

**Introduction to the HEALTH AND SAFETY POLICY  
of the PAUANUI LAKES RESORT RESIDENTS' ASSOCIATION (PLRRA)  
(September 2022)**

In the event of an emergency dial 111.

All those being paid to work within the Lakes Resort or for the Association itself must commit to follow the PLRRA Health and Safety Policy. Note that First Aid is the responsibility of the individual worker and their employer.

If there is an accident, report it immediately to your employer and the PLRRA Safety Officer (Resort Manager) on 021 824880 immediately

When conducting potentially hazardous tasks, consider risks to yourself and others; remember all are involved and could be held responsible.

Report any potential hazards or inappropriate practices that you observe.

No swimming or entry into the waterways, ponds or lakes without authority from the Safety Officer. Wear a life jacket if you are in a situation where you could fall into waterways and have a plan to get out of the water in case if you do fall in.

Use only certified electrical equipment and isolate your work area to keep others safe from anything you may do.

Always keep Resort footpaths and roadways clear and tidy - beware slippery surfaces.

Separate and specific regulation and protocols related to properties under construction, including risk assessments and a Code of Conduct for contractors and owners. See PLRRA Website (*Code of Conduct for Building Owners and their Contractors: Updated December 2021*)

The Association Health and Safety Policy also encompasses separate conditions for the use of the Recreation Centre, use of gym and pool areas. See PLRRA website (*Terms & Conditions of Use of Pools and Recreation Centre*)

Work safe and be safe

Thank you

## **HEALTH & SAFETY POLICY OF THE PAUANUI LAKES RESORT RESIDENTS' ASSOCIATION ("PLRRA" or the "ASSOCIATION").**

### **Definitions:**

The **Purpose** of this Policy is to use best endeavours to prevent harm coming to any person within the confines of the property known as Pauanui Lakes Resort ("the Resort") including waterways and lakes, roadways and footpaths, the Recreation Centre, pools and any other common property. It does not imply any responsibility or liability of the Association, its committee or employees regarding actions or events able to be controlled or mitigated by individual residents, their guests, renters or contractors.

This **Policy** applies to all Members of the Association, their guests, renters or people doing work for them within the Resort. It specifically applies to all persons or contractors working for the PLRRA whether working on Association property or on any other properties while performing work within the Resort.

**Responsibilities:** It is the responsibility of individual Association Members to ensure that any work they commission or agree to on their property is conducted within the requirements of this Policy and those of **Worksafe**. Note that any the Association takes no responsibility for accidents or incidents involving private property or persons where the contract or arrangement is solely between an individual property owner and their contractor, but will take action where such arrangement contravenes this Policy.

The **Resort Manager** acts as Safety Officer of the Association; telephone 021 824 880. Each person has the duty to inform the Manager of any hazard they may perceive in the Resort areas described in paragraph one (The Purpose).

**Our Operational Policy is focused on the reduction of risk.** All professionals working on Association property must present to the Manager a specialist Health & Safety Policy if required for their work and acknowledge receipt of the PLRRA Health and Safety Policy **before** beginning work. All Members have responsibility to follow the Policy and Purpose as outlined here.

### **Notification and recording of incidents.**

All incidents must be reported to the Resort Manager

Incidents reported will be noted in the Accident Register, maintained by the Resort Manager and reported to Committee.

In the event of a relevant safety incident, investigation must be done to determine the cause and recommendation to be made to the PLRRA Committee for any changes which may be appropriate.

Hazard	Risk elimination / isolation	Risk minimisation and mitigation
<b>Fire</b>	Elimination - not practical.	<ul style="list-style-type: none"> <li>• Securing and maintaining effective liaison with the Forestry companies and authorities.</li> <li>• Risk severity mitigated by effective provision and maintenance of functional extinguishers, hydrants, hoses, security cameras, and personal vigilance by all members of PLRRA and their renters ensuring any potential combustible material is effectively stored or disposed of in a timely manner including waste and/or piles of vegetation.</li> <li>• Compliance with fire restrictions within the Resort, including those for BBQ and naked flame devices, as required by the Safety Officer. See PLRRA Website: (<i>Building and Landscaping Guidelines</i>)</li> <li>• Efficient and rapid response procedures for emergency service access to Resort.</li> <li>• Enforcement of specific area regulations - notably building design and location restrictions, regular electrical testing and effective fuel storage. See PLRRA Website: (<i>Building and Landscaping Guidelines</i>)</li> <li>• Electrical wiring protected from vermin damage by protective insulation and maintenance of effective pest control.</li> <li>• Committee to secure: <ul style="list-style-type: none"> <li>✓ Regular checking and maintenance of fire hydrants and gas safety cut off valves in line with SNZPAS 4509 requirements.</li> <li>✓ Fire Dept. have location of resort fire hydrants and gas shut off valves on their smart mapping system.</li> <li>✓ Maintenance of up to date information, including location of fire hydrants and gas shut-off valves and relevant contacts on PLRRA website.</li> </ul> </li> </ul>
<b>Roadway accidents</b>	Risk - small if other risks are minimised.	<ul style="list-style-type: none"> <li>• Vehicles to maintain low speed restrictions. Drivers of any vehicle are responsible to maintain vigilance at all times. Committee to actively encourage / enforce speed restrictions and road safety.</li> <li>• Traffic management arrangements to be formally considered and applied where required e.g. during home construction or road repairs.</li> <li>• Golf carts and other wheeled vehicles to be driven responsibly and only by drivers of appropriate age.</li> <li>• Parental / responsible adult supervision of children in roadway areas, notably when using scooters or other wheeled recreational mechanisms.</li> </ul>

