



Hamilton Triathlon Club Health & Safety Manual



January 2026

Revisions

Version	Date	Approved
0 Draft	July 2021	
1	August 2021	
2	January 2026	Andrew Richards

Fundamental Health and Safety Principles

This document lays out details of the Health and Safety Policy for Hamilton Triathlon Club. The overarching principle is that no one should be put into a position where they can be harmed or cause harm to another person.

The Club President is responsible for ensuring that members, employees, and volunteers who are carrying out activities within Club premises or on behalf of the Club at activities and events, are aware of the relevant safe working practices for risk management and injury prevention.

and that

The Club will provide the necessary equipment to protect individuals from harm, and assist in providing appropriate training where a member, volunteer or employee considers that they do not have sufficient health and safety training for role or task that they have been assigned.

Definitions

Hamilton Triathlon Club (the Club) is the trading name of Hamilton Triathlon Club Incorporated

Club Executive – members of the Club Committee or other members and/or volunteers seconded to the Health and Safety sub-committee (where convened)

Club Member – anyone who is a current member of the Club at any grade of membership

Visitor – any member of the public (non-Club member) who has cause to be at a training, event, meeting, or other Club activity, can be friends, family members, children, or other people by invitation.

Official – anyone who is attending a Club meeting, activity, event as a representative of Tri NZ, emergency services, council, or organization

Workplace – any location or premises where the club is deemed to have control over the activities and wellbeing of members, volunteers, participants, contractors, employees, or others associated with club activities

Staff Member – anyone employed by the club, as of publication of this version of the plan there is no staff members of the Hamilton Triathlon Club

Abbreviations

ACC Accident Compensation Corporation

H&S Health and Safety

OOS Occupational Overuse Syndrome

PCBU People (and Organisations) Conducting Business or Undertaking

RAMS Risk Analysis Management System

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Hamilton Triathlon Club commitment and policy

Purpose

This section lists the objectives of the health and safety manual, provides a brief summary of the health and safety legislation and defines accountabilities.

Objectives

The Hamilton Triathlon Club health and safety programme aims to:

- promote excellence in health and safety management
- continually improve current health and safety performance
- provide a safe and healthy work environment
- identify and control actual and potential hazards
- establish and maintain communication on health and safety
- support volunteer participation in health and safety matters
- identify needs and provide training on health and safety
- comply with legal and organisational obligations.

Objectives will be achieved through:

- club executive and member support and commitment to health and safety
- implementation of policies and procedures
- club executive and member education and participation
- maintaining a quality philosophy
- regular reviews and evaluations
- health & safety meetings at monthly club meetings
- two-yearly health and safety manual review¹

Legislative requirements

The Health and Safety at Work Act 2015 (the Act) requires all persons or organizations conducting business or undertaking (PCBUs) to take all reasonably practicable steps to ensure the health and safety of staff members at work by:

- providing a safe working environment within any workplace where the club is deemed to have 'control'
- providing and maintaining facilities for staff members' safety and health
- ensuring plant and equipment on the premises are safe
- ensuring staff members are not exposed to hazards
- developing emergency procedures
- ensuring that no action or inaction by staff members is likely to cause harm to themselves or any other person.

¹ This document

The key principles within the Act are the duty to:

“Eliminate risks to health & safety so far as is reasonably practicable”

and

“If it is not reasonably practicable to eliminate risks to health & safety, to minimise those risks so far as reasonably practicable”

Other people who have duties under the Act include persons in control of places of work; self-employed people; principals to a contract; contractors and subcontractors.

The Act imposes duties on employers in respect of the workplace, certain staff members, and types of work. The Resource Management Act, the Building Act, the Fire and Emergency Act, the Hazardous Substances and New Organisms Act, the Injury Prevention, Rehabilitation, and Compensation Act, and the WorkSafe NZ Act also include health and safety elements.

