other terms used in this policy have particular meanings in the HWSA. For a list of definitions see Worksafe's [definitions](#).

## Our Environment

The OCA offices and adjoining playing fields have different physical environments which pose different hazards, and which are used by people with varying obligations to the OCA under the HWSA:

1. The offices used by a wide range of people including workers, volunteers, volunteer workers, contractors, visitors and the Club's members.
2. The DCC owned cricket pitches and facilities, including buildings and car parks.

A key principle of health and safety is that those who are best placed to manage hazards do so.

The OCA wants to ensure that the welfare of all members is looked after. This will involve a diverse range of actions ranging from coaches and managers prioritising the welfare of a player when he/she is carrying an injury to members who are supporters respecting the decisions of officials and administrators officiating at games.

## Risks

We are all responsible for identifying potential risks in the various environment. A list of potential risks that have been identified can be found our Risk Register.

All users of our Cricket environment are responsible for:

- Taking care of their own health and safety.
- Complying with all health and safety instructions.

## Accidents/Emergency

When an accident or near miss occurs at the University of Otago Oval or the Edgar Centre, the below steps must be followed.

Firstly, ensure the injured person receives the required medical treatment. There is a first aid kit located in a cupboard in the kitchen of both facilities.

If an accident or near miss involving serious harm occurs:

- Don't move the person
- Call 111 for an ambulance and seek the appropriate medical treatment.

All accidents or near misses need to be notified and recorded by the person delegated to oversee H&S at either university of Otago Oval or the Edgar Centre.

OCA H&S representative will inform Worksafe New Zealand if the incident is a “notifiable event” and otherwise review the accident or near miss and take steps to eliminate or minimise any risks to prevent a similar accident happening again.

### **University Oval Offices and Edgar Centre evacuation procedure**

The evacuation procedures for each are posted on the wall in the entrance ways, and exit doors (Edgar Centre) have signs on them.

### **Fire Safety**

Fire exit doors are identifiable via signage, and are kept clear of obstacles.

In the event of a fire:

- If possible, operate the nearest fire alarm
- Call 111
- Use a fire extinguisher if it is safe
- Immediately vacate the building via the closest exit
- Make sure any visitors leave the building with you
- Walk, don't run
- Don't return for personal belongings
- Report to the meeting point on the concrete area carpark outside Clubrooms.

### **Smoking**

All areas at the University of Otago Oval and Edgar Centre are designated non-smoking.

### **Earthquake safety**

In the event of an earthquake, move away from windows and anything that could be dangerous if it falls. Find cover under tables or doorways.

After the earthquake, if it is safe to do so, evacuate the building and assemble in the middle of the Oval.

Check for injuries, hazards and fires.

### **Contractors on Site**

OCA is firmly committed to the provision of a safe and healthy workplace or environment for contractors, subcontractors and visitors.

The OCA will ensure contractors and subcontractors have a safe environment to work and contractors and subcontractors will:

- identify any hazards they will be bringing to the site and how those hazards will be mitigated;

- ensure their employees and/or sub-contractors have received safety training for the job;
- provide any emergency and personal protective equipment they may require; and
- report any accidents or near misses incurred by the contractors, employees of the contractors, sub-contractors or visitors to the OCA Health and Safety representative.

### NZC – Understanding Your Health & Safety Responsibilities

OCA will operate its H&S environment utilizing the training and material provided courtesy of NZC



#### APPENDIX 4 RISK MATRIX

LIKELIHOOD	DESCRIPTION	CONSEQUENCE			
		Routine	Minor	Moderate	Major
Almost Certain	There is a 99% or more chance of occurrence	Medium	Medium	High	Very High
Likely	There is a 65-99% chance of occurrence	Low	Medium	High	Very High
Possible	There is a 35-65% chance of occurrence	Very Low	Low	Medium	High
Unlikely	The event might occur at some stage	Very Low	Very Low	Medium	High
	The event might occur at some time within a period of less than every 10 years	Very Low	Very Low	Medium	High

#### APPENDIX 12 INCIDENT REPORTING FORM

What time did it happen? \_\_\_\_\_  
 What time did it start? \_\_\_\_\_  
 What time did it end? \_\_\_\_\_

Where did it happen? \_\_\_\_\_

What was the nature of the incident? \_\_\_\_\_

What was the cause of the incident? \_\_\_\_\_

What was the result of the incident? \_\_\_\_\_

What were the actions taken? \_\_\_\_\_

What were the lessons learned? \_\_\_\_\_

Who reported the incident? \_\_\_\_\_

Who investigated the incident? \_\_\_\_\_

Who was injured? \_\_\_\_\_

What was the injury? \_\_\_\_\_

How long was the person out of work? \_\_\_\_\_

Was the person injured? \_\_\_\_\_

Was the person injured? \_\_\_\_\_

Was the person injured? \_\_\_\_\_

#### APPENDIX 5 RISK REGISTER

Risk	Raw risk (before control)		Risk	Controls	Residual risk (after control)			Accept risk? (Y/N)	if (N), action take
	Description	Likelihood			Consequence	Description	Likelihood		
Ball hits child in the crowd	Possible	Severe	Very High	Minimise Admin controls	Set up Kids Zone at a safe distance from boundary	Unlikely	Moderate	Medium	N Define safe distance to Kids Zone to be every 10m
Noise exposure from tractor or mower	Almost certain	Severe	Very High	Minimise Admin controls Engineering controls PPE	Replace old equipment with noise-shielded equipment, keep other personnel away from noisy machine use, noise reduction on plant, noise policy, hearing protection, hearing checks for all workers exposed	Rare	Severe	High	Y Control a related co

#### APPENDIX 13 INCIDENT INVESTIGATION FORM

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

Injury / Illness

Fracture  
Dislocation  
Burns  
Hernia  
Other diseases of skin  
Mental disorders  
Sprains and strains of joints and muscles  
Multiple injury (where no principal injury can be identified)  
Other and unspecified injuries (provide details)

Mechanism of injury / event

Falls from height  
Falls on the same level (trips and slips)  
Hitting objects with a part of the body  
Exposure to mental stress factors  
Being hit by moving objects  
Exposure to sharp, sudden sound  
Exposure to chemical or substance (includes insect or spider bites and stings)  
Other contact with chemical or substance (includes single contact with chemical or substance)  
Repetitive movement  
Other muscular stress  
Contact with electricity  
Contact or exposure to heat or cold  
Vehicle accident  
Multiple or unspecified mechanisms  
Temporary restricted duties / hours

Referred to doctor

OCA will take all care in managing H&S risk within its operating environment and it will strongly encourage and support its member Districts to do the same.

OCA will undertake to use the following NZC provided tools;

1. Its H&S policy statement and ensure this is known to its members, players, staff, visitors
2. Assess risk using Risk Matrix
3. Complete risk register for all key events and programmes
4. Assess and complete match day risks
5. Complete a domestic match plan
6. Complete a medical match plan
7. Fill in when required an incident report form
8. Fill in when required an incident investigation form.