

# Health and Safety Induction



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NETBALL CENTRE  
Pūtahi Poitarawhiti ki Ōtautahi  
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# CHRISTCHURCH NETBALL CENTRE

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Christchurch Netball Centre is committed to providing and maintaining a safe and healthy work environment.

Health and Safety is a priority for our business, and we require active participation by everyone to ensure the safety of our clients, staff and visitors.

# Code of Conduct

Remember your actions or inactions directly affect not just you, but also others. This code is designed to enable everybody to make a decision to stop work if they feel that anything they see, or are asked to do, is unsafe or inappropriate.

## At all times:

- Be courteous and respectful to others
- Use appropriate language in your communications
- Be honest and trustworthy in all of your dealings with others
- Keep the work area clean, tidy, safe and secure
- Report all near misses and incidents to Christchurch Netball Centre staff
- Christchurch Netball Centre is a smoke and vape free zone, there is NO smoking or vaping within the building or directly outside any external door
- Be drug and alcohol free
- If you are a team leader/supervisor you must ensure your team have read and completed this induction.

- Mezzanine:

- The carpet area next to the glass is designed for seating, particularly wheelchairs and children seated on the floor
- People of all ages are welcome to sit on the floor in front of the glass

Please stand 1m from the glass

Never touch or lean on the glass

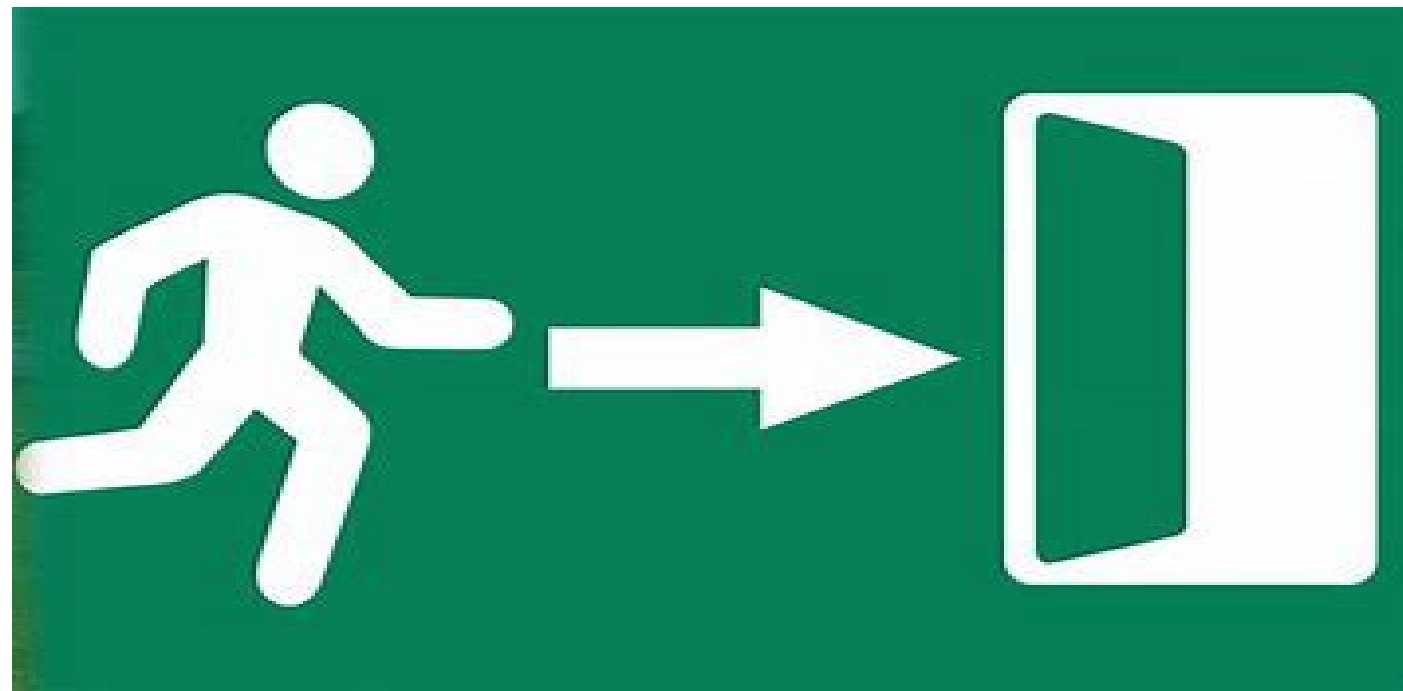
- Spectators are kindly requested to stand on the opposite side of the court or designated viewing areas. Please refrain from standing at the goal ends or any location that might obstruct the movement of umpires and players.
- Only water (no other food or drinks...including coffee!) on the courts.
- Please wipe up water spills immediately to prevent floor damage.
- Only soft soled shoes on the courts for both players and spectators.

