**ROTARY PEACE, REMEMBRANCE AND COMMUNITY FORESTS TRUST**

**Safety Management Plan for Participating Organisations**

[This template can be used as the Safety Plan for your group. If your group has your own safety plan, it can be used as long as it meets the safety principles set out in this template.]

***NAME of GROUP*** *is committed to ensuring a safe and healthy working environment for all staff, volunteers, contractors and third parties engaged on sites or activities facilitated and/or managed by the group. In so doing, the organisation will meet any legal obligations that may apply to it under New Zealand laws and regulations. The following process will be followed:*

1. **Appointment of Health and Safety Lead**

NAME has been appointed as the overall health and safety lead for our group to liaise with other project partners and contractors on matters of risk assessment and health and safety.

1. **Preparation of Health and Safety Plan**

In preparing this health and safety plan our group has consulted with the any relevant to help identify potential hazards and risks for the site/type of activity along with possible control measures to minimize risk if it first can’t be eliminated or substituted with a safer method (Appendix A). Our group takes full responsibility for the plan.

1. **General standard of care**

Our group will follow a general standard of care whereby:

In advance of an activity:

* Our group takes responsibility for the health and safety of its volunteers and members
* A team leader will be appointed for each activity.
* Details of the activity including dates, tasks, logistics, skills and other requirements will be conveyed to potential team members;
* An appraisal will be undertaken to check team members have the fitness and competency to do the work;
* Team essentials will be identified and conveyed to team members.
	+ volunteers receive a safety briefing on arrival and there is a daily safety briefing before activities commence –as well as task related safety talks.
* Team members will be advised of emergency response information:
* At the beginning of the work activity, the team leader will:
* Lead an on-site risk assessment[[1]](#footnote-1) involving all team members to identify/confirm tasks required to perform the activity and ensure that everyone understands the hazards and risks at the site and the controls in place to reduce risk.
	+ This is done on a daily basis –see attached project report
* Ensure that participants have the appropriate personal protective equipment and are adequately prepared for the tasks
* Identify any participants with pre-existing medical conditions, allergies or sensitivity (e.g. to herbicides) that need to be considered in undertaking tasks and ensure they are carrying any necessary medication.
* Point out where the first-aid kit is stored on site.
* Ensure that participants are fit, healthy and competent to undertake the tasks, or where a person doesn’t meet requirements assign them to light duties where possible or work in tandem with another member.
* Ensure that new participants receive adequate induction and, if necessary, someone is assigned as their buddy.
* Ensure that communication channels/emergency procedures are in place.

During the work activity, the team leader will:

* Ensure safety procedures are being followed and Personal Protective Equipment (PPE) is being worn/used;
* Maintain an ongoing assessment of team safety;
* Rearrange or reschedule tasks if necessary to keep participants safe.

At the end of the work activity, the team leader will:

* Lead a debrief on health and safety aspects seeking feedback from participants and amend the safety plan if necessary to incorporate any agreed changes for future activities;
* Record any incidents and injuries involving participants on the Incident Reporting Form (appendix C).
* Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

*Note***:**  *Example of an Incident Report Form is at Appendix C. Develop a form to suit your group.*

1. **Responsibilities of team members**

Team members will take responsibility for health and safety for themselves and others by: *(Note: Amend this list as necessary.)*

* Following health and safety procedures and instructions;
* Participating in identifying the tasks to be undertaken and associated hazards and risks, and devising mitigation measures at each site;
* Operating in a manner that ensures their own and others safety;
* Advising the team leader of any personal medical condition or disability that could affect the safety of self or others during the activity and carrying any personal medication required for their own safety;
* Being concerned for other members of the team and speaking up when necessary;
* Operating a buddy system whereby they have another person in their vision or calling distance at all times;
* Raising any health and safety concerns with the team leader;
* Notifying the team leader of any incident involving injury or damage;
* Notifying the team leader at the start of the activity if they need to leave early and ensuring that someone in the team knows when they have left.
1. **Review of health and safety plan**

The health and safety plan will be reviewed on an annual basis or if an incident occurs or circumstances change, or new hazards are identified.

The date of the next scheduled review is -\_\_done regularly on an as needs basis \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Our commitment**

We recognise that any aspect of our work will entail some level of risk (likelihood of occurrence and degree of harm) to the health and safety of our group through exposure to a hazard (anything that can cause harm). We are committed to eliminating or minimizing those risks in so far as is reasonably practicable whenever we are undertaking work.

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in Community Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Activities on site [**e.g. tree planting, predator control, weed spraying]

**Relevant considerations** [ conditions that may impact on safety or provide specific challenges]

[e.g. skill or otherwise of volunteers, isolation, regular school groups]

**HAZARDS AND RISK APPENDIX A**

*(Note for community groups: The list below of potential hazards and risks that could occur with outdoor activities and possible control measures to eliminate or minimise risks is provided as a guide only to assist your group when preparing this safety plan.* ***The list of hazards should not be seen as comprehensive, just as the controls should not be seen as being the only possible mitigations. Your group must identify all hazards and risks and ensure the controls are adequate. Delete or add to these hazards and control measures as appropriate.***

*Where relevant, include indoor activities. Work indoors should be covered by adequate procedures and processes that are communicated to all members of the group. Consider such things as office equipment, shelving, hot water, food preparation and electrical equipment). (Note: This grey text may be removed before finalising the plan).*