Despite the title of the Act, the Club as an ‘event’ organiser does have a duty as a PCBU to take all reasonably practicable steps to ensure the safety of staff, volunteers, participants, and spectators at the event site, by virtue of clause 17 (2) – see extract below. **It is important to remember that an ‘event’ includes organised Club training sessions.**

17 Meaning of PCBU

- (1) In this Act, unless the context otherwise requires, a **person conducting a business or undertaking**
- (a) means a person conducting a business or undertaking—
 - (i) whether the person conducts a business or undertaking alone or with others;
 - (ii) whether or not the business or undertaking is conducted for profit;
 - (b) does not include—
 - (i) a person to the extent that the person is employed or engaged solely in conducting a business or undertaking;
 - (ii) a volunteer association;
 - (iii) an occupier of a home to the extent that the occupier employs or engages others in conducting residential work;

Accountability

The **Club President** has ultimate accountability for the health and safety of all members. This is provided for by:

- Documenting and communicating the health and safety policy and holding members/staff responsible for supporting the policy and related procedures.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice.
- Expecting all members to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.

The **Club President** (or delegated individuals) has key responsibilities for developing, implementing, and improving the health and safety management system as an integral part of day-to-day operations. These include the following:

- providing leadership and direction in matters of health and safety
- maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards
- acting in the capacity of the health and safety representative

- ensuring any changes to the health and safety manual are distributed to staff and the manual is kept up to date and is managed as a controlled document.

Health and Safety Meetings

- Health and safety shall be a routine item on the committee monthly meetings
- An extraordinary meeting of the Club Executive will be held in the event of a serious harm injury being investigated.
- This Health and Safety manual will be reviewed at least on a two-yearly basis by the Club President in consultation with the club membership and in conjunction with ACC Safe Workplace self-assessments

Member Consultation

Members are encouraged to actively participate in all aspects of health and safety.

Where changes to policies are being considered, members will be invited to comment and participate in the consultation process prior to implementation of changes.

References

The Health and Safety at Work Act 2015 and Amendment(s)

The Health and Safety in Employment Regulations 1995

Other relevant regulations and codes of practice

Tri NZ Health & Safety Manual (Events)

Hamilton Triathlon Club Health & Safety System

The Club Health & Safety System is made up of the following components:

Ref	Component	Elements
1	An overall Strategy for managing Health & Safety	<ul style="list-style-type: none"> • This Health & Safety Manual • Unique Event Management Plans
2	Hazard Management – proactively preventing incidents	<ul style="list-style-type: none"> • Hazard Register – Appendix 5 • Job Safety Analysis sheet – Appendix 6 • Hazard Notification Form – Appendix 7 • RAMS form – Appendix 3 • Daily Threat Analysis form – Appendix 3
3	Incident Management - recording what has happened to learn from it	<ul style="list-style-type: none"> • Incident Reports – Appendix 10 • Review of H&S and incidents at every Club Committee meeting
4	Giving people the skills they need	<ul style="list-style-type: none"> • Tri NZ Coach Accreditation • Technical Official training • Induction H&S training • Pre-activity briefings

Most importantly these are operating in a ***safety conscious culture***

Hazard management

Purpose

To further improve the method for systematically identifying, assessing and controlling hazards in the workplace as required by the Health and Safety at Work Act 2015.

Scope

The procedures apply to all Hamilton Triathlon Club workplace activities. Note separate Hazard Management procedures apply for Club run sports events (see Tri NZ Health & Safety Manual – Events).

Responsibilities

The **Club President** is responsible for:

- ensuring regular health and safety inspections are conducted
- maintaining the Hazard Register (**appendix 5**) including identification and risk analysis
- working with members to control identified hazards
- authorising specialist consultants to be contracted where existing Club Executive competency is not available to identify, eliminate or minimise hazards (for example assessment of Toxic Chemical storage at pool).

All **members** are responsible for:

- implementing hazard management procedures in their work area
- contribute to maintaining the Hazard Register (**refer Appendix 5**) including identification and risk analysis.
- completing a hazard notification form (**appendix 7**) if a hazard is identified and providing this to the person responsible for the site (who will undertake a full identification and risk analysis and enter details into the hazard register)
- informing others (members, volunteers, visitors, and contractors) of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard
- ensuring unsafe acts and unsafe conditions are appropriately addressed.

