

# HRNZ HEALTH AND SAFETY SYSTEM USER GUIDE

HEALTH AND SAFETY POLICY





# WELCOME TO HRNZ HEALTH AND SAFETY SYSTEM USER GUIDE

## INTRODUCTION

The purpose of this user guide is to outline how to implement HRNZ's health and safety system to assist you in meeting your legal obligations under the Health and Safety at Work Act (2015) as a person conducting a business or undertaking (PCBU).

There is an implementation plan at the end of this document to help you keep track of your obligations each year. We recommend adding these actions into your calendar to help keep you on track.



## TRAINERS RISK REGISTER

As a business owner, having an awareness of health and safety risks associated with running your business and ensuring there are appropriate controls in place to manage these, is a key part to meeting your health and safety obligations.

HRNZ have provided a templated Risk Register anticipating the risks, risk controls, documents and training available to you. As this register won't account for all potential risks on your site, we've included templates customisable to add additional concerns unique to your business.

### What you need to do:

Go through the risk register and ensure these controls are integrated into your business. Once you are happy that each risk has been sufficiently managed, write in the date you have checked this off.

Because risks and controls change, go through this review process at least once every year. We recommend working through your register with members of your team to gain a clear perspective of the risks you may not be aware of.

## HEALTH AND SAFETY POLICY

The Health and Safety Policy details the commitment from you and your team on how you will work together to keep each other and members of the public safe while carrying out your roles.

### What you need to do:

This Policy needs to be signed and dated by you and kept either on display at your place of work or within a safety folder.

We recommend reviewing this policy at least once every two years and dating and signing as evidence of your ongoing commitment to health and safety with your workplace.

## SAFETY INDUCTIONS FOR EMPLOYEES

As an employer, legislation requires all employees, including casuals and those seeking work experience, are appropriately trained on how to undertake their roles within your place of work safely.

NZTR have included a suggested Induction Template anticipating the risks and training available to you. The template is customisable so this can reflect additional training measures you have in place.

Retaining evidence that you have undertaken safety inductions for each employee assists with meeting [legislative guidelines](#).

### What you need to do:

Using the HRNZ Health and Safety Induction Checklist as your guide, go through and check off each induction requirement for both new and existing employees as it's completed.

This process includes providing employees with a copy of a copy of the HRNZ Health and Safety Induction book which can be handed to the employee or emailed prior to the employee starting their role.

## TRAINERS HEALTH AND SAFETY ANNUAL INSPECTION CHECKLIST

Effective health and safety is about proactively managing the risks associated with your business which you can prove through undertaken bi-annual inspections.

### What you need to do:

Using the provided bi-annual inspection template, either you or a nominated employee is to go through the health and safety documentation and records that are in place and tick whether all sections are up to date. If anything is found to be incomplete, tick 'No' and write down the actions that need to be taken to rectify this. Once everything is updated, enter in the date this was completed.

## HRNZ SAFETY NEWSLETTERS

From time to time, HRNZ will email through safety communications for you to share with your team. The objective of these communications is to encourage you to openly discuss safety with your employees and highlight any key risks associated with their roles and how best to protect themselves and others.

### What you need to do:

Once you are sent the latest safety communication, organize time with your team to hold a safety toolbox talk (you may need to hold more than one to capture your entire team). Take note of any concerns raised by your team and have everyone present sign the toolbox attendance record and keep this on file.

## ANNUAL HEALTH AND SAFETY ACTIONS CALENDAR

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Risk Register			X						X			
Health & Safety Policy									X			
Bi-Annual Inspection												
Safety Inductions					X						X	



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