



HEALTH AND SAFETY MANAGEMENT PLAN

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Aflex - The Australian standards

Released under the Official Information Act 1982








HEALTH, SAFETY AND WELLBEING POLICY

OUR GOAL

The health, safety and wellbeing of workers and contractors is of prime importance to Kiwi Water Park Ltd and it is this company's intention to ensure we deliver the highest standard of due diligence within the legislation, and lead by example.

We are dedicated in providing a work environment which gives the highest level of protection from physical and psychological risks and to empower open communication, identify risks and recommend ways of continual improvement to health safety and wellbeing.

	CONSULTATION	CO-OPERATION	CO-ORDINATION
CRITICAL RISKS  WATER	<p>We are committed to maintaining a safe and healthy working environment for personnel, contractors, and visitors on and within the vicinity of our workplace.</p> <p>This safe environment is to be to a minimum standard as set out under, but not restricted to, the Health and Safety at Work Act 2015 (HSWA), Australian Standard 3533.4.5 - 2017 Water-borne Inflatable Devices and associated legislative regulations and requirements as far as reasonably practicable.</p>		
 COVID-19	<p>Our commitment is to providing continuous improvement of our Health & Safety Management Plan and this will be achieved by: -</p> <ul style="list-style-type: none"> Open communication on all levels. Providing staff training and upskilling. Identifying and evaluating risk. Providing reasonably practicable policies and procedures. Monitoring incidents, accidents and near misses. Classifying the individual health and safety roles and responsibilities within the organisation. 		
 ELECTRICITY	<p>This will be achieved by linking all the areas to the company's Health & Safety Management Plan.</p> <ul style="list-style-type: none"> Upkeep of the Training Register. Attendance at meetings, including distribution of the record of the meeting minutes to facilitate effective communication. Update of the Risk Management Registers (including response to notifiable, or potentially notifiable events) which would consist of introducing and monitoring appropriate controls. Reviewing policy and procedure with the inclusion of a distribution register. Provide resource and training to create accurate reporting of incidents, accidents and near miss incidents to identify contributing factors and, if appropriate, devise strategies for corrective action. Reviewing the performance of individuals against roles and responsibilities. Investigate reported incidents and accidents to identify causative factors and, if necessary, develop effective stratagems for corrective action as defined in the Incident and Accident procedure. 		
 SLIPS TRIPS & FALLS			
 ENVIRONMENT			

Policy Version No:2
November 2021

Name: Janet Rutherford

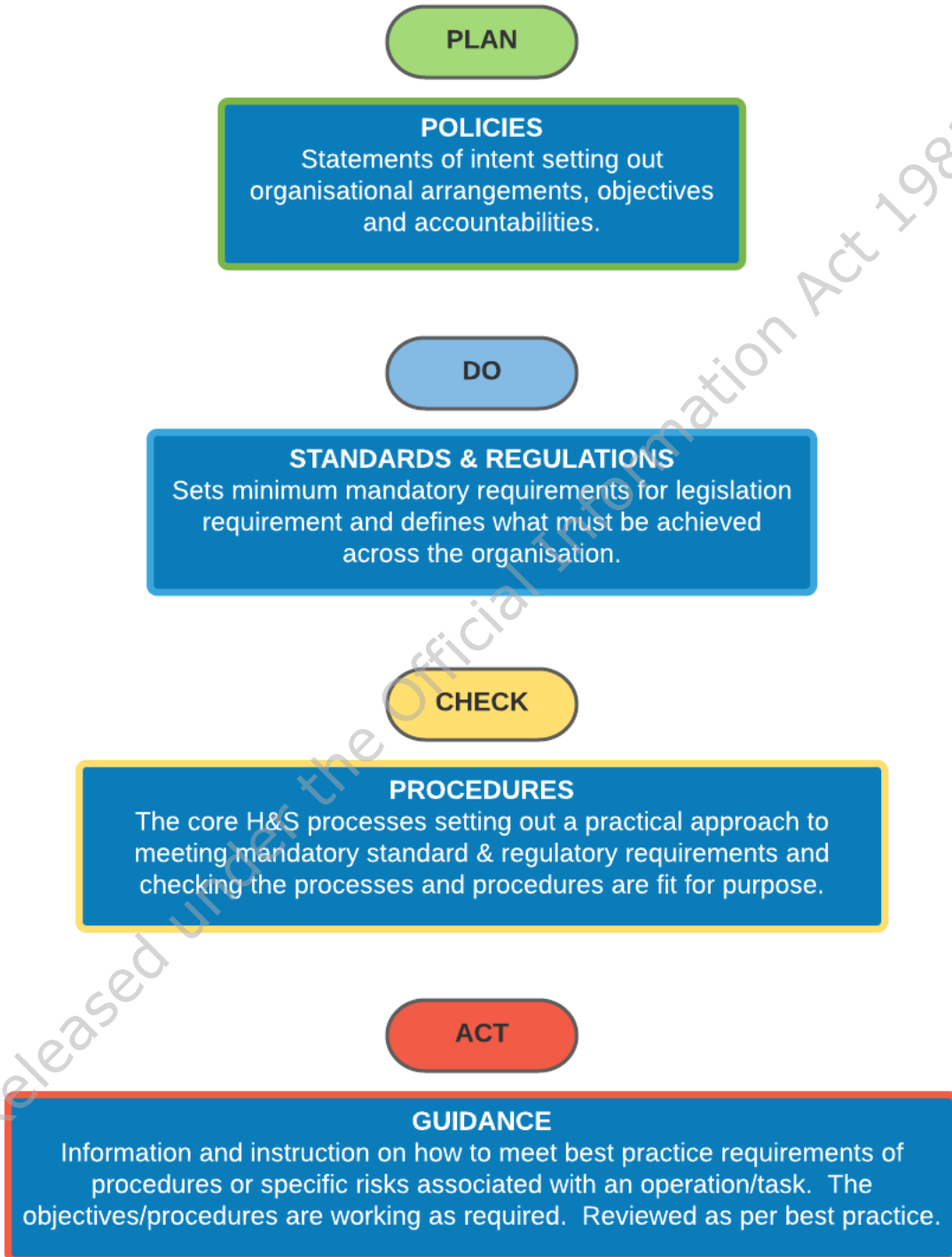
Position: Owner/Operator

Signature:

Date: 14 November 2022

Health & Safety Procedure Framework

Plan, Do, Check, Act (PDCA) is a simple four-stage method that enables our company to avoid recurring mistakes and continually improve processes and procedures through planning, reviewing, evaluating and recording processes, procedures and guidance.



KIWI WATER PARK LTD

Policy Approval and Review for Health and Safety Policy

Policy Reference Number: Version: 2

This policy review has been approved at Health & Safety Meeting 11 November 2022

The policy is reviewed annually or reflects the list below.

Reason for policy review: (Please indicate)

- Annual
- Organisation change
- Result of incident or accident
- Change in legislation
- Change in Best Practice
- Other

Name: Janet Rutherford

Position: Owner Operator

Signature: 

Date: 14 November 2022

Next Review Date:...November 2023

Incident and Injury Reporting and Recording Procedure

Kiwi Water Park recognises the importance of managing risks through reports of incidents and illness so that workers are not exposed to risks that are not controlled or monitored. This applies to permanent, fixed term, part-time, casual and contracted workers involved with Kiwi Water Park.

Purpose

The purpose is to provide consistent procedure for recording and reporting work related incident, injuries and illnesses and provide a documented process for an investigation process as set out in the Health and Safety At Work Act 2015.

Legislation

- Health & safety at Work Act 2015
- Health & Safety in Employment Amendments 2002
- Health and Safety Regulations 1995
- Employment Relations Act 2000
- Human Rights Act 1993
- The Accident Compensation Act 2001

Responsibilities

Management

- Preventing incidents and injuries by providing a safe and healthy work environment.
- Taking reasonably practicable steps to ensure that workers are aware of the incident and injury reporting system.
- Ensure there are resources to provide accurate and adequate reporting.
- Have the responsibilities for Health and Safety should there be no other designated person.
- Collating and reviewing the information contained in the company Incident/Injury Register which relate to:
 - Notifiable Incident
 - Notifiable Event for Injury, Illness or Death
 - Investigation Procedure
 - Near Miss
 - Rehabilitation
 - **Notify WorkSafe NZ by calling 0800 030 040**

Workers

- Observing the established health and safety procedure.
- Providing a copy of ACC completed forms as a result of medical treatment as soon as the consultation has concluded.
- Reporting injuries or illnesses that are work related and result in lost time but not requiring medical consultation to Management. This can be done verbally, in writing, or electronically.

Procedure for Reporting Incidents (which includes near-miss incidents)

This procedure outlines the processes for reporting incidents that occur to the workers carrying out work for Exploring New Zealand Ltd and on related activity sites authorised by this company. Workers are responsible for reporting any incident, near miss or injury that occurs during the course of their employment to Management.

Definition:

- An “Injury” is an unforeseen event that has caused harm to people.
- An “Incident” is an unforeseen event that had the potential to cause injury or has caused injury to people.
- Incidents therefore include injuries and “near-miss” events.
- A “near-miss” is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a **miss** that was nonetheless very **near**.

An accident that requires first aid whereby the individual can treat themselves and no time has been lost, is regarded as a “near miss”.

As Soon as the Incident Occurs:

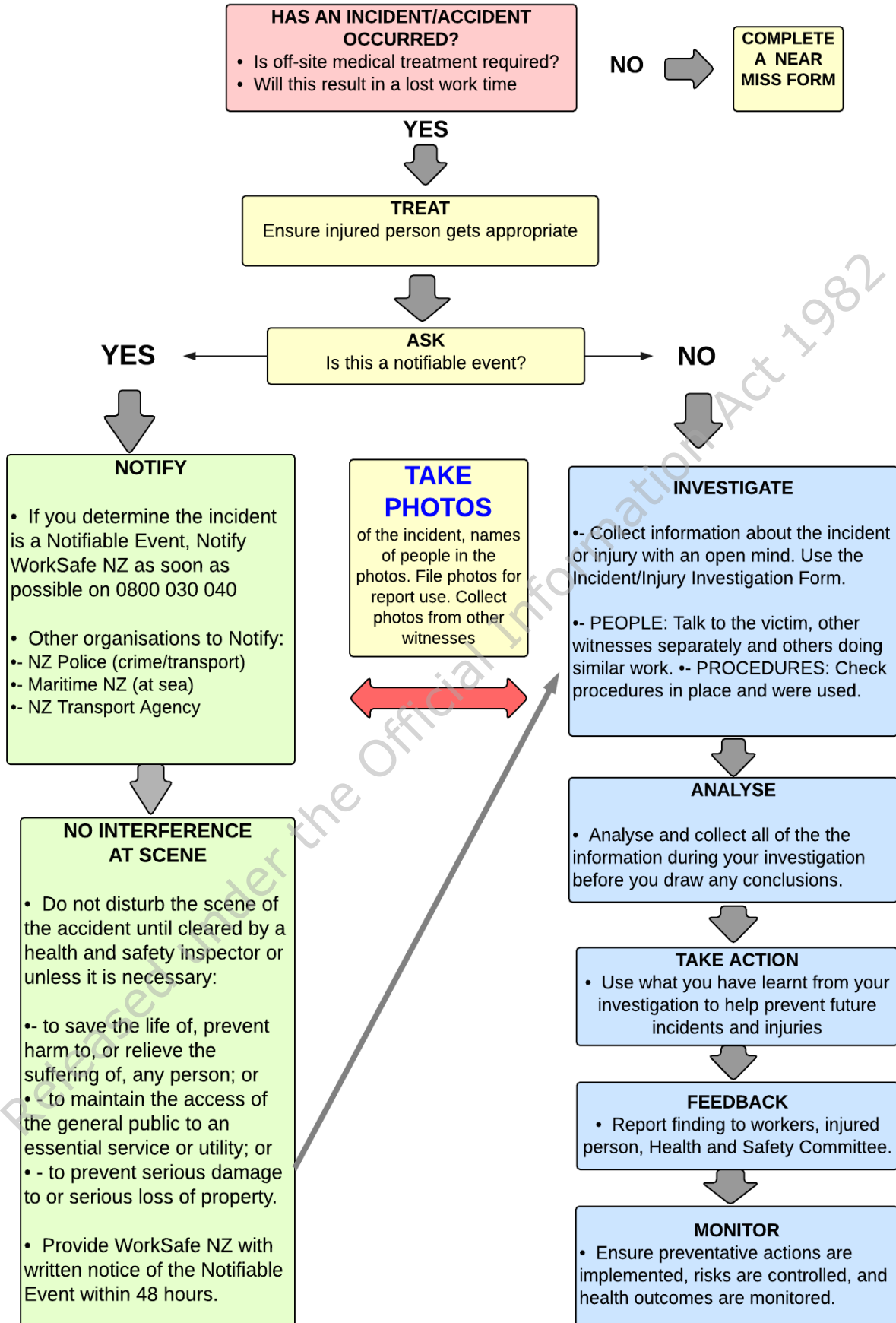
First priority **TAKE PHOTOS AND VIDEO**

The worker must then verbally communicate this incident/injury/near miss to Management. Ensure no person disturbs the scene of the incident/Injury unless cleared by Management or a Worksafe representative. The worker must then fill in a Near Miss or Incident/Injury form in conjunction with their manager and this will be recorded on the appropriate register.

Within 24 hours of the Incident:

The Management in conjunction with the injured person, or person notifying the incident or near miss, must complete the **Incident/Injury Investigation Form** and update the Incident/Injury Register.

Incident & Injury Investigation Procedure



Investigation Procedure

In addition to the chart above, these are some further guidelines for collecting information regarding the incident or injury.

When will an Investigation be required:

Investigation will be carried out if:

- The injury incurred requires medical treatment off-site.
- The injury was treated on-site and subsequent to that, time off work was required without requiring extra medical treatment.
- The medical injury required a professional practitioner after the event e.g. physiotherapy and with no lost time.
- Equipment or vehicles were damaged and there was no injury to workers, contractors or the public.
- An event where loss of services was a result of the accident, e.g. loss of power or water to worksite.
- A near miss where none of the above occurred, but the potential for a more serious incident/accident could have been the outcome.

Interviewing Witnesses:

Management are required to interview the people associated with the incident/injury. It is expected that the specific questions asked for each incident/injury will vary but as a guideline the following is a list of general questions that should be asked each time:

- Where were you at the time of the accident?
- What were you doing at the time?
- What did you see, hear?
- What were the environmental conditions (weather, light, noise, etc.) at the time?
- What was the injured worker(s) doing at the time?
- In your opinion, what caused the incident/injury?
- How might similar incidents and injuries be prevented in the future?

Procedures in Place:

As part of the investigation Management should consider whether any of the following were in place:

- Technical data sheets
- Maintenance reports
- Past incident and injury reports
- Safe work procedures
- Training reports that could provide evidence or relevance?
- Was the worker trained and/or supervised at the time of the accident?

Meaning of Near Miss

A near miss is an incident or injury that has occurred where there is:

- No external medical treatment required
- No lost work time has occurred
- No equipment or machinery has been damaged to the extent that it is inoperable.

A near miss could include:

- An injury occurring on site where first aid is applied, and the worker can continue working.
- Equipment malfunction where the equipment is not deemed to be inoperable.
- An event that has occurred where injury is not a factor – e.g. driving company vehicle with expired warrant of fitness.

Near miss incidents may need to be investigated, but the investigation procedure would not warrant notifying Worksafe.

What is a notifiable event, illness or injury?

These are specified serious work-related incidents, illnesses or injuries.

The injuries or illnesses which require a person to be admitted to hospital for immediate treatment are **notifiable**.