Procedure

Hazard management steps include:

1. **Identification** – describe the hazard and state the location of the hazard
2. **Risk analysis** – rate the risk
3. **Control** – Recommend the control measure (eliminate, isolate or minimise).

Detail on these steps will be recorded in the Hazard Register (**Appendix 5**).

If difficulties are experienced in identifying, eliminating or controlling hazards, the Club President will engage an outside contractor with appropriate experience

Hazard management needs to be completed:

- systematically for all areas and processes at regular three-monthly intervals
- when an accident occurs; a check is needed to ensure hazards listed and their controls are adequate
- when a new process or equipment is introduced
- if a new hazard is observed or reported.

New equipment, processes and materials should be selected based on a pre-purchase safety assessment. This ensures there is continuous improvement in safety and minimises the need for retrospective processes such as adapting equipment to suit Triathlon operating conditions.

When new equipment or materials are used, new tasks or processes undertaken, or new personnel are involved for the first time, a “Job Safety Analysis’ sheet (**Appendix 6**) can be used as part of the hazard identification process.

Definitions

Hazard	means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.
Hazard Identification	is the process of recognising that a hazard exists and defining its characteristics.
Hazard Assessment	is the overall process of determining whether a hazard is significant.
Significant hazard	means a hazard that is an actual or potential cause or source of: <ul style="list-style-type: none">- Serious harm; or- Harm (that is more than trivial) the severity of whose effects on any person depends on the extent or frequency of the person’s exposure to the hazard; or- Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.
Harm	means ‘illness, injury or both’. The term is only used in the context of harm that is more than trivial.
Serious harm	is essentially a work-related injury, illness or condition that will result in admission to hospital for 48 hours or more or being off work for more than one week.

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‘

Step 1 – Identify hazards

Hazard Identification needs to take place across the whole organisation (Club); members are actively encouraged to address hazards as they arise within their environment. If they cannot address the hazard themselves then they need to refer it up the chain to their supervisor or Manager.

Hazard Identification Process ²			
1.	Use inspection, audits, walk-through surveys and checklists to determine hazards		
	Working Environment Area used and its physical condition Workplace layout Location of material/equipment and distances moved Types of equipment used Energy hazards Hazards which could cause injury Characteristics of materials, equipment Hazards which could cause ill health Psycho-social environment Organisation environment	Human Factors Knowledge and training Skills and experience Health, disabilities, fitness Age and body size Motivation Risk perception and value systems Protective clothing, equipment, footwear Leisure interests	Tasks Task analysis Working postures and positions Actions and movements Duration and frequency of tasks Loads and forces involved Intensity Speed/accuracy Originality Work organisation
2.	Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings		

As noted above, a Job Safety Analysis sheet (**Appendix 6**) can be used to assess any new activities, equipment, processes or material.

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Probability Scale

Score	Scale	Frequency of accident or illness
1	Rare	Would only occur only in exceptional circumstances,
2	Unlikely	Could occur at some time, but only remotely possible
3	Possible	Could occur at some time, has probably happened in the past
4	Likely	Will probably occur in most circumstances, known to have happened in the past
5	Almost certain	Will occur in most circumstances, regularly occurred ion the past

Step 3 – Control

Overview

Hazard control is the process of deciding what to do with the hazard once identified and analysed. There is a prescribed hierarchy of six levels of controls with the goal of either eliminating the risk presented by a hazard totally or reducing the risk to an acceptable level. This process is to be used for all Significant Hazards. The aim is to control the hazard as close to the source as possible. Administrative controls and Personal protective equipment should be considered only as “back-up” control measures. They should not be used as long-term controls.

Hierarchy of Controls

Note that this has expanded from the previous three levels of Eliminate, Isolate and Minimise.

