

# SMS 05 HAZARD MANAGEMENT

New Plymouth Yacht Club

## PURPOSE

The purpose of the Hazard Management document is to set out the process for managing hazards in a systematic way.

## DEFINITION

A **hazard** is something that can cause harm or damage.

A 'notifiable event' is defined in Health and Safety at Work Act 2015 (HSWA) and includes fractures, laceration, crushing, loss of consciousness and burns.

## SCOPE

This process relates to the identification, assessment and control of hazards relating to all related activities at New Plymouth Yacht Club.

## PROCESS

### Identify Hazards

1. Discussion and brainstorming sessions with the relevant committee members to identify potential and actual hazards.
2. Determine where, when, why and how hazards could injure someone. Use the following sources to assist determination:
  - a. Personal observation
  - b. Maintenance safety inspections
  - c. Incident investigation
  - d. Comments from members, visitors or the public.
3. List identified hazards on DR 03 Hazard Register.

### Assess Hazards

1. Assess each hazard for significance – could the hazard cause serious harm?
2. If the hazard is assessed as significant, determine the control method.
3. Ensure all hazards identified are assessed with the assumption that there are no controls in place, or that controls will fail.

### Control Hazards

1. Decide whether to eliminate, isolate or minimise the hazard.
2. State the control method(s) and action.

### Monitor and Review Hazards

1. Monitor hazards constantly to provide on-going assurance the control methods are effective.
2. Review the Hazard Register on a quarterly basis to evaluate the effectiveness of the existing controls in place, and evaluate whether any changes to our boating activities may impact the current assessment of identified hazards or introduce new hazards.
3. Evaluate the effectiveness of our hazard management as part of the scope of the internal review.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 05	Original		9/6/16	Jonathan Crane	Safety Officer
SMS 05	V2	Current	31/08/2021	Wayne Holdt	Safety Officer