Website: www.business.govt.nz/worksafe/notifications-forms/notifiable-events/forms/form-notifiable-death-injury-illness

Please ensure that the appropriate investigation is completed in BWARE and documentation sent to Worksafe if applicable.

Accident Investigation

Use online forms to notify WorkSafe New Zealand of a notifiable event/accident/illness/death as required by Section 56 of the Health and Safety at Work Act 2015.

www.business.govt.nz - accident Investigation form

Investigation Report Form

Investigation Details

Incident No.		Incident Title	
Investigator(s)			
Full Incident Description			
Post Incident Response			
Investigation Findings			
Key Learning			
Other Observations			
Summary of Recommendations			
Investigation Completed Date	Click here to enter a date.		

Corrective Action Details

Action Description	Date Due	Action Party	Date Closed
	Click here to enter a date.		Click here to enter a date.
	Click here to enter a date.		Click here to enter a date.
	Click here to enter a date.		Click here to enter a date.

Signed:



Incident Form -

Please fill in fully each time an incident/accident occurs

Reported by:	Full Name:	
Incident rating- Circle one	Near Miss First aid injury Medical Treatment Injury (MTI) MTI - Ambulance called Safety Violation Environment Fatality See explanation below	
Description of incident		
Immediate actions taken: Circle those applicable	Removed from water Ambulance called Administered 1 st aid No 1 st aid needed Other –	Comments
Critical risk involved Circle one	Manual handling objects/equipment Use of jet ski and generator Environment Water Slips Trips and falls Other – please comment	Comments
When did it happen	Date and time:	
Where did incident happen Circle one	Blob Childrens play area Car park Foreshore Main waterpark facility Administration office	
Worker, Visitor Contractor Circle one	Name: Address:	Email address: NoK: (if required)

What was affected Circle all areas	<i>Right</i> Head Eye Neck Back Shoulder Upper arm Internal organs Elbow Forearm Wrist Hand Finger(s)	<i>Left</i> Ear Face Chest Abdomen Pelvis Hip Upper leg Lower leg Knee Ankle Foot Toe
Type of injury or illness Circle all areas	Sprain/Strain Dislocation Puncture wound Multiple injuries Nerves or spinal cord Laceration /cut Chemical reaction Superficial injury	Crushing Bruising Skin disease Foreign body Head injury Open wound Fatal Eye damage
Any plant or environment damages	Yes / No Comments	
Other information	How many times has person been on the water park?	
	Approximate Age:	
	Part of a group Name of Group:	YES / NO
Does it require an investigation	Yes /No	Reason:
	Reason for NO investigation	
	Reason FOR investigation	
Key learnings from incident		

Incident Rating	
Unknown	As yet an unknown event and does not fit the classification below.
Near miss	These are events that occurred but did NOT cause any harm, but that under slightly different circumstances may have done so.
First aid Injury	An injury suffered but not serious enough to require medical attention beyond visit to first aid station onsite.
Medical Treatment injury	Worker or visitor who has suffered a medical event and been attended to by a professional such as GP or Physio. Use also if Ambulance called.
Lost time injury	Worker from the waterpark who is badly injured and not able to attend rostered work next day. Medical cert from ACC required.
Safety violation	Actions that do not comply with the known safety rules that apply in any of the work areas and could have lead to someone being harmed.
Incidents	These are other events not described above, but could identify where a workers/visitors safety has been compromised.
Environment	An incident that has a harmful impact on the environment e.g. contamination of ground, waterways, atmospheric contamination for discharge of fumes, vapours or dust etc.
Fatality	A person has died because they were involved with any work being undertaken on the organisation behalf: worker, contractor, visitor or other.

Personal Protective Equipment (PPE) Policy

Policy

In the course of Kiwi Water Park Ltd activities, workers may encounter a potentially hazardous material, condition or process. This policy provides guidelines for workers to ensure specific protection and Personal Protective Equipment are used at worksites.

Purpose

The purpose of the Personal Protective Equipment (PPE) policy is to protect our workers from risks we have in the workplace. PPE is not a substitute for more effective control methods. It is considered when other means of hazard and risk control are not satisfactory or possible. It will be used with other controls unless there are no other means of control.

Kiwi Water Park Ltd will provide a safe and healthy environment for its workers, contractors and visitors by ensuring that PPE are managed in such a way as to meet the needs of the users, demonstrate best practice and comply with the following legislation and related regulations and bylaws.

Responsibilities

Managers

- Create a complete register of the PPE used in the workplace.
- The register will include the issue of PPE and replacement dates.
- Know where PPE is located, their use and who is potentially exposed enough to need their use.
- Know the risks the PPE are to protect.
- Check whether the necessary controls are in place.
- Identify corrective actions to be taken where controls are lacking.
- PPE must meet the relevant AS/NZS compliance standards.

Workers

- Familiarise themselves with the content and location of the register.
- Support the Manager in implementation and adherence to policy and procedures relating to PPE.
- Attending training sessions when required.
- Report any incidents and accidents that may have resulted in the lack of use of PPE in the workplace to management within 24 hours of the incident occurring.
- Report any defects in PPE which could have the potential to cause injury if not worn.
- properly caring for, cleaning, maintaining and inspecting PPE as required

Applicable Legislation

- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work Act 2015

Policy Approval for Kiwi Water Park Ltd

The policy is reviewed and revised every year and/or following any organizational changes, changes in legislation, or changes in best practices.

Name: Janet Rutherford

Position: Owner Operator

Signature: 

Date: 14 November 2022

Review Date:...November 2023

Released under the Official Information Act 1982

Hazard and Risk Controls and Management Procedure

Procedure

Kiwi Water Park Ltd has a systematic procedure to identify and record actual and potential risks in our workplaces. The initial step in the management of risks is to identify them and document them in a Risk Management Register. They must then be rated in the order of potential to cause harm and the risks with the greatest potential to cause harm must be controlled first. This is done through the process of risk assessment.

The Purpose of these systems

The purpose of these systems and supporting processes is to enable this company to actively reduce workplace hazards and critical risk as far as is reasonably practicable to deliver a safer and healthier working environment for our workers and contractors.

What is a Hazard?

When we refer to hazards in relation to occupational health and safety the most commonly used definition is 'A Hazard is a potential source of harm or adverse health effect on a person or persons.'

The terms **Hazard** and **Risk** are often used interchangeably but this simple example explains the difference between the two. If there was a spill of water in a room, then that water would present a slipping hazard to persons passing through it. If access to that area was prevented by a physical barrier, then the hazard would remain though the risk would be minimised.

What is a hazard and what is a risk?

What is the difference between a Hazard and a risk

A **hazard** – something that could potentially cause harm

A **risk**, is a combination of two things – the degree of likelihood that the hazard will cause harm and how serious that harm could be.

Risks can be tangible and intangible.

Tangible	Intangible
Vehicles	Dust
Machinery	Noise
Equipment	Drugs and Alcohol
Electrical outlets	Manual Handling
Ladders	Working Alone

What is Risk

Risk is something we live with every day.

Simple decisions in daily life such as; driving, crossing the road, and money investment people are constantly making decisions based on risk, and deciding on what constitutes an acceptable level of risk. Risk is the consideration of the likelihood and severity of a hazardous event occurring.

"A risk is anything that has the potential to cause harm to workers, contractors and people within the vicinity of the workplace"

Categorising Risk

The level of risk is often categorised upon the potential harm or adverse health effect that it may cause, the number of times persons are exposed, and the number of persons exposed. For example, exposure to airborne asbestos fibres will always be classified as high because a single exposure may cause potentially fatal lung disease, whereas the risk associated with using a display screen for a short period could be considered to be very low as the potential harm or adverse health effects are minimal.

Control measures include actions that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure. A simple control measure would be the secure guarding of moving parts of machinery eliminating the potential for contact. When we look at control measures, we often refer to the hierarchy of control measures.

Critical Risks

There is an understanding that not all risks are equal in terms of the potential for causing significant injury, illness, or fatality and that a focus on those risks which, although occur less frequently, could cause the greatest harm to workers ("critical risks"). Identifying these risks and their controls provide for a safer work environment for everyone.

The identification and management of risks is a key concept of good health and safety management. The Health and Safety Act (HSWA) 2015 places a duty to eliminate or minimise the risks to workers so far as is reasonably practical, and effective risk management supports this process, as is effective recording of the events that do, or could potentially, cause harm to workers.

Critical risk Management is designed to ensure that each work area has a clear understanding of what potentially significant injury risks are associated with work activities, and ensure there are effective controls in place and verified to manage those risks. The risks identified in the chart are with consistent with the risks in the Health & Safety Policy.

What is a Risk Assessment

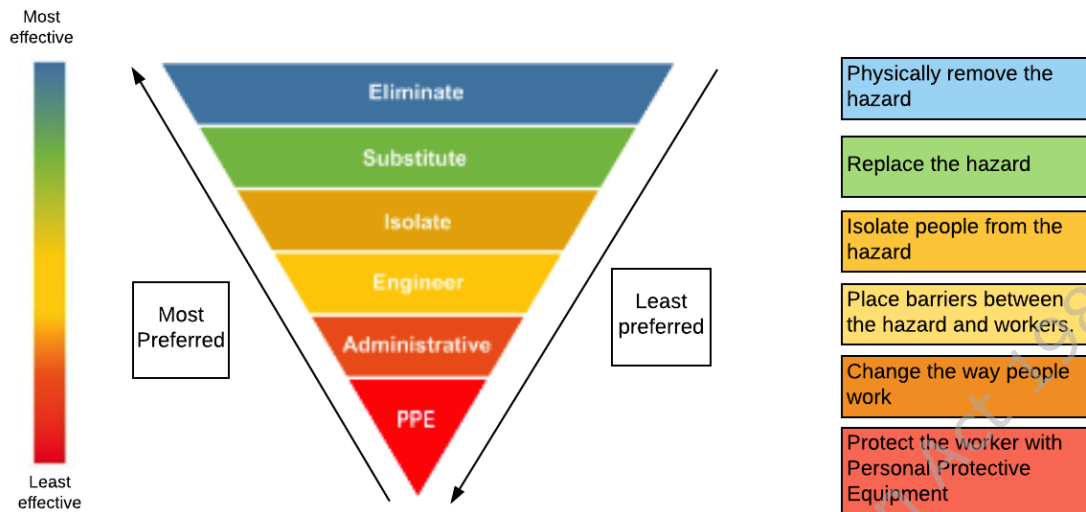
A way of determining risks in the workplace.

Risk assessments include analysing the possible hazards that could occur in the workplace and finding a solution to reduce the level of risk, avoiding injury to people or damage to property. Before a risk assessment is able to be completed, assess the difference between risk and hazard.

Risk = Likelihood x Severity

Likelihood	An event likely to occur within the specific period or in specified circumstances.
Severity	The outcome from an event such as severity of injury or health of people, or damage to property, or damage to environment, or any combination of those caused by the event.
Hazard	Anything that can cause harm i.e. electricity, noise or hazardous substances.
Risk	The likelihood that damage, loss or injury will be caused by a hazard and how severe the outcome may be.
Inherent Risk	The risk the hazard poses in its natural and uncontrolled state before controls have been put in place.
Residual Risk	The risk that the hazard poses after the controls have been put in place.

HIERARCHY OF CONTROLS



1. Eliminate	Elimination of the hazard is not always achievable though it does totally remove the hazard and thereby eliminates the risk of exposure.
2. Substitute with a lesser risk	Substituting may not remove all of the risks associated with the process or activity and may introduce different ones, but the overall harm or health effects will be lessened.
3. Isolate	Isolating is achieved by restricting access to plant and equipment or in the case of substances locking them away under strict controls.
4. Use engineering controls	Engineering Controls involve redesigning a process to place a barrier between the person and the hazard or remove the hazard from the person.
5. Use administrative controls	Administrative controls include adopting standard operating procedures or safe work practices or providing appropriate training, instruction or information to reduce the potential for harm and/or adverse health effects to person(s).
6. Use personal protective equipment	Personal protective equipment (PPE) which include gloves, glasses, earmuffs, aprons, safety footwear, dust masks which are designed to reduce exposure to the hazard. PPE is usually seen as the last line of defence and is usually used in conjunction with one or more of the other control measures.

Risk Matrix

Assessing risk looks at both the inherent risk (before controls are put in place) and the residual risk (after the control measures have been decided). It is important to ensure that the residual risk following implementation of control measures is 'as low as is reasonably possible'.

Risk Matrix		Likelihood				
		Very Rare	Unlikely	Possible	Likely	Almost Certain
Severity	Insignificant	N	N	L	L	M
	Minor	N	N	L	M	M
	Moderate	L	L	M	H	H
	Major	M	M	H	E	E
	Catastrophic	H	H	H	E	E

LIKELIHOOD RATING
Very Rare - The event is unlikely to occur but is theoretically possible.
Unlikely - The event could occur but is unlikely.
Possible - The event is possible but not probable.
Likely - The event will probably occur at some time.
Almost Certain - The event is expected to occur in most circumstances.

SEVERITY RATING
Insignificant - No injuries, low financial loss, no significant threat to the business.
Minor - First aid required, medium financial loss, no significant threat to the business.
Moderate - Medical treatment required, high financial loss, poses a moderate threat to the business.
Major - Extensive injuries, loss of production capabilities, major financial loss, will seriously impact the business.
Catastrophic - Death, huge financial loss, will seriously impact daily operations of the business.

RISK RATING
Negligible - Acceptable. OK to proceed.
Low Risk - Acceptable. Improve through continuous improvement.
Medium Risk - Tolerable. Manage by method statements / operations control / management intervention / supervision / monitoring.
High Risk - High Priority. Manage by professional standards / specialist knowledge / planning / supervision / monitoring. Must address immediately!
Extreme Risk - Unacceptable risk - DO NOT PROCEED!

Why Do We need Risk Assessment

1. To assess any danger that workers could be exposed to in the workplace.
2. So that the risks of danger happening in the workplace can be minimised or eliminated.
3. To protect people in the workplace, not just the person(s) carry out the work activities.
4. To assist in setting guidelines as to how work activities are carried out in the workplace.

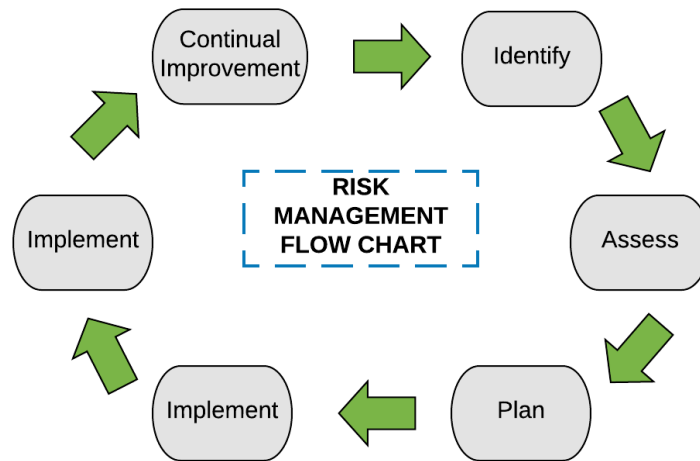
What is the Risk Assessment Process

When carrying out a risk assessment, there are 5 recommended guidelines.

1. Identify actual and potential risks and hazards including critical risks.
2. Ask the "what if" question. Decide who might be harmed and how.
3. Evaluate the risk and then decide on precautions.
4. Record your findings in your risk register and put them in place.
5. Review regularly and make amendments.

If hazards occur after a risk assessment has been conducted, add it into your Risk Management Register and complete the process. A risk assessment should be conducted at least once annually.

New risks are always going to develop and enter the workplace over time. It is important for workers to be encouraged to report them and apply the same process as they arise.