- 1 ELIMINATION Remove the source of the danger entirely. For example, an old kayak could be disposed of to take the risk physically away from the club membership.
If not practical, then.....
 - 2 SUBSTITUTION Substitution involves replacing hazardous equipment or hazardous work practice with a less hazardous one. Replacing the kayak with a new safer one.
If not practical, then.....
 - 3 ISOLATION Isolation involves separating the hazard from persons at risk of being injured by it. An example of this could be using lane ropes to isolate an area of the pool that has cracked tile.
If not practical, then.....
 - 4 ENGINEERING CONTROLS If the hazard cannot be eliminated, substituted or isolated, Engineering Control is the next preferred option. Examples include such things as safety features on the equipment (e.g. bell on lead bike)
If not practical, then.....
 - 5 ADMINISTRATIVE CONTROLS Administrative controls include the use of danger signs, work practices that reduce the risk such as restricting use of particular equipment to certain people, regular rest breaks for keyboard operators and reduced exposure to noisy machines (by job rotation), supervision and training. Written procedures accompanied by associated training are also considered to be administrative controls
If not practical, then.....
- PERSONAL PROTECTIVE EQUIPMENT (PPE) Personal protective equipment should be considered only when other control measures are not practical, or to increase protection. PPE includes items such as helmets, lifejackets, eye protection, hearing protection, safety footwear, appropriate clothing, and gloves. The provision of PPE must be accompanied by training in its proper use, fitting, cleaning and maintenance.

Monitoring Requirements

If the hazard control uses an approach that minimizes (rather than removes) the risk, then the Health and Safety Act requires monitoring of the employees exposure to the hazard. The criteria for hazard monitoring will be stated in the Hazard Registers with a frequency and person responsible outlined on the register. The Act also requires a review and audit process take place on a regular basis; this is facilitated by the relevant Managers. All hazard controls and registers will be reviewed at least annually.

Selection of the Hazard Control Strategy

There may be a number of options available to control a hazard. The options may have different costs and time

frames. In determining which control method to use, consider:

Costs and benefits. There is a balance, and it may not be practical or affordable to eliminate every hazard.

Long term/short term strategies: - Existing resource constraints may require directing an interim strategy which requires higher initial costs or effort until more appropriate processes or facilities are implemented.

References

The Health and Safety at Work Act 2015 and Amendment(s).

Incident Management

Policy statement

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management.

Scope

This policy applies to employees, volunteers, and members of the Hamilton Triathlon Club, including fixed-term, part-time and casual staff. Specifically, this includes all coaches, when undertaking coaching.

Purpose

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

Responsibilities

To assist Hamilton Triathlon Club in meeting its aims in the prevention and management of work-related personal injury, there are responsibilities for the employer through line managers working in partnership with employees.

The Club President is responsible for:

- preventing accidents and injury by providing a safe and healthy work environment within their areas of office operation
- arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- acting as the health and safety representative, including liaison with ACC and Worksafe NZ investigation of workplace injury or accident.

All members are responsible for:

- observing any established health and safety procedure that relates to the work performed
- participating in relevant health and safety training,
- accurately reporting and documenting all accidents, incidents and observed hazards to the Club President
- obtaining initial medical treatment from a registered treatment provider of his/her choice (this must be a registered medical practitioner if lost time is involved)
- providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the Club President
- reporting non-work injuries resulting in time off to their Manager as soon as possible.

Procedures

Record of accident/incident/serious harm

The Incident Form (Appendix 10) is to be completed as soon as possible.

The Health and Safety in Employment Act places requirements on employers to record and investigate accidents. "Serious harm" accidents must be reported, in writing, and on the prescribed form, to Worksafe New Zealand, within seven days of the event.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

Notification of work-related (affecting the employee) accidents/incidents and how to make a claim

Whenever there is a work-related accident, incident or 'Serious Harm' injury the staff member must take the following steps:

- Inform the Club President or Club Executive member as soon as possible after the accident/incident occurs.
- Complete an incident harm form, (as above)
- If a paid employee and medical treatment is required and/or there is lost time, the staff member must, in addition to completing the form above, seek treatment from a treatment provider of their choice. (This must be a registered medical practitioner if lost time is involved.) ACC forms will need to be completed. Provide copies of any completed ACC forms (and a medical certificate if lost time is involved) to the Club President as soon as possible.

