

Safety Management System



NEW ZEALAND
ALPINE CLUB

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About this release

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Title: New Zealand Alpine Club
Safety Management System

1.1	14/10/2103	First Draft	S. Priestley
1.2	18/10/2013	Second Revision	S. Priestley
1.3	4/11/2013	Revision after auditor's feedback	P. Prince, S. Newton
2.1	28/07/2015	Version 2 first draft incorporating trips & events	S. Priestley
2.2	26/01/2018	Update of information	A.Peeters
2.3	30/11/2018	Update of information	A.Peeters
Issue	Date	Revision Description	Authorised by

Version Control

The current version of the Safety Management System will be held at NZAC Head Office on the N:Drive server, archived copies will be clearly labelled and filed separately.

Instruction Committee Review

This System will be reviewed by the NZAC Instruction Committee on at least an annual basis

Planned Review Date	Scope	Review By	Review Record Ref no. Date
10/07/2015	System Overview	NZAC Instruction Committee	

Safety Management at the New Zealand Alpine Club

The New Zealand Alpine Club (NZAC) was formed in 1891 and aims to promote and support climbing at all levels within New Zealand. The club currently has over 4000 members, and five full-time staff based at its headquarters in Christchurch. The club is divided into 11 regional sections, including an Australian section, which co-ordinate events and courses in their area.

Events run by the NZAC may be either:

Instruction Courses

- **Professionally-led instruction courses organised by NZAC Head Office.**
 - These courses are to be run to the guidelines set out in our "Professional Instruction Policy and Procedures", which are to be professionally audited.
- **Volunteer-led instruction courses organised by a club section.**
 - These courses are to be run to the guidelines set out in our "Volunteer Instruction Policy and Procedures". Audits and concessions are not currently required.
- **Professionally-led instruction courses organised by a club section.**
 - NZAC courses run by paid professional instructors or guides, whether organised by NZAC head office or an NZAC Section, must be delivered under the NZAC Professional Instruction Policy & Procedures. An exemption will apply if the course is being delivered by an Adventure Activities Operator who has a registration status listed as current on the Worksafe Register of adventure activity operators; the course must then be delivered under the operators Safety Management System. The club section must confirm that the contactor is registered as current on the Worksafe Register. If the contracted guide or instructor is not current then the section instruction organiser must contact the NZAC Programme Coordinator before proceeding further. The guide or instructor must agree to operate under NZAC SMS and comply with the guidelines set out in our "Professional Instruction Policy and Procedures".

Section Trips

These are events organised by a club section, often usually involving a specific climbing objective. They have a defined trip leader, and are to be run to the guidelines set out in our "NZAC Trip Worksheet". Audits and concessions are not currently required.

Camps & Meets

The club or a section may organise a meet where climbers get together and organise their own objectives, and are to be run to the "NZAC Climbing Meets & Camps Guidelines". It is strongly recommended that the NZAC Trips Resources are utilised when planning a Camp or Meet. It is important that the organisers clearly differentiate between a meet and a club trip, and take steps to ensure the safety of the participants while at the meet.

Other Club Activities

Events which do not fall into one of the above categories are to be considered from a safety management perspective based on if they include significant risk elements. Some, like the sporting event "Bouldergaine" will require their own safety plan, others will not. Sections should exercise their own judgment and if in doubt contact head office. Contrary to popular belief there are no plans for a "Section Barbeque Policy & Procedures Manual" at this stage.

NZAC Safety Policy

- The New Zealand Alpine Club is committed to:
 - The delivery of safe, high-quality events and instruction programmes
 - Providing our members with a set of skills which will allow them to venture into our alpine and rock environments in a way which minimises risk to themselves as well as others, and minimises impact on the environment.
 - Taking all practicable steps to ensure the health and safety of the participants, instructors and general public
 - Identifying, monitoring and complying with relevant legislation, standards, activity guidelines and industry codes of practice
- Our safety objectives will be met through good leadership, commitment and continual updating and review of policies and procedures.



Karen Tait
NZAC General Manger



Penny Brothers
NZAC Climbing & Instruction Convenor

NZAC Safety Management System

The NZAC Safety and Management System consists of the following documents:

<i>Document</i>	<i>Location</i>
Safety Management System	N:Drive Server
Professional Instruction Policy and Procedures	N:Drive Server
NZAC Independent Contractors Agreement	N:Drive Server
NZAC Course RMP Standard Template	N:Drive Server
NZAC Course Compliance Checklist	N:Drive Server
NZAC Course End of Course Report	N:Drive Server
Volunteer Rock Climbing Instruction Policy and Procedures	N:Drive Server
Volunteer Alpine Instruction Policy and Procedures	N:Drive Server
NZAC Trips Worksheet	N:Drive Server
NZAC Camps and Meets Guidelines	N:Drive Server
Instructor Registry	N:Drive Server
NZAC Incident Plan	N:Drive Server
NZAC Emergency Management Procedures	N:Drive Server
New Hazard Identification Forms	N:Drive Server
NZAC Feedback & Complaints Forms	N:Drive Server
Instructor & Leader Resources	N:Drive Server