Responsibility

Management:

- To participate in the risk identification, assessment and control program.
- To understand risks and hazards that affect their jobs and the control measures in place.
- To ensure that tasks are not carried out without the proper controls in place.

Workers:

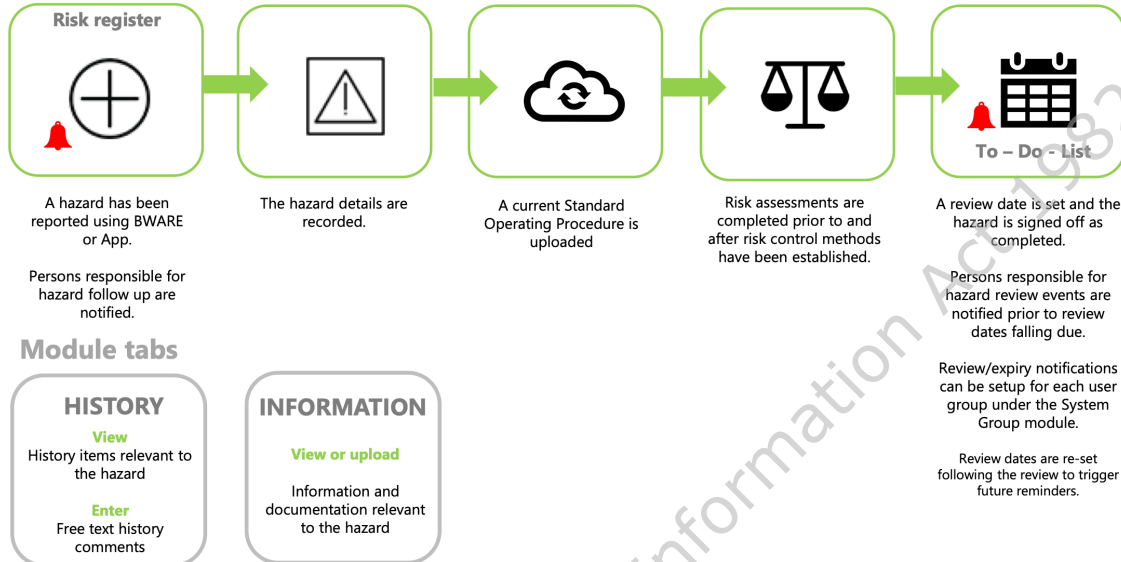
- To participate in the risk and hazard identification, assessment and control program.
- To ensure the proper controls are provided and being used.
- To keep documentation on risk and hazard identification, assessment and controls.

Contractors:

- Familiarise themselves with the risks in the workplace that relate directly or indirectly to their involvement.
- Communicate to Management the risks that the contractors may bring to the workplace.
- Ensure that the contractor's staff are suitably trained to control the risks they bring onto the workplace.
- PPE – The contractors should communicate the PPE that is required to assist in control of the risks being introduced to the workplace.
- The contractor will use the construction site identification board as a method of communicating risks being introduced to the workplace.



The **Risk Management Module** enables you to store important information about the identification of hazards and the assessment and management of the risk they pose to workers health and safety.



Released under the Official Information Act 1982

Workplace Specific HARM register

Risk	Hazard	IRA	Control Methods	RRA	Training Required	Review Date
Electrical cords & equipment	Contact with Energy source	12	E: Eliminate – Replace unsafe equipment M: Isolate – RCD at power supply M: Administrative – Train staff in hazard identification process and encourage them to report M: Administrative – Regular Maintenance M: Administrative – all electrics to be tested and tagged in accordance with AS/NZS 3760:2010 M: Administrative – regular visual inspection	6	Staff Induction	01-11-2022
		9	E: Eliminate – Suspend electrical leads off the ground when possible M: Isolate – Keep leads away from main access areas and walkways	8		01-11-2022
Exposure to hot temperatures	Weather Conditions/Environment	12	M: administrative – Use sunscreen on skin not covered by clothing M: Administrative – signage for slippery areas M: administrative – Drink plenty of liquids i.e. water if hot temperatures M: PPE Controls – Wear appropriate clothing for weather M: PPE controls – Wear sunhat with wide brim or cap with covering neck area.	6	Staff Induction	01-11-2022
Fire and Explosion	Burns	12	E: eliminate – No smoking on workplace. M: Administrative – Complete an evacuation plan for the workplace. M: Administrative – Notify visitors of the evacuation plan through signage. M: Administrative – Escape routes clear. M: Administrative – Have fire extinguishers available on site. M: Administrative – Emergency procedure & plans. M: Administrative – Trained first aiders.	8	Staff Induction	01-11-2022

Risk	Hazard	IRA	Control Methods	RRA	Training Required	Review Date
Impairment in the workplace	Drugs and Alcohol	15	<p>E: Eliminate – Send staff home when suspected of being under the influence.</p> <p>M: Administrative – Strictly enforce a zero-tolerance policy for drugs and alcohol.</p> <p>M: Administrative – Management to complete an investigation if it is suspected that an employee is under the influence.</p> <p>M: Administrative – Remedial or disciplinary action taken.</p>	4	Staff Induction	01-11-2022
	Fatigue	9	<p>M: Administrative – No work period to exceed 4.5 hours without a break.</p> <p>M: Administrative – No working day to exceed more than 12 hours, including travel time.</p> <p>M: Administrative – Keep hydrated at all times.</p> <p>M: Administrative – Ensure regular driving breaks are allowed for.</p>	4	Staff Induction	01-11-2022
Manual handling materials and objects and/or equipment	Muscular stress	9	<p>E: Eliminate – Use manual handling aids if possible.</p> <p>E: Eliminate – Regular housekeeping.</p> <p>M: Administrative – Break loads down.</p> <p>M: Administrative – Keep load as close to body.</p> <p>M: Administrative – Plan the activity before lifting.</p> <p>M: Administrative – Stretch and warm up.</p> <p>M: Administrative – Lift in accordance with Code of Practice for Manual Handling.</p> <p>M: Administrative – Provide workers with training aligned with COP.</p>	6	Manual Handling	01-11-2022
Operating a vehicle	Transportation/ Vehicle accident	12	<p>M: Engineer – All drivers and passengers are to wear seat belts.</p> <p>M: Engineer – Use of hands-free cell phone kit while driving.</p>	4	Drivers licence class 1	01-11-2022

				<p>M: Administrative – All operators of vehicles to hold a current driver's licence and appropriate class licences for passenger vehicles.</p> <p>M: Administrative – Current WOF and REGO</p>		
Risk	Hazard	IRA	Control Methods	RRA	Training Required	
Operating portable powered hand tools	Contact with energy source	9	<p>M: Isolate – RCD at power source</p> <p>M: Administrative – All electrics to be tested and tagged in accordance with AS/NZS 3760:2010.</p> <p>M: Administrative – Regular visual inspections.</p> <p>M: Administrative – Regular maintenance.</p>	4	Staff Induction	01-11-2022
	Cut by sharp object	8	<p>M: Engineer – Use the correct equipment for the job</p> <p>M: Administrative – Competency verification for all operators</p> <p>M: PPE Controls – Wear suitable PPE while operating</p>	3	Operating portable powered hand tools	01-11-2022
Poor housekeeping	Slips, trips and falls	12	<p>E: Eliminate – Rubbish removed regularly.</p> <p>M: Isolate – Designated storage areas.</p> <p>M: Isolate – Safe access and egress to site for all workers or visitors.</p>	3	Staff Induction	01-11-2022
Public Protection	Hit by moving object	12	<p>M: Isolate -Safe pedestrian access for site from car park to Water Park site.</p> <p>M: Isolate – Designated traffic management flow from State Highway to car parking area.</p>	4		01-11-2022
Unstable Materials	Hit by falling object	12	<p>M: Administrative – All materials braced/tacked/stabilised or packed as per COP for Safe Stacking and Storage</p> <p>M: Administrative – Staff trained in the safe storage and stacking materials</p>	8	Staff Induction	01-11-2022

Risk	Hazard	IRA	Control Methods	RRA	Training Required	Review Date
Using a ladder	Fall from Height	12	<p>E: Eliminate – Do job from ground</p> <p>M: Engineer – Ensure stays are locked in place</p> <p>M: Administrative – Only use commercial rated ladders</p> <p>M: Administrative – Maintain 3 points of contact.</p> <p>M: Administrative – 4:1 ladder angle.</p> <p>M: Administrative – Check before use and immediately report any defects</p> <p>M: Administrative – Work no higher than third step when using step ladder.</p>	5	Ladder use	01-11-2022
Working on worksite	Slips, trips and falls	6	<p>M: Administrative – Ensure that workers are inducted into site and made aware of site hazards and emergency procedures.</p> <p>M: Administrative – Complete a risk assessment prior to commencing work activities.</p> <p>M: Administrative – Routinely hold Health and Safety meetings with workers onsite to review hazards and training.</p>	3	Staff Induction	01-11-2022
	On the Water Activities	9	<p>M: Administrative – Trained staff only</p> <p>M: Administrative – Obey the signage as displayed.</p> <p>M: Administrative – No lifeguards on duty, no entry</p> <p>M: Administrative – Lifeguards have communication with each other.</p> <p>M: Administrative – 3 blasts on hooter/siren evacuate the area.</p> <p>M: Administrative – wear sunblock</p> <p>M: Administrative – Footwear to be worn as assigned.</p>			01-11-2022
Covid-19	Health		<p>M: Administration – Site Signage</p> <p>M: Administration – Operating at a level verified by Ministry of Health.</p> <p>M: Administration – QR coding to allow for signing in and out of site.</p>			01-11-2022

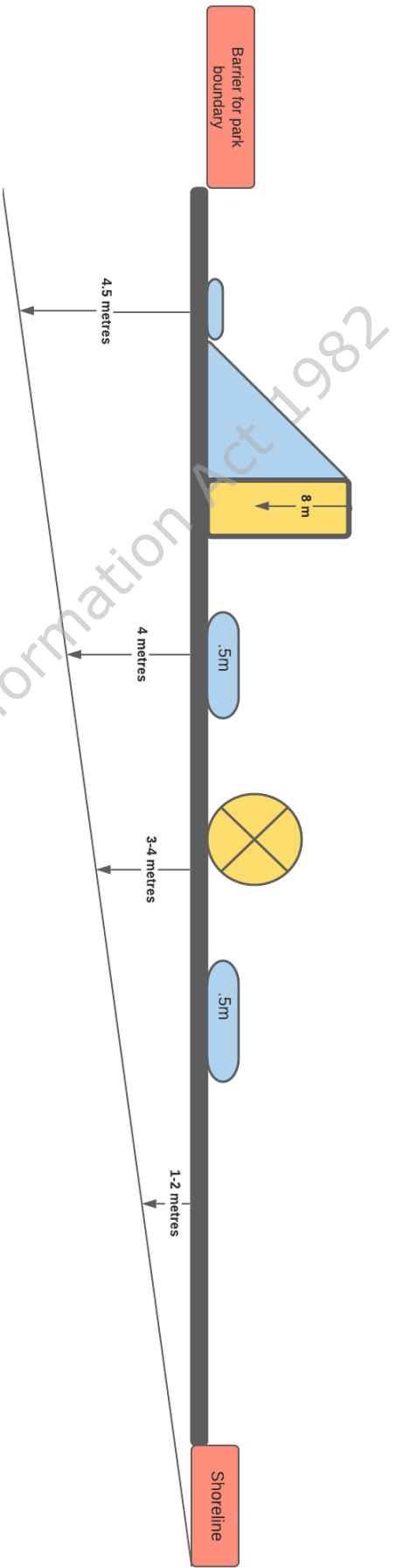
RISK ASSESSMENT FORM

Use this Form to identify any new risks that have not been previously identified. This form must also be completed before any new activities or new equipment is used/implements at a site so that new risks can be identified and assessed.

Site Name:		Date:	
Identified by:		Position:	
RISK INFORMATION DETAILS			
Details of Identified hazard/risk:			
Photographs Taken:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Location of Hazard:			
Assessment of hazard/risk:	<input type="checkbox"/> Extreme risk <input type="checkbox"/> High Risk <input type="checkbox"/> Medium Risk <input type="checkbox"/> Low risk	Immediate action required by Management. Management attention and action required. Management attention required. Review process and procedures to maintain controls.	
Referred to for action:	Date:	Name:	
Signature:			
NEW CONTROL PUT IN PLACE			
Corrective action complete:	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	If incomplete when will corrective action be completed:	
H.A.R.M. Register Updated by:	Date:		
Managers signature:	Date:		

Please ensure that this hazard is entered into the Hazard and Risk Management Register

KIWI WATER PARK - Lowburn



Daily site checklist

Site:	Signature:
Date:	
Conducted By:	

WATERPARK PRESTART ADMIN

Comments

<p>Have you picked up office key from security</p> <p>Yes No NA</p>	<p>Released under the Official Information Act 1982</p>
<p>Was there any update from security needing to be recorded? If yes answer below</p> <p>Yes No NA</p>	
<p>Update comments from security overnight.</p>	
<p>Update on weather conditions</p> <p>Nil - light breezes predicted - no impact on daily sessions Light to moderate wind predicted - little impact Moderate to strong winds predicted - each session checked Other weather considerations</p> <p>Other</p>	
<p>Other weather conditions affecting the waterpark</p>	

PHONES & RADIOS

Comments

Daily site checklist

Office phone is fully charged Yes No NA	
If No has it been put on the charger Yes No NA	
Are ALL radios charged up Yes No NA	
If No have they been put on chargers Yes No NA	
WATERPARK EXTERNAL AREA	Comments
Are perimeter fences in place and secure Yes No NA	
Has the beach and grass area been checked for broken glass and general rubbish Yes No NA	

Released under the Official Information Act 1982

Daily site checklist

<p>Have road cones and barrier poles been placed across the entrance</p> <p>Yes No NA</p>	
-------------------------------------------------------------------------------------------------------------------------------------	--

FIRST AID	Comments
<p>Is the ambulance parking bay area set up</p> <p>Yes No NA</p>	
<p>Is the first aid area set up</p> <p>Yes No NA</p>	
<p>Has the first aid kit been checked</p> <p>Yes No NA</p>	
<p>Does the first aid kit need to be restocked - comment NO if it is OK. * If YES - what needs replacing</p>	

ON THE WATER	Comments
<p>Have you kayaked or paddle boarded around the park checking for debris in the water - logs, weed etc</p> <p>Yes No NA</p>	

Daily site checklist

<p>Was all debris able to be removed</p> <p>Yes No NA</p>	
<p>Are all the inflatables in the correct position</p> <p>Yes No NA</p>	
<p>Are all inflatables pumped up to the correct position</p> <p>Yes No NA</p>	
<p>Are the inflatable joins secure including lacing of ropes.</p> <p>Yes No NA</p>	
<p>Additional comments for observations</p>	

CONDITIONS NOTICEBOARD

Comments

<p>Has the conditions noticeboard been updated</p> <p>Yes No NA</p>	
---------------------------------------------------------------------------------------------------------------	--

Daily site checklist

Have you taken a photo of the updated noticeboard using the upload image component of this APP

Yes

No

NA

Overall Comment:

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Training Policy

Policy

The Health and Safety at Work Act 2015 requires that workers have sufficient knowledge or experience to carry out all aspects of the work safely or are supervised by persons with suitable experience and take reasonably practicable steps to ensure their own safety at work and that no action or inaction causes harm to any other person. This may require training in the use of equipment, Specific duties, substances or protective clothing.

Training will be given by qualified trainers in water safety and an induction day will be carried out for workers prior to the opening of the Kiwi Water Park. This will encompass all areas for this type of activity.

