

Canterbury Sled Dog Club

Health and Safety Plan and Policy

1. Policy Statement

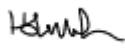
Canterbury Sled Dog Club Inc. (CSDC) is committed to health and safety and will ensure, so far as reasonably practicable, the health and safety of all our members, competitors and other persons who may be put at risk from our sport. We will address this duty of care by:

- Complying with the Health & Safety at Work Act (HSW Act) and Health & Safety Regulations (HSW Regulations), standards, relevant codes of practice and guidelines;
- Providing and maintaining an environment that is without risks to health and safety;
- Providing and maintaining safe equipment and structures;
- Providing and maintaining safe systems for our events;
- Providing and maintaining adequate facilities for the welfare of members;
- Providing any information, training instructions or supervision necessary to protect our members from the risks relating to their chosen sport;
- Ensure all contractors are suitably qualified to undertake the work for which they are engaged;
- Accurately reporting and recording all event accidents, incidents and injuries (incidents);
- Consulting with and encouraging the participation of other duty holders, our members and their representatives on matters affecting health and safety;
- Ensuring appropriate processes are in place for receiving, considering and responding in a timely manner to information regarding incidents, hazards, and risks;
- Providing safe means of access and egress to and from events;
- Reviewing, revising and evaluating our health and safety management systems and processes at regular intervals to ensure continuous improvement; and

The Executive and committee acknowledge and accept their responsibilities for health and safety standards at our events. However, we seek cooperation from all members and competitors in achieving our health and safety objectives and expect that they will:

- Take reasonable care for their own health and safety;
- Take reasonable care they do not adversely affect the health and safety of other persons;
- Follow our policies and procedures;
- Comply with any reasonable instructions given;
- Identify hazards, assess and control risks to health and safety that are under their control;
- Use any Personal Protective Equipment (PPE) provided and/or required; and
- Report all hazards, accidents and incidents (events) to the Race Giving Organisation (RGO) in a timely manner.

President: HARWOOD WILSON

SIGNATURE: 

DATE: 8 MARCH 2026

2. Hazard Identification

Hazards

The following hazards are usually present or have the potential to occur at some stage during our club events:

- Visitors and Contractors
- Trips and Slips
- Hand Tools
- Moving Vehicles
- Noise
- Dog Related Injury
- Trail Conditions
- Fire or Falling Tree
- Lost Musher
- Drugs and Alcohol
- Quad bikes
- Working alone in the forest

These hazards and others are listed in the Hazard Register along with appropriate controls.

3. Hazard Register

Our Hazard Register will be available at all events and used as a reference document. This will be regularly reviewed at our Committee Meetings and new hazards added once identified.

A summary of the hazards likely to be encountered by members / competitors will be given at musher meetings for races, or for other club events at the initial meeting.

4. Risk Management

Once hazards have been identified they will be assessed and controlled by eliminating or minimising any risks to health and safety.

Eliminate: Where reasonably practicable, we will remove the chance of a hazard causing death, injury or illness.

Minimise: Where we cannot eliminate the risk, we will as far as reasonably practicable reduce the chance of the hazard causing death, injury or illness by one or more of the following:

- Substitute (wholly or partly) the hazard creating the risk with something that creates a lesser risk;
- Isolate the hazard from any person who could be exposed to it; and/or
- Implement engineering controls.

If the risk still remains we will further minimise the risk by using:

- Administrative controls (such as safety procedures and checklists etc.); and
- Personal Protective Equipment (PPE).

Hazards and the risk controls are listed in the following resource:

- Hazard Register (Refer Appendix)

All actions to control the risk of a hazard causing death, injury or illness will be reviewed at our regular Committee Meetings.

5. Information, Training and Supervision

We will ensure all members assisting with the running of events are sufficiently competent to do their work safely or are supervised by a competent person. We will ensure that all contractors are sufficiently competent and hold all the relevant qualifications for the work they are engaged to carry out.

We will ensure members / competitors receive adequate and readily understandable information, training, instruction and supervision relevant to the hazards they may face.

Any event (accidents or incident) where training has been identified as a factor contributing to the event, will be raised and discussed at a Committee Meeting, and at future musher meetings if applicable.

6. Matariki Forest Access

Forest Safety Induction

A committee member with a current Matariki Forests safety induction, an approved vehicle displaying the MF Safety decal, and a Matariki Forests digital radio must be present in the forest as a supervisor at all times while the club is using the forest. All committee members onsite during events must have a current Matariki Forests safety induction.