Incident reporting investigation

In the event of 'serious harm' or a significant hazard the Club President must be advised immediately so that Worksafe can be advised.

The Club President should:

- ensure receipt of all relevant information (incident form, ACC forms, medical certificates as applicable)
- initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- ensure any hazard that is identified as the cause of the event is eliminated, isolated, or minimised in accordance with the requirements of the Health and Safety in Employment Act
- ensure all corrective actions that have been identified are carried out within the specified timeframes
- review the investigation report to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act.
- When events result in 'serious harm', take the following steps:
 - Make sure anyone injured or suspected of injury has received medical attention if necessary.
 - Do not interfere with the accident scene without the permission of an Inspector from Worksafe NZ.
 - Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards. The injured person must also provide a medical certificate from the treatment provider and forward it to the Club President.
- OOS type conditions may become 'serious harm' and must be reported to Worksafe NZ (via the Club President) if the following conditions are met:

- The person is suffering from pain which is significantly more than discomfort, and considers it work related.
- The person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days, irrespective of whether they take sick leave.
- The person has voluntarily obtained, or been directed to obtain, medical help for the condition.
- A diagnosis of an OOS type condition that is or could be work related is made by a medical practitioner.
- When events result in ‘serious harm’, take the following steps:
 - Make sure anyone injured or suspected of injury has received medical attention if necessary.
 - Do not interfere with the accident scene without the permission of an Inspector from Worksafe New Zealand
 - Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards. The injured person must also provide a medical certificate from the treatment provider and forward it to the health and safety representative or CEO.
- OOS type conditions may become ‘serious harm’ and must be reported to Worksafe (via the Club President) if the following conditions are met:
 - The person is suffering from pain which is significantly more than discomfort, and considers it work related.
 - The person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days, irrespective of whether they take sick leave.
 - The person has voluntarily obtained, or been directed to obtain, medical help for the condition.
 - A diagnosis of an OOS type condition that is or could be work related is made by a medical practitioner.

Definitions

Work-related personal injury	is a personal injury that the staff member suffers as set out in the Injury Prevention, Rehabilitation, and Compensation Act. This includes a definition of personal injury caused by a work-related gradual process, disease or infection.
Lost time accidents	are work-related personal injuries that result in more than a day off the job (i.e. the staff member is unable to resume work the day after a personal injury has occurred)
Treatment provider	means a registered medical practitioner if time off work is required, or a registered health professional such as a physiotherapist, chiropractor etc. if time off work is not necessary.

References

Injury Prevention, Rehabilitation, and Compensation Act 2001

Privacy Act 1993

Human Rights Act 1993

Health and Safety at Work Act 2015 and Amendment(s)

First aid

Policy statement

The Hamilton Triathlon Club has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure safe and consistent care is taken when first aid may be required in the workplace.

Scope

This policy applies to all Club employees, volunteers, and members.

Responsibilities

The Club President is responsible for:

- ensuring appropriate first aid supplies are provided at Club workplaces and in vehicles
- ensuring that first aid supplies are accessible to employees, volunteers and members at the office and in vehicles.
- ensuring there is a designated first aid representative for the Club controlled offices holding an appropriate first aid certificate or other equivalent qualification. Holding an appropriate first aid certificate or other equivalent qualification
- ensuring a first aid register form (incident form) is completed in the event that first aid is rendered

References

The Health and Safety at Work Act 2015 and Amendment(s)

The Health and Safety in Employment Regulations 1995

First aid at work, Worksafe New Zealand February 2020

Addendum

Hamilton Triathlon Club office first aid supplies

Minimum contents for event first aid kits

- A manual giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (various sizes), appropriate to the type of work
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 6 medium-sized, individually wrapped sterile unmedicated wound dressings, about 12 cm x 12 cm
- 2 large sterile individually wrapped unmedicated wound dressings, approximately 18 cm x 18 cm
- 1 pair of disposable gloves
- 1 resuscitation mask.

Note: Pain relief should not be included in first aid kits. Special provision for treating allergic reactions should be the responsibility of the person with the allergy.

