

BMX NEW ZEALAND SPORT GUIDELINES

RISK MANAGEMENT FOR CLUBS

DOES THE HEALTH AND SAFETY AT WORK ACT INVOLVE “BMX CLUBS”?

YES!

What is a **PCBU**?

Person Conducting a **B**usiness or **U**ndertaking. BMX clubs become PCBUs the moment you hire anyone to do anything.

PCBU is a broad term used throughout work health and safety legislation to describe all forms of modern working arrangements, which we commonly refer to as businesses. A person who performs work for a PCBU is considered a worker.

There is no such thing as volunteer exemption from being an officer of a PCBU.

Coach payments or paying for services for your events qualify Clubs as a PCBU.

Even if you don't qualify as a PCBU, BMXNZ recommend all clubs follow the same guidelines to deliver good Health and Safety management.

WHAT ‘THREE THINGS’ CLUBS CAN DO TO MEET YOUR PRIMARY DUTY OF A PCBU?

The PCBU and the Primary Duty of Care (section 36 HSWA)

1. providing and maintaining a work environment that is without risks to health and safety;
2. providing and maintaining safe plant and structures;
3. providing and maintaining safe systems of work;

So, how do we meet our obligations as a BMX Club?

We adapt the “Three Things” mentioned above.

It's all about keeping ourselves safe, so we try not to hurt ourselves. The challenging part is that we must make every effort to keep “everyone” safe.

1 - Is our environment without risks to Health and Safety?

Of course it isn't. We have an extreme sport that has its own hazards. We manage these hazards (risks) by having a set of minimum standards of safety equipment, in business it's called PPE (Personal Protective Equipment). In BMX we call it, helmet, gloves, long sleeves etc.

Also in business, we don't send people out to work, without going through an induction process. In the same way, we must ensure our new riders aren't exposed to hazards they are not capable or confident in coping with. Do you induct your new or inexperienced riders? For example: Using a small punch card or similar that acknowledges “newbie#1” is;

(A)- competent enough to ride the track,

(B)- Competent enough to go down the start ramp,

(C)- Competent enough to use the start gate.

Consider “newbie#1” inducted!

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2 - Providing and maintaining safe plant (site) and structures;

Again, we maintain facilities that have hazards designed into them. We call them features and jumps. Are they safe? Not for the untrained who have not got the correct PPE and haven't been inducted. Know what's coming next?

In business, they are called Hazard walks. For BMX Club purposes, we will call them track and site inspections. Before any club event, carry out a track and site inspection. BMXNZ has a check sheet for this. After your event or working bee, carry out another inspection. Use the same form! This ensures and documents that your track and site is safe for others (the general public) to use when you're not there. **Yes, this is the Clubs responsibility.**

The bare minimum you need to have is a safety sign. This tells people (members and public) what everyone needs to wear, to do, to not do, to minimise their chances of being harmed by your club's facilities.

Although a sign is a good start, it does not allow you to be negligent. This is why we need to carry out our track and site inspections. Use the forms, keep the paperwork!

3 - Providing and maintaining safe systems of work (and racing);

This is where the BMXNZ Board has to step up. We aim to provide you with the systems you need to use to keep you and your members safe, as well as other users of your facilities.

BMXNZ has written several Risk Management Plans (RMPs) for Clubs to use in their day to day activities as well as major meets and during track work.

- Club Event & Gatherings.
- Club Facilities.
- Track Building & Maintenance.
- New & Inexperienced Rider Open Days.
- Major Meets (available on request to host clubs).

Keep in mind the BMXNZ Rule book. The regulations are a system of rules to keep racing safe & structured, this is all Health and Safety information for clubs to keep riders safe(ish), by minimising the risks, both on and near the track.

WHAT ELSE CAN CLUBS DO TO KEEP PEOPLE SAFE?

- Do you specifically mention Health & Safety items on RMP's at managers and officials meetings during events?
- Do you have a Health & Safety message in your printed race programs?
- Do you have a RMP displayed for club nights or working bees?

The Health & Safety position on your Club's Committee.

It's not an onerous position. Here's what you can do:

- Just use the BMXNZ generic accident and hazard registers.
- Adapt the BMXNZ RMP's to be specific to your own club.
- Manage the track inspection forms.
- Report on the above at committee meetings.
- Keep the paperwork record.
- Send copies of your reports to BMXNZ via your Regional Co-ordinator.

Do you use Contractors?

Contractors/suppliers on site need to be briefed on what to expect and your expectations on how they behave and perform. For big projects, have you asked for and checked their Health & Safety Plan. How do they manage the risks involved in what they are doing (track work/erecting tents/towers/stands). Are their safety fences going to stay up and not fall on someone?

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Health and Safety at your Working Bees.

Refer to the BMXNZ Track building and Maintenance RMP. It is also important to hold small safety briefings before you start. These are called tool box meetings (tail gate meeting) to brief all attendees on H&S issues. Use qualified people for the more complex work, excavators, loaders, rollers, chainsaws etc. Make sure all attendees use appropriate PPE.

HELP THE BMXNZ BAORD TO HELP YOU

The documents already available on the BMXNZ website, including the RMP's, need to be kept up to date. This is the responsibility of the clubs to provide feedback to BMXNZ, so we know what works, what doesn't and what we can do better. This way BMXNZ will have update to date RMP's that match the needs of the clubs.

Please send BMXNZ copies of your Hazard & Accident registers? This will help BMXNZ write better RMP's, as incident reporting helps us to learn from mistakes.

Is there something specific to your Club that we can offer some advice with? BMXNZ is open to discuss & develop solutions for BMX activity.

Here are some notes from a Cycling New Zealand adviser in Health and Safety for clubs to keep in mind.

- Keep a paper trail of your Health and Safety actions, if for some reason you ever get investigated, one piece of paper will always beat no piece of paper.
- A useful way to ensure you have covered all practical steps is to picture yourself in the dock being asked if there was anything else you could have done. Then make sure you do it.
- Q. Can you be insured against negligence under Health & Safety legislation? A. Not for fines etc., but maybe court costs.
- You can't contract out your H&S responsibilities.
- Has your Club considered what to do in the event of a terrorist attack or natural disaster? If not document some basic actions or escape route to assist your club.

KEY OUTCOMES

The key point is for clubs to have a complete understanding of the risks and hazards at their BMX Club site. Then document processes to minimise and mitigate these hazards and risks.

If you action and document all practical steps and fail in your Health and Safety, in review you can hand on heart detail everything you did to minimise the risk prior to the issue. This shows understanding of, actions around, and responsibility of the risk. This detail can mitigate the position of negligence.