Gate and Key Requirements

The keys for the forest are only available to committee members who have completed the Matariki Forests induction and Nominated Members for the purpose of opening the Gates for approved club events; the key holder opening the gate shall have a radio on hand to broadcast their entry to the forest. At all times the gate is to remain locked, or an official is to control access. Members needing to leave early are to be escorted by an official.

Vehicle Requirements

All vehicles wishing to enter the forest must have been checked by an official of the club against our access agreement requirements and spot checks are to be carried out on vehicles from time to time to ensure continuing compliance with the requirements.

Vehicles other than Official Vehicles for the event are only permitted to drive directly to the designated carpark. All other areas are out of bounds.

All vehicles are to obey the speed restrictions in place for the forest, and are to drive with their headlights on, keeping a good lookout for members of the public, other users of the forest, and forest workers and associated machinery.

Forest Activities

All persons are only permitted to access the designated trails for the events, and only during the times of the events. The rest of the forest is out of bounds due as forestry operations or other hazards may be present.

Working Alone

If you are working alone in the forest, you must advise a committee member where you'll be working and when you are expected to exit. Ensure you have a **charged** cell phone and radio on you at all times.

7. Competitive Events

Competitor Induction

All competitors are to be briefed at the musher meetings with regards to Health and Safety, and the requirements of forest access

Personal Protective Equipment (PPE)

All mushers are to wear the required safety equipment as per NZFSS Rules and in addition any equipment provided by the RGO such as Hi Viz Bibs. Over and above these mushers are encouraged to use any additional safety equipment they deem necessary.

Mushers not wearing the required safety equipment will not be permitted to start the race.

Rules

All events will be held under the New Zealand Federation of Sleddog Sports (NZFSS) Sanctioning and Speed Race rules unless otherwise stipulated. All competing mushers must sign their entry form indicating that they agree to abide by these rules.

Trails

All Trails for events will be set and flagged in accordance with NZFSS rules and inspected by the Race Marshall prior to racing each day to ensure they are safe.

8. Training

Quad Bikes

Quad bikes are permitted to be used in the forest, provided the operator is experienced and proficient in the use of it, and that the quad bike carries a fire extinguisher, helmets must also be worn by all users on the quad bike.

9. Injury/Illness/Incidents (Incidents)

In the event of an accident where a person appears to be injured, our priority is to preserve life by providing first aid and calling the emergency services on 111. We will aim to have a first aid kit and a person qualified in first aid at our events at all times.

We will ensure that if there is a notifiable event (injury, illness or incident), our workers will preserve the scene by leaving everything as it is until we have permission from WorkSafe NZ to clean up or move anything. We will also take photos of the scene as a record of what has happened. All accidents and incidents will be recorded and investigated using the process outlined below.

10. Incident Reporting and Recording

We will ensure that there are suitable recording and reporting processes in place for each of our events. The Incident Notification and Investigation forms for recording and reporting any incident or injury will be available at the event.

Members and competitors are expected to report all injuries and near-miss incidents to the RGO for recording purposes.

Minor injuries and near miss incidents will be recorded on the Incident Register by a representative of the RGO and discussed at the next Committee Meeting.

All notifiable events will be immediately reported to WorkSafe NZ by the fastest means available. We will also report in writing within 48 hours using the prescribed form if required by WorkSafe NZ.

We will record all notifiable events in our internal Incident Register.

11. Incident Investigation

We will investigate all accidents, incidents and near misses (incidents) to determine whether they were caused by hazards. Where applicable, we will also find out what risk controls were absent and should be put in place to manage any hazard and prevent a repeat of the same occurrence.

Where required we will report back to WorkSafe NZ on the prescribed form any system changes we've made as a result of an event. All persons present at the time of an accident/incident are expected to assist in any review.

The CSDC Committee is responsible for investigating events and documenting their findings using the Incident Investigation Form or on a Duty Holder Review Investigation Report (if required by WorkSafe NZ). Event investigation findings will be discussed at our Pre Race Meetings and Committee Meetings and a remedial action plan will be put in place, recorded in the minutes and reviewed at subsequent meetings.

12. Emergency Procedures & First Aid

Each H & S Pack contains an Emergency Plan template, which contains the following:

- General emergency procedures;
- Evacuation procedures;
- Emergency signal;
- Method of communication with all Members and Competitors in an emergency;
- Important emergency contacts; and
- The location of the assembly area(s).

We will provide a completed Emergency Plan for our event(s) and ensure it is available for our Members and Competitors (and contractors) at all events.

