

Health & Safety Policy

Everyone is responsible for making sure Auckland Diving is a healthy and safe club

The Auckland Diving Community Trust (ADCT) has a primary duty of care to its employee(s) and member (or visiting club) divers & their families. The ADCT board will exercise due diligence to comply with its health and safety duties under the [Health and Safety at Work Act 2015](#). The ADCT board and its employees will, as far as is reasonably practicable, take the following steps:

Learn

1. Have a voluntary committee officer whose role is to keep the committee up to date on health and safety requirements

Understand

2. Undertake a regular risk analysis of Auckland Diving home facilities (e.g. West Wave Pool, Glenfield Pool, West Wave Dryland, and Glenfield Dryland)
3. Undertake a risk analysis for any event hosted by Auckland Diving
4. Undertake a risk analysis for any Auckland Diving excursion

Control

5. Ensure a supervising coach is always rostered on during training
6. Where appropriate, ensure a [Level 2 DNZCP \(or above\) accredited coach](#) is always rostered on during training
7. Ensure use of the platform is always supervised directly by the supervising coach
8. Aim to have a ratio of:
 - one coach to every 6 - 8 Competitive divers
 - one coach to every 8 - 10 divers Recreational / Competitive Skills divers
9. Maintain a risk and hazard register
10. Hold online repository
 - the risk and hazard register
 - the incident documentation folder
 - contact details for all divers
11. Use facilities that have civil defence and emergency procedures in place
12. Use facilities that have regular maintenance of any equipment/systems/structures to be used by Auckland Diving, including an Auckland Diving employee:

- undertaking a regular Auckland Diving equipment check or following a significant earthquake.
 - during all training, staff make efforts to identify any hazards relevant to the training session.
 - during all training, staff make efforts to identify any piece of equipment not performing appropriately and then prevent further use until the issue is resolved.
13. Where possible, ensure all coaches working alone have current first aid certificates
14. Where appropriate, ensure all coaches over 18 are Police vetted (Diving NZ advise coaches are considered 'non-core children's workers under the [Vulnerable Children's Act 2014](#)).
15. Require that written permission from a parent/guardian must be gained, if a coach needs to regularly guide, teach, support or accompany a diver without the company of others.
16. Enable coaches who are injured or ill return to coaching safely
17. Have up to date Liability Insurance

Respond

18. If there is an incident, or serious near incident, ensure all coaches
- respond using the Auckland Diving normal operating procedure and/or emergency action plan
 - document the event using online health and safety register & advise the relevant people where required
19. Should the rostered supervising coach be absent due to unforeseen circumstances, for the safety of the divers & the liability of the coaches:
- the coach will contact their line manager or CEO (or delegated Committee member) immediately
20. Major incidents to be reported to the Auckland Diving board
- Review any H&S incident and make corresponding changes to practice & policy, as required
 - Review risk & hazard register and required actions.

Promote

21. Ensure all committee members, employees and coaches are familiar with and commit to following this policy
22. Provide appropriate induction, training and supervision for all new and existing coaches
23. At the first training sessions of each group each new term the coaches will:

- advise the divers of the fire, evacuation & earthquake procedures
- discuss with the divers in detail the H&S rules

24. At every training session, the coaches will:

- display, and making reference to, the H&S rules

25. Ensure coaches prevent misuse or possible harm by giving clear instruction on correct execution of dives and use of equipment and give positive guidance on behavior, including (but not limited to):

- ensuring only coaches use the bubbles
- always requiring divers to "call" the platform boards
- give affirmative hand signal or eye contact to the diver to acknowledge it is all clear to dive

26. Endorse Auckland Diving as a smokefree club



CEO _____ Date: 04/01/2023

Next review date: 04/01/2024