

BUILDINGS, PLANT AND EQUIPMENT

Policies and Procedures



The Kind
Foundation™

Mō tātou katoa. For all of us.

CONTENTS

- 1 Purpose 3
- 2 Policy Statement..... 3
- 3 Policy Content..... 3
 - 3.1 Buildings, Plant and Structures 3
 - 3.1.1 Buildings and Plant..... 3
 - 3.1.2 Activity Structures 4
 - 3.2 Equipment 4
 - 3.2.1 Scope of Equipment Covered by these Procedures..... 4
 - 3.2.2 Selection and Procurement..... 5
 - 3.2.3 Use, Inspection & Maintenance 5
 - 3.2.4 Retirement..... 6
 - 3.2.5 Staff and Client Equipment 6
 - 3.2.6 Staff Training 6
 - 3.2.7 Record Keeping 7
- 4 Accountability and Responsibility 8
- 5 Definitions 9
- 6 Related Documents 10
 - 6.1 The Kind Foundation Documents 10
 - 6.2 Legislation 10
 - 6.3 Standards and Codes of Practice..... 10
 - 6.4 Other 10
- 7 Document Control 11
 - 7.1 Policy Owner 11
 - 7.2 Parent Policy 11
 - 7.3 Date of Implementation 11
 - 7.4 Review Date 11
 - 7.5 Document Control Procedure 11
 - 7.6 Version Table 11

1 PURPOSE

Buildings, structures and equipment play an integral part in the large number of services and activities The Kind Foundation provides. It is therefore important to consider how these resources can be managed to help ensure the safety of all those involved with The Kind Foundation.

2 POLICY STATEMENT

The Kind Foundation is committed to ensuring all buildings, plant, structures, clothing and equipment that is used by staff, volunteers, other workers, clients and members of the public is maintained to the highest safety standard.

3 POLICY CONTENT

3.1 Buildings, Plant and Structures

3.1.1 Buildings and Plant

The Kind Foundation is committed to ensuring that all of its buildings and plant are safe places for all staff, clients and members of the public.

Note: For information on the management of general hazards and risks associated with buildings and other work sites please see The Kind Foundation Risk Register.

3.1.1.1 Building Warrant of Fitness

The Kind Foundation will comply with the requirements specified within the Building Act 2004 and will undertake and renew a building's warrant of fitness every 12 months for each building that is owned. The designated manager for each site will have responsibility for this process in conjunction with the relevant maintenance managers.

3.1.1.2 Evacuation and Emergency Procedures

The Kind Foundation will comply with the Fire and Emergency New Zealand Act 2017. Evacuation and emergency plans will be developed for all The Kind Foundation buildings, and for any leased or rented site that is used for long term operation.

These plans will be communicated to all staff, clients and members of the public using The Kind Foundation sites through a combination of training, induction and signage.

More detail on emergency plans, policies and procedures can be found in The Kind Foundation Emergency Management and Business Continuity document.

3.1.1.3 Asbestos

The Kind Foundation will adhere to Worksafe's guidance on asbestos and the Health and Safety at Work (Asbestos) Regulations 2016. This includes:

Before the demolition or refurbishment of any plant or structure that was constructed or installed before 1 January 2000, or in which asbestos has been identified, or in which asbestos is likely to be present from time to time, then work will not be undertaken until the structure or plant has been inspected by a competent person to determine whether asbestos is present. If asbestos is found to be present then removal will be undertaken by a licenced operator before further work is undertaken.

3.1.1.4 Leased or Rented Sites of Operation

For sites that The Kind Foundation rents or leases for its operation The Kind Foundation Management will communicate, coordinate and cooperate with the building's owners and/or management to ensure these sites and buildings are safe for use.

3.1.1.5 Hazardous Substance Storage

Site managers will ensure that The Kind Foundation complies with the Health and Safety at Work (Hazardous Substances) Regulations 2017. This will include (but is not limited to):

- Keeping a hazardous substances inventory and related Safety Data Sheets
- Consideration of labelling and signage
- Managing associated risks
- Management of emergencies that involve hazardous substances

3.1.2 Activity Structures

The Kind Foundation is committed to ensuring that all of its activity structures are safe and properly maintained.

3.1.2.1 Scope

Activity structures are any fixed structure that is used for adventure activities or other high-risk activities. For example, the high ropes course at Wainui and Clip n Climb at the Adventure Centre.