# Emergency Evacuation

In the event of an evacuation, you must leave the building as directed by the floor wardens. You must stay at the assembly point until you are advised that it is safe to return to the building.

It is important that you are familiar with the evacuation routes to ensure you can evacuate the building in the safest and most orderly manner.

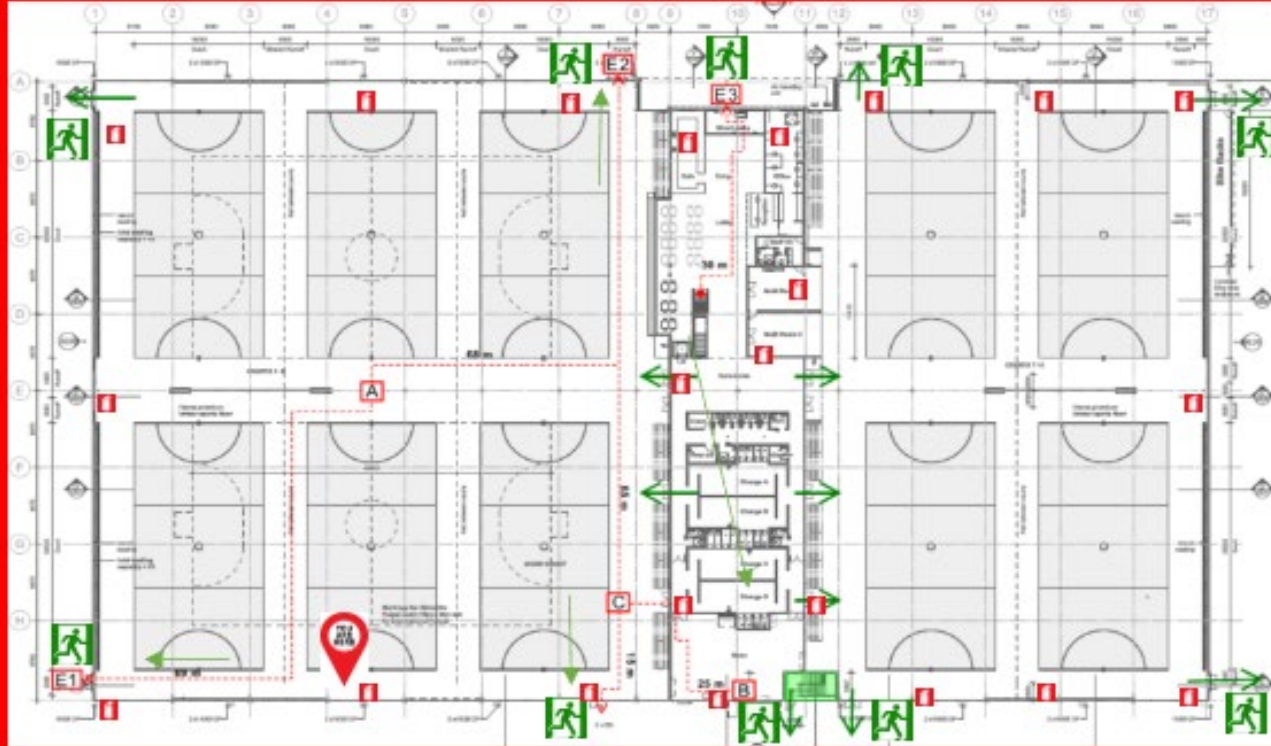
Do not take any personal belongings with you. Walk, don't run. Exit the building and move directly to the assembly point.



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# EVACUATION DIAGRAM



EXIT



FIRE EXTINGUISHER



EXIT ROUTE



ASSEMBLY POINT

FIRE ALARM CALL POINT



ASSEMBLY AREA



IN CASE OF EMERGENCY



# Earthquake Emergency Procedure



## During an Earthquake

If you are inside the building, move no more than a few steps, **drop, cover, hold**. Stay indoors until the shaking stops and you are sure that it is safe to exit, unless you are asked to evacuate.

If you are in a lift, **drop, cover, hold**. When the shaking stops, exit the lift and try to get to the ground floor if you can do so safely.

If you are outside, move no more than a few steps from buildings, trees, streetlights and power lines, then **drop, cover and hold**.



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# Earthquake Emergency Procedure

## After an Earthquake

Expect to feel aftershocks.

Check yourself for injuries and get first aid if necessary. Help others if you can.

Only use the phone for short essential calls to keep the lines clear for emergency calls.

If the Christchurch Netball Centre is damaged then try to get outside and find a safe, open place. **DO NOT** use the lift.

