

SAFETY MANAGEMENT PLAN

For Gulf Harbour Marine Village Residents'
Association



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Health and Safety Management Plan

Amendment Register

Gulf Harbour Marine Village Residents' Association Incorporated

Date	Section	Reason	Approved by
March 2025	All	New Plan developed by allaboutpeople	Warren Eddington, Chair
Sept 2025	Various	Reviewed following electrical issues, added purpose, added scope, reformatted to be able to edit document and moved sections, added amendment register	Anita Taylor, Chair

1. PURPOSE

This Health and Safety Management Plan (HSMP) ensures that Gulf Harbour Marine Village Residents' Association Incorporated (the Association) complies with the Health and Safety at Work Act 2015 (HSWA). The plan aims to protect the health, safety, and wellbeing of all workers, contractors, residents, visitors, and others who interact with the marina's operations and facilities. It establishes a proactive approach to identifying, assessing, and controlling risks associated with marina activities.

Specific Responsibilities

The following specific responsibilities apply:

Manager:

- Take all reasonably practicable steps to ensure the safety of all Personnel at the workplace or who may be affected by the execution of the work;
- Ensure compliance with relevant legislation, regulations and codes of practice for health and safety in their working environment;
- Ensure equipment is provided, maintained and operated in compliance with relevant WorkSafe New Zealand Codes of Practice ensuring the equipment does not cause harm to Personnel operating it, including Sub-Contractors, the public or any other people;
- Ensuring the provision of the appropriate safety equipment that is in good condition, in its recommended 'work' life, and be able to provide licensing, calibration and test certificates where appropriate;
- Ensuring the Safety Plan is kept up-to-date and communicated to all affected parties for the duration of the Contract;
- Ensuring all Task Analysis are kept up-to-date and communicated to all affected parties for the duration of the Contract;
- Ensuring all Personnel are inducted into the Contract including Sub-Contractors prior to starting work;
- Ensuring all Emergency Procedures are in place;
- Undertaking Safety Assessments as specified; and
- Encourage Worker consultation and participation in health and safety matters.

Contractors will (if any):

- Identify and assess hazards/risks in the workplace and take all reasonably practicable steps to eliminate or minimise exposure to them;
- Control all significant hazards;
- Be proactive in identifying and controlling new hazards;
- Ensure all plant and equipment is in good working order;
- Provide health and safety training and supervision;
- Provide personal protective equipment to all staff as required;
- Record and investigate all reported incidents and injuries and where required, formulate plans for corrective action;
- Meet our obligations under the Health and Safety at Work Act 2015, and related Health and Safety Regulations, Codes of Practice and any relevant standards or guidelines.

Volunteers/Workers will:

- Actively contribute to Hazard/Risk Identification and Management;
- Look after equipment and operate machinery in a safe manner ensuring any defects are reported to Management;
- Participate in health and safety training;
- Adopt safe work practices and encourage others to do the same;
- Report and record incidents and injuries promptly and accurately; and
- Participate in a return to work programme if applicable.

2. SCOPE

This HSMP applies to all activities, operations, and areas within the private marina managed by the Association, including:

- Marina berths and walkways
- Maintenance yards and workshops
- Office and administrative areas
- Public access areas (e.g., parking, walkways, and amenities)
- Contractor and visitor activities
- Vessel-related activities (e.g., berthing, launching, and maintenance)

The plan covers all workers (including employees, contractors, and volunteers), residents, visitors, and other persons who may be affected by the marina's operations.

3. LEGISLATIVE COMPLIANCE

The Association is committed to meeting its obligations under the Health and Safety at Work Act 2015 and associated regulations, including but not limited to:

- Primary Duty of Care (Section 36): Ensuring, so far as is reasonably practicable, the health and safety of workers and others affected by marina operations.
- Worker Engagement and Participation (Sections 58–61): Providing opportunities for workers to participate in health and safety processes.
- Risk Management (Health and Safety at Work (General Risk and Workplace Management) Regulations 2016): Identifying hazards, assessing risks, and implementing controls.

