

Highland Home Christian Camp

Health & Safety General Policies

2018 revised policy

This supersedes any previous policy

The trustees and staff of HHCC are committed to developing the full physical, emotional and spiritual potential of each camper. This would be done in an environment to ensure the safety and well-being of staff and every person attending HHCC. The trustees expect every person attending the camp to support and participate in the camp program in a way that ensures their own safety and that of others.

This is the general policy statement as defined by the trustees and management of HHCC. The expansion of this is as follows.

The manager has overall responsibility for health and safety at HHCC and is directly responsible to the trustees.

The manager will do the best to ensure the following:

1. The health and safety of every person at camp.
2. All camp leaders/teachers are fully informed of all safety procedures.
3. All machinery/equipment/material/chemicals that has the potential to be dangerous or harmful has been made safe as far as is reasonably practicable.
4. Ensure basic training in all camp equipment.
5. Up keep and maintenance of all camp equipment, including record of checks.
6. Written record of all accidents and injuries within 24 hours of an accident occurring.

Visitors:

1. Will do their best to ensure their own safety as that of others.
2. Must report to the manager for any rules of instruction relevant to their visit.
3. All visible signs/notices in areas used by visitors are to be adhered to.

Campers:

1. Will do their best to ensure their own safety and that of others.
2. Will follow HHCC's rules, procedures and necessary information relating to the health and safety act given at camp orientation.

Camp Orientation

Camp orientation will be carried out within 30 minutes of the arrival of all campers.

All campers are to attend camp orientation.

A complete and accurate name list of all campers and visitors is to be handed to the nominated FIRE WARDEN at the completion of the orientation.

Contractors

Any person other than HHCC staff who is contracted/employed by HHCC to carry out tuition, maintenance, renovation or construction projects on HHCC property.

HHCC will take all necessary steps to ensure all safety procedures are in place wherever the contractor is asked to work.

It is the responsibility of the contractor to ensure all machinery or equipment that is brought onto the camp property by the contractor whether he/she staff and those at the HHCC camp.

It will be the responsibility of the contractor to have current public liability insurance while on HHCC property and available for HHCC manager perusal.

Recreational Contractors

All operators employed or contracted by HHCC must have and comply with their code of practice.

It is the responsibility of the contractor to ensure that all vehicles, machinery and equipment are warranted, registered and comply with their specific code of practice.

Contractors must ensure that their vehicles, machinery and equipment is maintained to a standard that will not harm or cause injury to any person.

It will be the contractors responsibility to have current public liability insurance while contracted to HHCC and made available for managers perusal.

This policy is current
Dated 1 October 2018