

13 November 2014

**CIRCULAR NO 1344**

**To:** The Secretary all Totalisator Clubs and Kindred Bodies  
**From:** Edward Rennell, Chief Executive  
**Subject:** **HEALTH AND SAFETY REFORM BILL – PROJECT UPDATE – NOVEMBER 2014**

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Following is the latest update from Stu Cashen, Consultant to HRNZ and NZTR undertaking the Health & Safety Reform Bill project, as outlined at the Annual Conference.

**Progress**

The project is on track with the first stage finished and the implementation project will commence shortly.

Communication and consultation to raise the awareness of the proposed Health & Safety Reforms has been an important part of the project and newsletters have been sent out to all interested parties, including clubs and sector groups.

Several meetings with senior staff from NZTR, HRNZ, clubs and Industry sector groups have been held, consulting regarding the project direction and best approach. The RIU have also attended these meetings.

A brief fact finding visit to Australia to look at how the codes and clubs there have implemented their Health & Safety controls was valuable and we returned with lots of information and examples of documents and plans that they have utilised. The Health & Safety regulations in both countries will be very similar once the new Act is introduced.

**NZTR Presentation**

We presented an overview to the NZTR AGM on Thursday November 6<sup>th</sup> which covered off the following points:

- Major changes in the new Health & Safety Act and update
- Industry project overview – objectives
- Scope
- Programme of work
- Project plan
- Communication
- Assistance clubs can expect
- Next steps

The presentation is on the NZTR website and can be viewed at:

<http://www.nzracing.co.nz/OnHorseFiles/Downloads/2014AGM/HS%20presentation%20-%20Rachael%20Brown%20and%20Stuart%20Cashen.pdf>

## **The Next Project Stage Health & Safety Training**

The industry provides good training support at present but specific Health & Safety modules need to be added and regularly audited to ensure compliance for all industry participants including Code Governing Boards, NZTR/HRNZ Management, Club Committees and Club management/staff. Health & Safety must also be an essential part of any induction program.

## **Websites and Web Based Training**

We will be using the Internet as a Health & Safety communication and training tool. Using the Internet makes it easier to maintain and update Health & Safety plans and policies and can be used to provide a range of supporting documents able to be easily adapted to your club or organisation.

Examples of advisories and information that the site may contain are:

- Introduction, Structure, Definitions & Duties
- Work Health and Safety Policy
- Recruitment Procedures
- Hazard Identification, Risk Assessment, Control and Monitoring
- Hazardous Chemicals and Dangerous Goods
- Electrical Inspection and Testing
- Health Controls / First Aid
- Personnel and Protective Equipment
- Noise Management
- Worker Consultation, Representation and Participation
- Injury / Incident Notification, Reporting and Investigation
- Contractor Controls

## **Board and Committee Reporting**

All Boards and Committees should have Health & Safety as part of their Board/Committee Agenda and be made aware of any reportable incidents. Health & Safety should be accorded the same priority as other operational and strategic initiatives. The new Act will impose a new 'due diligence duty' on Directors and Committee Members that ensures those in governance roles must be proactively managing workplace Health & Safety and have an evidence based assessment of Health & Safety systems in place. Lack of knowledge will not be an adequate defence in the face of an investigation into breaches of the workplace Health & Safety legislation.

Due diligence requires Directors and Committee Members to:

- Acquire and keep up-to-date knowledge of Health & Safety matters for the PCBU
- Understand the nature of the PCBU's operations
- Ensure the PCBU has appropriate resources & systems
- Monitor the PCBU's performance
- Ensure the PCBU complies with its obligations
- Verify the PCBU's performance through reviews and audits

Directors and Committee Members should:

- Be aware of hazards with the PCBU's operations and how they are managed
- Understand the PCBU's contractor selection process and contractor management system
- Set clear reporting expectations for management
- Receive, discuss and test reports on Health & Safety matters
- Ensure sufficient resources available for Health & Safety matters
- Seek independent advice as required
- Consider Health and Safety implications of governance decisions

### **Next Steps for the Project**

- Complete the review of the Australian documentation, processes and follow up
- Assess and recommend Health & Safety training and Induction requirements
- Some racetrack visits in particular trials, jump outs and smaller meetings
- Start on documentation required to become compliant
- Look at options for Health & Safety Website development
- Continue consultation with work safe
- Continue with regular updates to the clubs and industry
- Offer advice and assistance as required

Any questions, don't hesitate to contact myself or Stu Cashen ([cashen@actrix.co.nz](mailto:cashen@actrix.co.nz)).



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