

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

Management Policies and Procedures

SECTION 4

4:1 - INTRODUCTION

This Section identifies the policies, practices and procedures, which govern the management of Arthur's Pass Outdoor Education Centre.

These policies, practices and procedures are relevant to those responsible for the administration and management of Arthur's Pass Outdoor Education Centre.

4:2 - HEALTH AND SAFETY POLICY FOR EMPLOYEES, CLIENTS AND PROPERTY

It is essential that Arthur's Pass Outdoor Education Centre work to meet all Health and Safety Standards.

Outlined in Section 2.2 Health and Safety at Work 2015 Arthur's Pass Outdoor Education Centre must ensure that the organization is a safe and healthy place for staff and visitors to work in, as well as for clients to participate in. This involves both the physical and the emotional well being of staff, visitors and clients.

There are important responsibilities for all staff defined within individual contracts and job descriptions organised and arranged prior to employment. A copy of these contracts is to be kept on file by the Arthur's Pass Outdoor Education Centre Trust.

It is essential that all Arthur's Pass Outdoor Education Centre staff and visitors have checked and read the details regarding Evacuation and Emergency Procedure, Accident/Incident Recording and Health and Safety in the Workplace. Also to have a sound understanding of the Safety Management Plan, along with the Risk Management Plans in relation to the safe operation of APOEC.

It is also essential that all Arthur's Pass Outdoor Education Centre employees maintain a safe and health working environment with regards to property and places of work, and that they meet industry Health and Safety Standards.

If any staff member, visitor or client has a concern about any of the health and safety standards of Arthur's Pass Outdoor Education Centre they should inform the APOEC Manager. This concern can be expressed to the Manager in private at an appropriate time. A record of any concerns should be made and filed in the filing cabinet under Health and Safety/ Risk Management. The Manager should then inform the Arthur's Pass Outdoor Education Centre's Board of Trustees, and steps should then be taken to review the concern raised, which may lead to action being taken to remedy the concern if it is deemed to be a problem.

Further more if any staff member acts outside of their outlined role or responsibilities in their contract and job description, their specified role, and/ or with out authorization from either the Manager or the Arthur's Pass Outdoor Education Centre Trust they could be held responsible for their own actions, and should be made aware of such actions during individual staff inductions to the organization.

4:3 - HOW THE HEALTH AND SAFETY OFFICER/S DEALS WITH CONCERNS

If hazards have been identified to the Centre Manager they must adhere to the following:

- ***When dealing with concerns regarding hazards the Safety Officer (APOEC Manager) must halt any part of operations that they deem to be unsafe and harmful.***
- ***APOEC Manager must inform all other staff within 24 hours or hazard being identified. This is to be in a formal meeting where strategies on the management of the hazard is discussed.***
- ***The Manager should keep a documented record of any concerns raised by other member of the APOEC staff. The specific hazard should remain closed until both the Manager and APOEC Board of Trustees has reviewed the concern.***

After consultation with other APOEC staff and the APOEC Board of Trustees changes to policies and procedure, or to activities and programmes maybe necessary.

4:6 - STRUCTURE OF APOEC STAFFING

Arthur's Pass Outdoor Education Centre's Organisational Structure:

- Arthur's Pass Outdoor Education Centre Board of Trustees
- Centre Manager
- Contract instructors/ staff
- Volunteer workers/ trainee staff

It is important to note that the APOEC Trust typically employs one fulltime staff member for operations, the Centre Manager, and that it is the Centre Manager who is responsible for most of the operational side of the centre, this includes but is not limited to:

- Facility Maintenance
- Planning and organising programmes
- Training and Induction of any Employed APOEC Staff and Volunteers
- Overseeing any staff/contractors
- Instructing activities and implementing programmes
- Any other activities necessary for the day to day running of the Arthur's Pass Outdoor Education Centre

4:5 - AUTHORITY AND RESPONSIBILITY OF ALL APOEC STAFF

Arthur's Pass Outdoor Education Centre's management and staff must:

- ***Ensure the implementation of all policies and procedures (including hazard identification and emergency procedures) identified in this Safety Management Plan.***
- ***Establish processes which enable the identification and implementation of new policies or procedures (including emergency procedures) as required.***
- ***Conduct regular documented safety checks of equipment and facilities.***
- ***Provide induction of new staff in policies and processes prior to their instructing an activity.***
- ***Ensure all APOEC staff, contract staff, and volunteer workers are promptly informed of any changes to operational policies and procedures.***
- ***Report and document all incidents and accidents involving people or equipment as soon as practicable after an event.***
- ***Review at least annually these systems and processes for their appropriateness and effectiveness.***