3.1.2.2 Use, Inspection & Maintenance

A standard for use, inspection and maintenance will be developed for each activity structure. The following will be considered during the development of this standard:

- Manufacturers' and/or engineers' recommendations
- Industry best practice and relevant standards
- Advice from internal and external experts
- The current staff competence and expertise

The above information and process will be managed by the Manager who has responsibility for the site that the structure is located on.

3.1.2.3 Staff Training

Staff induction and training will include training in the set-up, use, safety checks and maintenance of activity structures the best fits their roles and responsibilities.

All training and induction in regards to activities will be recorded in the same fashion as other training and induction processes are.

3.2 Equipment

The Kind Foundation is committed to ensuring that all of its staff and participants are supplied clothing and equipment that is:

- Suitable for the nature of the activity they are undertaking
- Suitable for the nature of any associated hazards or risks of the activity undertaken
- A suitable size, fit and is reasonably comfortable
- Maintained, repaired or replaced so that it continues to be in good working order, clean and hygienic
- Available in sufficient quantities for the scale of activities run across the organisation

3.2.1 Scope of Equipment Covered by these Procedures

The following procedures are relevant to any piece of equipment used by The Kind Foundation where:

1. The use of the equipment is important to the safety of staff and participants;
2. The condition of the equipment can have an effect on the safety of staff and participants.

Examples of particular pieces of equipment or equipment types that fit within scope are:

- Health and Fitness gym equipment including spin bikes
- Gymnastic equipment
- Safety equipment involved in activities undertaken at height (climbing, abseiling, high ropes etc.) which includes ropes, carabiners, harnesses and helmets
- Safety equipment for water-based activities (kayaking, raft building etc.) including kayaks, paddles, helmets and PFD's
- Communication devices
- Equipment used for emergency purposes including firefighting equipment and first aid gear
- Playground equipment
- Some maintenance equipment including power tools and lawn mowers
- Some outdoor equipment including tents and cookers

Selection of which pieces of equipment are to be managed by these procedures will be undertaken by department managers with consultation from senior management and the health and safety officer.

3.2.2 Selection and Procurement

The following will be considered in the selection of equipment:

- Relevant industry standards
- Suitability for the nature of the activity including any associated hazards or risks
- Suitability of size, fit and comfort for the scope of staff and clients that will be using the equipment
- Ease of care and maintenance

The above process will be undertaken by staff with knowledge of the requirements of the equipment or the activity that the equipment is required for. External sources will also be considered within this process, particularly if no expertise exists within the organisation. The process will also include consultation with the staff that will be using, or will be affected by, the equipment choice.

3.2.2.1 Hiring / Leasing Equipment

When equipment that fits into the scope of this section is to be hired or leased the same set of selection criteria as given in Section 3.2.3 will be considered.

3.2.3 Use, Inspection & Maintenance

For each piece or type of equipment a standard for use, inspection and maintenance will be developed. The following will be considered during the development of this standard:

- Manufacturers' recommendations
- Industry best practice
- Advice from internal and external experts
- The current staff competence and expertise

3.2.3.1 Pre-use Checks

In addition to regular maintenance and inspection processes, a process for pre-use checks will be developed for each piece or type of equipment.

The above information will be recorded in The Kind Foundation Equipment Information Document. See Section 3.2.8 for more details.

3.2.4 Retirement

Retirement of equipment may occur due to:

1. Redundancy due to direct replacement
2. Un-economical to repair
3. Surplus to requirements
4. No longer technically adequate or safe to operate for the intended function

The decision to retire a piece of equipment will include consideration of the following:

- Manufacturers' recommendations regarding suggested retirement requirements. If manufacturers' guidelines are not clear then checking with other operators or national organisations will occur
- Industry best practice
- Levels and conditions of use and storage

3.2.4.1 Retiring Equipment due to no Longer been Adequate or Safe

Decisions about retiring equipment due to it no longer been adequate or safe to operate must be undertaken by a staff member who has sufficient expertise to do so. If no expertise exists within the organisation then external experts will be consulted.

3.2.4.2 Disposal of Retired Equipment

When a piece of equipment has been retired then it must be removed from active service undertaken in such a way that it cannot re-enter service. This may include marking, dismantling, destroying or disposing of the equipment.

Details of retirement of equipment will be recorded in both The Kind Foundation Equipment Information Document and the associated Equipment Testing and Maintenance Document. See *Section 3.2.8* for more details.

