

Quick health & safety checklist

for self employed Exercise Professionals

in New Zealand

A QUICK CHECKLIST to ensure you have the essential practices in place to protect your customers, and comply with New Zealand health & safety law.

How to use this guide:

Check the items below, and review each for

- 1) Understanding – do you fully understand the item?
- 2) Practice – do have this in place for your business and apply it consistently?
- 3) Proof – can you easily demonstrate the above two items (you may be asked to do so by WorkSafe).

STEP 1: Key Concepts

Health & safety is about taking all **practical and reasonable steps** to ensure the health & safety of yourself, fellow workers, and your clients.

As a self employed person, you are a **person conducting a business or undertaking** (PCBU). All PCBUs have specific responsibilities that are significantly above and beyond those of an employee. If you operate from within someone else's facility, then they are a PCBU too, and there are specific requirements as to how PCBUs need to work together for health & safety.

www.exercisenz.org.nz
www.reps.org.nz

STEP 2: Minimum Requirements

Specific things you must have in place include:

- a) **An incident log** – keep a record of all accidents, (injury or not) and near misses. Know what details need to be recorded, and what follow up needs to be done.
- b) **Reporting incidents to WorkSafe** - understand what types of incidents need so be reported direct to WorkSafe, including by when, and how to do this.
- c) **Risk / hazard review** – undertake this on a regular basis, and include what you have done about risk/hazard. This requires an understanding of how to prioritise risks, and the various controls you can have to address them, and what order they should be applied in. This process may also include developing checklists for safety reviews (such as each time an outdoor space is used, or each time a new client starts).
- d) **Documentation** – including (a)-(c) above, as well as sample forms used in step 3 below.

STEP 3: Industry Specific Items

- a) **Pre-screening** – all clients must be pre-screened. We recommend the REPs pre-screening form as industry best practice. Ensure this also covers what to do in various scenarios (when do you refer for medical check etc?).
- b) **Suitability of exercise / forms etc** - Ensure exercise recommendations are appropriate for the person (post-pre-screening) and that this is documented.
- c) **Safe exercise space** – the review in 2(c) should pick up and address major risks/hazards, and also help develop check lists that ensure an exercise space is safe before using it (especially those you don't control such as a park, or rented space).
- d) **Meeting industry standards** – make sure you follow industry best practice when it comes to your own professional development – we recommend registration with the NZ Register of Exercise Professionals (REPs) as it is a third party verification of not only initial competency, but also of on-going education proving you keep up to date. It also ensure you are provided with information on law changes, and access to resources from both ExerciseNZ and REPs.

Where to get further help

If the answer is 'NO' to any of the above, then there are many steps you can take, including – reviewing the WorkSafe web-site, reviewing ExerciseNZ's comprehensive guide for exercise professionals on health & safety (free to REPs registered exercise professionals) or engaging the services of a health & safety expert.



Disclaimer: This one page guide is not a replacement for professional health & safety advice. It is designed to be used as a quick check list by exercise professionals to identify gaps, and places to get further support. It is free to be distributed, as long as it is done so in its entirety.