The RGO is responsible for ensuring that the Emergency Plan is kept up to date and that all Members and Competitors (including contract workers) have read this and are familiar with its content. This plan shall be referred to and available for viewing at all musher meetings.

The RGO will ensure we provide up to date first aid equipment at first aid stations and facilities for health and safety at our events.

We will also ensure an adequate number of members are trained to administer first aid or that our Members and competitors have access to a trained first aid person or medical facility nearby.

13. Hazard Register

What could go wrong? (Accident / Injury / Damage)	What could cause this to happen? (Identify the hazard)	How could it be avoided?	Emergency Preparation (in case it does happen)	Responsibility for action
1. Dog Bite to person or another dog.	a) Dogs not under effective control. b) People approaching unattended dogs.	a) Give instruction on pre-race information that all dogs are to be on lead or securely restrained at all times during the event. b) Display signs at event saying "Do not approach dogs without owners consent" c) Reiterate verbally at musher briefing	First aid kit (suitable for human and K9 use) and current first aiders present at event. Veterinarian on call for event.	CSDC
2. Injury to musher on trail,	a) A hazard on the trail causes accident. b) Equipment failure causes accident. c) Dog or musher error causes accident.	a) All hazards on the trail are discussed at the pre-race mushers meeting, their locations shown on a map, and they are clearly marked on the trail with yellow flags. b) All rigs, bikes and scooters are inspected by the race Marshal prior to the race, to ensure brakes are adequate and equipment is sound and stable. c). In line with current NZFSS rules,	1. It is made clear to all mushers at mushers meeting that should another musher become injured on the trail, getting help to that musher becomes the top priority. 3. If word is received of an injured musher on the trail, a vehicle will be dispatched immediately to give first aid to the injured person and return them to the race headquarters if it is safe to do so. The vehicle will carry:	CSDC

		and the event entry requirements, it is reiterated at the mushers meeting that safety approved helmets are compulsory for all classes except Canicross.	a) A first aider b) The first aid kit c) A cell phone or RT and the number of a cell phone or RT at race headquarters to communicate with. If it is not safe to move the person, an ambulance will be called to the scene for further medical assistance. 4) A Tail End Charlie in a vehicle will drive around the track, leaving the start line after the last team has had the opportunity to complete the race at a speed of 5 kph. The Tail End Charlie will carry a cell phone and the number of a cell phone at race headquarters or an RT to communicate with	
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What could go wrong? (Accident / Injury / Damage)	What could cause this to happen? (Identify the hazard)	How could it be avoided?	Emergency Preparation (in case it does happen)	Responsibility for action
3. Injury to dog on trail	a) A hazard on the trail causes accident b) Equipment failure causes accident c) Dog or musher error causes accident d) A dog fight occurs within a team or between teams	a) All hazards on the trail are discussed at the pre-race mushers meeting, their locations shown on a map, and they are clearly marked on the trail with yellow flags. b) All rigs, bikes and scooters are inspected by the race Marshal prior to the race, to ensure brakes are adequate and equipment is sound and stable. d) Passing rules are reiterated to mushers at mushers meeting, as well as the requirement for a musher to control their dogs on the trail and hold their dogs if it is necessary to avoid a confrontation between teams.	1) All mushers are to have a platform on their rigs suitable for carrying an injured dog, as well as a bag that is able to restrain a struggling dog, so a dog can be safely returned to the race headquarters. The bag and platform is checked during the pre-race inspection by the race Marshal. 2) If word is received of an injured dog on the trail that the musher does not wish to move, then a vehicle will be dispatched as per 2) above. 3) If the dog is unable to be safely moved or the injury is deemed serious, the on call veterinarian will be called and asked to attend the scene.	CSDC
4. Musher becomes lost on trail	a) Trail is not clearly marked b) Musher does not understand how to read the flags c) Musher is unable to see the markers on the trail due to failing	a) All trails will be well marked with the correct flags, and orange tape will be used to block off incorrect trails. Flagging is to be as per the NZFSS Sanctioned Racing Rules	Should all mushers not be accounted for when the Tail End Charlie has completed the trail, it will be assumed that any missing musher has become lost on the trail. At this point:	CSDC