3.2.5 Staff and Client Equipment

3.2.5.1 Staff Equipment

The Kind Foundation will ensure staff equipment is suitable, sufficient, and accessible as required by their role responsibilities for supervision and emergency scenarios. Accessible means equipment on the staff member's person or in an equipment cache on the premises.

3.2.5.2 Use of Personal Equipment

In some situations, clients and staff may wish to use their own safety equipment, for example harness, helmet, PFD etc. In these situations, the following will occur:

- A decision will first be made on whether it is suitable for the client or staff to be using their own equipment in the situation. This decision will be made by departmental manager or the manager responsible for equipment in a department.
- A hands on or visual check of the equipment will be conducted by a staff member with the competence to do so.
- The client or staff member will be informed of and acknowledge the potential increase in risk associated with using their own equipment.

3.2.6 Staff Training

Staff induction and training will include:

- Training in the set-up, use, safety checks and maintenance of equipment. This will include both standard operating and emergency equipment.
- Training that ensures staff know their responsibilities for ensuring that equipment is in good shape by doing thorough checks, raising concerns and asking if unsure
- Training that ensures that the staff identified as being responsible for managing equipment selection, inspection and maintenance should have adequate skills in appropriate techniques and safety practices

All training and induction in regards to equipment will be recorded in the same fashion as other training and induction processes are.

3.2.7 Record Keeping

The following details for each piece of equipment will be recorded:

- Type
- Number
- Date purchased
- Identifying markings (existing or added)
- Intended usage
- Usage restrictions
- Inspection/maintenance information and intervals
- Retirement information

Note: Identification of Equipment - When identification of individual pieces of equipment is difficult then use of individual identifiers such as coloured tags or using a batching approach (record the number of items in the batch and inspect them all on the same cycle) will be used.

3.2.7.1 Other Pertinent Documents or Record Keeping for Equipment

Risk Management Documentation (Risk Register, Staff Handbooks, AMP's etc.) – These documents will contain information what equipment is needed for particular activities and its safe use.

Staff Files - Staff files will contain information about any personal safety equipment that staff use on The Kind Foundation activities including details of undertaken checks and when the next checking process will occur.

4 ACCOUNTABILITY AND RESPONSIBILITY

Role	Responsible for
Departmental Management	<ul style="list-style-type: none"> • Establish, implement and maintain documented procedures to identify hazards and risks that are associated with buildings, plant and equipment. • Establish, implement and maintain documented emergency procedures. • Ensure testing of emergency evacuation procedures occur. • Ensure contractors and tenants adhere to The Kind Foundation emergency procedures. • Ensure emergency procedures are communicated to staff. • Notify staff of changes to Policy, Procedures, Hazard and risks. • Staff participation in establishing and implementing health and safety policies and objectives. • Review of this document and all other related documentation on an annual basis
Head Caretaker / Maintenance Manager	<ul style="list-style-type: none"> • Ensure buildings, plant and equipment are maintained. • Ensuring best practice models and current standards are followed. • Ensuring staff follow relevant policies and procedures.
Staff and Volunteers	<ul style="list-style-type: none"> • Adhere to emergency procedures. • Follow the instructions of wardens and other staff controlling emergency situations or tests. • Communicate relevant emergency procedure information to clients and visitors. • Notifying the appropriate department manager of any hazard or risk that becomes apparent in The Kind Foundation’s work place. • Stop any activity where there is a clear safety issue.
Contractors/Consultants and other involved people	<ul style="list-style-type: none"> • Following all hazard management controls implemented by Christchurch The Kind Foundation. • Follow the instructions of The Kind Foundation wardens and other staff controlling emergency situations or tests. • Ensuring all people working under the contract are appropriately trained and supervised to work safely. • Notifying the appropriate department manager of any hazard or risk that becomes apparent in The Kind Foundation’s work place.
Children, young people, parent/guardians, clients and visitors	<ul style="list-style-type: none"> • Adhering to the policies and procedures of The Kind Foundation. • Follow the instructions of The Kind Foundation wardens and other staff controlling emergency situations or tests.

