



Canterbury Golf Incorporated

Event Health & Safety Documentation

To be read and completed by the Canterbury Golf Official on Duty at all Canterbury Golf administered interclub competitions or tournaments.

Table of Contents

1. Event Health & Safety Checklist (multiple copies)

To be completed prior to the commencement of play.

2. Event Health & Safety Sheet (multiple copies)

To be completed prior to the commencement of play. Hazards identified to be passed on to Team Managers.

3. Generic Hazard Register (3 pages)

A general list of hazards associated with golf events.
Canterbury Golf Official on Duty to familiarise themselves with the list.

4. Suspension of Play Procedure

A copy of Section 5-9 extracted from the NZ Golf Club Manual.

5. Conditions of Play

A copy of the updated Conditions of Play (that includes the Health & Safety clause) should be included here.

6. Completed Forms

Completed Checklists and H & S Sheets should be stored in the back of the folder in case they are needed for future reference.



Event Health & Safety Checklist

Event: _____ **Club:** _____ **Date:** _____

Name: _____ *(of Canterbury Golf Officer on duty completing)*

As the Canterbury Golf Official on duty, you are the designated Emergency Officer and Health & Safety Officer. Please use the following checklist to help ensure you meet the daily health and safety requirements.

Please tick off or cross the items below, and make any required notes next to the item.

1. Have you familiarised yourself with the “Conditions of Play” and in particular the Health & Safety clause? Copy enclosed.
2. Have you completed the Event Health & Safety Sheet? Copies contain in this folder. One required per day, and to be filed in the back of the folder after play finishes.
3. Have you identified all the site hazards and recorded them on the Health & Safety Sheet?
4. At the Manager’s Meeting prior to play, have you informed Team Managers of the hazards identified, and the “Suspension of Play” procedure?
5. Is there a trained First Aider on site? If so record their details on the Health & Safety Sheet. If not, have you identified you nearest and quickest access to first aid and medical treatment?
6. Do you have a First Aid Kit? If not, do you have access to one in the clubhouse?
7. Does the club have an emergency defibrillator? If so, where is it and is it easily accessible?
8. Does the club have its own Health & Safety Manual? If so, have you read it?
9. In assessing any dangerous situations who will you get to help you? Are they immediately available for advice?
10. Are there any other potential issues or concerns that are not covered by the above?

HOPE YOUR DAY GOES WELL! 😊



Canterbury Golf Event Health & Safety Sheet

Health and Safety

Policy Statement

This organisation will meet its obligations under:-

The Health and Safety at Work Act 2015;

The Health and Safety in Employment Regulations 1995;

The Codes of Practice and any relevant Standards or Guidelines that apply to this industry.

Management will:- Have a clear understanding of Health and Safety obligations relative to their position. They will designate specific health and safety roles at senior management level with that performance annually reviewed.

Accurately document all accidents / near misses and follow up with Investigation of accidents to determine the cause and to put in place appropriate corrective actions. Train employees to perform their duties safely and to report Hazards with a mind to take all practicable steps to eliminate isolate or minimise the exposure to hazards.

Encourage employees, contractors and designated volunteers to consult and participate in all Health & Safety matters.

Put in place and maintain a robust rehabilitation process of encouraging employees back to work with "alternate" duties following a workplace accident. This process will include consultation with the injured person, the ACC case manager, the Supervisor of Health and Safety and the employee's medical officer.

Seek to continuously improve Health and Safety Practice at all worksites.

Employees & Volunteers will:

Observe all safe work procedures, rules and instructions.

Report Hazards and where appropriate, wear and maintain protective safety equipment.

Participate in Canterbury Golf's rehabilitation plan to ensure a safe and early return to work.

Report all accidents incidents and near miss incidents.

Representatives of management and employees will be annually appointed to the Canterbury Golf Health and Safety Committee. They will jointly review all Health and Safety processes including the Health and Safety policy.

Site or Event Name

The Emergency Officer(s) is: -

Contact Number:

Trained First Aider(s) is: -

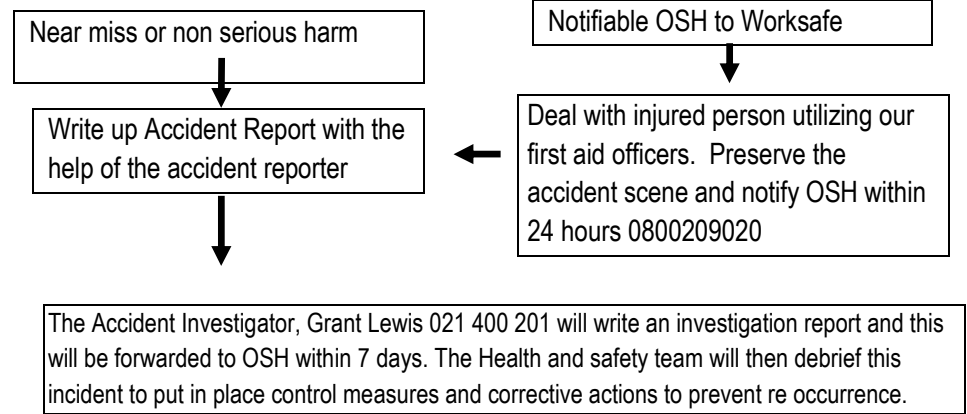
Contact Number:

