



**Health, Safety and Risk Management Policy (HSRMP)  
for Rotary Meetings and Events  
in New Zealand**

**Policy**

In accordance with the Health and Safety at Work Act 2015, this policy is Rotary International District 9920's commitment to the health and safety of its members, employees, visitors and other people at meetings and events in New Zealand.

The officers of Rotary International District 9920 and its Clubs and other incorporated entities are committed to Health and Safety and its objective is to have a zero harm events and meetings.

**The first step** for any Club or event organiser is to request a copy of the Health and Safety Policies of all event location managers and any planned contractors.

Rotary needs to ensure that the location is managed so that health and safety remains top of any agenda item and regular event planning meetings are held to review:

- 1. the progress on implementing this policy
- 2. any changes to this policy and
- 3. review of any incidents
- 4. the issue of daily location safe instructions and the updating of the hazards board
- 5. audit of effectiveness of induction and visitor control

**Policy authorised by:**

A handwritten signature in black ink that reads "Craig Horrocks".

Craig Horrocks – District Governor 9920 2020-2021

**Effective Date Sunday 7 February 2021**

**Next Policy Review Date:** .....

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**Risk Management Policies and Procedures**

RISKS	PROCEDURE
SECURITY	Location security will be handed to the main event organiser, [either the Club or the Rotary Event Company], representative as nominated by event organiser, [either the Club or the Rotary Event Company] on commencement of event
DRUGS, SMOKING, ALCOHOL	<p>Impairment and danger from drugs, smoking and alcohol endangers others.</p> <p>All contracting partners, their employees, volunteers. Members, visitors and other people at the event location are to be advised during induction that the location is:</p> <ol style="list-style-type: none"> <li>1. a smoke free zone</li> <li>2. a drug free zone</li> <li>3. an alcohol free zone.</li> </ol>
EMERGENCIES	<p>“In the event of an emergency” announcements should be included in all run-sheets with the wording in line with the event location managers requirements.</p> <p>Sample text follows:</p> <p><i>“In the event of an emergency, do not take your belongings. Leave the location immediately through the EXIT. Meet at the designated assembly point outside [describe] and remain there until released.”</i></p> <p>The event organiser, [either the Club or the Rotary Event Company] Project Manager is the Emergency Warden and is take responsibility for contacting 111 if required.</p> <p>If earthquake risk (I.e. anywhere indoors or where the is risk of falling material add to the announcement. Here is some sample text”</p> <p><i>“If there is an earthquake, <b>drop, cover and hold</b> in a safe place, eg under a strong table, away from a window, next to an interior wall. Protect your head and neck with your arms.”</i></p>
NO SLIPS/TRIPS	All spillage of matter or fluid must be immediately removed and the surface made dry. All wires and cords must be kept away from where people walk or covered

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	<p>or the hazard clearly identified. Hazard warnings must be obeyed. All slips and trips of our members or visitors must be investigated and logged.</p>
ILLNESS	<p>If you are sick or unwell, advise the relevant person at event organiser, [either the Club or the Rotary Event Company] and do not attend the location. Where necessary get medical advice. If the illness is notifiable, take care and appropriate prevention so you don't pass the problem on to others at the location.</p>
REPORTING AND NOTIFIABLE ACCIDENTS, INCIDENTS AND INJURIES	<p>All accidents, near misses, incidents and injuries must be reported to event organiser, [either the Club or the Rotary Event Company] Project Manager immediately or as soon as possible. Everything must be documented and followed through. The event organiser, [either the Club or the Rotary Event Company] Project Manager will notify the relevant authorities including the District Governor and keep written records.</p>
COVID-19	<p>As the public health controls are being relied on by Rotary:</p> <ol style="list-style-type: none"><li>1. ensure all events or repeat use locations are registered with a QR Code</li><li>2. advise all expected attendees that they will be asked to use the app before entry</li><li>3. have an adequate entry processing area for the number of expected attendees</li><li>4. ensure adequate displays of the QR code and require attendees to use the app to register. On any event enrolment desk ensure that there is a paper register form for those who do not have the app or do not have their mobile with them</li><li>5. display the COVID-19 LEVEL and COVID safe instructions on the entry notices and the following text:</li></ol> <p><i>“Rotary as the organiser of this event or meeting relies on everyone involved in the event or meeting, whether as a guest, member, worker or volunteer, to be COVID SAFE. The risks of COVID are well-known and you attend the event or meeting relying on the public health guidelines. Rotary has no way nor any obligation to you to provide protection from COVID.</i></p>

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	<p><i>If you are unsure of the health risks do not attend this meeting or event.”</i></p>
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**HEALTH AND SAFETY – WHAT IS "NOTIFIABLE"**

The NZ Health and Safety at Work Act 2015 is referred to here as the "Act". This summarises **parts** of sections 23, 24 and 25. In the Act these important sections have specific details about what is notifiable to Worksafe NZ, the Regulator of Health and Safety in New Zealand, when there is an incident, injury, accident or death. We suggest you become familiar with these sections of the Act. If you are unsure about what needs to be notified, then you should contact Worksafe NZ at [www.worksafe.org.nz](http://www.worksafe.org.nz) or phone them on 0800 030 040.