4:6 - AUTHORITY AND RESPONSIBILITY OF APOEC CENTRE MANAGER

The APOEC Centre Manager has the overall say of the operation of the APOEC facilities on a day to day basis. This includes:

- Staff supervision, Training, Induction
- Product development and Implementation
- Communicating with groups on all matters regarding their experience.
- Running of all outdoor activities
- Upkeep and creation of relevant policy and procedure
- Reporting directly to the board of trustees
- Reporting all accident and incidents

4:7 - AUTHORITY AND RESPONSIBILITY OF APOEC BOARD OF TRUSTEES

The role and responsibility of the Board of Trustees

- *Annually review workplace Health and Safety*
- *Annually review all outdoor policy and procedures*
- *Review all work place accidents and incidents as required*
- *Continue to keep certification for relevant areas of operation (as requires)*

This process can be done as a continual process throughout the year and is recorded in the board of trustees meeting and managers monthly report.

Also summative reviews of any policy or procedure will be reported in the board of trustee meeting and updated in this document.

4:8 - AUTHORITY AND RESPONSIBILITY OF GROUP LEADER

The Group Leader plays an important role within the running of the camp experience their responsibilities are as follows:

- Representing the School or Organization they represent
- All behaviour management of the group while here
- Provision of all Medical Information and Role to Centre Manager
- Organizing evening entertainment for their group
- Fill the role of Fire Warden when the Centre Manager is off site
- Reporting all incidents and accidents to Centre Manager
- Leading group with Centre Manager through assisting in selecting activities
- Acting as a contact to school principal and parents

4:9 -RESPONSIBILITIES OF SAFETY OFFICERS

The prime objective of the Arthur's Pass Outdoor Education Centre Safety Officer is to promote and monitor health and safety throughout all programmes, activities, property and facilities.

In achieving this objective the Safety Officer's responsibilities are:

- Ensuring the implementation and development of health and safety policies and procedures.
- To ensure 'due diligence' in recording/adapting and implementing all health and safety policy.
- Actively soliciting staff and clients for concerns regarding health and safety and hazard identification.
- Ensuring that any concerns raised regarding health and safety are dealt with in a manner consistent with the policies and procedures identified in this plan.
- The thorough investigation of any incident or accident that occurs in any programme or activity.
- Determine trends and where possible root causes of any accidents and incidents, these to be used as a basis for review of safety policies and procedures.
- Prepare a monthly report (to be incorporated into the monthly Manager's Report) on the status of safety of Arthur's Pass Outdoor Education Centre (including: Incidents and Accidents, and Maintenance of the APOEC Lodge and faculties);
- Arrange an annual review of any accidents and incidents that have occurred on any programme or activity and apply appropriate measures to prevent future related accidents or incidents; and
- Arrange for a review of the safety management systems (including Health and Safety) by an external agent at appropriate intervals.

4:10 - DESIGNATED SAFETY OFFICERS IN APOEC

Whoever is the current Centre Manager of the Arthur's Pass Outdoor Education Centre is the designated Safety Representative, also the Board of Trustees overseeing the current Manager has a representative.

Representative:	Role:	Date Assigned Role:
Rodger McHarg	Chairman	09/04/16
Logan McKelvie	Centre Manager	09/04/16

4:11 -HAZARD NOTIFICATION PROCESS

If a significant hazard is identified the following steps are to be taken:

- ***If any Arthur's Pass Outdoor Education Centre member of staff is aware of any hazard or concerned that there is a potential risk of harm that could affect any APOEC staff member, visitor, client, member of the public, or any property and equipment he/ she must inform the APOEC Manager as soon as is practicably possible.***
- ***The Manager should keep a written record of such notification and staff and Manager can review hazard.***
- ***If there is any information regarding hazards concerning the operation of APOEC the Manager is to inform all staff of that information during an organised meeting. This should be done within 24 hours of identification of the hazard, where possible.***
- ***If there is any information regarding hazards that need to be communicated to the APOEC Board of Trustees the Manager will make this information known to the Board. If it is urgent then the Manager should inform the APOEC Board of Trustees as soon as possible. If it is not urgent then the Manager should inform the APOEC Board of Trustees in his/ her monthly report.***
- ***Any significant hazards that direct impact on public safety that are identified will be passed onto Department of Cosnservation by the Centre Manager within 24 hours of identification.***