- Incident Reporting and Investigation (Sections 24–25): Notifying WorkSafe NZ of notifiable incidents and maintaining incident records.
 - Specific Regulations: Compliance with regulations relevant to hazardous substances, machinery, and marine operations.
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4. HEALTH AND SAFETY POLICY

Gulf Harbour Marine Village Residents' Association Incorporated Health and Safety Policy The Association is committed to providing a safe and healthy environment for all workers, contractors, residents, visitors, and others at the marina. We will:

- Comply with all relevant health and safety legislation, regulations, and codes of practice.
- Identify, assess, and control hazards and risks associated with marina operations.
- Engage and consult with workers and stakeholders on health and safety matters.
- Provide adequate resources, training, and supervision to ensure safe work practices.
- Continuously improve our health and safety performance through monitoring, review, and reporting.

HEALTH AND SAFETY VISION

Everyone who works for or engages with our company, goes to work and comes home healthy and safe.

OUR VALUES

In the spirit of communication, collaboration and commitment we will act with:

- **Integrity** – being fair, firm, and consistent, showing respect for those we work with.
- **Courage** – standing up for health and safety.
- **Responsibility** – being accountable for what we do.

COMMITMENTS AND ACTIONS

To achieve our vision of a safe place of work and compliance with the Health and Safety at Work Act 2015 and associated Regulations, we're committed to the following:

Leadership

Our Leaders demonstrate a visible commitment to health and safety.

Worker Engagement, Participation and Representation

We actively encourage and support Worker engagement in health and safety.

Reporting

We have robust, proactive, and accurate Health and Safety Reporting.

Risk Management

- We identify, assess, manage and communicate all risks and their controls in our business;
- All critical risk activities are identified, managed and have a plan that is followed by all; and
- The safety of Workers isn't compromised by anyone under the influence of drugs, alcohol or fatigue.

Training and Induction

- All Workers will be competent to safely carry out their tasks.
- All Workers will be inducted into our health, safety and wellbeing requirements and culture.

Health, Safety and Wellbeing

We actively promote the health, safety and wellbeing of Workers.

Name and Position: Anita Taylor, Chair

Date: 13 Sept 2025

5. ROLES AND RESPONSIBILITIES

The Association, as a Person Conducting a Business or Undertaking (PCBU), has the primary duty of care under the HSWA. Specific responsibilities are outlined below:

5.1 Officers (e.g., Committee Members, Facility Manager)

- Exercise due diligence to ensure the Association complies with its health and safety obligations.
- Ensure adequate resources are allocated for health and safety.
- Monitor health and safety performance and review policies and procedures regularly.

5.2 Facility Manager

- Oversee day-to-day implementation of the HSMP.
- Ensure risk assessments are conducted and controls are implemented.

- Facilitate worker engagement and consultation.
- Investigate incidents and report notifiable events to WorkSafe NZ.
- Maintain health and safety records and documentation.

5.3 Contractors and Volunteers

- Take reasonable care for their own health and safety and that of others.
- Comply with health and safety policies, procedures, and instructions.
- Report hazards, incidents, and near-misses promptly.
- Participate in health and safety training and consultation.

5.4 Residents and Visitors

- Follow marina safety rules and signage.
 - Report hazards or unsafe conditions to the Facility Manager.
 - Cooperate with health and safety procedures.
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6. RISK MANAGEMENT

The Association will implement a systematic approach to managing health and safety risks in accordance with the HSWA and the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

6.1 Hazard Identification

Hazards will be identified through:

- Regular inspections of the marina (e.g., walkways, berths, workshops).
- Worker and resident feedback.
- Incident and near-miss reports.
- Consultation with contractors and stakeholders.

Common Marina Hazards:

- Slips, trips, and falls (e.g., wet walkways, uneven surfaces).
- Water-related risks (e.g., drowning, vessel collisions).
- Hazardous substances (e.g., fuel, paints, chemicals).
- Machinery and equipment (e.g., cranes, winches).
- Electrical hazards (e.g., shore power connections).
- Weather-related risks (e.g., high winds, storms).

- Manual handling injuries.

Hazard/Risk Identification and Management is a Risk Planning Tool that improves safety, productivity, quality and communications at our workplace. When identifying and reviewing a hazard, be sure to:

- Involve Workers in the process – they work with the hazards on a regular basis and have excellent knowledge of the required controls; and
- Update the master Hazard/Risk Register.

METHODS OF HAZARD / RISK IDENTIFICATION

There is a range of commonly used hazard identification methods. Frequently it is appropriate to use a combination of approaches.

