

# OUR SAFETY MANAGEMENT SYSTEM - OUR TIKANGA ĀRAI HAUATA

- TIER ONE -  
FUNDAMENTAL PRINCIPLES

- TIER TWO -  
ACTIVITY HANDBOOK

- TIER THREE -  
ACTIVITY MANAGEMENT PLANS

## TIER 1 - Fundamental Principles of Safety Management at OPC

"No avoidable harm will occur to anyone whilst involved in OPC activities" - this will be achieved through the following management principles

Category	Principle	Interpretation and Application
1. Activity	<ul style="list-style-type: none"> <li>Approved</li> <li>Compliant</li> <li>Appropriate</li> </ul>	<ul style="list-style-type: none"> <li>All activities must have an approved activity management plan</li> <li>All activities must be approved prior to commencement</li> <li>All staff must comply with activity management plan and associated policies</li> <li>Activities will be appropriate to client group</li> </ul>
2. Weather	<ul style="list-style-type: none"> <li>Weather state</li> <li>Appropriate clothing</li> </ul>	<ul style="list-style-type: none"> <li>Operate according to weather state as defined at an Operational Meeting and from updates during operational period relevant to activity area</li> <li>Clothing worn or carried to ensure persons maintain comfortable body temperature in the conditions for the duration of the operational period</li> </ul>
3. Height	<ul style="list-style-type: none"> <li>10:1</li> <li>Hands Free</li> <li>Critical Point</li> <li>3 up 2 back</li> <li>Rescue</li> </ul>	<ul style="list-style-type: none"> <li>Rigging, systems and components are 10 times stronger than anticipated load</li> <li>Identified, minimised and managed to prevent risk of loss of control of a belay system</li> <li>Identified and managed to prevent the failure of a rope system</li> <li>All persons shall be protected from a fall greater than 3m by ensuring a 2m safe zone from an edge or where a slide will expose them to this risk</li> <li>There must be a plan that is achievable and efficient</li> </ul>
4. Water	<ul style="list-style-type: none"> <li>Control</li> <li>Scene</li> <li>Rescue</li> </ul>	<ul style="list-style-type: none"> <li>All persons must be able to maintain control of self in a water environment; if not then instructors must be able resolve situation that eventuates</li> <li>Understand what the water is doing, where it is going, what are the hazards and where the safe zones are</li> <li>There must be a plan that is achievable and efficient</li> </ul>
5. Equipment	<ul style="list-style-type: none"> <li>Fit for purpose</li> <li>Use</li> <li>Care</li> </ul>	<ul style="list-style-type: none"> <li>Equipment is designed and approved for task and inspected to meet the standards</li> <li>Equipment will be used when required and in accordance with its design and purpose</li> <li>Instructors are to ensure that it is managed to maximise its lifespan</li> </ul>
6. Employees	<ul style="list-style-type: none"> <li>Awareness</li> <li>Attitude</li> <li>Culture</li> <li>Skills</li> <li>Stop</li> <li>Supported</li> </ul>	<ul style="list-style-type: none"> <li>Staff shall ensure they are aware of all participants and the environment they are in at all times</li> <li>Staff will present an attitude and behaviour that reflects a standard of care and respect for safety management</li> <li>Staff are to foster a commitment to hazard reporting that leads to constant improvement in our systems and processes</li> <li>Staff will have the necessary skills to ensure the safety of self and participants</li> <li>All staff have the responsibility to call a stop when they feel that safety will be compromised</li> <li>Individual staff have the fundamental right to stop an activity for any safety reasons</li> <li>The organisation shall ensure all employees are supported by appropriate systems and management structures</li> </ul>
7. Client	<ul style="list-style-type: none"> <li>Informed</li> <li>Involvement by consent</li> <li>Supported</li> </ul>	<ul style="list-style-type: none"> <li>All persons must inform OPC of all information needed to ensure their safety; OPC staff must also seek this information prior to activity commencing</li> <li>All persons are to be informed of all hazards relevant to the activity and the expected behaviours to ensure safety</li> <li>All persons have the right to view OPC safety management systems</li> <li>Persons have the right to say no to participating in an activity</li> <li>All persons will be supported to ensure no avoidable harm from physical, emotional or psychological events</li> </ul>
8. Environment	<ul style="list-style-type: none"> <li>Minimum impact</li> <li>Awareness</li> <li>Access</li> </ul>	<ul style="list-style-type: none"> <li>All persons are to ensure their actions create the minimum impact on the environments we work in</li> <li>What hazards does the physical environment present to all persons</li> <li>All staff shall comply with access arrangements</li> </ul>
9. Vehicles	<ul style="list-style-type: none"> <li>Attitude</li> <li>Law</li> </ul>	<ul style="list-style-type: none"> <li>All persons will drive defensively and according to conditions</li> <li>All vehicle use will comply with law</li> <li>All drivers will comply with law</li> </ul>
10. Systems	<ul style="list-style-type: none"> <li>Active</li> </ul>	<ul style="list-style-type: none"> <li>All safety documentation and processes at OPC shall be reviewed as scheduled to ensure they are relevant and adequate for activity</li> </ul>

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