Information, training and supervision

Policy statement

Hamilton Triathlon Club recognises the responsibility of the employer to promote a safe and healthy workplace. Employees (including volunteers) and the general membership need to actively participate in workplace health and safety and require information, training and supervision to support safe workplace practices.

Purpose

To ensure that employees (including volunteers) and members are provided with adequate information, training and supervision on health and safety matters.

Scope

This policy applies to all Club employees (including volunteers) and members

Responsibilities

- The Club President is responsible for ensuring that all employees, volunteers, and members receive:
- A relevant induction to health and safety in the workplace
- Where appropriate a copy of this Health and Safety manual
- an opportunity to complete the induction process and gain familiarity with Club policies and procedures
- any additional training that is required as a result of specific work activities or requirements
- any protective clothing or equipment required for the activities they will undertake

The Club President is responsible for ensuring that staff receive:

- opportunities for employees to contribute to health and safety
- notification of all health and safety meetings
- an opportunity to attend ongoing training in relation to health and safety relevant to the organisation

All employees, volunteers and members are responsible for:

- following instructions of those in charge (e.g. coach, event organiser)
- as necessary completing the induction process including reading the relevant policies and procedures and undertaking training as directed
- reporting hazards
- using and caring for protective equipment or clothing provided by the Club
- cooperating with the monitoring of workplace hazards and employees' health (with permission)
- reporting work-related injuries or ill health
- not undertaking work that is unsafe
- not interfering with an accident scene.

References

The Health and Safety at Work Act 2015 and Amendment(s)

Event Safety

Triathlon NZ H&S Manual - Events

Hamilton Triathlon Club is firmly committed to running safe events and H&S will be covered within individual Event Management Plans to cover this aspect of operations.

Appendix 1: Checklist for review of the H&S Manual

Health & Safety System	Policy components	Review date
Employer commitment to health and safety	<ul style="list-style-type: none"> • Outline of Health and safety programme (objectives) • Employer commitment including employer and employee responsibilities • Volunteers • Health and safety committees • Acknowledgment of and cross-reference to relevant legislation • Quality systems that support health and safety such as internal audit 	
Hazard identification and management	<ul style="list-style-type: none"> • Hazard identification process and risk analysis • Managing hazards • Stress at work • Occupational Overuse Syndrome prevention • Manual handling guidelines • Smoke-free workplace • Forms for hazard identification and analysis 	
Accident reporting and management	<ul style="list-style-type: none"> • Definitions of accident and serious harm • Procedures for investigating and recording accidents • Making claims • Rehabilitation – employer commitment to vocational rehabilitation programmes and early return to work • Forms for recording accidents and investigations 	
Emergency planning and readiness	<ul style="list-style-type: none"> • First Aid • Disaster management (fire, earthquake, flood) • Management of an unwanted visitor, bomb threat 	
Employee information, training and supervision	<ul style="list-style-type: none"> • Induction process & training • Employee responsibilities • Ongoing training and staff development • Cross-references to employer commitment 	
Employee involvement	<ul style="list-style-type: none"> • Employee participation • Cross reference to health and safety committees 	
Contractors and visitors	<ul style="list-style-type: none"> • Definitions • Processes to ensure safety while on-site • Responsibilities 	
Event management	<ul style="list-style-type: none"> • Health and safety off-site • Responsibilities and functional relationships with other stakeholders • Checklists managing risk – event management 	

Appendix 2

Appendix removed 2026

Appendix 3: Risk analysis management System (RAMS)