Four commonly used methods of hazard/risk identification are:

1. **Physical Inspections** – this is the traditional method of identifying hazards by walking around the place of work with the aid of a checklist.
2. **Task Analysis** – it may be useful to look at the tasks in each job and observe the actions of Workers, while identifying the hazards/risks involved.
3. **Process Analysis** – this involves following the production or service delivery process from start to finish, and identifying the hazards/risks involved at each stage.
4. **Analysis of Incident Investigation details** – whenever there is an Unsafe Act, Accident, 'Near Miss', or the Incidence of Harm, the Employer must take all reasonably practicable steps to determine the cause and whether a significant hazard/risk was involved.

HAZARD ELIMINATION AND RISK CONTROL

To properly manage exposure to risks, control measures must be considered for their appropriateness. It is worth remembering that change may itself introduce new risks that need to be identified, assessed, treated and monitored.

Example – if one procedure is substituted for another, do Personnel know of the change, do they accept the change and is it actually implemented? How will the effected persons be consulted with? Control measures should be considered and implemented in the following order:

1. ELIMINATION
2. MINIMISATION

This can be broken down into:

ELIMINATION of the hazard or preventing the risk. E.g.: Repairing or replacing faulty equipment.

Eliminating dangerous work processes (e.g. by purchasing pre-cut materials or substances in quantities that do not require decanting).

1 MINIMISATION WHICH INCLUDES:

SUBSTITUTION of the hazard with another that has a lesser risk. E.g.: Use a different, less dangerous piece of equipment.

Use safer materials or chemicals.

ISOLATION of the hazard that is creating risk to Personnel and others. E.g.: Place noisy equipment into their own soundproof enclosure – e.g. compressors in a workshop.

The use of fume cupboards is a good way of isolating dangerous chemicals from Workers using them.

ENGINEERING CONTROLS – minimising the risk by engineering means. E.g.: Adding machine guards or lock-out devices.

Changing lighting to reduce glare.

Installing exhaust fans, etc.

ADMINISTRATIVE MEASURES – implementing Safe Work Practices. E.g.: Establish written Safe Work Procedures.

Change daily routines, e.g. so that keyboard operators get breaks from keyboarding to do other duties.

PERSONAL PROTECTIVE EQUIPMENT – least effective way of controlling hazards. E.g.: PPE is only useful when it is in good condition and always worn correctly.

People need to know when to wear their PPE and how to fit and look after it.

Employers must ensure that the equipment provided is appropriate for the person and controls the risk for the person.

6.2 Risk Assessment

For each identified hazard, the Association will:

- Assess the likelihood and severity of harm.
- Determine appropriate control measures using the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, PPE).

RISK ASSESSMENT MATRIX	
What is the Probability / Likelihood of it happening?	
CRITERIA	
Almost Certain	Expected in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances
How will it affect you?	
LEVEL OF EFFECT	EXAMPLE OF INJURY CONSEQUENCE AT EACH LEVEL

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Insignificant		No injuries; low financial loss			
Low		First Aid treatment only; spillage contained at site; medium financial loss			
Moderate		Medical treatment; spillage contained but with outside help; high financial loss			
Major		Extensive Injuries; loss of production; off-site spillage with no bad effects; major financial loss			
Severe		Death; toxic release of chemicals with major effect; huge financial loss			
Determine the Risk Score					
CONSEQUENCE					
LIKELIHOOD	1 Non-Significant	2 Minor	3 Medium	4 Major	5 Significant
5 Almost Certain	5 Medium	10 Medium	15 High	20 High	25 High
4 Likely	4 Low	8 Medium	12 Medium	16 High	20 High
3 Possible	3 Low	6 Medium	9 Medium	12 Medium	15 High
2 Unlikely	2 Low	4 Low	6 Medium	8 Medium	10 Medium
1 Rare	1 Low	2 Low	3 Low	4 Low	5 Medium
Determine the Risk Score					
SCORE			ACTION		
High			ACT NOW – Urgent – Stop work, isolate area, and warn personnel, do something about the risk immediately.		
Medium			Stop work, isolate area, and warn personnel, review of procedures, training, PPE etc. is required Stop work, isolate area, and warn personnel, review of procedures, training, PPE etc. is required		
Low			OK for now. Follow agreed practices. Review regularly. (At least once per year).		

HAZARDOUS SUBSTANCES PROCEDURE

Management of Hazardous Substances, a record of any hazardous substances needs to be kept on the Form HS3 – Hazardous Substances Register. An up-to-date Safety Data Sheet must be available for each chemical or hazardous substance in the business. It needs to be less than five years old and easily accessible by employees in the event of an emergency. It is suggested that all chemicals and hazardous substances be kept up-to-date on the Hazardous Substance Register.