<b>Drowning</b>	Risk - small if safety procedures followed.	<ul style="list-style-type: none"> <li>• No recreational swimming allowed in waterways, ponds or lakes.</li> <li>• Provision and maintenance of life-rings.</li> <li>• All to wear a life jacket whenever working where accidentally falling in may occur. People in the employ of the Association must wear life jackets when working on or in close proximity to waterways.</li> <li>• Children must not be allowed to play in the waterways, ponds or lakes.</li> <li>• Specific safety procedures for the pool areas to be publicised and enforced.</li> </ul>
<b>Electric Shock</b>	Risk - small if safety procedures followed	<ul style="list-style-type: none"> <li>• Use only tested leads powered from protected power supply to certified equipment.</li> <li>• Only a qualified electrician engaged by PLRRA to replace light bulbs or electrical fittings on Association property.</li> <li>• Only properly qualified people engaged by the Association to open electrical plinths and such person to shut off power before he/she or anyone else opens a plinth for any reason.</li> </ul>
<b>Personal Accident or emergency.</b>	Risk - unquantifiable	<ul style="list-style-type: none"> <li>• Personal well-being is the responsibility of the individual and/or family.</li> <li>• All private contractual and property repair work to be undertaken with due regard to Worksafe best practice.</li> <li>• Provision to mitigate risk can be made by the Association, including: <ul style="list-style-type: none"> <li>○ Maintaining medical emergency kits and defibrillation devices in known locations.</li> <li>○ The publication of contacts for resident First Aiders.</li> <li>○ Effective communication and access systems for Emergency Services.</li> </ul> </li> </ul>
<b>Tsunami / Flood or Earthquake</b>	Elimination - not practical	<ul style="list-style-type: none"> <li>• Lakes Resort has no authority or sufficient resource to cope with any wholesale emergency; however New Zealand Government and TCDC offer material advising and assisting individual households and communities on these major life-threatening risks. Lakes Resort should consider and respond to these as their advice applies to our Resort facilities and infrastructure, including roads, energy and communications. Note; there is no local siren system for tsunami warning; a continuous note siren is for Pauanui fire alerts, a variable tone is from the Tairua Station. Tsunami alerts are communicated regionally by mobile phone alert warnings. Ref: <a href="https://getready.govt.nz">https://getready.govt.nz</a></li> <li>• Although the Lakes Resort or Pauanui is not located within the earthquake-prone fault-line area of the Coromandel centred on Thames, community isolation following a major earthquake is extremely likely as roads would be likely to be impassable.</li> </ul>

		<ul style="list-style-type: none"><li>• The Lakes Resort is specifically noted in the <b><i>Fire and Emergency New Zealand (FENZ) Pauanui Community Response Plan</i></b> as vulnerable to excessive rainfall, but not coastal inundation or tsunami except those areas of our Resort areas below the 20m contour line. As such, the committee should identify escape routes and assign assembly stations for such areas.</li><li>• The Resort Manager and PLRRA committee should be represented and participate in Pauanui / Tairua Civil Defence Groups, securing effective communication and liaison systems with local and regional emergency services and Civil Defence providers.</li><li>• The PLRRA Committee should encourage all residents and owners to access information, warnings and updates from external providers and services regarding emergency procedures and contacts. Committee should actively encourage and support all Owners in making FENZ-recommended relevant assessments and easy to read “flip chart” emergency plans specific to their individual household incorporating:<ul style="list-style-type: none"><li>○ Immediate actions to deal with the impact of the emergency within the first hour.</li><li>○ Ensure personal supplies readily available for sustained emergency (e.g. 3 days)</li><li>○ Form individual specific household plans, with flexibility to tailor such plans to real situations e.g. differing numbers present in the home, different nature of emergencies, notification of family members en-route home etc etc.</li><li>○ Communication methods (including non-electronic) to stay informed as any emergency situation unfolds.</li><li>○ Improving general safety within individual homes, e.g. potential hazards, identification of safe escape routes.</li></ul></li><li>• PLRRA Committee should actively undertake similar risk assessment planning for Resort facilities and publish these. Resort-wide emergency strategies, including support within our emerging Neighbourhood Watch, are required for a sustained emergency in respect of electrical and gas supplies, water and sewerage services and resort-wide communication.</li></ul>
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