Club Training Session / Event RAMS Form

RISKS	Accident, Injury, other forms of loss	Death – Drowning Injury – Cuts, Abrasions, Soft Tissue, Fractures Stings Missing person Hypothermia Sunburn Loss of Confidence		
CAUSAL FACTORS	Hazards, Perils, Dangers	People Swimming unsupervised. Inadequate Supervision. Inappropriate Ratios. Unconscious – from blow to head or medical condition. Out of depth. Separated from equipment. Boundaries not clearly set. Sunscreen not applied. Peer/ Adult pressure. Activity wait times too long. Conflicting users (e.g. kite surfers).	Equipment Equipment not maintained. Faulty or damaged. Equipment. Incorrect use of equipment. Throwing of equipment. Inappropriate swimming attire.	Environment Rips/ holes/ currents/ sandbars. Shore break/ big surf. Changeable/ unpredictable conditions. Windy conditions. Cold wind and or rain. Cool/ hot temperatures. Cool sea temperature. Stinging jellyfish. Broken glass. Rocks. Hot sand. Pollution/ poor water quality.
RISK MANAGEMENT STRATEGIES	Normal Operation	Ensure water safety ratio is adhered to at all times (1:5) Buddy System. Supervisors to be fully briefed on roles/ responsibilities. Surveillance carried out regularly throughout activities. Supervisors to be well informed of any medical conditions or special supervising needs of participants. Emergency Signal system in place. Participants briefed on 'Assistance Required' signal. Emergency Stop signal in place and briefed to all. Activity wait time kept to a minimum. Opportunities for participants to withdraw (supervised) from activities if cold. Activities kept a safe distance from conflicting users.	All equipment to be well maintained. Hazards explained to students. Correct use of equipment explained and restricted to those authorized to use it. Compulsory use of safety equipment and leashes. Whistles checked regularly. Swimming attire restricted to swimming togs only (wetsuits in cold conditions). Warm Clothes and shelter available. Sun block meets SLSNZ guidelines and is applied at required intervals.	Area to be safe for relevant activities. Depth of water to be appropriate for participants. Area to be clearly defined by supervisors. Supervisors to have appropriate experience and equipment. Water quality to be tested if there are any concerns
RISK MANAGEMENT STRATEGIES	Emergency	First Aid Kit Resuscitation Kit Emergency Telephone Whistle		

Daily Threat Analysis Form

Location

Group Name		Date	
Person In Charge		No of participants	
Instructors		No of supervisors	
Experience Level		Participant/supervisor ratio for activities	
Medical conditions present	Yes/no	Land based 20:1 Water Based 5:1 This ratio does not include instructors	
Description of medical conditions		
Special needs consideration		

Checklist Environmental Conditions

WEATHER AM	Time	WEATHER AM	Time
Conditions	Clear/cloudy/rain Burn time:	Conditions	Clear/cloudy/rain Burn time:
Wind Direction Heavy/medium/light Offshore/onshore Continuous/intermittent	Wind Direction Heavy/medium/light Offshore/onshore Continuous/intermittent
Forecast	Fine/cloudy/rain/storm	Forecast	Fine/cloudy/rain/storm
BEACH AM	Time	BEACH AM	Time
Circle if applicable	Streams/rivers/stormwater outlet	Circle if applicable	Streams/rivers/stormwater outlet
Level	Low/medium/high Debris/rubbish/pollution	Level	Low/medium/high Debris/rubbish/pollution
SEA AM	Time	SEA AM	Time
Tide	High/medium/low Incoming/outgoing	Tide	High/medium/low Incoming/outgoing

.....	
Signed: Person In Charge

Appendix 4: First aid record

Name of person receiving treatment:	
Relationship to Club: (member, volunteer, etc)	

Date of treatment:	
Time of treatment:	
Person giving first aid:	
Accident register completed by:	
Nature of injury:	
Treatment provided:	

Appendix 5: Hazard register

Location:

Hamilton Triathlon Club controlled site: Yes/No

Hazard Identification and Analysis					Action		
Hazard/Task	Risk Score (no controls)	Significant (yes/No)	Controls Required (incl existing) <i>(Eliminate, Substitute, Isolate, Engineering controls, Admin controls, PPE)</i>	Risk Score after controls	Person Responsible	Monitoring Required (who and when)	Review & Audit (*who and when)

Risk Category

Critical	Critical risk; immediate action required
High	High risk; senior management attention is needed
Moderate	Moderate risk; management responsibility must be specified
Low	Low risk; manage by routine procedures

Hazard Register EXAMPLE

Location: <Club Name & Location>

Hazard Identification and Analysis				
Hazard/ Task	Risk Score. with no controls	Significant (Yes/ No)	Controls Required (Incl existing) (Eliminate, Substitute, Isolate, Engineering controls, Admin controls, PPE)	Risk Score after controls
Quad Bike	13.5	Yes	4. Engineering – Roll bar fitted to quad.	4.
			5. Administrative –Only licensed and trained operators allowed to use it.	4.
			6. PPE – Helmet and shoes to be worn at all times (no jandals or bare feet).	6.
			5. Administrative –Only licensed and trained operators allowed to use, or if in training then under direct	7.

