



HAZARD MANAGEMENT

Waikato Diving Club Incorporated Society

Abstract

To ensure the health, safety, and wellbeing of all Waikato Diving Club members during trainings, competitions and other club-related activities.

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Hazard Management - Policy

Purpose

The purpose of this policy is to ensure Waikato Diving Club Incorporated Society (WDCIS) provides a safe and healthy environment for all athletes, coaches, volunteers, officials, parents, and visitors involved in club activities. This includes training, competitions, dryland sessions, events, and associated administrative tasks.

The policy outlines how hazards will be identified, assessed, managed, and monitored in accordance with the **Health and Safety at Work Act 2015 (HSWA)**.

Scope

1. This policy applies to all WDC activities including but not limited to:
 - Pool-based training and competitions
 - Dryland training (studio, trampoline, air track, dry board use)
 - Travel and off-site events
 - Storage and transportation of equipment
 - Club-organised social, community, or fundraising events

Responsibilities

Committee Members:

2. Ensure hazard management procedures are in place, monitored, and regularly reviewed.
3. Provide resources for training and appropriate equipment.
4. Ensure compliance with relevant legislation.

Coaches and Supervisors:

5. Identify and report hazards immediately.
6. Complete pre-session safety checks.
7. Follow all established hazard control procedures.
8. Ensure safe use and storage of equipment.

Athletes and Volunteers:

9. Follow instructions provided by coaches and officials.





10. Report any hazards or unsafe behaviours immediately.
11. Use equipment responsibly and safely.

Standard Operating Procedure

Terminology

12. **Hazard:** Anything that could potentially cause harm (e.g., unsafe equipment, wet floors, poor lighting, physical exhaustion).
13. **Risk:** The likelihood that a hazard will cause harm, and how severe that harm could be.
14. **Control Measure:** An action or process that eliminates or reduces a hazard's risk.

Hazard Management Procedure

Step 1. Identification of Hazards

Use inspection, audits, walk-through surveys and checklists to determine hazards.

Hazards are identified through:

- Regular inspections of training areas and equipment
- Observation by coaches and members
- Incident reports and near misses
- Feedback from athletes and parents

Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from committee meetings.

Step 2. Risk Assessment

Hazards are assessed based on: **Likelihood** of occurrence, **Potential severity** of harm, **Frequency** of exposure. A **Risk Matrix** will be used to prioritise hazard controls found in **Table 1**.

Table 1. Risk Assessment Matrix

Likelihood	Severity	Risk Level
Unlikely	Minor Injury (bruises, scratches)	Low
Possible	Moderate Injury (sprains, fractures)	Medium
Likely	Major Injury (head injury, breaks)	High





Step 3. Control

Controls follow the hierarchy of:

1. **Elimination** – Remove the hazard entirely
2. **Substitution** – Replace with a safer alternative
3. **Engineering Controls** – Modify equipment or layout
4. **Administrative Controls** – Training, rules, supervision
5. **Personal Protective Equipment (PPE)** – Use as a last resort

Step 4. Monitoring and Review

- Hazards and controls are reviewed **termly** or after any incident.
- Maintenance logs and hazard registers will be updated accordingly.
- Safety performance will be reviewed annually by the Club Committee.

Incident Report and Follow-Up

All incidents, near misses, or hazard observations must be:

- Reported to the Head Coach or Safety Officer
- Recorded in the **Incident Report Form**
- Investigated where necessary
- Reviewed for improvement of controls

Training and Communication

15. All coaches and staff will be trained in hazard identification and emergency procedures.
16. Athletes will be inducted into safety practices relevant to their age and level.
17. Club members will be made aware of this policy and any updates through email and noticeboard.

Documentation

WDCIS will maintain the following:

18. Hazard Register
19. Risk Assessments (per site or activity)





20. Incident Reports
21. Equipment Maintenance Log
22. Health and Safety Training Records
23. All Contact Information of Athletes on Pool Deck
 - Full Name
 - D.O.B
 - Emergency Contact Details

Policy Review

This policy will be reviewed **annually**, or earlier if:

24. There is a significant change in operations
25. A serious incident occurs
26. Legislation is updated

CHAIR PERSON _____ **Date:** _____

Annual Review Date: 30/07/2026