	daylight	b) Correct reading of the flags will be covered during the mushers meeting. Also during this meeting a map of the trail will be shown and clearly explained. c) In the event that the afternoon race is postponed to anything after 4.30, headlights and taillights will be required for all starting teams	- All other mushers will be required to meet immediately at the race headquarters and it will be ascertained where the missing musher was last seen. - The trail Marshal will be responsible for coordinating 1 – 3 vehicles to search the immediate area. All vehicles are to have cell phone or RT contact with the trail boss. - If after half an hour of the vehicles being dispatched the musher has not been found, the vehicles will be recalled to the race headquarters, the area searched by the vehicles will be clearly marked on the trail map, and the vehicles will be redeployed to search a wider area. This will continue until the missing musher and team has been recovered.	
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What could go wrong? (Accident / Injury / Damage)	What could cause this to happen? (Identify the hazard)	How could it be avoided?	Emergency Preparation (in case it does happen)	Responsibility for action
5. Injury through fire or falling tree	a) A fire in the forest b) Heavy winds or earthquake causing trees to fall	a) If smoke or flames are seen in the forest, committee members will be responsible for evacuating all people and dogs from the forest immediately. If teams are on the trail, a vehicle or vehicles will be sent to collect them and evacuate from the forest. b) If heavy winds are present on the day of the race and it is deemed by the CSDC committee or race marshal that there is a risk of trees falling, the race will be postponed or cancelled and all people will be asked to leave the forest. See appendix 1.	a) Should a person become burned, they will first be evacuated immediately to a safe area, and attended to by a first aider or an ambulance will be called depending on the seriousness of the burn. b) Should a person become injured by a falling tree, if it is possible and safe to move the person, the person should be evacuated immediately to a safe area and attended to by a first aider or an ambulance will be called depending on the seriousness of the injury. If it is not possible or not safe to move the person, an ambulance will be called, and if the person is pinned by a tree, the fire service will also be called.	CSDC
6. Injury from Moving Vehicles	a) A vehicle colliding with a person / team b) A vehicle operating in out of bounds areas	a) Vehicle movements are to be controlled and limited only to the access road and carpark. Vehicles needing to leave prior to normal times are to be escorted by an official only when it is safe to do so. No vehicles are permitted on active	a) Should a person or team be involved in a collision with a vehicle, first aid is to be provided and if required an ambulance will be called. If dogs are involved and if required the onsite / on call vet will be requested to attend	CSDC / All

		racetrails (except Official Vehicles operated as part of the race procedures) b) No vehicles are permitted to drive the trails or in out of bounds areas (with the exception of Official Vehicles)		
Quad bike use: injury from accident, burns from touching hot components or fire	a) Untrained or inexperienced person(s) operating quad bike b) Operating quad bike while tired or under the influence of alcohol or drugs c) Hazards on the trail d) Mechanical malfunction e) People approaching the quad bike when it is hot, running, or unstable f) Fire starts in forest as a result of engine fire or exhaust sparks	a) Only trained and experienced persons are to operate quad bikes b) Operators are responsible for ensuring they are fit to operate the quad bike c) Safety approved helmets must always be worn d) Operators to ensure they are aware of any hazards that may be on the trail, and exercise caution, use lights and slow down if they are unsure. e) Quad bike operators to ensure that their quad bikes are well-maintained and inspected regularly f) Quad bike operators to ensure no other musher or member of the public approaches a running or hot quad bike g) Quad bike operators to ensure that quad bikes are always	a) If an accident or injury should occur, the scene will be made safe by securing the quad bike manually if it is still a hazard, and performing first aid. b) All mushers and/or members of the public will be moved away from the scene unless they are helping to manage the emergency. c) An ambulance (111) will be called unless injuries are minor. d) If any fire risk, fire controls will be implemented and the fire service called if necessary (111).	CSDC / All

		parked in a stable location, not on uneven ground, and to use the parking brake if the quad bike has one. h) The quad bike must carry a minimum of 1kg dry powder fire extinguisher		
Isolation from working alone in the forest: potential for injury, illness, physical or mental distress, exposure, getting lost.	a) Using equipment that has the potential to cause injury, i.e. pickaxe or machinery while setting up trails or doing maintenance b) Incident with unauthorised user of forest c) Medical event d) Being unfamiliar with the dangers of working alone e) Failing to carry appropriate means of communication f) Failing to carry necessary PPE and gear (e.g. warm clothing, map, first aid kit/medication, drinking water)	a) If a second person is available to assist, this shall be encouraged to avoid working alone. b) All persons working alone in the forest will carry a charged cellphone and radio. c) Persons working alone in the forest will ensure their whereabouts and estimated return time are known by another committee member who will raise the alarm if they are not back within half an hour of their estimated return time. d) Anyone working alone in the forest will carry sufficient clothing, sturdy appropriate footwear (e.g. walking boots), a map, a headlamp if dark, a first aid kit, any personal medication they may need (e.g. epipen) and plenty of	e) If anyone does not return within half an hour of their estimated return time, efforts will be made to contact the lost person. f) If no contact can be made within half an hour (up to an hour after the person's estimated return time), the person in charge will organise for a search operation to find the lost person and bring them back.	CSDC

		food and drinking water.		
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14. Forms