**Section 23 of the Act – Notifiable injury or illness** (some examples)

This means injuries or illnesses that require the person to have immediate treatment **other than first aid**, for example:

1. The amputation of any part of the body.
2. A serious head, eye or burn injury.
3. The separation of skin from tissue and any serious lacerations.
4. A spinal injury and/or loss of a bodily function.
5. An injury or illness that usually requires the person to be admitted to hospital for immediate treatment or would require the person to have medical treatment within 48 hours of exposure to a substance; any serious infection, where carrying out the work was involved.

**Section 24 of the Act – Notifiable Incidents** (some examples)

This is an unplanned or uncontrolled incident, workplace specific, that creates **serious health risk** arising from an imminent exposure to:

1. An escape, spillage or leakage of a substance.
2. An electric shock.
3. An implosion, explosion, fire, escape of gas or steam, or an escape of pressurised substances.
4. The fall of any plant, substance or thing.

**Section 25 – Notifiable Event (snapshot summary)**

The death of a person that arises from work or at a Rotary meeting, and any of the above notifiable injuries, illnesses and incidents (as indicated above).

**ALL NOTIFICATIONS MUST BE CC'D BY EMAIL TO**

[notify@rotarydistrict9920.org](mailto:notify@rotarydistrict9920.org)

**That email address is [an email distribution list](#)  
The list is updated so you do not have to work out who should be informed.**

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**SAMPLE EVENT MANAGER'S  
POST-EVENT OR MEETING HEALTH AND SAFETY REPORT  
TO THE BOARD OF \_\_\_\_\_**

For the month of \_\_\_\_\_

**Incidents and Injury**

Any incidents or injuries reported? Were there any incidents or injuries noticed and not reported?

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What was the outcome of investigation and what actions were taken?

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Were there any H&S concerns raised by members? What action was taken or will be taken?

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**Any other H&S issues?**

- Staff engagement and H&S culture
- Hazards
- H&S initiatives
- H&S training needs and information
- H&S strategy, goals and aims
- Any H&S issues with contractors
- Emergencies

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**This form is provided as a aid or guide only. The Report is **not** required by District.**  
The policy for District is exclusive – notify using [notify@rotarydistrict9920.org](mailto:notify@rotarydistrict9920.org)

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**NOTES for Rotarians on  
Rotary Meetings and Events in New Zealand  
Individuals and duties under the Act**

The primary legislation governing health and safety practices in New Zealand is the Health and Safety at Work Act 2015 (HSWA).

A PCBU is the key concept and means a *Person Conducting a Business or Undertaking*. A PCBU may be an individual person or an organisation. A 'business' is generally a profit making entity, whereas an 'undertaking' may not be commercial in nature.

A PCBU must ensure, so far as is reasonably practicable, the health and safety of:

1. workers who work for the PCBU, while the workers are at work in the business or undertaking
2. workers whose work activities are influenced or directed by the PCBU while the workers are carrying out the work.

A PCBU must also ensure, so far as is reasonably practicable, that the health and safety of **other people** (i.e. not workers) are not put at risk from work carried out as part of the business or undertaking.

**While volunteer associations do not have enforced health and safety duties under HSWA, as they are not classed as PCBUs, they nevertheless have a duty of care obligation to ensure the health and safety of all those involved with the undertaking.**

Officers who perform their duties on a voluntary basis, (ie they do not receive payment or reward are volunteer officers. Volunteer officers have a due diligence duty to ensure the PCBU complies with its duties and obligations, including its health and safety duties.

While officers who are volunteers have a due diligence duty to ensure the PCBU complies with its duties and obligations, they do not commit an offence if they fail to meet it. This immunity ensures that voluntary participation at a leadership level is not discouraged. For more information visit [Worksafe PCBUs and volunteers](#).

However, volunteer officers may be prosecuted as 'other persons' at the workplace if they fail to take reasonable care of their own, or another person's health and safety while at the workplace, or fail to comply with reasonable instructions about health and safety given by the PCBU.

Due diligence includes taking reasonable steps to:

- 1 so far as is reasonably practicable, eliminate or minimise the risks that may arise from the undertaking.
- 2 Get advice from a suitably qualified person about the hazards and risks associated with the undertaking. Discuss health and safety with volunteers and other workers.



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- 3 Understand the organisation's risks and needs, make sure resources are provided and processes are implemented.
- 4 Develop processes for reporting incidents, hazards and risks, then identifying if action is required to eliminate or minimise the risks (so far as is reasonably practicable). Review incident data and identify trends. Identify how the system can be improved.
- 5 Make sure everyone in the organisation understands the health and safety processes and their obligations. Talk about health and safety at meetings and record resolutions. Conduct worker location meetings before commencing activities.

Rotary H&S Consultant Ian Clark has produced a comprehensive Health & Safety Plan to assist clubs who are undertaking activities, **this document will be sent to all clubs – and on the District weblocation when the Club Runner locations is established.**

[Worksafe's web pages have considerable further guidance including a special section on COVID-19.](#)