Appendix 6: Job Safety Analysis Sheet

This worksheet is to be used when undertaking tasks for the first time, when new equipment, processes or materials are used or when new staff are involved.

Location:	Date:	Person in Charge:
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Task Description:

Site Safety Check – What Hazards Exist?
Has the Hazard Register been referred to for this task? Yes or No (please circle)

What Control Procedures are Required?:
--

Is any PPE Required?: Is so, please specify.
--

Are all staff involved suitably experienced, trained, qualified, or supervised to carry out the controls? Yes or No (please circle)

New Hazards Identified

New Hazard	Risk Score (no controls)	Significant (yes/No)	Controls Required (incl existing) <i>(Eliminate, Substitute, Isolate, Engineering controls, Admin controls, PPE)</i>	Risk Score after controls	Person Responsible	Monitoring Required (who and when)	Hazard Register Updated? (by who and when)

Risk Category

Critical	Critical risk; immediate action required
High	High risk; senior management attention is needed
Moderate	Moderate risk; management responsibility must be specified
Low	Low risk; manage by routine procedures

Appendix 7: Hazard notification form

Any person who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.

Hazard Notification Form			
Your name:	Date hazard observed:	Location:	Notification to:
Description of hazard including significance in your opinion:		Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:
Signature of person notifying this hazard:			
Health and safety representative report including analysis and action taken:			
Date entered into the hazard register:			
Signature of health and safety representative:			

Appendix 8: Workplace Health & Safety Induction checklist

Topic	Information provided	Received & Understood
Overview	Organisation philosophy on Health & Safety	
Processes and Procedures	Organisation Health & Safety Manual	
Incident Reporting	Forms and processes.	
First Aid	First Aid room and equipment	
Orientation	<p>Walk around to identify particular H&S aspects of the workplace, including</p> <ul style="list-style-type: none"> • Organisation chart – key contacts. • Parking and access/ security. • Equipment storage and use. • Hazardous substances/ storage. • Safety signs and emergency procedures/ exits. • Fire safety equipment. • Communications equipment (radios/ phones) with emergency contacts. • High risk areas/ unique risks in the environment. • Personal Protective Equipment. • Instruction sheets. 	
Training Programme	<p>Identify any training needs, e.g.</p> <ul style="list-style-type: none"> • Manual Handling. • Vehicle use. • Other Equipment use. • PPE. 	

I certify that all the items above, including regulations, policies and other rules and conditions in effect at this time have been explained to me by _____ and that I understand the information given to me

Name of inductee (please print)		
	Signed:	Date:
Name of Inductor (please print)		
	Signed:	Date:

Appendix 9: Hamilton Triathlon Club Operating Locations

Club “Controlled” Locations

Personnel	Location	Address
	None	

Club personnel operating in non-Club controlled locations

Personnel	Location	Address	Location Controller

Appendix 10: Incident Report Form

Particulars of incident/ Accident (circle as applicable)		
Date:	Time:	Location:
Detail of Person(s) Involved		
Name:	Age:	Address:
	
	
Incident Details		
Description:		
.....		
.....		
.....		
.....		
Action Taken (detail consequences and medical attention needed):		
.....		
.....		
.....		
.....		
Actions by others:		
.....		
.....		
.....		
If a vehicle was involved:		
Make/Model:	Registration:	Passengers:
Driver details:		
Treatment		
Was medical assistance called for? Y / N	Name of first aider:	
Treatment given:		
Witnesses		
.....		
.....		
Investigation		
Investigation by:		
Preventative action:		
.....		
.....		

