

Frequently Asked Questions
Prepared for:



HEALTH & SAFETY · EMERGENCY MANAGEMENT

www.allaboutpeople.co.nz

Q1. What are the changes to Health and Safety in New Zealand and how does it affect me?

Health & Safety legislation changed on **4th April 2016** when the Health and Safety at Work Act 2015 came into being. A series of regulations have been and are continuing to be developed to support The Act.

The new law moves away from looking at hazards and focuses on risks. The new law says you need to take reasonably practical steps to manage these risks.

There is a lot more accountability on those who hold an office of authority in regards to employment matters, to ensure that safety is being implemented and being used. This includes those who manage and direct volunteers!

Under the Health and Safety at Work Act 2015 there is no distinction between those who are paid to work in the organization and those who are not. They are all deemed 'workers' and it is to your workers that you have a duty of care.

Basically, if you are in a position where you can tell people what they must do and how they must do it, then you have a responsibility.

Under the new act you will need to be able to **prove** that...

- All your workers are trained for the work and risks
- The gear and work areas you use are regularly checked and are safe
- Records of serious accidents, injuries and events are kept for 5 years
- Your workers are actively involved in Health and Safety
- Your workers have access to practical advice and information
- You have safety plans to do the work safely

What is the difference between a hazard and a risk?

A hazard is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, stress, etc. A risk is the chance (likelihood x consequence) high or low, that any hazard will actually cause somebody harm.

You can learn more about the Health and Safety at Work Act: <http://www.business.govt.nz/worksafe/about/reform>

Q2. Why have the Auckland Football Federation engaged an external company to help with our Health and Safety?

Just as you might engage an accounting firm to look after your finances, or a lawyer to look after your legal work, All About People offer the same specialist skills in Health and Safety that these other specialist disciplines offer. We are assisting AFF to implement a Health and Safety Management system that meets the requirements of the Health and Safety at Work Act 2015 but more importantly, keeps your people safe in all activities that they undertake for you.

AFF have opted to use a cloud based system called **PeopleSafe** for the on-going administration of the Safety Management System which will also be offered to your club.

Q3. What are our options for the Safety Management System

Option1

A paper based copy of the Safety Management System. This will not be customised to your club but will be customised to your sport.

- **Benefits:** No on-going costs
- **Limitations:** Labour intensive. Requires a lot of manual follow up and filing

Option2

A Safety Management System with one PeopleSafe subscription for both AFF and each club.

- **Benefits:** Only one monthly PeopleSafe subscription for all.
- **Limitations:**
 - 1 x point of Contact at AF. This will put a lot of work onto one PeopleSafe Coordinator at AFF as they will need to work with all the clubs.
 - 1 x risk register for all sites. All Coordinators can see every story. However, it is good for learning what is going on at other sites.
 - 1 x monthly follow up (to AFF)
 - 1 x Training register for all sites

Option3

A Safety Management System in a PeopleSafe Safety Hub with individual subscriptions for each club

- **Benefits:**
 - Completely customised to each club
 - Less labour intensive for AFF
 - Each club has access to specialist PeopleSafe support
 - All Clubs can be connected to AFF via a Safety Hub* (see next question)
- **Limitations:**
 - There will be a PeopleSafe subscription required for each club

Q4. What is PeopleSafe?

The Health and Safety Management System that we deliver for the AFF is designed to be user friendly and to keep the evidence gathering process as straightforward as possible.

To avoid the 'manual on the shelf' syndrome where you pay for a system that never sees the light of day again, we provide a digital copy of the Safety Management System and we recommend a cloud based system called **PeopleSafe** to manage the 'real life' working of the policies and procedures. However, physical copies can be provided for those clubs who do not operate computers.

PeopleSafe has been designed with non-Health and Safety specialists in mind and uses everyday English in order to make it accessible to all.

PeopleSafe is a completely independent company to All About People and we do not have a commission based arrangement with them. We recommend PeopleSafe simply because it is a great tool with which to manage your Safety Management System.

***PeopleSafe Safety Hub**

A Safety Hub allows AFF to set the safety standard for all of your clubs. You add your key documents etc. to the PeopleSafe Safety Hub and these are filtered down to the individual sites for use, ensuring everyone has access to the right standards.

In addition, each club can add their own risks, gear, safety plans and training that is unique to their site. AFF would be able to keep a better eye on what was happening with regards to Health and Safety at each club. You can learn more about the PeopleSafe tool at www.peoplesafe.co.nz

Q5. What is the Added-Value component that All About People add to the PeopleSafe subscription?

We offer an added value service to PeopleSafe that helps build your evidence of good practices and reporting of incidents. As well as populating PeopleSafe with your Safety Management System and provide reports to you that covers what you aren't doing, recommendations to help you manage your system better and to identify common causes of accidents.

Q6. What is next for us?

Decide which offering to take up.

The Health and Safety Management System will first be rolled out within AFF and then to each club with training appropriate to what they have signed up on.