Appropriate health and safety information may cover:

- The handling of emergencies that could arise in the course of work.
- Risks workers may be exposed to in the workplace including any significant risks and steps that are necessary to protect themselves from those risks.
- Typical risks that a worker may create in the course of their work.
- The location of a Hazard & Risk Management Register for perusal.
- The suitability and use of protective clothing and safety equipment.

Health and Safety information and training is delivered so that the key messages are clearly understood, taking into account language, literacy, vision, hearing and other variables.

Understanding of training given is demonstrated by sign-off of a record of training and experience on a Worker Training Record or in the worker's personnel file.

This policy applies to workers of Kiwi Water Park.

Legislation

- Health & safety at Work Act 2015

Additional policies to be taken into consideration are:

- Kiwi Water Park Drug and Alcohol policy.
- Kiwi Water Park Health and Safety Policy.
- Health and Safety at Work (Adventure Activities) Regulations 2016
- Australian Standard 3533.4.5 – 2017 Water-borne Inflatable Devices

Policy Approval for Kiwi Water Park Ltd

The policy is reviewed and revised every year and/or following any organizational changes, changes in legislation, or changes in best practices.

Name: Janet Rutherford

Position: Owner Operator

Signature:



Date: 14 November 2022...

Review Date: ...November 2023

Training Procedures

Procedure

Management are responsible for training of workers with information regarding:

- Associated work activities
- The risks they are likely to encounter during their work
- How to manage risks
- A mentor or buddy may be assigned to supervise on-the-job instruction and development. This will be dependent on location and will be tailored to the individuals existing knowledge.

Health & Safety Topics covered in Induction training may include:

- Specific work risks and safety measures
- The location and use of protective clothing and equipment
- The location and operation of fire extinguishers and first aiders.
- Emergency evacuation procedures.
- Accident and risk reporting systems
- Worker responsibilities
- Worker involvement system for consultation on health and safety issues

Understanding is demonstrated by completion and sign-off of the training. Records of these will be held in the workers files.

Worker Participation

At regular intervals, workers will have the opportunity to raise and discuss health and safety topics at staff meetings. The person conducting such meetings should ensure health and safety is an item on the agenda.

Renewal of Certificates and Licences

Copies of training certificates are to be included on the workers personnel file. These include and are not limited to:

- First Aid Certificate
- Fire Extinguisher training
- Fire Warden training
- PPE training

Training – Internal and External

- a. Identify **external** training if required for workers and establish a schedule to ensure this takes place.
- b. Identify **internal** training if required, the trainer to perform the training, and a timeframe required for competency.

All training undertaken should be recorded, signed off and dated on the Worker Training Records.

Workers who are either new to the company or are being trained for work they have not performed previously, should be internally/externally trained and assessed for practical ability and trade

knowledge by staff who are designated as trainers. Trainers must have the relevant skills and experience to provide training and be included on the internal trainers' register.

Trainees must prove competence prior to being allowed to perform the work onsite. Trainees undergoing external training should prove competence by meeting criteria set by the trainer. Once the trainee has demonstrated competency, they should then be permitted to do the tasks, initially under supervision.

The training procedure for the workers should ensure they are able to carry out their tasks safely and efficiently without constant supervision, thereby improving productivity and reducing accidents, injuries and ill health. Workers are encouraged to ask for help with tasks that are either: outside their capability or, involve risks that make the task dangerous for one person to undertake.

Ensure that verification of internal training is filled out, signed and filed in the workers personnel file. The Internal Training Assessment Forms for identifying this training is included in this procedure as Appendices A – Individual Training and B – Group Training.

Examples of Training

INTERNAL TRAINING Verified by signoff of training by internal trainer	EXTERNAL TRAINING Verified by receipt of certificate or licence
Staff induction	First aid
Emergency Evacuations	Fire Extinguisher training
Accident/incident reporting	Drivers licences
Risk and hazard ID	Manual handling
Machinery	Drug & Alcohol
Worker participation in H & S	

Personal Protective Equipment and Clothing (PPE)

Workers who may be exposed to risks in the workplace may have access to appropriate safety equipment and clothing. Appropriate training should be given in the use and maintenance of PPE. This training may be provided by the supplier, either internally or externally or by a senior member of the company who has been trained internally or externally and should be recorded in a PPE Register.

GROUP INTERNAL TRAINING

Training Details and Evaluation

Objective:

Description - What training is involved.	Comments	Covered Y/N

Additional Information:

Trainers Information

Name:		Signature:	
Number of attendees:			

Group Internal Training Signoff		Assessment	
Date:	Location:		
Attendee	Signature	Grade	Comments

Assessed Competency Grading Key			
A	Under Supervision	C	Proficient
B	Requires Supervision	D	Completed
Refresher Date:			



Checklist for Internal Group Training	Comments
<p>Training Details and Evaluation</p> <ul style="list-style-type: none"> • Put in the Objective you are wanting to train on. E.g. Ladders • Description means you put in the points you think are most important to be covered off. • Don't have too many points to cover off – just main ones you feel constitute the training. • If for some reason you cannot cover off all the points after you have already set out the form, then put in y/n with a comment. i.e. it may be irrelevant or covered off somewhere else. • Make sure everything is applicable to your workplace. 	
<p>Trainers Information</p> <ul style="list-style-type: none"> • Make sure there is the Trainers Actual Name (not initials) • Sign off the form and date it. • Make sure the number of attendees equals the signoff 	
<p>Signoff and Assessment</p> <ul style="list-style-type: none"> • Fill in date training took place and the location – might be worksite or office etc. • Under attendee – full name • Signature full signature – not initials • At the finish of training you put in a grade and any comments relevant to that attendee. • This is to assess the competency of the worker doing the training and whether you feel they are proficient or require more training etc. • There could be more than one grade – (i.e. completed but Requires supervision B & D and reason in the comments section beside attendee. 	
<p>Assessed Competency</p> <ul style="list-style-type: none"> • Put in a refresher date for the training – might be 2 yearly or could be sooner if requirement/legislation/incident or accident etc deem it necessary. • Record in workers training on Bware in the group training section. 	

COMPANY INDUCTION FORM - HEALTH & SAFETY

WORKER NAME:

EMPLOYMENT START DATE:

POSITION/JOB TITLE:

Please mark with a ✓ tick or X

Health & Safety

I have been shown:

- How to do my job safely including the use of safety equipment.
- The safety signs and what they mean.
- How to safely use/store and maintain safety equipment.
- I have been issued with PPE (Personal Protective Equipment) and I am aware of company procedure around the use of PPE.
- I have been made aware of company policy regarding replacement of PPE.
- How to safely use/store and maintain equipment.

I know:

- My responsibilities as a worker.
- Who to report health and safety issues to?
- Where health and safety information is kept.

Risks:

I know:

- What the risks are on the property.
- What the controls are for these risks.
- How to report risks.
- Where records of risks are kept.
- Safe work procedures and safe operating procedures.

Incidents and Injuries:

I know how to report:

- Injuries.
- Incidents/near misses.
- Early signs of discomfort.
- I know reports will be investigated and I will be kept informed of the results.

Meetings:

- I am aware of my responsibility to attend and participate in Health & Safety meetings.
- I have been made aware of where previous Minutes of Meetings are located.

Training

- Please list the relevant training undertaken that supports the working job description.

1. _____
2. _____
3. _____
4. _____

Please supply copies and evidence of the training

COMPANY INDUCTION FORM - HEALTH & SAFETY

Declaration:

The above has been fully explained to me and I acknowledge the responsibility of maintaining a safe working environment while on this workplace.

I acknowledge that if there is an item of the health and safety requirements I do not understand or any further information I require, I will be able to acquire this information from the Manager.

I acknowledge that this induction in no way diminishes my obligation and responsibilities under the Health and Safety at Work Act 2015.

SIGNED BY WORKER		DATE	
SIGNED BY MANAGEMENT		DATE	

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**DOCUMENTS FOR CONTRACTOR HEALTH & SAFETY
EVALUATION AND ACKNOWLEDGEMENT**

1. Checklist of Documents or Supporting Evidence for Health & Safety
Schedule A, Schedule B, Schedule C.
2. Contractor Assessment Declaration.

**CHECKLIST OF DOCUMENTS OR SUPPORTING EVIDENCE
FOR HEALTH AND SAFETY**

Company Name:	Date:
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Your company is required to be able to produce the following documentation if required. Please acknowledge below the documents your Company has in place as part of your Health & Safety Management Plan and covering legislation for Health & Safety at Work Act 2015. The documents could be required to be produced by the following methods, but are not limited to the schedules below.

- ❖ Kiwi Water Park reserves the right to do a random audit or a scheduled audit of your health and safety systems.
- ❖ We may empower an independent auditor to do a random audit or a scheduled audit of your health and safety systems. The outcome of this type of audit could be confidential between the auditor and our company.
- ❖ Worksafe New Zealand may conduct an audit or investigation of your processes as a result of a serious harm accident or as part of their duties under the Worksafe New Zealand Act 2015.

Schedule A

Has your company any of the following pre-qualifications?	YES	NO
ISO45001		
IMPAC PREQUAL		
SITWISE		
OTHER – Please name		

IF YES	The procedures in Schedule B below are covered within your certificates <i>Please provide a copy of the qualification certificates</i>
IF NO	Please indicate if the procedures in Schedule B below are in place in your company.

Schedule B

Document	YES	NO	N/A
Health and Safety Policy			
Health and safety manual			
Workplace drug and alcohol policy			
Competency Register			
Staff Induction			
Risk identification			
SDS sheets available for hazardous substances			
Emergency and Evacuation reports			
Task Analysis register			
Accident/Incident register			
Near Miss register			
Investigation report for Accident/Incident/near Miss reporting			
Site Induction			
Site safety inspection file			
Toolbox meeting minutes			
Health & Safety committee meeting minutes			
PPE register			
SOP (safe operating procedures)			

Schedule C - Evidence

Submit the documents below (if available), regardless whether you have completed Schedule A or Schedule B.

	YES	NO	N/A
✓ Indemnity Insurance Certificate (copy)			
✓ Risk Management Register or Hazard Register			
✓ Training Register (internal and external, licences, certs and completed courses)			
✓ Audit reports			
✓ Hazardous Substance Register			

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CONTRACTOR ASSESSMENT DECLARATION:

I/WE hereby confirm that the responses given, are true and accurate and that the persons employed or subcontractors engaged by me/us:

- (a) Have the appropriate qualifications, certifications, skill and experience to carry out the work I/WE have been engaged to undertake in a safe manner; and
- (b) Will adhere to applicable health and safety legislation (including the Health and Safety at Work Act 2015) and Kiwi Water Park health and safety policy and procedures; and
- (c) Undertakes to advise of any alterations, additions or amendments to the information given in this document.
- (d) Kiwi Water Park has a comprehensive drug and alcohol policy to ensure that their workplaces have zero tolerance for this type of serious substance risk. Signing this declaration is acknowledgement that the Contractor, their Sub-contractors and workers will abide by this policy. A copy of this policy and procedures is available on request.
- (e) The contractor acknowledges that they will advise Kiwi Water Park within 5 working days of an Improvement or Prohibition notice issued by Worksafe. This includes all workplaces where the contractors have involvement with.
- (f) The contractor acknowledges that if as part of the contracted work to be undertaken that there may be a requirement for the contractor to work alone and unsupervised, as part of this procedure, the contractor acknowledges that they have the necessary Safe Operating Procedures (SOP's) in place to allow the contracted work to proceed safely.
- (g) All forms and documents supplied are true and accurate copies. If there have been any alterations or additions to any of the documents supplied, after being submitted and before the review process, then the contractor accepts it is their responsibility to advise this Company of those changes, either in writing or electronically,
- (h) The information provided on the Checklist of Documents and Supporting Evidence for Health and Safety (Schedules A, B & C) is true and accurate and acknowledgement is given for any audit processes outlined to take place.

This contract will be reviewed on an annual basis and will include Contractor Health and Safety performance, and compliance, prior to review. Failure to comply with the Kiwi Water Park health and safety compliance could be reason not to renew the contract.

Company Name:	
Person completing form:	Position:
Signature:	Date:
Email Address:	
Annual Review date:	

Pandemic Policy

Kiwi Water Park Ltd strives to provide a safe and healthy workplace for workers and this pandemic flu policy outlines our overall response to a pandemic flu outbreak and our emergency-preparedness.

Scope

Pandemic influenza poses the most serious global threats to public health and our economy. Inability to predict when such a disease might strike and with what severity makes it incumbent on this Company to consider how our business might be affected and to articulate what needs to be done to respond to an outbreak.

Legislation

- Health Amendment Act 2006
- Health Act 1956 – Part 3 (amended 2006)
- Epidemic Preparedness Act 2006
- And other epidemic amendment Acts.

Responsibilities

Managers

- Managers are responsible for ensuring that workers understand the organisation's pandemic recovery plan policy and procedure.
- The organisation's leave and absence policies will be continuously developed as the status of the pandemic changes.
- The leave policies that will be developed include the organisation's sick leave policy and bereavement policy.
- The Company will have appropriate plans in place to:
 1. Avoid unnecessary travel
 2. Cancellation of face to face meetings
- A pandemic communications strategy will be developed to ensure that workers are provided with up-to-date and accurate information on the status of the pandemic as it relates to our Company.
- Information will be provided to workers via the organisation's e-mail and, where possible, through team meetings.

Workers

- Familiarise themselves with the procedures Management have put in place and know the risk the pandemic plan will impose of them.
- Workers are required to be vaccinated before undertaking duties on site.
- Advise the Company if they are showing any signs of contagion.
- Advise the Company of contagion or positive test before agreeing to undertake work at worksites.

Policy Approval for Kiwi Water Park Ltd

The policy is reviewed and revised every year and/or following any organizational changes, changes in legislation, or changes in best practices.

Name: Janet Rutherford

Position: Owner Operator

Signature: 

Date: 14 November 2022...

Review Date:...November 2023

Released under the Official Information Act 1982

Pandemic Procedure

Definitions

Influenza or “flu” is caused by a variety of influenza A viruses. These viruses can cause different diseases: avian (or bird) flu, H1N1 (swine flu), pandemic influenza and seasonal influenza.

Pandemic influenza can occur when mutating influenza viruses become transmissible to humans, who generally lack any natural immunity to fight off the virus’s adverse health effects.

Planning for Pandemic

It is important to plan for how this may affect this business and the ability of workers to perform their jobs.

Areas to plan for include:

- How will you maintain your essential services or activities with high numbers of staff absences over an extended period?
- What essential goods and services you rely on and how you will manage any disruptions to supply.
- How you can implement alternative work practices in your workplace.
- What services will need additional support to meet a surge in demand e.g. IT support services).
- How you can protect your workers and reduce the risk of spread of the pandemic influenza virus in your workplace.
- Workplace environments vary greatly so consider your particular work environment and what is frequently used and touched by workers, clients and others.
- The hierarchy of controls prioritizes intervention strategies based on the premise that the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure.
- Have a business continuity plan in place.

How to Maintain Operations During a Pandemic

- Advise staff to stay at home if they are sick or if displaying flu-like symptoms, send home.
- Use covid-19 testing for positive/negative testing and have plans in place if worker tests positive.
- Remaining workers may have to carry out unfamiliar tasks – ensure there is appropriate training for them.
- Adopt sensible hygiene measures for protection to reduce potential for contamination through changing work practices.
- Discussion with staff as part of preparedness planning.
- Implement methods of communicating when a closure is forced upon both the Company and workers.
- Approach to leave usage during the pandemic, including sick leave, discretionary leave or leave without pay.
- Assist workers in managing additional stresses related to the pandemic. These are likely to include distress related to personal or family illness, life disruption, grief related to loss of family, friends or co-workers, loss of routine support systems, and similar challenges.