The Health and Safety Officer is: -

Emergency/Evacuation Assembly Point for this site is:

In any emergency contact the Emergency Officer on his cell phone (number above) or go to the Tournament Office located at:

Following an accident



Daily Event Hazard ID Sheet – Date / /

These hazards at this site are to be read in conjunction with the generic Canterbury Golf Hazard Register.

Site Hazards ID (specific to the daily conditions and site) Examples to be considered:	Eliminate Isolate Minimise	Proposed Solution
Abnormal Course Conditions eg. GUR, works or construction zones		
Abnormal Weather Conditions eg. severe Wind, lightning or fog.		
Holes that present a greater than normal risk of being struck by a ball.		
Proximity of practice facilities to the course.		
Ability of spectators and the public to access the course through unsupervised entry points.		
Courses that cross public roads and access ways.		
Temporary constructions (eg.tents/marquees) that may be susceptible to abnormal weather conditions.		
Use of motorized carts.		

The First Aid Kit is Located _____

HAZARD MANAGEMENT PLAN Canterbury Golf Event Hazard Register Tuesday, 20 February 2018

Hazard	Potential harm	Initial Risk	Eliminate Isolate Minimize	Risk Mitigation & Controls	Residual Risk	Completion date / signed	Freq of monitoring
Earthquake	Death	Low	M	If in a building stay within the building and get under solid structures e.g. desks, strong counters. Ensure that everyone is aware and warned. If out on the course turn move away from any possible threat of trees falling. Always make a mental note of where the first aid kit is stored. If you do not already know find out!	Low	Prior to the event starting	Daily protocol
Cables and Electric Leads – Tripping / Falling	Electrocution	Low	I	Leads and cables and general housekeeping are to be kept at a high standard to minimise tripping and falling. Electric leads are to be checked once every 6 months (NZ Safety Stds) and must be tagged by a registered electrician.	Low	Prior to the event starting	Daily protocol 6 Monthly
Being hit by golf balls	impact	Medium	M	Ensure that you position your self in a safe place and always be aware that golf balls have a habit of going where you least expected it.	Low	Prior to the event starting	Daily protocol
Electrical Fittings	Electrocution	Low	E	Ensure that any damaged electric plugs and electric sockets, are reported immediately to the Health & Safety Officer for urgent repair.	Low	Prior to the event starting	Daily protocol
Fatigue Drugs / Alcohol	Various	Low	E	It is NZ Golf's policy that employees and volunteers do not to turn up for work suffering the effects of alcohol, drugs or over tiredness. Vary jobs to keep interest up, allow periods of rest / intervals If a subject is detected they are to be removed from the workplace to minimise threat of harm to themselves and others and then they are to be ACCOMPANIED HOME OR DRIVEN BY TAXI (as we have determined the leaving of the workplace , we must ensure safe passage DO NOT INSTRUCT THEM TO DRIVE HOME	Low	Prior to the event starting	Daily protocol
Fire	Death	Low	M	Employees are to evacuate to assembly point as per the evacuation plan dated and a head count to be taken. Each person to ensure that work mates is informed including a check of the toilets.	Low	Prior to the event starting	Daily protocol
Ladders	Falls	Low	I	Keep in good state of repair – do not use if not compliant. Correct angle of lean 1 in 4– footing of ladder clear and without possibility of slipping. Ensure that ladder is designed for the purpose.	Low	Prior to the event starting	Daily protocol
Office - Monitor Set Up	OOS	Low	M	Workstation assessments to be done on an annual basis by contracted ergonomist	Low	Yearly work station assessments by NZ Worksafe	Daily protocol