When receiving hazardous materials:

- Check that the current SDS is available;
- Check packaging for damage, leaks etc; and
- Check labelling, signage and emergency details on packaging and is readable.

Ensure that adequate instruction/training is given to ensure competency regarding handling, correct PPE required, first aid emergency requirements, disposal of and storage of hazardous materials, this includes 'Approved Handlers.' Refer to SDS (Safety Data Sheets) for these requirements.

6.3 Risk Control

Controls will be implemented to eliminate or minimize risks, including:

- Elimination: Remove hazards where possible (e.g., repairing uneven walkways).
- Substitution: Use safer alternatives (e.g., non-toxic paints).
- Engineering Controls: Install guardrails, non-slip surfaces, or safety barriers.
- Administrative Controls: Develop safe work procedures, signage, and training.
- Personal Protective Equipment (PPE): Provide life jackets, gloves, or safety boots where required.

6.4 Monitoring and Review

- Conduct regular safety inspections of the marina.
- Review risk assessments annually or after significant changes/incidents.
- Update the hazard register regularly (maintained by the Facility Manager).

7. WORKER ENGAGEMENT AND PARTICIPATION

The Association will engage workers in health and safety matters as required by Sections 58–61 of the HSWA. This includes:

- Establishing a Health and Safety Committee with worker representatives.
- Holding regular health and safety meetings (e.g., monthly).
- Providing workers with opportunities to raise concerns and suggest improvements.
- Consulting workers on changes to policies, procedures, or work practices.

Workers will be trained on:

- Health and safety policies and procedures.
 - Safe use of equipment and machinery.
 - Emergency procedures.
 - Hazard identification and reporting.
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8. EMERGENCY PREPAREDNESS

The Association will develop and maintain an Emergency Response Plan, including:8.1
Emergency Scenarios

- Fire (e.g., vessel or workshop fires).
- Medical emergencies (e.g., heart attack, injury).
- Water-related incidents (e.g., drowning, man overboard).
- Hazardous substance spills (e.g., fuel leaks).
- Severe weather events (e.g., storms, flooding).

8.2 Procedures

Evacuation: Clear evacuation routes and assembly points will be established and communicated. Also see - Gulf Harbour Marine Village Evacuation Procedures on the committee database.

Gulf Harbour Marine Village Residents Association will ensure there are effective Emergency Plans in place to manage all types of emergencies likely to occur within the workplace, and to comply with legislative requirements.

Emergency Procedures are designed to provide information and procedures to protect people in our workplace during an emergency.

Procedures relevant to our business need to be in place to ensure that if an emergency event occurs, our Workers are prepared to deal with the situation with minimum risk to health and property.

The types of emergency that can occur can be as diverse as:

- Electrocutation;
- Chemical spills and leaks;
- Earthquake;
- Assault;
- Fire;
- Storm;
- Structural collapse; or
- Medical emergency.

Gulf Harbour Marine Village Residents Association has reviewed the potential emergencies for this Contract and has identified the appropriate responses.

Contact details of Personnel trained in Emergency Response are discussed with all Personnel during the Pre-Start Meeting and on-going inductions.

8.3 Equipment

- Fire extinguishers and fire blankets in key areas.
 - Life rings, ladders and rescue equipment near berths.
 - Spill kits for hazardous substances.
 - Automated External Defibrillator (AED) as per site plan.
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9. INCIDENT REPORTING AND INVESTIGATION

The Association will maintain a robust system for reporting and investigating incidents, as required by Sections 24–25 of the HSWA.9.1 Incident Reporting

- All incidents, near-misses, and hazards must be reported to the Facility Manager immediately.
- An incident register will be maintained, including details of the event, actions taken, and outcomes.
- Notifiable incidents (e.g., serious injuries, deaths, or dangerous incidents) will be reported to WorkSafe NZ within the required timeframes.