- Evaluate the Company's particular workplace to develop a plan for protecting their employees that may combine both immediate actions as well as longer term solutions.
- PPE can prevent some exposure if used correctly, but should be a last resort after engineering and administrative controls.

- STAY SAFE -

CONSULTATION

CO-OPERATION

CO-ORDINATION

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Drug and Alcohol Policy & Procedures

1.0 POLICY STATEMENT

- 1.1 Kiwi Water Park is committed to providing a workplace where drug and alcohol education is part of the culture for workers, and contractors by observing and recognising:
- a) Our obligation to ensure the safety and health of workers, and contractors under the Health and Safety at Work Act 2015.
 - b) That the influence of drugs or alcohol on a person's behavior has been identified as a potential, actual and significant risk in the workplace and that our industry consists primarily of safety sensitive roles. It is our duty to take reasonably practicable steps to eliminate, and/or isolate the risks.
 - c) The duty of workers and contractors to take reasonably practicable steps to ensure that their action or inaction in the workplace does not harm themselves or any other person. Workers and contractors fail in their duty if they present themselves for work under the influence of drugs or alcohol.
- 1.2 To achieve our aim of a drug and alcohol educated culture in our workplace we are committed to:
- a) Seeking the understanding and support of workers and contractors in implementing the policy. This includes informing workers and contractors of their rights when implementing the testing policy and procedures and which drugs and alcohol have been recognised as causing workplace impairment and at what levels.
 - b) Educating and increasing awareness by providing training, information and assistance about the use, treatment of and testing for drugs and alcohol.
 - c) Performing where applicable post incident/accident, reasonable-cause, random and follow-up screening tests for drugs and alcohol, with a view to reducing and preventing the occurrence of workplace accidents and supporting staff with drug and alcohol problems where appropriate.
 - d) Where appropriate, initiating a disciplinary process and/or suspending to ensure the health and safety of our workplace.
- 1.3 Workers and contractors must read and abide by the requirements set out in this policy.

2.0 DEFINITIONS

- 2.1 *Adulteration:* The deliberate action of someone to compromise the integrity of testing. e.g. the use of a dilutant or masking agent, or providing a substitute urine specimen, in order to compromise the detection of drugs in their urine.
- 2.2 *Alcohol:* Any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.
- 2.3 *Drugs:* The term refers to any mind altering or legally controlled substance unless it is prescribed by a doctor and used in accordance with medical directions. This includes any drugs listed in the Misuse of Drugs Act 1975 and any drugs listed in the AS/NZS 4308:2008: Procedures for specimen collection and quantitation of drugs of abuse in urine.

- 2.4 This term also includes drugs other than those listed in the Standard, such as those drugs referred to as “designer drugs”, including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives in the definition of “drugs”.
- 2.5 *Worker:* Any person who is engaged by the employer to work in a permanent, fixed term or casual employment relationship.
- 2.6 *Contractor:* Any person or worker of a contractor who is engaged by the Principal to work in a permanent, fixed term or casual contracting relationship.
- 2.7 Drug testing undertaken will be undertaken by an accredited collector according to the Australian/New Zealand Standard AS/NZS 4308:2008 standards (or updated amendments) and by an accredited agency facility or laboratory e.g. New Zealand Drug Detection Agency (NZDDA).

3.0 RESPONSIBILITIES

- 3.1 Our Company bears the responsibility for implementing this policy and ensuring adequate resources are allocated for doing so. In particular, we are responsible for training Health & Safety Representatives to ensure that they understand, disseminate and implement the policy in their areas of responsibility.

Workers should have access to a copy of this policy and information within it. The introduction of this policy will be supported by consultation on it with attempts to increase workers’ awareness of the issues. Our Company will ensure that the Health & Safety Representative and workers will undergo appropriate training.

Social work situations will be made available for staff from time to time and Kiwi Water Park will at such occasions, provide food in the form of nibbles which could vary depending on the status of the event. It will, however, be the workers responsibility to monitor their own consumption of alcohol at such functions to ensure they are not impaired, and if driving, comply with the legislative drink and driving regulations.

4.0 TYPES OF TESTING

- 4.1 Sample collection and/or testing should be undertaken by an accredited person, agency, facility or laboratory. The ‘chain of custody’ should be maintained and sample collection and/or testing may take place onsite and/or elsewhere. It should be carried out privately and confidentially wherever reasonably practicable except where the integrity of testing and/or the sample may be at risk. The worker’s informed consent will be sought prior to testing as per Appendix 6 and/or any forms used by the accredited person, agency, facility or laboratory.

4.2 **Pre-Employment:**

The Company may require an applicant to undergo pre-employment testing. This could be at 2 different stages of the process. Refer to appendix 2.

- a) The prospective applicant may be required to submit a test result at the same time as the application for is submitted.
- b) As part of the application process and prior to a job offer, the applicant may be required to submit themselves for a drug and alcohol test.

There will be no offer of employment or transfer to safety critical roles made to the applicant until negative results have been received. The testing method used is to be consistent and meet AS/NZS 4308: 2008 and carried out by an accredited agency facility or laboratory.

A positive result will not preclude that person for applying for future vacancies.

If an applicant refuses to be tested, they may not be eligible for employment with Mt Cardrona Station.

4.3 Reasonable Cause:

- a) Whenever a worker and contractor arrives at work in an unfit state and the employer has reasonable cause to suspect this is as a result of being under the impairment of drugs or alcohol, the worker and contractor may be tested for the presence of alcohol or drugs.
- b) A reasonable cause exists where the Health & Safety Representative and/or one other person (such as another member of staff, contractor or a member of the public) suspects on reasonable grounds, that workers, contractors or visitor's ability to perform work in a safe manner may be affected, based on observed reasonable cause indicators (actions, appearance or conduct of a worker and contractor that indicate drug or alcohol use).
- c) The process is not restricted to this Company's workers, but is inclusive for workers and contractors on site at the time the testing process was initiated.

Where reasonably practicable, we will do the following:

- a) The Health & Safety Representative will advise the worker and/or contractor of the grounds on which the reasonable suspicion is based. Refer to Appendix 4 and 5.
- b) Testing will occur in accordance with Section 5 of this policy.

When assessing for reasonable cause, there will usually be more than one indicator present.

Examples of reasonable cause indicators include, but are not limited to, the following:

- | | |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Excessive lateness | <input type="checkbox"/> Hangovers |
| <input type="checkbox"/> Increased health problems or complaints about health | <input type="checkbox"/> Impaired motor skills |
| <input type="checkbox"/> Changes in personality | <input type="checkbox"/> Less energy |
| <input type="checkbox"/> Changes in appearance – clothing, hair personal hygiene. | <input type="checkbox"/> Changes in alertness – difficulty with attention span |
| <input type="checkbox"/> Reduced ability to perform tasks requiring concentration and co-ordination | <input type="checkbox"/> Feigning sickness or emergencies to get out of work early |
| <input type="checkbox"/> Going to the bathroom more than normal | <input type="checkbox"/> Defensive when confronted about behaviour |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Slurred speech |
| <input type="checkbox"/> Emotional signs – outbursts, anger, aggression | <input type="checkbox"/> Violent behaviour |
| <input type="checkbox"/> Absences often on Monday, Friday or in conjunction with holidays | <input type="checkbox"/> Irritability |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Impaired or reduced short term memory |
| <input type="checkbox"/> Involvement in various minor accidents | <input type="checkbox"/> Intense anxiety or panic attacks |
| <input type="checkbox"/> Odour of alcohol or drugs | <input type="checkbox"/> Bloodshot eyes |
| | <input type="checkbox"/> Impairment in learning and memory, perception and judgment |

4.4 Post-Accident/Near Miss Testing:

When a workplace accident or near miss occurs, the workers/contractors may be required to undergo testing including:

- a) Whenever any equipment, vehicle or plant accident or near miss occurs that did or could have caused serious harm.
- b) The accident or near miss resulted in an injury requiring consultation with a medical practitioner.
- c) The accident or near miss caused damage to property.

Testing is not limited to the injured workers and contractors but may, at our discretion, require all workers involved in the accident/incident.

Testing should be undertaken as soon as is reasonably practicable after the accident, incident or near miss, however if the workers and contractors involved requires medical treatment, this should be administered first. Refer to Appendix 1 and 3.

4.5 Random Testing:

Random unannounced testing may follow the periodic selection of a defined number of persons and any person may be tested at any time, even if they have been tested before. A randomly selected sample, representing a cross-section of workers (salaried and waged) will be notified that they are to participate in a drug and alcohol test.

The selected process will be contracted out to an external service provider whose selection criteria will be documented prior to the selection process. Random testing will be compiled during normal working hours. The process is not restricted to Company workers, but is inclusive for all workers on site at the time the testing process was initiated. Refer to Appendix 3.

4.6 Follow-Up Testing:

Where a worker or contractor has returned a positive result from testing for the first time ("first occasion") and/or has been subject to disciplinary procedures for alcohol or drug related misconduct, the worker or contractor will be required to undergo follow-up testing.

Any follow-up testing will be conducted over the period of two years and the worker or contractor may be tested without notification up to 12 times during that period. Any positive result from testing during this period may be dealt with as a "second occasion."

5.0 DRUGS TESTING PROCEDURE

5.1 All aspects of the testing procedure will be carried out in a confidential and private manner. The collections will be done either offsite through an AS/NZS 4308:2008 accredited agency facility or laboratory, or onsite by an accredited collector such as the New Zealand Drug Detection Agency (NZDDA).

5.2 Workers and contractors will be required to comply with the following procedure:

- a) Read and sign an informed consent form. Refer to Appendix 6.
- b) Complete a drug testing custody and control form.
- c) Confirmation of identity either by providing identification by the worker or contractor's Health & Safety Representative.

- d) Provide a urine specimen (in private) which will be split into at least two samples by the collecting agent.
 - e) Read, sign and date the chain-of-custody statement certifying the specimen is that person's and it has not been changed or altered at the time of collection.
 - f) Note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.
- 5.3 One specimen is screened for the presence of drugs. If there is a positive response (indicating the presence of drugs) at this screening phase, another portion of the sample is taken to the second confirmation phase. Further tests for specimen integrity (e.g. to check for dilution, or the presence of a masking agent, will also be conducted.
- 5.4 At the confirmation stage a positive test will only be reported by the testing facility/agency if GC(LC)MS confirmed levels of drug residue exceed confirmation cut-off levels. Cut-off levels conform to the Australian/New Zealand Standard AS/NZS 4308:2008 or updated amendments.
- 5.5 If a worker or contractor disagrees with an initial positive test result, then they have the option of having the second sample re-tested at an accredited laboratory. This request should be made within 14 days of receiving the initial positive result and this reanalysis looks for the presence of any amount of the drug (i.e. it is not restricted to cut-off levels).
- 5.6 If the second test proves positive, this will be accepted as a conclusive result. If the second test result proves negative, this will be accepted as a conclusive

6.0 ALCOHOL TESTING PROCEDURE

- 6.1 All aspects of the testing procedure will be carried out in a confidential and private manner.
- 6.2 The workers and contractors will be required to comply with the following procedure:
- a) The workers and contractors will sign an informed consent form. Refer to Appendix 6.
 - b) The test for alcohol will be carried out using a breath alcohol screening device which complies with the Australian standard AS 3547-1997 "Breath alcohol testing devices for personal use."
 - c) The first test will require the workers and contractors to blow into the device with the mouthpiece attached.

Under 20 years of age

- (a) If the first reading records any level of alcohol per litre of breath the result is deemed to be "Detectable".
- (b) Following a "Detectable" test, a confirmatory test on the same device is performed after 15 minutes using a new mouthpiece.
- (c) If the confirmatory result records any level of alcohol per litre of breath, the test is deemed to be a Positive Breath Alcohol Test.

Over 20 years of age

- (a) If the first reading is recorded less than 100 micrograms of alcohol per litre of breath the result is deemed negative and the individual may return to full duties.
- (b) If the reading is recorded over 100 micrograms of alcohol per litre of breath the result is deemed to be "Detectable".
- (c) Following a "Detectable" test, a confirmatory test on the same device is performed after 15 minutes using a new mouthpiece.

- (d) If the confirmatory result is recorded less than 100 micrograms of alcohol per litre of breath the result is deemed negative and the individual may return to full duties.
- (e) If the confirmatory result is recorded over 100 micrograms of alcohol per litre of breath, the test is deemed to be a "Positive Breath Alcohol Test".

7.0 CONSEQUENCES OF REFUSAL TO UNDERTAKE TESTING

If the worker refuses to undertake testing they should be advised that refusing to test is considered serious misconduct and it may lead to their dismissal.

If they continue to refuse to undertake testing, the worker will be given the opportunity to explain the reasons which will be recorded and taken into account as part of the subsequent investigation under our Company's disciplinary procedures.

The worker shall then be stood down from work, on a pay rate deemed appropriate, until the investigation is undertaken and the disciplinary process is complete. Refer to Appendix 1

8.0 CONSEQUENCES OF A POSITIVE TEST

8.1 **Positive Testing Results:** A positive result (positive) from the initial screen test, a positive lab result, a positive breath alcohol text, or a refusal to provide consent to testing and/or attempts to falsify testing results may, in the absence of a satisfactory explanation, constitute serious misconduct that may attract disciplinary action up to and including summary dismissal.

8.2

Positive Drug Testing Result Procedure: Kiwi Water Park may consider in the absence of a satisfactory explanation that the worker or contractor is guilty of serious misconduct that may warrant disciplinary action up to and including a final written warning and/or summary dismissal.

Where reasonably practicable, the following may occur:

- (a) Following a positive test the employer should seek to meet with the worker or contractor where an explanation should be sought. The worker or contractor will be given the opportunity to provide comment on any proposal to suspend with or without pay and/or take disciplinary action.
- (b) Where insufficient reasons are provided by the worker to avoid suspension, suspension from duty with or without pay may result.
- (c) The sample will be sent to the lab for further testing.
- (d) If a positive result is returned from the lab (or a negative lab result but a positive screen for synthetics) a disciplinary meeting will be held with the worker for the purpose of hearing their explanation for their behaviour. The employer will advise the worker:
 - Of the unacceptability of their behaviour and the risk such behaviour creates for the safety of the individual and other workers.
 - That any proven breach of this policy may result in termination of employment for serious misconduct.
 - Of their responsibility to demonstrate the problem has been effectively addressed.

- (e) After contemplation of the worker's response the employer will make a decision regarding disciplinary action.

Negative results from testing: A negative lab testing result will result in the worker or contractors employment being continued with no loss of earnings unless the screen test indicated the presence of synthetics.

Synthetic Drugs: Where a worker or contractor has returned a positive result for synthetic substances in the screening test, but a negative result in the laboratory, they will be required to return a negative screen before returning to work. If a further positive result is received the worker or contractor would continue to be suspended from work without pay. Disciplinary action up to and including summary dismissal may be taken by the employer where the worker or contractor cannot provide a negative screening test.

Positive Alcohol Testing Result Procedure: Kiwi Water Park may consider in the absence of a satisfactory explanation, that the worker or contractor is guilty of serious misconduct that may warrant disciplinary action up to and including a final written warning and/or summary dismissal. Where reasonably practicable, the following may occur:

- (f) Following a positive breath alcohol test the employer should seek to meet with the worker or contractor where an explanation should be sought. The worker or contractor will be given the opportunity to provide comment on any proposal to suspend with or without pay and/or take disciplinary action.
- (g) Where insufficient reasons are provided by the worker or contractor to avoid suspension, suspension from duty with or without pay may result.
- (h) A disciplinary meeting will be held with the worker or contractor for the purpose of hearing their explanation for their behaviour. The employer will advise the worker or contractor:
- Of the unacceptability of their behaviour and the risk such behaviour creates for the safety of the individual and other workers.
 - That any proven breach of this policy may result in termination of employment for serious misconduct.
 - Of their responsibility to demonstrate the problem has been effectively addressed.
- (i) After contemplation of the worker or contractor's response, the employer will make a decision regarding disciplinary action. Refer Appendix 1.

