

OUTDOOR EQUIPMENT –AMENDED 01.04.2011

Section	Physical Resources		
Approval Date	08.04.09	Approved by	Academic Board
Next Review	As required	Responsibility	Director of Curriculum and Planning
Key Evaluation Question	6	ITPNZ Quality Standard	3

PURPOSE

To ensure that outdoor equipment is fit for purpose and is safe.

SCOPE

Equipment which has the potential to place people at risk if used in an incorrect manner, under unsafe conditions or develop an unsafe condition. Equipment used for work based training and by external contractors employed by Nelson Marlborough Institute of Technology (NMIT). Equipment includes but is not limited to:

- Climbing equipment (eg, ropes, prusiks, karabiners, helmets, descenders, slings, harnesses).
- Water equipment (eg, craft, ropes, life jackets, paddles, helmets),
- Safety equipment (eg, radios, beacons, first aid).
- Survival equipment (eg tents).

RESPONSIBILITY

The Head of School or Campus Manager is responsible to ensure that systems are established, authorities assigned and resources allocated to implement these procedures. The Programme Leader is responsible to ensure that these procedures are followed.

PRINCIPLES

Outdoor equipment shall be:

- checked on selection as suitable for its intended use
- selected and maintained according to industry standards
- checked immediately prior to use
- regularly checked on an ongoing basis
- retired when no longer able to perform its function safely.

PROCEDURES

AUTHORITIES

For each course a specific person shall be designated as responsible to select, inspect and maintain outdoor equipment and for its security. Where different classes of equipment (requiring different expertise) are used more than one person should be considered (“designated equipment person”).

Tutors and technicians shall be designated by name as authorised to use specified equipment in learning situations.

STORAGE

A designated space shall be allocated for storage of outdoor equipment. The space shall be secure to avoid unauthorised use. The storage space shall be suitable for the type of equipment (e.g. sunlight level, temperature, ventilation).

SELECTION

The designated equipment person shall consult industry standards and/or obtain recognised industry advice to select and purchase suitable equipment for the intended activities.

Each item shall be identified (e.g. by sticker, serial no., label or description) and a record established.

The record shall include: date and source of purchase; identification, permitted uses; limits of use; life of item (in terms of actual life or hours of use); inspection intervals.

The record shall include space to record ongoing usage, inspection and maintenance/repair details.

USAGE

The authorised tutor shall:

- Identify the equipment, including safety equipment, required to safely undertake a specific activity and ensure such equipment is available and safe before the activity commences.
- be familiar with allowed usage of equipment, check the equipment and sign it out.
- ensure equipment is used within its specified limits and according to safe practice.
- “sign in” equipment; note any damage, lost or withdrawn items on the equipment records and advise the designated equipment person.
- identify and isolate equipment according to its status (e.g. “uninspected”, “to be repaired”).
- manage in conjunction with the designated equipment technician and or student, any drying, repair of equipment and identify when complete.

INSPECTION

The designated equipment person shall:

- inspect equipment according to identified criteria at the pre-determined inspection intervals (see selection).
- arrange repair, withdrawal and replacement as required

- update records and “sign off” inspections.
- arrange an annual inspection of equipment and ensure records are updated and actions taken according to any recommendations made.

RETIREMENT

The tutor/technician equipment shall:

- ensure equipment that is identified as no longer fit for use is immediately withdrawn and is identified, disposed of or altered such that it cannot be used for its original purpose.

REFERENCES

INTERNAL

Risk Management in Education Activities
Off-Site Practical and Workplace Components

EXTERNAL

Education Outside the Classroom, Ministry of Education, 1995