



## **Health, Safety and Wellbeing Policy Statement**

Swimming Waikato is committed to providing our employees and the swimming community we serve with a safe, harm-free work environment. Our procedures and systems support the identification and management of hazards and risks, so that everyone goes home safely. We will do everything we can to ensure none of our people or members of the public are put at risk.

By taking personal accountability for health, safety, and wellbeing we demonstrate care for ourselves, each other, those who work with us and the swimming community.

To ensure our employees, athletes, coaches, technical officials, and volunteers can operate in a safe and healthy environment -

### **Swimming Waikato Board Members will:**

- Maintain a sound knowledge of all health and safety matters relevant to Swimming Waikato, including the hazards and risks associated with the operations of the organisation.
- Ensure compliance with all relevant legislation, regulations, and codes of practice.
- Provide leadership for continuous improvement to health and safety by ensuring employee consultation and encouraging employee participation in all matter relating to health and safety.
- Ensure health and safety policy and procedures are created to meet the needs of Swimming Waikato and the community it serves.
- Ensure efficient methods of reporting and recording are maintained and that all accidents and incidents are investigated.
- Ensure risk-assessment is undertaken to eliminate risks and hazards where practicable.
- Ensure health and Safety training and supervision is provided, as necessary.
- Ensure the availability and use of resources to allow the implementation of all of the above.

### **Swimming Waikato employees will:**

- Oversee the health and safety engagement with other Persons Conducting a Business (PCBUs) for all Swimming Waikato lead events and initiatives.
- Actively participate in health and safety discussion, consultation, and communication.
- Be familiar with and comply with all health and safety policies, procedures, and instruction of Swimming Waikato.
- Undertake appropriate health and safety training as required.
- Establish and maintain a hazard register.
- Report hazards, risks, accidents and near misses promptly and accurately.
- Take reasonable care of their own and others health and safety and encourage others to do the same.

**Swimming Waikato athletes, coaches, technical officials, and volunteers will be encouraged to:**

- Actively contribute to hazard identification and management.
- Take reasonable care of their own and others health and safety and encourage others to do the same.
- Report injuries or near misses promptly and accurately.
  - The Technical Director for a meet must detail any health and safety issues identified and/or reported as part of the meet in the respective Meet Report.
- Follow instructions/safety briefings from programme staff.