8.3 **Return to Work Conditions:** Where dismissal is not warranted the employer may offer or impose one or all of the following return to work conditions.

- (a) Where appropriate, the worker or contractor may be offered the opportunity to participate in counseling or an appropriate rehabilitation programme, provided the worker or contractor has acknowledged the unacceptability of their behaviour.
- (b) The worker or contractor will be required to undergo a further test and return a negative result. The worker or contractor will be advised of the timing of this test at the conclusion of the disciplinary process. The worker or contractor may not return to work until a negative test has been received.

- (c) The worker or contractor may be notified that they will be monitored for a two-year period and that during that time periodic testing may occur (up to 12 times during this period).
- 8.4 **Refusal to provide consent to undergo testing:** We seek the cooperation of all workers in agreeing to undergo testing. Where a worker or contractor refuses to provide consent to undergo testing when required to do so, this may, in the absence of a satisfactory explanation, constitute serious misconduct that may result in disciplinary action up to and including summary dismissal.
- 8.5 **Attempt to Falsify:** Any attempt to falsify the results of any testing including but not limited to adulteration and/or attempts by the worker or contractor to compromise the integrity of the testing process may in the absence of a satisfactory explanation, constitute serious misconduct that may attract disciplinary action up to and including summary dismissal.
- 8.6 **Other Examples of Serious Misconduct:** This Company prohibits the following and if proven may, in the absence of a satisfactory explanation, constitute serious misconduct that may result in disciplinary action up to and including summary dismissal. Please note that the following may not require testing to be proven and/or constitute serious misconduct:
- a) Admission of drug or alcohol use at work.
 - b) The use, transfer or possession of any drugs or alcohol (alcohol provided and permitted at Company functions at the Health & Safety Representative's discretion is excluded) while at work and/or on Company property.
 - c) The reporting to work under the influence of drugs or alcohol including reporting to work while intoxicated.
 - d) Repeated failure of the screening test including due to the presence of a synthetic substance.
- 8.7 **Health Rehabilitation:**
- a) Kiwi Water Park recognises that problem substance dependency is treatable and that the earlier the problem is recognised, the better the chance of successful treatment. Staff may be provided with initial support through EAP Services and on a case by case basis our Company may consider that providing further support to arrange a health rehabilitation programme is appropriate.
 - b) The worker may be required to sign a Rehabilitation Agreement which will include acknowledgement of a positive testing result, commitment to a drug and alcohol rehabilitation programme, consent to follow up testing over a specific period, permission for Kiwi Water Park representatives to discuss recommendations, and compliance and whether to consider allowing a worker to use sick and/or other paid or unpaid leave provisions before or while undergoing treatment.

9.0 PROTECTION OF PRIVACY

- 9.1 Relevant information should be safeguarded according to Privacy Act 1993 and will only be provided on authorisation of the Management to relevant Company personnel in order to ensure health, safety and performance of staff on Company sites and operations, subject to our right to seek professional advice and or legal representation.

- 9.2 Information gathered as a result of testing is collected for the purpose of implementing this policy and achieving its objectives.
- 9.3 Information will be held securely by Management for the duration of the individual's or contractor's employment and will not be held longer than 3 months after their employment ends. Information will not be disclosed to parties other than Health & Safety Representative without the worker or contractor's consent.
- 9.4 A breach of privacy may be regarded as serious misconduct justifying disciplinary action.

Policy Approval for Kiwi Water Park Ltd

The policy is reviewed and revised every year and/or following any organizational changes, changes in legislation, or changes in best practices.

Name: Janet Rutherford

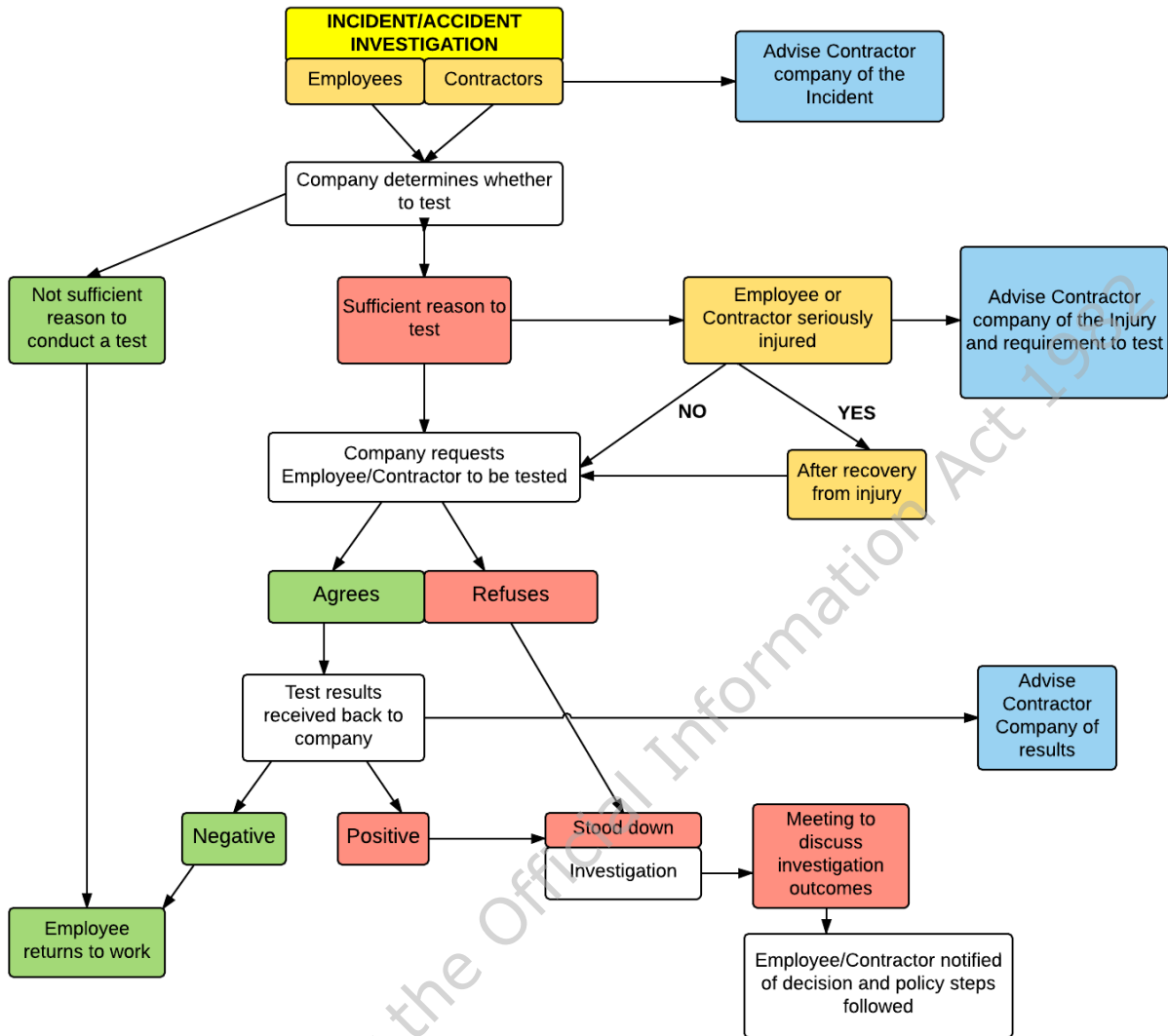
Position: Owner Operator

Signature: 

Date: 14 November 2022...

Review Date: ...November 2023

INCIDENT ACCIDENT TESTING FLOW CHART



Emergency Procedures

Procedure

It is the intention of Kiwi Water Park to ensure that any risks arising from event activities are eliminated or reduced to a minimum. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be still be major and so the company will plan emergency procedures to ensure injury and damage limitation in the event of such an incident.

Workers may have emergency responsibilities assigned to them and will therefore be trained how to carry them out. All emergency equipment including first aid kits and fire extinguishers should be checked and replenished as necessary by the management.

Record Keeping

Satisfactory records can be readily available for inspection at any reasonable time by the relevant enforcing authorities. Records kept of the following.

- Procedures to be followed in the event of an emergency.
- Competent persons responsible for implementing procedures.
- Details of emergency evacuation drills and any other relevant training provided.
- Maintenance of emergency alarms and other equipment for use in an emergency.

Emergency Arrangements for Controlling a Major Incident

In order to be prepared for any emergency event, procedures to be followed in such an event are detailed below:

- (a) Carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required.
- (b) Establish procedures to be followed in the event of an emergency situation, including:-
 - (i) raising the alarm
 - (ii) means of escape
 - (iii) assembly points and "safe havens"
 - (iv) summoning the emergency services
- (c) Appoint persons to be responsible for specific procedures in the event of an emergency situation. (One person may have several roles)
 - (i) site main controller
 - (ii) fire warden and marshalls
 - (iii) persons responsible for emergency power supplies
 - (iv) persons responsible for moving equipment to or from the scene of the incident
 - (v) first aiders
- (d) provide a written version of the procedures to all personnel, including details of the responsibilities of persons listed in (c).
- (e) stage evacuation drills, test and check emergency equipment and inspect the means of escape.
- (f) keep all access routes for emergency services and all escape routes clear at all times.
- (g) assist the emergency services by clearly marking the premises and by drawing up a simple plan of the premises

Safe System of Work

1. The main site controller should:-
 - (a) Ensure that the emergency services and key personnel have been summoned and the emergency plan is activated and direct operations and set up communications with the emergency control centre
 - (b) Direct the shutting down and evacuation of any areas likely to be affected.
 - (c) Liaise with emergency services.
 - (d) Arrange for a log of the emergency to be kept.

3. Workers (without special responsibilities) should:-
 - (a) Not attempt fire fighting or other emergency action for which they have not been trained.
 - (b) Evacuate the area as soon as the alarm is heard.
 - (c) Switch off equipment which could further compound the risk.
 - (d) Report to Assembly point.

Serious Injury

If there is a serious accident:

1. Keep calm.
2. Ensure your own safety and the safety of others.
3. Assess area for danger e.g. live wires, falling materials.
4. Provide first aid treatment as required. Do not assume death has occurred – give immediate first aid.
5. Notify Management: isolate and contain area.
6. If serious harm, preserve accident scene and notify Worksafe New Zealand for scene clearance. Where possible photograph the area.
7. Complete the *Notifiable Event Worksafe forms online*. Complete any Accident/incident Details on appropriate forms and registers.

Fire

Whilst every event is unique, there are some basic steps to follow when responding to any fire emergency, which are outlined below:

If you discover a fire:

1. Warn anyone in immediate danger of the hazard.
2. Contact management.
3. Do not extinguish the fire unless there is no personal danger to you or anyone else.
4. Do not use fire extinguishers unless trained to use them.
5. Ensure that everyone is removed from the scene and are not at risk.

6. Move to the designated assembly point.
7. Walk calmly and quickly and avoid panic.
8. Ensure people remain at the evacuation point until clearance to leave is given. Do not return until given the all clear by the emergency Services.
9. The continuing operation will be determined by the nature of the fire.

Extreme Weather Conditions

- If any adverse weather conditions that could risk health and safety transpire *during* event hours, management will make an assessment as to whether the event will continue.
- Accurate weather forecasting will be from external provider MetService and from internal permanent weather barometer which is captured from the highest point of the park.

Earthquake

In an Earthquake - keep calm.

1. Move away from any equipment, objects that may fall.
2. Take cover away from moveable solid objects and hold onto something until the shaking stops.
3. Move into a clear open space.
4. If operating a vehicle or machinery, turn off, and move into a clear open space.

What to do during an earthquake

- Quickly **drop, cover** and **hold**.
- **Drop** to the ground (to avoid falling).
- Take **cover** under something strong.
- **Hold** onto it until the shaking stops.



When the shaking stops:

1. Keep calm and ensure your personal safety first.
2. Check those around you and help those who need assistance.
3. If anyone requires medical assistance, contact Management and/or administer first aid.
4. Ensure electrical sources are turned off.
5. Liaise with Civil Defence and Emergency services.
6. The continuing operation of work will be determined by the nature of the emergency

Policy Approval for Kiwi Water Park Ltd

The policy is reviewed and revised every year and/or following any organizational changes, changes in legislation, or changes in best practices.

Name: Janet Rutherford

Position: Owner Operator

Signature: 

Date: 14 November 2022...












Review Date:...November 2023

Released under the Official Information Act 1982



Emergency Evacuation



In the case of ALL emergencies requiring evacuation of the Workplace:													
	<table border="1"> <tr> <td>The following warning will sound:</td> <td>3 blasts on hooter/siren</td> </tr> </table>	The following warning will sound:	3 blasts on hooter/siren										
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	If this warning sounds, SHUT DOWN all plant and equipment.												
	You should proceed immediately to the Assembly Point using the safest identifiable route												
	<table border="1"> <tr> <td>The location of the assembly point is: Remain there until the Manager has given the Official clearance to return to the workplace.</td> <td>Toilet block Lowburn reserve</td> </tr> </table>	The location of the assembly point is: Remain there until the Manager has given the Official clearance to return to the workplace.	Toilet block Lowburn reserve										
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	Dial 111 for Fire, Ambulance, Police, Gas & Chemical Spills												
	<table border="1"> <tr> <th colspan="2">When calling 111, read the following:</th> </tr> <tr> <td>We have an emergency at:</td> <td>Kiwi Water Park</td> </tr> <tr> <td>We need help from Ambulance / Fire ?</td> <td>Lake Dunstan - Lowburn</td> </tr> <tr> <td>Our phone number is:</td> <td>0212212569</td> </tr> <tr> <td>The medical problem seems to be ?</td> <td></td> </tr> </table>	When calling 111, read the following:		We have an emergency at:	Kiwi Water Park	We need help from Ambulance / Fire ?	Lake Dunstan - Lowburn	Our phone number is:	0212212569	The medical problem seems to be ?			
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Next Review: November 2023



Evacuation Assembly Points and Procedures

Assembly Point: BEHIND THE FIRST AID STATION

To ensure everyone's safety during the evacuation of the water park, please follow these guidelines:

- When the alarm sounds, evacuate immediately.
- If a person is mobility impaired assist the person to the assembly location.
- Report to your assigned evacuation assembly point and wait for further instructions.
- Report any missing or trapped people to emergency personnel immediately.
- Do not re-enter the water park area until directed to do so by emergency personnel.

Personal Protective Equipment (PPE) Policy

Policy

In the course of Kiwi Water Park Ltd activities, workers may encounter a potentially hazardous material, condition or process. This policy provides guidelines for workers to ensure specific protection and Personal Protective Equipment are used at worksites.

Purpose

The purpose of the Personal Protective Equipment (PPE) policy is to protect our workers from risks we have in the workplace. PPE is not a substitute for more effective control methods. It is considered when other means of hazard and risk control are not satisfactory or possible. It will be used with other controls unless there are no other means of control.

Kiwi Water Park Ltd will provide a safe and healthy environment for its workers, contractors and visitors by ensuring that PPE are managed in such a way as to meet the needs of the users, demonstrate best practice and comply with the following legislation and related regulations and bylaws.

Responsibilities

Managers

- Create a complete register of the PPE used in the workplace.
- The register will include the issue of PPE and replacement dates.
- Know where PPE is located, their use and who is potentially exposed enough to need their use.
- Know the risks the PPE are to protect.
- Check whether the necessary controls are in place.
- Identify corrective actions to be taken where controls are lacking.
- PPE must meet the relevant AS/NZS compliance standards.

