

Arthur's Pass Outdoor Education Centre

Safety Management Plan

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Applications can be made to the following:

Centre Manager

Arthur's Pass Outdoor Education Centre

PO Box 51007, Arthur's Pass, 7654

Email: manager@apoec.org.nz

Glossary of Terms

Accepted Best Practice

In the absence of a formal standard or code of practice, accepted best practice is the standard for an activity. Usually, national organisations agree on a range of acceptable practices to run an activity safely and document these practices in guidelines.

If there are no formal, documented guidelines, APOEC should establish that their practices are consistent with those of their professional peers in the field.

Accident

This is an event that happens by chance without apparent or deliberate cause. Typically it results in the risk of loss or potential loss through damage or injury.

Adult Helpers

Means those persons organised by the client group to attend the program or activity run by Arthur's Pass Outdoor Education Centre, but are not employed by APOEC and are not considered as APOEC staff. They are there to act as the student's supervisors and to assist the teacher's and the APOEC staff in running programs or activities. They are not employees of Arthur's Pass Outdoor Education Centre. Often Adult helpers oversee basic safety situations where they are not necessarily required to know specialised safety information as they will have the opportunity to be trained by APOEC staff in their roles and responsibilities prior to conducting their role.

Adequate Logged Experience

Means documented experience in the required discipline. National bodies, peers and/or employers define how much logged experience is required (usually identified in days specifically to individual activities or areas of experience.) to be considered experienced. (Also see: **Log books**)

Adventure Activity

Is an activity that is provided in return for payment and that is land or water based which involves the participant being guided, taught or assisted. It is designed to deliberately expose the participants to a serious risk that is managed by the provider.

APOEC

Means Arthur's Pass Outdoor Education Centre.

Code of Practice

Means a statement of preferred work practices and arrangements.

Competent Person

Means a person who has the qualification or certification, knowledge and skills appropriate to the task and or known or demonstrated competence to carry out the task to an adequate standard.

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Contract Staff

Means those persons employed by Arthur's Pass Outdoor Education Centre (for financial reward) for a short term or contracted term of employment.

Crisis

Refers to any accident that involves significant loss or serious injury or death. A crisis would usually require the assistance of outside agencies such as Police, Ambulance, Fire Brigade or Coast Guard.

Current

Means up to date or most recent. Individual areas of qualifications will vary how often this need to be re-validated, so APOEC aligns with all current national body regulations.

Due Dilegance

Is a level a reasonable person exercises to avoid loss.

Duty

means moral obligation or reponsibility.

Duty Holder

under the HSWA there are 4 types of duty holders:

1. Persons Conducting Business or Undertaking.
2. Officiers
3. Workers
4. Other People in the Workplace

Emergency

Refers to any serious incident or situation concerning the health, injury, and death, missing person, or extensive damage involving staff, clients or property

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Employee

Means any person at work, excluding a Principal, Contractor, Sub-contractor, or Self-employed Person.

Employer

Means a person or persons whom or that employs any other person to do any work for hire or reward; and, in relation to any employee, means an employer of the employee.

EOTC

Education Outside the Classroom.

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 or loss.

Incident

Means an unplanned and undesired event, which under slightly different circumstances, could have resulted in an accident.

Injury

Means harm or damage to a person.

Location

Means any site, interior or exterior, where the functions of the enterprise (i.e. filming, climbing, hunting etc) take place.

Machinery

Means an engine, motor or other appliance that provides mechanical energy derived from compressed air, the combustion of fuel, electricity, gas, steam, water, wind, or any other source and includes:

Any plant by or to which the motion of any machinery is transmitted; and,

A lifting machine, a lifting vehicle, a machine whose motive power is wholly or partly generated by the human body, and a tractor.

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Mandatory

Means where the requirement of any applicable legislation requires compliance.

Minor Accident/Incident

This refers to an Accident/Incident with minimal loss or risk to the person/property/trading name. In terms of personal harm it can be dealt with basic First Aid treatment and requires no specialist follow up.