See club drive - “health and safety” for templates

Event Risk Management Plan [Google Drive - Canterbury Sled Dog Club](#)

To be included at Mushers Meeting:

- Describing our policy that all dogs must be on lead or adequately restrained at all club events, and should not be approached without the owner's permission.
- Trail boss to discuss the trail using a map, and making clear the location and nature of any hazards on the trail, and how they have been marked.
- Trail boss to reiterate the correct meaning of the flags used to lay the trail (ie Blue – continue through intersection, Red – turn to the side the flag is positioned on, Green – 800metres to finish and passing rules no longer apply)
- If a musher becomes injured on the trail, the priority for any other musher aware of the injury becomes providing or obtaining help for the injured musher where required.
- A tail end charlie will be dispatched in a vehicle, leaving the start line after the last team has had the opportunity to complete the race at a speed of 5 kph, so if you get into trouble on the trail, stay put and the tail end charlie pick you up.
- Passing rules reiterated, including the requirement for a musher to control their dogs on the trail, and to hold their dogs if it is necessary to avoid a confrontation between teams.
- In the event that any race is postponed to anything after a 4.30pm start, headlights and taillights will be compulsory for all starting teams.
- As per NZFSS rules, safety approved helmets are compulsory for all classes except Canicross.
- The CSDC has an accident register on site for this event. If you have an accident or a near miss during this event, it would be greatly appreciated if you could advise a member of the CSDC committee so they can have you complete the register.
- Health and Safety Briefing
- Forest Access Requirements and Rules.
- Emergency Procedures

Incident Investigation Form

Canterbury Sled Dog Club

Information Collection – Analysis. Work through the questions (What, When, Where, Why, Who, How etc) to find out what circumstances led to the incident. Be as detailed as you can.			
What Happened? (Brief Summary of Events)			
When did it happen? (Date and Time)			
Where did it happen? (location, description of site, surroundings and equipment)			
Who did it happen to? (Member, Competitor, Public – experienced or not)			
Why or How did it happen? (contributing factors eg fatigue, trail, weather, equipment failure, outsiders)			
Remedial Action: (what are you going to do to prevent a similar event in the future – include date to complete and who is responsible for doing it)			
Actions Assigned To:		Actions Complete (Date):	
Investigation Completed By:		Investigation Completed (Date):	

Hazard Identification Form

Canterbury Sled Dog Club

Item #	Hazard	Risk Controls

Incident Register

Canterbury Sled Dog Club

Date		Event (Incident / Accident)		
Worksafe NZ Contacted?	Y / N		Notifiable Event?	Y / N
First Aid Provided? (Details)				
Investigation Completed?	Y / N		Discussed at Meeting?	Y / N

Date		Event (Incident / Accident)		
Worksafe NZ Contacted?	Y / N		Notifiable Event?	Y / N
First Aid Provided? (Details)				
Investigation Completed?	Y / N		Discussed at Meeting?	Y / N

Date		Event (Incident / Accident)		
Worksafe NZ Contacted?	Y / N		Notifiable Event?	Y / N
First Aid Provided? (Details)				
Investigation Completed?	Y / N		Discussed at Meeting?	Y / N

Date		Event (Incident / Accident)		
Worksafe NZ Contacted?	Y / N		Notifiable Event?	Y / N

First Aid Provided? (Details)			
Investigation Completed?	Y / N	Discussed at Meeting?	Y / N

Date		Event (Incident / Accident)	
Worksafe NZ Contacted?	Y / N	Notifiable Event?	Y / N
First Aid Provided? (Details)			
Investigation Completed?	Y / N	Discussed at Meeting?	Y / N

Date		Event (Incident / Accident)	
Worksafe NZ Contacted?	Y / N	Notifiable Event?	Y / N
First Aid Provided? (Details)			
Investigation Completed?	Y / N	Discussed at Meeting?	Y / N

Date		Event (Incident / Accident)	
Worksafe NZ Contacted?	Y / N	Notifiable Event?	Y / N
First Aid Provided? (Details)			
Investigation Completed?	Y / N	Discussed at Meeting?	Y / N

Appendix 1.