Workers

- Familiarise themselves with the content and location of the register.
- Support the Manager in implementation and adherence to policy and procedures relating to PPE.
- Attending training sessions when required.
- Report any incidents and accidents that may have resulted in the lack of use of PPE in the workplace to management within 24 hours of the incident occurring.
- Report any defects in PPE which could have the potential to cause injury if not worn.
- properly caring for, cleaning, maintaining and inspecting PPE as required

Applicable Legislation

- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work Act 2015

Policy Approval for Kiwi Water Park Ltd

The policy is reviewed and revised every year and/or following any organizational changes, changes in legislation, or changes in best practices.

Name: Janet Rutherford

Position: Owner Operator

Signature: 

Date: 14 November 2022

Review Date:...November 2023

Released under the Official Information Act 1982

Personal Protective Equipment Procedure

(a) Supply and use of PPE

PPE may be supplied to workers, and others when risks cannot be controlled by engineering measures or when it is specifically required under legislation. Safety devices and control equipment guards must be in use if fitted to machinery and equipment and PPE is to be an adjunct to these control measures.

Individuals must wear PPE as instructed by the Senior Management, by a safety data sheet (SDS), risk assessment or a standard work procedure.

Training in the correct use, storage and cleaning of PPE should be provided and records kept.

(b) Acquisition and storage

- PPE must comply with the appropriate Australian and New Zealand Standards where the standard is applicable.
- Users of PPE need to store the equipment in a safe area. The equipment must be cleaned regularly and cleaned prior to use if shared.
- PPE needs to be checked regularly both during storage and use should be easily accessible when needed.

(c) Inspections

Management should carry out regular inspections to ensure that PPE is on hand and is maintained in good condition to ensure its continued effectiveness; and must keep records on any acquisition, cleaning and training in relation to the equipment. Individuals must inform Management if there are deficiencies in the supply or condition of any PPE required to carry out work safely.

Inspections can be carried out:

- A health and safety meeting
- Any other regular opportunity to present PPE for inspection.

Inspections should include verification that PPE has a current certificate of compliance if required. When inspections are being carried out, the appropriate PPE register should reflect this and be updated if required.

(d) When should you use PPE?

PPE and administrative controls are lowest on the hierarchy of control measures. PPE does not control the risk at the source and should not be relied on as the main control measure unless it is a temporary or interim measure or when options higher on the list of controls have been exhausted. PPE can be used effectively in conjunction with other control measures to manage exposure to a risk.

The effectiveness of PPE as a control measure is limited as it can:

- Be uncomfortable to wear.
- Make working difficult.
- Create other risks to a person's health and safety.

(e) Selection of PPE

To ensure that the item of PPE will provide the level of protection that it is designed to, PPE should:

- Be appropriate for the type of work and give appropriate protection for the risk.
- Give adequate protection to the user.
- Not create additional health or safety risks.
- Be compatible with other PPE being used.
- Fit properly and be comfortable.
- Not interfere with any medical conditions of the user.
- Be easy to use.
- Comply with relevant Australian/New Zealand Standards.

Consult with workers when selecting PPE and consider individual characteristics and preferences.

(f) Using PPE

Make sure that:

- PPE is used in accordance with the manufacturers' instructions.
- The PPE fits correctly.
- Individuals are instructed and trained in how to use it.
- Waterpark non slip socks are mandatory.

Training should cover arrangements for the provision, correct use, storage and maintenance of PPE and this may be required:

- When new workers are inducted at worksites.
- When new PPE replaces old PPE or new PPE is acquired.
- To refresh worker's training.

A PPE register and records need to be kept of any training and equipment provided in the workers person file.

PPE REGISTER

THIS PPE REGISTER BELONGS TO:		Worker Name:			
Register Maintained By:	V 1.0	Dated:			
DATE OF PPE POLICY TRAINING		Signature:			
<p>General Information</p> <p>All PPE issued to individuals must be recorded on this register. The register shall be audited on a biannual basis to confirm all PPE on issue is currently in date. Dates of expiry shall be determined using the Original Equipment Manufacturers (OEM) recommendations. As PPE shall be maintained according to the OEM requirements and Training provided on its use.</p>					
PPE Item No/details	Date issued	Expiry date Renewal/reissue	Training provided	Worker Signature	Comments
Sunblock			<input type="checkbox"/>		
Wet weather gear			<input type="checkbox"/>		
Sunhats			<input type="checkbox"/>		
Footwear			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		



February 2018

INFLATABLE SLIDES, ISLANDS, PLATFORMS, WATER BALLS

Requirements for operating water-borne inflatable devices

This technical bulletin is aimed at operators of water-borne inflatable¹ devices ('WBI') who offer free or paid rides to the public.

This bulletin is designed to help operators of WBIs understand their responsibilities under the Health and Safety at Work Act 2015 (HSWA). It also provides advice on what operators can do to fulfil their duties.

Primary duty of care

As a person conducting a business or undertaking (PCBU), you have a duty to ensure, so far as is reasonably practicable, the health and safety of your workers, and others (members of the public) who may be exposed to risk from the WBI operation. Risks that arise from your work must be eliminated so far as is reasonably practicable. If a risk can't be eliminated, it must be minimised.

Some of the steps you can take to manage the risks from WBIs are:

- making sure that your WBI and its operation comply with Australian Standard 3533.4.5 - 2017 Water-borne Inflatable Devices
- carrying out a risk assessment to identify site specific and any other risks



So far as is reasonably practicable

So far as is reasonably practicable means thinking about the ways that someone could be harmed (risks) and doing what is possible in your circumstances to ensure the safety of that person.

- making sure that anyone operating the WBI is competent
- making sure that manufacturer guidance on the design, installation and operation of the WBI is adhered to.

¹ WBIs are not currently defined as an amusement device in Regulations and are not required to be registered. However, by design and intent of use, they provide amusement for members of the public.

Some common risks

Some of the risks that you should consider in any risk assessment include:

- trapping
- drowning
- inappropriate patron behaviour
- insufficient water depth at device exits
- deflation while in use
- weak swimmers
- poor water quality
- insecure blower installation
- bad weather – wind
- water current
- trips, slips and falls.

This is not an exhaustive list and you should always carry out your own risk assessment to identify all risks and the control measures needed.

Have a safety system

WorkSafe expects any operator of WBIs to have a safety system that includes the manufacturer's requirements, activity controls and standard operating procedures.

Safe operating procedures may incorporate:

- emergency procedures
- evacuation procedures
- adequate supervision as defined in AS 3533.4.5 – 2017
- procedures for reporting and recording incidents or accidents
- making sure the electrical supply is through a residual current protection device(s) or isolating transformer(s). All electrical leads must be certified.
- controlling the rate of deflation
- regulating minimum and maximum inflation air pressure and having a means of monitoring this.

Activity Controls should be based on the *Rules of Use* found in AS 3533.4.5 – 2017. These include:

- ensuring that users don't swim under or become trapped under the WBI
- attracting patron attention
- preventing inappropriate activities by providing adequate supervision
- appropriate food and drink restrictions.

Operators of WBIs must be able to produce evidence to show how the inflatable device(s) meets the Standard. Any labels which indicate a device is compliant must be accompanied by supporting documentary evidence.

A WorkSafe Inspector may issue a prohibition notice if they believe the operation of the device or the device itself is unsafe (likely to cause serious harm). This may prohibit the use of the WBI until it is proven to be safe.

Responsibilities of event organisers

Event Organisers (upstream duty holders) have a duty of care under the HSWA to ensure that worker's health and safety is not at risk from their activity.

We recommend that event organisers do not use any WBI operator that is unable to clearly demonstrate that they meet the requirements of Australian Standard 3533.4.1 – 2017.

Note: You can't contract out of your duties under HSWA. Any waivers that are an attempt to contract out of your duties to workers or members of the public are not effective in the case of a breach.

When will it take effect?

The requirements outlined in this bulletin will take effect immediately from the date of issue.

Resources

The standard is available to purchase: <https://infostore.saiglobal.com/en-au/Standards/AS-3533-4-5-2017-1898679>

Bulletin on risks of using water balls: www.worksafe.qld.gov.au/injury-prevention-safety/alerts/whsq/2010/inflatable-water-balls



The Standards



In association with LSV

Released under the Official Information Act 1982

Contents

- Who are Aflex?
- The Interim Australian Standard
- The Objective
- How it affects the manufacturer
- How it affects you
- Which Inflatables does it cover?
- Our collective responsibility
- What now?

Who are **aflex**?[®]

- *Aflex specialise in the design, manufacture and international distribution of commercial pool and open water inflatables*
- *Portfolio products that include airflow and sealed inflatables*
- *With over 18 years experience in the aquatic industry*
- *Market leader in inflatable products to the aquatic industry in Australia & NZ*

The Interim Australian Standard:

What is it?

- Australian Standards are living documents to reflect progress in Science, technology and systems.
- The Interim Australian Standard – Amusement rides and devices Part 4.5: Specific requirements – Waterborne Inflatables AS 3533.4.5 (Int) – 6.8.2012 Expires 6.8.2014.
- It is 29 page document designed to cover all aspects of safety for Inflatables on water, covering 19 defined areas.
- Attention is drawn to the fact that this document is Interim and should be regarded as a developmental standard. It will have a currency period of two years, after this date it will either be superseded by another standard, confirmed as an interim Standard for a further two year period in its current form or withdrawn.

The objective

'The objective of this Interim Standard is to provide designers, manufacturers, proprietors and operating staff with requirements and guidance specific to the design, construction, operation and maintenance of waterbourne inflatable equipment and facilities that will protect health and safety of both operating staff and patrons of these devices'

The Implications

from a manufacturing perspective

- Of the 19 covered areas, the first 3 are scope, referenced documents and definitions (the first 6 pages). These are informative rather than instructive.
- The next areas 4 – 14 are specifically for the manufacturer:
 - 4 - Methods of Construction
 - 5 – Anchorage
 - 6 – Structural Integrity
 - 7 - Open sides, access and egress
 - 8 – Containment
 - 9 – Water Depth (see formula and chart)

9. Water Depth Calculation

- $$D_{(min)} = \frac{(H_d + H_p)}{2}$$

$D_{(min)}$ = minimum water depth, in metres

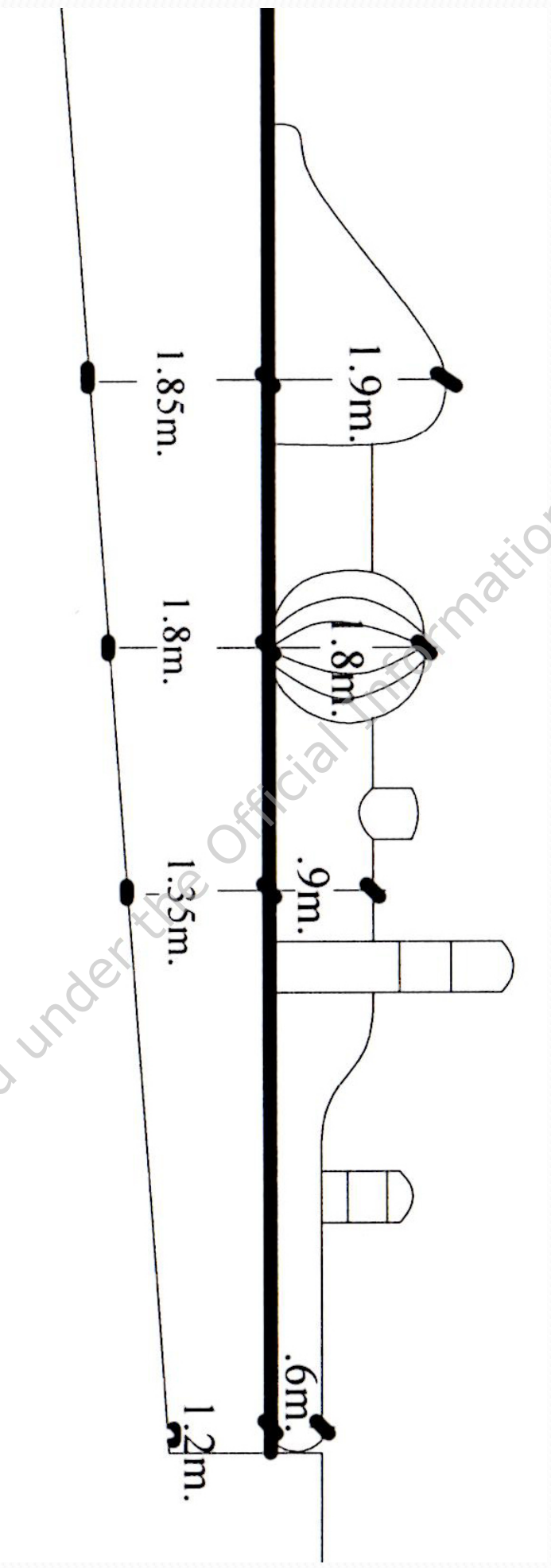
H_d = product height, in metres

H_p = height of person, in metres (average 1.8)

Minimum Water Depth Requirements (metres)

Fall height from WBI	2.7	2.3	1.9	1.8	0.9	0.6
Depth of water required	2.25	2.05	1.85	1.8	1.35	1.2

Water depth Visual



The Implications

from a manufacturing perspective

cont...

- 10 – Entrapment
- 11 – Blowers
- 12 – Emergency Exit
- 13 – Information to be provided by the manufacturer and supplier
- 14 – Marking

All of the above are the responsibility of the manufacturer. This accounts for 10 pages of the actual document.

The implications for Facility Managers

- The final areas 15 to 19 (5 pages) are for specifically related to you as pool managers:

- 15 – Operation, Maintenance and Supervision of WBIs
- 16 – Inspections
- 17 – Maintenance
- 18 – Supervision
- 19 - Operation

Released under the Official Information Act 1982

What does this mean for you?

- 15 – Risk assessment, emergency Action Plan, rules of play, staff and operational practices.
- 16 – Daily and post-assembly inspection, annual inspection to be carried out by a competent person.
- 17 – Routine (cleaning, drying etc.) and corrective maintenance.
- 18 – Supervision should be under control of a competent person who has a current industry recognised qualification in life guarding/water rescue and resuscitation.
- 19 – Follow the manufacturer's instructions, particularly in relation to installation, operation, maintenance and inspection.
- ***Follow the Aflex Operations Guide and log book supplied with the product and it covers most of the above.***

Which Inflatables does the standard apply to?

- All airflow waterborne inflatables

Definition - 'An inflatable used on controlled water'

- It is applicable to all current and new airflow inflatables
- So who can inspect them?

As the document states, it can be conducted by a competent person

Definition – 'A person who has acquired through training, qualifications or experience, or a combination of these, the knowledge and skills enabling that person to perform a specified task'

- (It does not cover sealed inflatables at this stage)

Our Collective Responsibility

- As the new Australian Standard for WBIs is live it is for all parties concerned to collaborate to achieve the highest possible standards for the patrons that frequent your facilities, keeping up the exemplary safety records while achieving differentiation in each of your environments by meeting the demands of your community.
- On the whole, the standards are asking you to do what you already do in your working day, it is calling for common sense, professionalism and diligence. From experience, operations in facilities are managed risk minute by minute, having an inflatable is no different, the exception now is that we all have a set of published guidelines to follow.
- As a manufacturer of the product we adhere to the demands made of us, although, for Aflex we were over achieving on most areas prior to the standards. As a facility manager and provider of inflatable play for your patrons, your responsibility is oversee that quality supervision never falters and that you maintain and inspect your products regularly to ensure compliance.