Be aware that the electricity supply could be cut, and fire alarms and sprinkler systems can operate even if there is no fire. Check for and extinguish any small fires.

If an evacuation is required, it will be managed by the Incident Controller. You will be guided by the Zone and Floor Wardens per the evacuation procedure.



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# Incident Reporting

- All hazards, incidents or near misses must be recorded and reported to the Health and Safety department as soon as possible using the incident report form provided. Please provide as much detail as you can and include photos if possible.
- All incidents and near misses are investigated. The more detail you can provide will help us improve our health and safety management system.
- Christchurch Netball Centre has qualified first aiders and a first aid room to assist you should first aid need to be administered. Initial first aid treatment would be given by your company first aiders.

## Health & Safety Incident Report



# Slips, Trips and Falls

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- Create good housekeeping practices. If you see there is something that someone could potentially fall or trip over, move it or notify someone to do it.
- Reduce wet or slippery surfaces. Use any aids provided such as mats for interior floors if it has been raining, or wet floor signs as a warning for everyone to take care.
- Control individual behavior. Walk, don't run; don't take shortcuts. Ensure you are paying attention to your surroundings and where you are walking.



# Manual Handling

Think before lifting. Remove obstructions to ensure stable footing at all times.

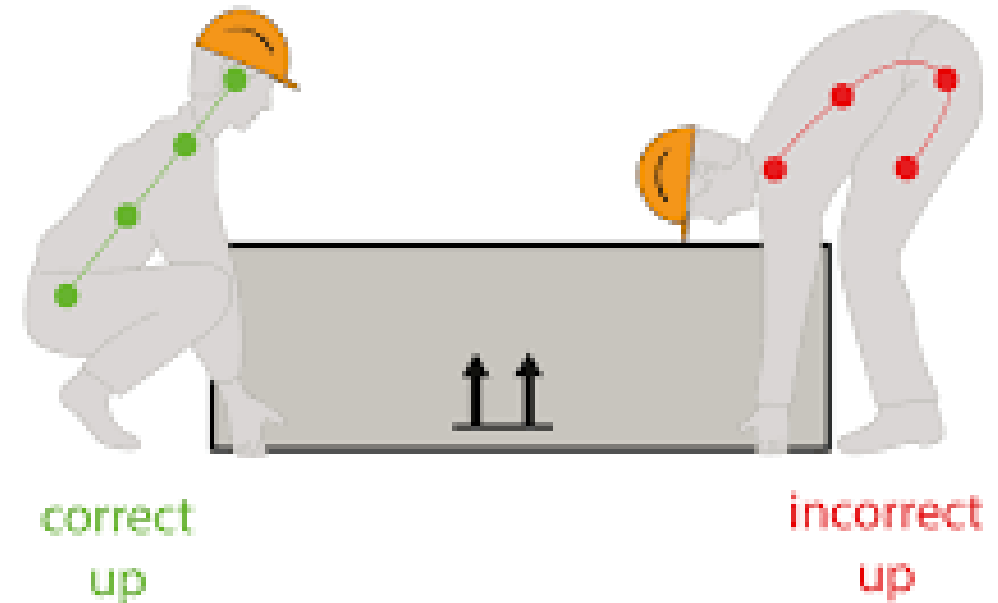
Adopt a stable body position. Feet should be apart with one leg slightly forward to maintain balance. Be prepared to move your feet during the lift. Avoid wearing tight clothing or unsuitable footwear.

Get a good hold. Where possible, the load should be hugged as close as possible to the body.

Keep the load close to the waist. Keep the load close to the body for as long as possible when lifting.

Avoid twisting your back or leaning sideways. Shoulders should be kept level and facing in the same direction as the hips.

Do not lift or handle more than can easily be managed. If you are unsure, please ask someone for help.



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# Discrimination, Harassment and Bullying

Christchurch Netball Centre believes that all team members, visitors or contractors have the right to work in an environment free of discrimination, intimidation, threats and humiliation.

Allegations of discrimination, harassment and bullying will be treated seriously and will be investigated promptly, confidentially and impartially.

## **Examples of unacceptable behavior, but not limited to:**

Abusive, insulting or offensive language.

Spreading misinformation or malicious rumours.

Behavior or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling or screaming.

Inappropriate comments about a person's appearance, lifestyle or their family.

Repeated behavior that is unwelcome and unsolicited, which the recipient considers to be offensive, humiliating or threatening.

Any form of discrimination as outlined in New Zealand legislation – Employment Relations Act 2000 or the Human Rights Act 1993.

Full Name:

Company:

Phone Number:

Email Address:



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I have read and understood the Christchurch Netball Centre Health and Safety Induction.

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Signature

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Date