Reference:

HS8 – Accident / Incident Register

HS8 – Near Miss and Incident Investigation Report

To ensure timely and accurate reporting and investigation of Unsafe Acts, Near Misses, Injuries and Work Related Illness to assist the Organisation to prevent future injuries and illness, the following basic process needs to be followed:

Affected Person

1. Any person who observes an Unsafe Act, suffers a Near Miss, Injury or Work Related Illness must verbally report it to the Manager as soon as possible and complete the first page of **Near Miss/Incident Investigation Report** and give it to the Project Manager.
2. If it is an **Unsafe Act**:
 - a) Discuss the behaviour/action with the person concerned.
 - b) Report the Unsafe Act to the Manager.
3. If it is a **Near Miss**:
 - a) Isolate the equipment/area.
 - b) Review Safety Procedures immediately.
 - c) Complete the **Near Miss and Incident Investigation Report**.
 - d) Communicate changes to affected Personnel.
4. If it is **Discomfort, Pain and Injury (DPI)**:

- a) Report Discomfort, Pain and Injury early to the Manager.
 - b) Review equipment, process, behaviour.
 - c) Communicate changes to affected Personnel.
5. If it is a **Minor Injury**:
- a) Provide First Aid or assist with visit to Doctor.
 - b) Isolate the equipment/area.
 - c) Review Safety Procedures immediately.
 - d) Communicate changes to affected Personnel.
6. If it is a **Notifiable Event**, the Manager must ensure that the following occurs as required:
- a) The Health and Safety Administrator is involved in the investigation.
 - b) Medical assistance must be provided to the injured person as required.
 - c) Contact Emergency Services as required.
 - d) Notify the Client (if on a Client site).
 - e) Protect the scene as much as possible (i.e. do not disturb the scene unless it is to prevent further injury or to make it safe). The scene can be released with permission from WorkSafe New Zealand.
 - f) Collect witness statements to the incident.

Note: The Project Manager, or Delegate, will notify WorkSafe New Zealand as soon as possible by phone and on the online [form \(www.business.govt.nz/worksafe/notifications-forms/notifiable-events\)](http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events) within seven-days.

Manager

Investigate the incident to establish the root cause. Elements to consider are:

1. Are the correct policies/procedures in place?
2. What is the attitude, training, competency or suitability of Workers carrying out the work?
3. What is the suitability and fitness of the plant and equipment being used?
4. Were any of the hazards present listed on the Hazard/Risk Register and the correct controls in place and being used?
5. What is the environmental condition of the workplace at the time of the incident?
6. What organisational support and commitment is present in the workplace?

Prepare step two of the **Near Miss/Incident Investigation Report** and present it to the Health and Safety Administrator.

Communications

All findings on root causes and preventative actions will be discussed with and communicated to Workers (and Sub-Contractors if required).

Incident Investigator

The Manager and Health and Safety Administrator for Gulf Harbour Marine Village Residents Association have received training on Incident Reporting and Investigation from the Health and Safety Consultant.

The training took the form of a coaching session in the procedure, the principles of Incident Investigation including Root Cause Analysis, and reviewing several scenarios/examples. The Gulf Harbour Marine Village Residents Association Incident Investigator is Insert Name and Contact Details.

CLIENT NEAR MISS / INCIDENT / ENVIRONMENTAL REPORTING REQUIREMENTS

Manager will report incidents to the Committee in the following timeframes:

- . Near Miss Weekly
- . First Aid Weekly
- . Medical Injury Within 24 hours
- . Medical Injury Serious Harm As soon as practicably possible
- . Significant Near Miss As soon as practicably possible
- . Environmental Damage As soon as practicably possible
- . Property Damage As soon as practicably possible

Notification of a Notifiable Event Call WorkSafe NZ on 0800 030 040 or complete the online form [here](http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events) (www.business.govt.nz/worksafe/notifications-forms/notifiable-events).

9.2 Investigation

- The Facility Manager will lead investigations to identify root causes and prevent recurrence.
 - Workers and relevant stakeholders will be involved in investigations.
 - Corrective actions will be documented and implemented promptly.
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10. TRAINING AND COMPETENCY

The Association will ensure all workers are competent to perform their tasks safely through:

- Induction training for new workers, contractors, and volunteers.
- Regular training on specific hazards (e.g., hazardous substances, working at heights).
- Refresher training on emergency procedures and safe work practices.
- Maintaining training records for all workers.

Reference:

HS9 – Training / Induction Register

Gulf Harbour Marine Village Residents Association will ensure all Workers and Contractors are informed of their own responsibilities and Gulf Harbour Marine Village Residents Association's responsibilities for health and safety at the workplace. All Workers are to participate in a Safety Induction on commencement with Gulf Harbour Marine Village Residents Association. Gulf Harbour Marine Village Residents Association will ensure that their Workers have specific knowledge and sufficient training concerning use of equipment and the management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials. If a Worker or Contractor does not have adequate knowledge of the workplace, plant, processes and substances, then they will be supervised by someone who has experience in the relevant area of expertise.

