

# OUR SAFETY MANAGEMENT SYSTEM – OUR *TIKANGA ĀRAI HAUATA*

- TIER 1 –  
FUNDAMENTAL PRINCIPLES

- TIER 2 –  
INSTRUCTOR HANDBOOK

- TIER 3 –  
ACTIVITY MANAGEMENT PLANS

## TIER 1 – Fundamental Principles of Safety Management at Hillary Outdoors

ASPIRATIONAL GOAL - no harm will occur to anyone while involved in Hillary Outdoors activities

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|--------------------|--|---|
| <b>Management</b>  | <ul style="list-style-type: none"> <li>• Active systems</li> <li>• Legal</li> </ul>  | <ul style="list-style-type: none"> <li>- All safety documentation and processes at Hillary Outdoors will be reviewed regularly to ensure they are relevant and adequate.</li> <li>- Hillary Outdoors will comply with all relevant legal and compliance requirements and stay informed of legislative changes.</li> </ul>   |
| <b>Employees</b>   | <ul style="list-style-type: none"> <li>• Attitude</li> <li>• Compliance</li> <li>• Fit to work</li> <li>• Skills</li> <li>• Stop</li> </ul>            | <ul style="list-style-type: none"> <li>- Staff show a commitment to safety management that leads to constant improvement in our systems.</li> <li>- Staff comply with organisation's policies.</li> <li>- Staff are physically and mentally fit to perform their duties, and do not work under the influence of drugs or alcohol.</li> <li>- Staff have the necessary skills to ensure the safety of self and participants. If not, then staff will be supervised and trained.</li> <li>- Staff have the responsibility to call a stop if they feel that safety will be compromised.</li> </ul>   |
| <b>Clients</b>     | <ul style="list-style-type: none"> <li>• Two-way communication and informed consent</li> <li>• Equipped</li> </ul>                                     | <ul style="list-style-type: none"> <li>- Clients have a duty to inform Hillary Outdoors of information needed to ensure their safety; Hillary Outdoors will seek this information prior to activity;</li> <li>- Clients will be informed of the risks and nature of the activity, and the expected behaviours to ensure safety.</li> <li>- Clients have the right to refuse participation.</li> <li>- Clients have the right to view Hillary Outdoors safety management systems;</li> <li>- Clients will have clothing and equipment to ensure comfort and safety for the conditions expected.</li> </ul>   |
| <b>Environment</b> | <ul style="list-style-type: none"> <li>• Hazards</li> <li>• Weather</li> <li>• Leave No Trace</li> <li>• Access</li> <li>• Operational area</li> </ul> | <ul style="list-style-type: none"> <li>- Hazards will be identified and managed.</li> <li>- Forecasts will be monitored frequently, activities modified according to conditions.</li> <li>- Hillary Outdoors will create the minimum impact on the ecosystems we work in, and will seek to improve ecosystems where possible.</li> <li>- Land owner or manager permission will be sought; any conditions that are specified will be adhered to.</li> <li>- Instructors will only operate in areas where detailed information is available.</li> </ul>   |
| <b>Activities</b>  | <ul style="list-style-type: none"> <li>• Planning</li> <li>• Communication</li> <li>• Control</li> <li>• Critical incident</li> </ul>                  | <p>Activities will:</p> <ul style="list-style-type: none"> <li>be covered by Instructor Handbook or/an Activity Management Plan;</li> <li>be appropriate to client group;</li> <li>be approved by a Duty Manager;</li> <li>have written objectives to satisfy any stakeholder.</li> </ul> <p>Activities will have a plan to communicate with Hillary Outdoors Base or external agencies, and clients will be instructed on processes if the instructor is incapacitated.</p> <p>Instructors will maintain control of self and clients in the environment, or be able to easily resolve any outcome.</p> <p>When multiple instructors are working with one group, a lead instructor will be nominated.</p> <p>All activities will have an effective rescue plan;</p> <p>Accompanying staff and/or parents will be kept informed during the management of critical incidents.</p> |
| <b>Equipment</b>   | <ul style="list-style-type: none"> <li>• Fit for purpose</li> <li>• Use and care</li> </ul>  | <ul style="list-style-type: none"> <li>- Equipment is designed for the task and inspected to ensure it continues to meet design standards.</li> <li>- Equipment will be used when required and in accordance with its design.</li> <li>- Equipment will be maintained in a safe condition.</li> </ul>   |



Clive Tilby

CHAIR

SIR EDMUND HILLARY OUTDOORS EDUCATION TRUST

APRIL 2014. To be reviewed annually

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