Officer

Under HSWA 2015 an officer is a person who holds a very senior leadership position and has the ability to significantly influence the management of a business or undertaking. A business or undertaking can have more than one officer.

Other Person At the Workplace

Under HSWA 2015 this is visitors and volunteers to the workplace. As it is expected these people have their own duty to take reasonable care to keep themselves and others safe.

Outside of Scope Activity

Means a program or activity that has not been previously attempted, and is not currently part of APOEC's Safety Management Plan.

Personal Protective Equipment (PPE)

This is anything worn or used by a person to minimise their exposure to risks. At APOEC these would be equipment such as clothing and footwear.

Person with delegated responsibility

Means the person whom, in a given situation is responsible or jointly responsible for the planning or implementation or overseeing of a specific major aspect of an enterprise, production or business.

Place of Work

Means the place where the employee is to work under the control of the employer.

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Risk Management

Means the process of identifying and managing risks in order to prevent an accident, incident or loss. Our goal is to manage risk to only expose participants to a “normal” “day to day” level of risk that they would encounter at any given time.

Safe

In relation to a person, means not exposed to any significant hazards; and free from hazards, (“unsafe” and “safely” have corresponding meanings).

Safety Policy

Means a policy designed to influence and determine health and safety related decisions.

Should

Refers to practices or requirements which are advised or recommended and may be considered to be a minimum standard.

Serious Harm

Any of the following conditions that amounts to (or results in) permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetration wound of the eye, bone fracture, laceration or crushing.

Amputation of any body part.

Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.

Loss of consciousness from lack of oxygen.

Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.

Any harm that causes the person to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

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So Far That is Reasonably Practical

Is described as a balance between what is possible (the highest level of protection) and what is achievable (reasonable in the circumstances)

SMP

Means Safety Management Plan.

Sub-contractor

Means a person engaged (other than as an employee) by any contractor or sub-contractor to do for gain or reward any work the contractor or sub-contractor has been engaged (as contractor or sub-contractor) to do.

Principal

Means a person who or that engages any person (other than as an employee) to do any work for gain or reward.

Work Safe New Zealand

Previously called OSH, meaning Occupational Safety and Health division of the Department of Business, Innovation and Employment. This is the government organisation we align our policy and procedures with and report all accident and incidents to.

Qualified

Means having the abilities, qualities and attributes necessary to perform a particular job or task. This must be quantified through a formal assessment granting an award or certification.

Risk

Means the chance or possibility of loss. This could be physical, financial, psychological, environmental.

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Person Conducting Business or Undertaking (PCBU)

Under the Health and Safety at Work Act 2015 this refers to an individual person or an organisation, in most cases the PCBU will be an organisation (for example, a business entity such as a company)

Typically Business and Undertaking are described as follows:

Business is an activity carried out with the intention of making a profit or gain.

Undertaking is an activity that is non-commercial in nature. For example certain activities of a local authority.

Perceived Risk

Is how hazardous an activity is thought to be from the perception of the client, without safety measures in place to isolate/minimise or eliminate real risks.

Real Risk

Is the actual risk present in any situation both before and after safety measures are put in place.

Volunteer Workers

Means those persons working for the Arthur's Pass Outdoor Education Centre and are not receiving financial rewards for their services, but are there for the purpose of gaining experience. This does not include adult helpers organised by schools or other groups using the Centre.

1:1 - INTRODUCTION

This is the Safety Management Plan for Arthur's Pass Outdoor Education Centre. It provides the fundamental information about the day to day operation of APOEC and how it operates in the Outdoor Education Sector. It has three areas of focus throughout the document:

- ① Alignment of APOEC operation with NZ Legislation
- ② Alignment of APOEC operation with National Standards in the EOTC and Outdoor Education Sectors
- ③ Day to day policies and procedures upheld by APOEC staff during the running of the APOEC normal operations

This section discusses background information about Arthur's Pass Outdoor Education Centre, as well as identifies the objectives, the scope and limitations of the Arthur's Pass Outdoor Education Centre's Safety Management Plan.

The structure and layout of Safety Management Plan is also discussed.