5 DEFINITIONS

Adventure Activity:

Means an activity:

- that is provided to a participant in return for payment; and
- that is land-based or water-based; and
- that involves the participant being guided, taught how, or assisted to participate in the activity; and
- the main purpose of which is the recreational or educational experience of the participant; and
- that is designed to deliberately expose the participant to a serious risk to his or her health and safety that must be managed by the provider of the activity; and
- in which –
 - failure of the provider's management systems (such as failure of operational procedures or failure to provide reliable equipment) is likely to result in a serious risk to the participant's health and safety; or
 - the participant is deliberately exposed to dangerous terrain or dangerous waters.

Competence:

Demonstrated ability to apply knowledge and skills to achieve intended results.

Contractor/Consultant:

A person engaged by The Kind Foundation to do any work for gain or reward under a Contract for Services.

Client:

Any person taking part in a programme or activity run by The Kind Foundation, or any person that is undertaking a programme or activity that takes part in a The Kind Foundation building or at a The Kind Foundation site.

Emergency:

Any serious incident or situation concerning the health, injury or death of staff or customers. This includes extensive damage involving staff customers or property.

Hazard:

An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or sources of harm.

Hazardous Substance:

Hazardous substances are substances that are explosive, flammable, oxidising, toxic, corrosive or toxic to the environment (ecotoxic). A hazardous substance may be a single chemical or a mixture of both hazardous and non-hazardous chemicals.

Policy:

Intentions and direction of an organisation as formally expressed by its top management, which amounts to a non-negotiable instruction or rule.

Procedure:

The method by which a policy can be accomplished, it provides the instructions necessary to carry out a policy statement.

Risk:

The chance or probability that a person will be harmed or experience an adverse effect if exposed to a hazard. It may also apply to situations with property or equipment loss.

Risk Management:

A process of identifying, assessing, controlling and monitoring the risks in order to prevent an accident, incident or loss.

Staff:

The term 'staff' in this document refers to any person working at The Kind Foundation under the direction of The Kind Foundation Management, and includes employees, volunteers, and contractors.

Technical Advisor:

A technical advisor is an individual who is an expert in a particular field of knowledge. They have a strong understanding of the processes required and changes that need to be implemented to achieve the required outcomes.

6 RELATED DOCUMENTS

6.1 The Kind Foundation Documents

- Safety Management Plan (SMP)

6.2 Legislation

- Asbestos Regulation 2016
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
- Fire and Emergency New Zealand Act 2017
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- Health and Safety at Work Act 2015
- Health and Safety at Work Adventure Activities Regulations 2016

6.3 Standards and Codes of Practice

- Abseiling Activity Safety Guidelines v2
- High Wire and Swing Activity Safety Guidelines v2.1
- Indoor Climbing Safety Guidelines v2 - The equipment section was used in the development of this policy.
- Safety Audit Standard for Adventure Activities (Version 1.1)
- Worksafe (2016) General Risk and Workplace Management: Part 1
- Worksafe (2017) General Risk and Workplace Management: Part 2
- EPA, MBIE (2013) Your Practical Guide: Working Safely with Hazardous Substances

6.4 Other

- NA

7 DOCUMENT CONTROL

7.1 Policy Owner

- Health and Safety Officer

7.2 Parent Policy

- Safety Management Plan

7.3 Date of Implementation

- October 2021

7.4 Review Date

- October 2023

7.5 Document Control Procedure

This document is considered a 'living document' and as such, regardless of the review date, this document remains relevant until such time as a new version is produced or it is retired.

Documents will be identified by a header and footer that states the version number and total number of pages within the document.

Any previous versions or copies will be removed from circulation if obsolete or marked clearly that they are not current. Archived copies and other safety-related records will be kept for seven years and archived accordingly.

Once printed, documents are uncontrolled.

7.6 Version Table

Version	Amendments made	Approved by	Date
1.0	<ul style="list-style-type: none"> • Original document created 	Josie Ogden Schroeder	Aug 2017
1.1	<ul style="list-style-type: none"> • General edit 	Josie Ogden Schroeder	Oct 2018
1.2	<ul style="list-style-type: none"> • General edit • Section 3.2.5.2 – Updated • Section 3.2.7.1 - Updated 	Josie Ogden Schroeder	Sep 2019
1.3	<ul style="list-style-type: none"> • General edit • Updated acts and regulations related to Fire and Emergency to the Fire and Emergency New Zealand Act 2017 and the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 • Updated section 3.1.1.5 to include information from the Health and Safety at Work (Hazardous Substances) Regulations 2017 • Updated Section 5.2 with relevant legislative changes 	Josie Ogden Schroeder	Oct 2021