Hazard	Potential harm	Initial Risk	Eliminate Isolate Minimize	Risk Mitigation & Controls	Residual Risk	Completion date / signed	Freq of monitoring
Office Chair - Back Problems	OOS	Low	M	Feet must be on flat ground, therefore height must be adjustable. Ensure that there is no pressure on the leg behind the knees. The small of the back should be well supported by an ergonomic designed chair. Take regular mini breaks.	Low		Daily protocol
Rubbish Disposal	Tripping / hygiene	Low	M	Regular removal of waste essential to allow clear passageways. Remove waste regularly.	Low		Daily Protocol
Stress and Tension Repetitive strain	OOS or RSI	Low	M	Introduce short "Mini breaks" to help blood flow. Stretch and exercise muscles, focus eyes to long distance. Workstation assessments to include stress section – to be monitored 12 monthly	Low	Yearly work station assessments by NZ Worksafe	Yearly
Telephones RT Radios	Bacterial infection	Low	M	Ensure that shared telephone RT Radios are cleaned regularly as bacteria can build up that being a cause of infection.	Low		Daily protocol
Score Board	Falls & Impact	Low	M	Experience person must over see this task, always erect score board with the consider ration of extreme wind.	Low	Prior to the event starting	Daily protocol
Green squeegee	Strains	Low	M	Ensure that you are aware of the golfer that may be playing to the green that you are working on. And take care of your back from working for long periods of bending over.	Low	Prior to the event starting	Daily protocol
Power Tools	Various	Low	M	Only competent personal to use power tools and the appropriate PPE should be used at all times.	Low	Prior to the event starting	Daily protocol
Hand Tools	Various	Low	M	Only competent personal to use power tools and the appropriate PPE should be used at all times.	Low	Prior to the event starting	Daily protocol
Fog	Impact	Low	M	In the event of fog it may become necessary to delay play to reduce the possibility of balls striking other players.	Low	Prior to the event starting	Daily protocol
Slopes	Falls	Medium	E	Golf Courses have numerous slopes of various degrees and care should be take around sever slopes especially in wet and following wet weather	Low	Prior to the event starting	Daily protocol
Sun	Burns	High	M	Protection should be take we recommend the use of sun screen and other protection option e.g. hats long-sleeved clothing.	Medium	Prior to the event starting	Daily protocol
Practice Fairway	Impact	Low	M	Always be aware of golfers back swings	Low	Prior to the event starting	Daily protocol
Signage	Trips	Low	M	Always insure that signage is placed if possible in low traffic areas if not possible ensure that ropes and any exposed pegs are easy to see.	Low	Prior to the event starting	Daily protocol

Hazard	Potential harm	Initial Risk	Eliminate Isolate Minimize	Risk Mitigation & Controls	Residual Risk	Completion date / signed	Freq of monitoring
Tents and sponsor product prom areas	Various	Low	M	<p>Insure that all tents and product promotion areas are located in areas that are less likely to be in the landing zone or in line with ball flights.</p> <p>Insure that all tent pegs if possible are at ground level, if not possible then ensure that they are clearly identified and all sharp edges are made safe.</p> <p>Check that the activities proposed at that location are safe and that the organizer has take the hazards of their activities in to consideration and the appropriate action has been taken E.g. fire extinguishers 1st aid kit ect</p>	Low	Prior to the event starting	Daily protocol
Extreme Weather	Various	Medium	M	<p>Suspension of play for Dangerous Situation,</p> <p>Play must be discontinued immediately following a long blast on the siren. If a player fails to discontinue play immediately, they will be disqualified.</p>	Low	Daily protocol	Daily protocol
Motorized Vehicles on Golf Courses	Impact	Medium		<p>Drivers are not to drive at excessive speeds</p> <p>When in wet conditions stay away from slopes and don't use brakes-sliding</p> <p>Always be aware of hazards like Bunkers and Water Hazards as they are some times difficult to see especially when driving from Green to tee down a hole</p>	Low	Daily protocol	Daily protocol

PART V – NEW ZEALAND GOLF SUSPENSION OF PLAY PROCEDURE

(Effective April 2006 for all events conducted by New Zealand Golf)

The New Zealand climate is such that we can often be challenged by nature and are required to cease play on occasion.

The Tournament Committee will monitor the effects of rain on the playing surface and when an unfair situation occurs (an accumulation of casual water around the hole) play will be suspended.

When in match play inclement weather affects play, the match must continue from where it was discontinued. In stroke play a round can be abandoned and replayed.

On the very rare occasion there may be potentially dangerous situations, with the two most likely being lightning and severe winds.

How suspensions and the resumption are indicated –

1. *Suspension of play* – three consecutive short notes of a hand siren
2. *Suspension of play for dangerous situation* – one prolonged note of a hand siren
3. *Resumption of play* – two short notes of a hand siren.

Rule 6–8 illustrates what players are permitted to do in each situation after the siren has sounded –

1. Suspension of Play

If the players in a match or group are between the play of two holes (i.e. walking to the next tee) they must not resume play until the resumption siren sounds.

If the players in a match or group have started the play of a hole, they may either discontinue play immediately or continue play of the hole, provided they do so without delay. Play must be discontinued after the hole as been completed.

2. Suspension of Play for Dangerous Situation

Play must be discontinued immediately following a long blast on the siren. If a player fails to discontinue play immediately, he is disqualified.

Lifting ball when play discontinued – Rule 6–8c

When a player discontinues a hole (either normal suspension or dangerous situation) he may mark the position of his ball and lift it without penalty.

Procedure when play resumed – Rule 6–8d

Play must be resumed from where it was discontinued, even if it is a different day. If the marker has moved it must be estimated and the ball placed on the estimated spot.