



Auckland Diving Community Trust (ADCT) Health & Safety Policy

1. Purpose

Auckland Diving Community Trust (ADCT) is committed to providing a safe, healthy, and supportive environment for all divers, staff, contractors, volunteers, parents/whānau, and visitors.

This policy outlines how Auckland Diving meets its obligations under the **Health and Safety at Work Act 2015 (HSWA)** and promotes a proactive, shared approach to health and safety across all activities.

2. Scope

This policy applies to:

- Board members / Trustees
- Employees, coaches, and contractors
- Volunteers
- Divers and participants
- Parents/whānau and visitors (where applicable)

It applies to all ADCT activities, including:

- Pool training sessions
- Dryland training
- Events and competitions
- Travel and off-site activities
- Any environment where ADCT operates

3. Commitment to Health and Safety

ADCT will:

- Provide safe environments, systems, and practices
- Identify, assess, and manage risks so far as is reasonably practicable



- Foster a culture where health and safety is a shared responsibility
- Comply with all relevant New Zealand legislation and standards
- Continuously improve health and safety performance

4. Roles and Responsibilities

4.1 Board (Officers under HSWA)

The Board will:

- Exercise due diligence to ensure compliance with HSWA
- Maintain oversight of health and safety systems and performance
- Ensure appropriate resources and processes are in place
- Stay informed about risks, incidents, and operational activities

4.2 Employees, Coaches, and Contractors (Workers)

Will:

- Take reasonable care of their own health and safety and that of others
- Follow all policies, procedures, and instructions
- Report hazards, incidents, injuries, and near misses promptly
- Deliver activities in accordance with training and qualifications

4.3 Volunteers

Will:

- Take reasonable care of their own health and safety and that of others
- Follow all policies, procedures, and instructions
- Report hazards, incidents, injuries, and near misses promptly
- Report hazards or concerns in the health and safety register

4.4 Divers and Parents/Whānau

Are expected to:

- Follow coach instructions and safety rules
- Use equipment appropriately
- Inform ADCT of any medical or safety concerns

- Report hazards or unsafe behaviour

5. Health and Safety Management Framework

ADCT's approach is based on five key principles:

5.1 Learn

- Appoint a Health & Safety Officer
- Monitor legislation, best practice, and emerging risks
- Keep the Board informed

5.2 Understand (Risk Identification)

- Conduct regular risk assessments of all training environments
- Complete risk assessments for:
 - Events
 - Travel and off-site activities
- Maintain awareness of activity-specific risks (e.g., diving platforms, dryland training)

5.3 Control (Risk Management)

ADCT will:

- Maintain a risk and hazard register
- Implement appropriate control measures, including:
 - Supervision and safe coaching ratios
 - Clear communication and instruction
 - Safe use of equipment and facilities
- Ensure:
 - Accredited coaches are present where required
 - Coaching ratios are maintained:
 - Competitive: 1:6–8
 - Recreational/Skills: 1:8–10
- Use facilities with established:
 - Emergency procedures
 - Maintenance systems
- Ensure equipment is:

- Regularly checked
- Removed from use if faulty
- Maintain:
 - First aid certification (as required)
 - Police vetting for coaches (per Diving NZ guidance)
 - Appropriate insurance cover

5.4 Respond (Incidents and Emergencies)

In the event of an incident:

- Coaches must:
 - Follow Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs)
 - Provide immediate care and ensure safety
 - Record the incident promptly
 - Notify relevant personnel

ADCT will:

- Investigate incidents and near misses
- Update risk controls where required
- Escalate serious incidents to the Board and relevant authorities (e.g., WorkSafe NZ where applicable)

Emergency preparedness includes:

- Clear evacuation and emergency procedures
- Access to first aid equipment
- Communication systems for emergencies

5.5 Promote (Culture and Communication)

ADCT will:

- Provide induction and ongoing training
- Clearly communicate health and safety expectations
- Encourage open reporting without fear of blame
- Reinforce safety practices at:
 - The start of each term

- Ongoing sessions
- Promote safe behaviours, including:
 - Proper use of equipment
 - Clear coaching signals and supervision
 - Maintain a smokefree (including vapes), alcohol free and drug free environment

6. Incident, Injury, and Near Miss Reporting

- All incidents, injuries, and near misses must be reported as soon as practicable
- Records will be maintained in a central system
- Serious incidents will be escalated in line with legal requirements
- Learnings will be used to prevent recurrence

7. Contractor and Third-Party Management

ADCT will:

- Ensure contractors are competent and appropriately qualified
- Ensure contractors have their own appropriate insurance. Communicate relevant risks and safety expectations
- Monitor contractor activities where required
- Ensure contractor alignment with ADCT health and safety standards

8. Participant Health and Wellbeing

ADCT recognises the importance of both physical and mental wellbeing:

- Participants are encouraged to communicate injuries, illness, or concerns
- Coaches will support safe participation and recovery
- Training loads and environments will be managed appropriately

9. Documentation and Record Keeping

ADCT will maintain:

- Risk and hazard register
- Incident and near miss reports
- Emergency procedures

- Participant contact and medical information (in line with Privacy Policy)

10. Relationship to Governance

This policy operates in accordance with the ADCT Trust Deed and associated policies. It supports, but does not override, trustee duties and legal obligations.

11. Review

This policy will be reviewed:

- Annually,
- Following significant incidents, or
- When legislative or operational changes occur

DOCUMENT MANAGEMENT AND CONTROL

Approved by the Board of Auckland Diving Community Trust

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