TRAINING PROCESS

Appropriate training will be provided to ensure Workers are competent to carryout tasks and use equipment within the workplace. This training/competency will be recorded in the Training Register and kept up-to-date.

INDUCTION PROCESS

All Personnel coming into the workplace (Workers, Contractors and their Workers, Clients and other Visitors) will be appropriately inducted, ensure they wear the correct PPE and are accompanied at the workplace if required. Inductions will be recorded in the Training/Induction Register which will be held at Gulf Harbour Marine Village Residents Association's office.

Example: Name	Health & Safety Induction	Site Safe Passport	First Aid	SOP Training (Safe Operating Procedures)
	Date Completed	Expiry Date	Expiry Date	Expiry Date
Jane Doe	12/12/2018	12/11/2019	16/05/2019	04/06/2019
Bob Wilson	12/12/2018	12/11/2019	16/05/2019	04/06/2019

11. CONTRACTOR MANAGEMENT

Contractors working at the marina must:

- Provide evidence of their own health and safety plans and compliance.
- Attend a site-specific safety induction.
- Follow the Association's health and safety policies and procedures.
- Report hazards and incidents to the Facility Manager.

The Facility Manager will:

- Verify contractor qualifications and safety plans before work begins.
- Monitor contractor activities to ensure compliance with safety standards.

Reference:

HS10 – Contractor Health and Safety Pre-Qualification Agreement (Google form)

HS10 – Contractor Activity Matrix

12. MONITORING AND REVIEW

The Association will regularly monitor and review its health and safety performance to ensure continuous improvement:

Reference:

HS2 – Health and Safety Meeting Minutes

COMMUNICATIONS OVERVIEW

Pre-Start Meetings

- A Job Pre-Start Health and Safety Meeting will be carried out to review:
- Specific Safety Plans (where necessary);
- Task Analysis / Safe Work Method Statements;
- Client safety requirements; and
- Safety rules.

Ongoing Health and Safety Meetings

Health and Safety Meetings will be held as required to review:

- Feedback on hazards and risks, work methodology, incidents etc. from the previous meeting;
 - Task Analysis / Safe Work Method Statement to be used; and
 - All participants of the meeting will sign-off on the minutes and any other documents (e.g. Task Analysis, SWMS etc.) reviewed.
-
- Quarterly: Safety inspections of the marina.
 - Annually: Review of the HSMP, hazard register, and risk assessments.
 - As Needed: Updates following significant incidents, legislative changes, or operational changes.

An annual health and safety report will be presented to the Association's committee, summarizing performance, incidents, and areas for improvement.

13. DOCUMENTATION

The following documents will be maintained and made accessible to workers and relevant stakeholders:

- Health and Safety Policy
- Hazard and Risk Register
- Incident Register
- Emergency Response Plan
- Training Records
- Safety Inspection Reports
- Contractor Safety Agreements

14. COMMUNICATION

The Association will communicate health and safety information through:

- Safety signage and notices around the marina.

- Regular updates via email, newsletters, or noticeboards.
 - Health and safety meetings and toolbox talks.
 - Induction packs for workers, contractors, and visitors.
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15. APPENDICES

Appendix A: Emergency Contact List

- Fire and Emergency NZ: 111
- Coastguard: [0800 BOATIE \(262 843\)](tel:0800-BOATIE) to speak to the Unit Support Manager
- WorkSafe NZ: 0800 030 040
- Facility Manager: Stephen Law 021 457 268, manager@ghmvra.co.nz

Form list on the database:

- HS2 Health and Safety Meeting Minutes
 - HS3 Hazard Risk Register
 - HS4 SWMS
 - Register of Fire Equipment
 - HS5 Plant Equipment
 - HS6 First Aid Kit Contents (Basic)
 - HS7 Emergency Procedures
 - HS8 Accident Incident Register
 - HS9 Training Induction Register
 - HS10 Contractor Activity
 - HS11 Contractor H&S Agreement
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16. APPROVAL

This Health and Safety Management Plan has been approved by:

Anita Taylor,

Chairperson, Gulf Harbour Marine Village Residents' Association Incorporated

Date: 13 Sept 2025