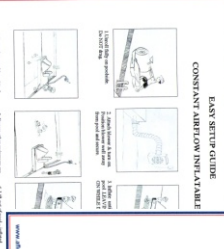
Assisting Documentation from Aflex

aflex

Compliance is critical to pool owners and is included in your pool's safety cover of your equipment. It is essential for you to have a record of your pool's safety cover and equipment. This document is designed to assist you in maintaining a record of your pool's safety cover and equipment. It is essential for you to have a record of your pool's safety cover and equipment. This document is designed to assist you in maintaining a record of your pool's safety cover and equipment. It is essential for you to have a record of your pool's safety cover and equipment. This document is designed to assist you in maintaining a record of your pool's safety cover and equipment.


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EASY SETUP GUIDE
CONSTANT AIRFLOW INFLATABLE



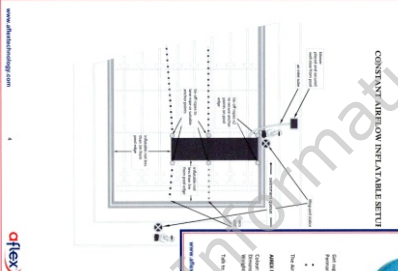
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USING A TROLLEY FOR STORAGE




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CONSTANT AIRFLOW INFLATABLE SETUP




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NON-SLIP MATS



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POOL INFLATABLE SOUNDING



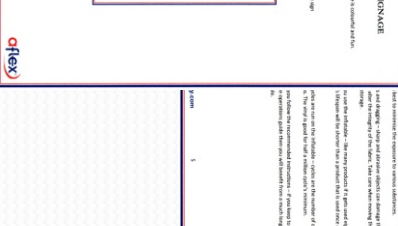
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HOW LONG WILL MY INFLATABLE LAST?

How long will my inflatable last? The answer depends on many factors including the quality of the materials used in the inflatable, the way it is used, and the weather conditions. It is essential for you to have a record of your pool's safety cover and equipment. This document is designed to assist you in maintaining a record of your pool's safety cover and equipment. It is essential for you to have a record of your pool's safety cover and equipment. This document is designed to assist you in maintaining a record of your pool's safety cover and equipment.

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INFLATABLE RULES OF PLAY



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OWNER'S DETAILS

Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
Email: _____

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NAME & BIRTH DATE RECORD

Name	Birth Date

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INSPECTION RECORD

Date	Inspector	Notes

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OPERATIONS PROCEDURE

1. Check the inflation level of the inflatable.
2. Check the safety cover for damage.
3. Check the water level in the pool.
4. Check the temperature of the water.
5. Check the pH level of the water.
6. Check the chlorine level of the water.
7. Check the bromine level of the water.
8. Check the cyanuric acid level of the water.
9. Check the total alkalinity level of the water.
10. Check the total hardness level of the water.
11. Check the calcium hardness level of the water.
12. Check the magnesium hardness level of the water.
13. Check the sulfate hardness level of the water.
14. Check the chloride level of the water.
15. Check the fluoride level of the water.
16. Check the boron level of the water.
17. Check the iodine level of the water.
18. Check the lithium level of the water.
19. Check the strontium level of the water.
20. Check the barium level of the water.
21. Check the calcium level of the water.
22. Check the magnesium level of the water.
23. Check the sulfate level of the water.
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OPERATIONS PROCEDURE CONTINUED

61. Check the calcium level of the water.
62. Check the magnesium level of the water.
63. Check the sulfate level of the water.
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77. Check the iodine level of the water.
78. Check the lithium level of the water.
79. Check the strontium level of the water.
80. Check the barium level of the water.

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PACK DOWN PROCEDURE

1. Turn off the power to the inflatable.
2. Deflate the inflatable.
3. Fold the inflatable.
4. Roll up the inflatable.
5. Place the inflatable in the storage bag.
6. Seal the storage bag.

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OPERATOR TRAINING

The following tasks shall be performed by the operator:

1. Inflation
2. Deflation
3. Folding
4. Rolling
5. Storage

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RECORD OF TRAINED OPERATORS

Name	Address	City	State	Zip	Phone	Email

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RECORD OF INFLATABLE SETUP

Date	Setup Time	Location	Setup by

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General Risk Assessment - Inflatables

Risk	Severity	Frequency	Control Measures

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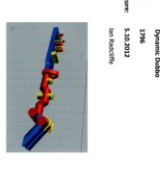
MAINTENANCE REQUIREMENTS

Check the inflatable for damage and repair as necessary.

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INFLATABLE LOG BOOK

Product Name: Dynamic Chalo
Product Number: 17M
Date of Manufacture: 5.5.2012
Inflated by: SAM WARDLIE



aflex

Dynamic Chalo Inflatable Pool

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In conclusion...

- The standards are not there to stop us using inflatables they are there to promote a foundation for us all work from. They are not here to solve problems that exist within the industry, they are now there as an opportunity for us to take inflatable play to the safest level possible and at a pace we embrace this new start, we will help facilitate the smooth implementation of the standards with your cooperation.
- The key to the success of this new platform is not in the confusion to the document as a whole but the collaboration of our two industries and keeping the right channels of communication open to achieve compliance and not only retain the numbers through doors but increase the potential that exists in each of our communities.

February 2018

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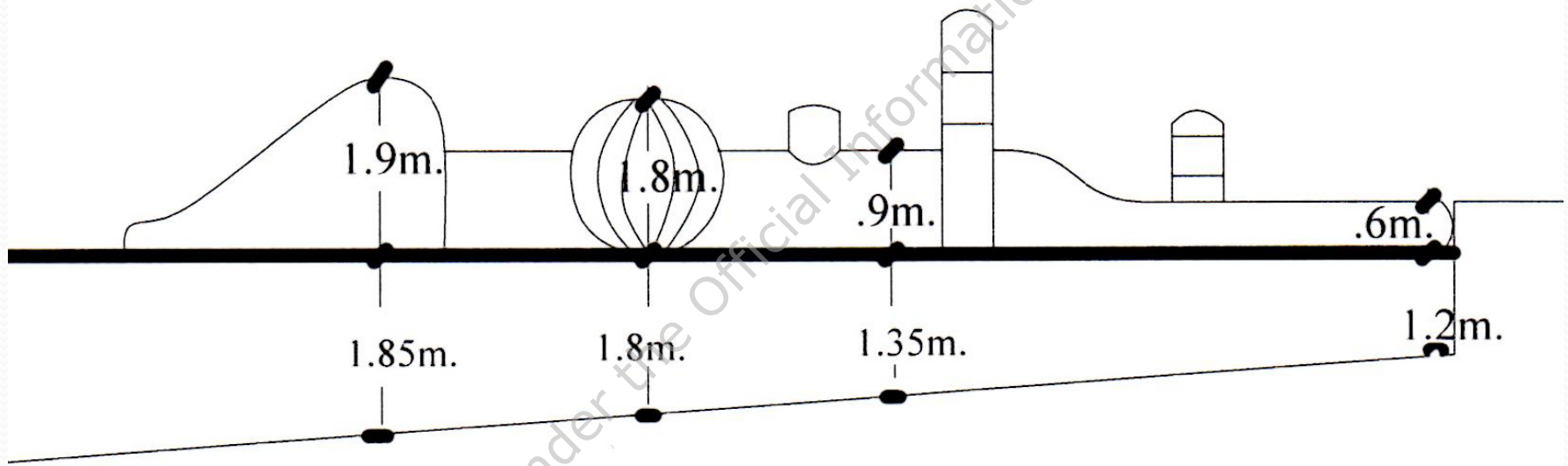
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Depth of water required	2.25	2.05	1.85	1.8	1.35	1.2

Water depth Visual



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The Implications from a manufacturing perspective cont...

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Assisting Documentation from Aflex

aflex

Congratulations on making a great decision about adding an inflatable to your facility. There are however a few things that may cause considerations to help you meet the right criteria for the needs of your environment.

Consider these seven simple guidelines that have proven useful to a number of our clients when establishing the right inflatable for their facility.

Aflex Recommendations...

- ...don't over-pump your inflatable, use the guide below for an idea of fill heights from the inflatable and the maximum water depths required (Fig. 1)
- ...don't have enough room around your inflatable and surface the inflatable and get an understanding of how to set up and pack down your inflatable (Fig. 2)
- ...don't have considered that inflatables can be very heavy to have during the deflation process to ensure a long life span and avoid a 100kg to 200kg carry weight when fully inflated (Fig. 3)
- ...don't overfill with water to fully inflate the inflatable bulk & ...
- ...don't undertake a full risk assessment to highlight any top areas to consider when a public area will connect to your inflatable but carried out, Fig. 4
- ...don't always use an RCD when connecting the blower to the power ...
- ...don't follow the operation manual guidelines carefully, this is your choice, and will greatly impact on the number of years the inflatable will last and the safety of your facility.

Fig. 1 Evaluation Guide (to be used as a p...

www.aflextechnology.com

USING A TROLLEY FOR STORAGE

Fig. 3

When rolling up your inflatable, use a trolley to support the weight of the inflatable. This will prevent the inflatable from being damaged by the weight of the water and the weight of the inflatable itself.

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NON SLIP MATS

AFLEX mats are made with a unique closed cell structure, which makes them durable, walkable and resistant to water. These professional mats have a smooth, non-slip, cushioned surface that's comfortable to the touch.

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HOW LONG WILL MY aflex INFLATABLE LAST?

Aflex inflatables are a very high standard. The average lifespan of an inflatable is around 2 - 3 years but we know of ones that have lasted 10 years or more. However it all depends on the care, maintenance and usage of your inflatable.

There are many reasons why your inflatable may not last as long as you'd like:

- The environment: High salt levels or constant UV is expected to shorten a light inflatable and heavy UV can cause the inflatable to fade. Although the aflex fabric is UV resistant, it is possible to protect your inflatable by using a UV resistant spray.
- How you use your inflatable: Overuse and overfilling - If you use your inflatable and completely fill it with water before packing down, this will reduce the life of your product, when it is used as a table, however and you can avoid the weight of the water and about 100kg of water. Store in a cool dry place away from direct sunlight to prevent fading.
- How you store your inflatable: Store and stored - If you use your inflatable and completely fill it with water before packing down, this will reduce the life of your product, when it is used as a table, however and you can avoid the weight of the water and about 100kg of water. Store in a cool dry place away from direct sunlight to prevent fading.

Make sure you use an RCD when connecting the blower to the power. Check the RCD is not tripping - if you are using an RCD when connecting the blower to the power, it should be checked regularly to ensure it is working correctly. If you have the RCD tripping, it may be due to a fault in the RCD or the blower. Check the RCD is not tripping and if it is, it should be replaced. Check the RCD is not tripping and if it is, it should be replaced.

Use the aflex inflatable - like many products if you use it right you can expect it to last for 2-3 years or more. If you use it right you can expect it to last for 2-3 years or more. If you use it right you can expect it to last for 2-3 years or more.

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EASY SETUP GUIDE

CONSTANT AIRFLOW INFLATABLE

1. Lay out the inflatable on a flat surface.
2. Connect the blower to the inflatable.
3. Inflate the inflatable to the correct pressure.
4. Secure the inflatable with the correct number of anchors.
5. Check the inflatable is secure and ready for use.

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CONSTANT AIRFLOW INFLATABLE SETUP

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aflex POOL INFLATABLE SIGNAGE

Ideal for enforcing appropriate rates of play. Aflex Rules of Play signage is colourful and fun.

Dimensions: 1000mm x 1500mm
 Colour: Blue and Yellow
 Sign Type: Vinyl
 Storage: Roll up

INFLATABLE RULES OF PLAY

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Generic Risk Assessment - Inflatables

Activity	Task	Equipment	Personnel	Environment	Control Measures
Inflatable Setup	Unpacking	Blower	Operator	Indoor/Outdoor	Use correct lifting technique
	Inflation	Blower	Operator	Indoor/Outdoor	Use correct inflation technique
Inflatable Use	Playing	Inflatable	Users	Indoor/Outdoor	Follow safety instructions
	Deflation	Blower	Operator	Indoor/Outdoor	Use correct deflation technique

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OWNERSHIP DETAILS

Owner Name & Address: _____

Date of Purchase: _____

NAME & IDENTS

Aflex Product Name: _____

Manufacturer Address: _____

Date of Manufacture: _____

Date of Supply to Owner: _____

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INSPECTION RECORD

Asset of Inspection for: _____

Date	Inspector	Remarks

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Copy of Public Liability Insurance

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DAILY CHECK SHEET

Performed prior to use

To Check	Yes	No
Inflatable has safe clearance from any objects	<input type="checkbox"/>	<input type="checkbox"/>
All inflation points are secure and tested	<input type="checkbox"/>	<input type="checkbox"/>
All hoses are fully inflated	<input type="checkbox"/>	<input type="checkbox"/>
All hoses are secure to the inflatable	<input type="checkbox"/>	<input type="checkbox"/>
Correct blower in use	<input type="checkbox"/>	<input type="checkbox"/>
Blower is checked in a safe position	<input type="checkbox"/>	<input type="checkbox"/>
Inflatable air pressure being from all relevant sources	<input type="checkbox"/>	<input type="checkbox"/>
Any exposed electrical wires are covered	<input type="checkbox"/>	<input type="checkbox"/>
Flags, Velcro and Velcro are in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Aflex is being used on a flat surface	<input type="checkbox"/>	<input type="checkbox"/>
Connection tubes on the blower is fully checked	<input type="checkbox"/>	<input type="checkbox"/>
All set up equipment is checked correctly to avoid tripping	<input type="checkbox"/>	<input type="checkbox"/>
Inflatable is clean and dry	<input type="checkbox"/>	<input type="checkbox"/>

For any item that is checked NO, please note the action taken, or required to correct the issue

Inspected by: _____ Signed: _____

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OPERATIONS PROCEDURE

The inflatable should be fully inflated against the pump and if using a separate air hose one end of the blower air hose should be inserted into the air hose inlet and secured by the correct number of clips.

The inflatable should be fully inflated against the pump and if using a separate air hose one end of the blower air hose should be inserted into the air hose inlet and secured by the correct number of clips.

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OPERATIONS PROCEDURE CONTINUED

The inflatable should be fully inflated against the pump and if using a separate air hose one end of the blower air hose should be inserted into the air hose inlet and secured by the correct number of clips.

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PACK DOWN PROCEDURE

All the staff of the session should ensure that all users are safely off the inflatable and out of the pool.

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OPERATOR TRAINING

As the owner of the inflatable it is your responsibility to train those people who are to operate on your behalf.

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RECORD OF INFLATABLE SETUP

Set Up Date	Location	Peak Up Time	Hours Inflated	Comments	Signed

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MAINTENANCE REQUIREMENTS

Daily Inspection to Ensure:

- All Anchor points are intact and not damaged
- Anchor points and their cord are correctly secured to the correct use
- There are no holes or tears in the surface or seams of the inflatable
- When fully inflated all critical pressure points (hoses, valves and pumps) are in good condition
- The inflatable is correctly inflated
- The blower is correctly inflated
- The RCD device is fitted and working

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RECORD OF TRAINED OPERATORS

Date	Name	Address & Date of Birth	Signature	Assessed By

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aflex INFLATABLE LOG BOOK

Product Name: Dynamic Dobbo
 Product Number: 3796
 Date of Manufacture: 5.30.2012
 Issued By: Ian Sculliffe

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In conclusion...

- The standards are not there to stop us using inflatables they are there to promote a foundation for us all work from. They are not here to solve problems that exist within the industry, they are now there as an opportunity for us to take inflatable play to the safest level possible and at aflex we embrace this new start, we will help facilitate the smooth implementation of the standards with your cooperation.
- The key to the success of this new platform is not in the confusion to the document as a whole but the collaboration of our two industries and keeping the right channels of communication open to achieve compliance and not only retain the numbers through doors but increase the potential that exists in each of our communities.