This health and safety plan outlines potential hazards and risks that could occur in any setting related to the type of activity and particular place that our group is likely to be operating in together with **possible control measure to eliminate or minimise risk.**

**It is recognised that an on-site risk assessment will still need to be undertaken each time a team visits a site to review and identify any new hazards or change in risk no matter how familiar the team is with the site.**

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard | Risk/possible outcome | Risk assessment\* (High/Medium/Low) | Control measures |
| **ENVIRONMENTAL/SITE CONDITIONS** |
| Natural hazards such as uneven or slippery ground, deep boggy ground,  | Twisted ankle or knee, sprain, graze,  |  | * Not working in adverse weather conditions or otherwise avoiding steep, slippery or unstable ground
* Being aware of physical limitations and acting accordingly
* Notifying others in team when unexpected uneven ground/holes are discovered or surface is slippery. Flag or cordon off where practicable
* Looking for secure footing when working on steep banks.
 |
| Natural hazards such as flash flooding along a narrow water course | Broken bones, drowning |  | * Taking into account weather conditions prior to site visit that may increase water flow
* Not working in adverse weather conditions that could create increased water flow or dangerous conditions
* Refraining from working on flood plain after heavy rain
* Postponing work if necessary.
 |
| Adverse weather - coldWind, rain, hail, lightning, storm | Hypothermia, lightning strike |  | * Preparing for adverse weather with appropriate clothing
* Using weather forecasts to aid decisions prior to and during the field activity
* Stopping activity if bad weather persists
* Participants are aware of symptoms of hypothermia.
 |
| Adverse weather – hotExposure to sunlight/UV | Heat exhaustion, dehydration, sunburn, sunstroke, skin cancer |  | * Preparing for adverse weather with appropriate clothing e.g. hat, long-sleeved garment
* Using weather forecasts to aid decisions prior to and during the field trip
* Ensuring adequate water is carried by participants
* Participants to come prepared with sunscreen
* Watching for signs of heat exhaustion/fatigue
* Providing for regular breaks in shade if possible.
 |
| Falling objectsBeing hit by an object (rocks, trees, branches)falling from heightDead or dying trees still standingBranches or tree trunks hanging in vegetation | Bruising, concussion, death |  | * Avoiding working in tall forest in high winds
* Avoiding work at the bottom of exposed rocky slopes or cliffs
* Taking care leaning against trees as they could be weak and fall over
* Being aware of any branches/tree trunks suspended in vegetation above where intending to work.
 |
| Vegetation Branches on ground Branches at head heightPollen or flowersVines on groundHidden sharp objects, broken glassTree roots (perched) | Tripping, twisted ankle, bruising,poked in eyeallergic reaction, hay fever, asthmatripping, twisted ankle, scratches, cutstwisted ankle, bruising |  | * Stepping over branches on ground with care
* Taking care standing up after kneeling on ground that here are no low branches to hit head on
* Wearing safety glasses or moving to another place if low vegetation is a problem
* Avoiding weeding of privet when it is in flower or producing pollen
* Watching out for vines like blackberry and honeysuckle that could cause tripping.
* Being alert to hidden objects below ground vegetation and always wear gloves and closed footwear
* Taking care after rain as kahikatea tree roots in particular, can be slippery when wet.
 |
| Stream/river crossings, working near water bodySlippery rocks, deep water holes, swift water | Twisted ankle, sprain, grazeHypothermia from wet clothes, drowning |  | * Identifying the safest place to cross stream/river
* Having one person assisting others across if necessary
* Not crossing a stream in flood - check weather forecasts and postpone work if necessary
* Not crossing if person doesn’t have skills and experience to safely cross.
* Work minimum of 2m from water edge
* Consider taping off if children on site -set ‘watchers’ also
 |
| Wasp and bee stingsWasp nests, bee hives | Allergic reaction, anaphylactic shock |  | * Where possible, identifying any wasp nests or bee hives, avoiding disturbance and moving away from area
* Participants making others aware if they have an allergic reaction, any remedies required and where personal medication is held.
* Alternative options being considered for high risk participants with serious allergic reactions.
 |
| Working near poison bait stationsContact with toxin | Illness or possible death |  | * No contact to be had with bait stations or bait
* Supervising young children in proximity to bait stations.
 |
| Working near electric fencesUnexpected contact | shock |  | * Where possible/practicable contact landowner to turn off electric fencing
* Using wooden stick or rubber gumboot to hold down electric fence if needing to cross
* Avoiding working too close to live fence to reduce danger of contact.
 |
| StockStressed stock or wandering stock | Bruising, crushing |  | * Avoid entering paddocks with stock without land manager’s permission
* Leaving gates as found
 |
| Existing tracks and structuresBroken boardwalk, wire or plastic protrusions, trees across path | Twisted ankle, lacerations |  | * Pointing out any broken boards or protrusions on board walk to rest of team. Mark with coloured tape if practicable
* Removing any loose obstacles from access track
* Advising landowner of hazard so situation can be remedied in the interests of others safety.
 |
| Drug plantationDiscovery of plantation/operation | Injury from booby trapping, encountering drug growers |  | * Watching for trip wires, cyanide paste on trees and stakes and traps.
* Leaving any discovered drug plantation immediately and leave site undisturbed.
* Responding in an appropriate non-confrontational manner if growers are encountered.
 |
| Hunters in vicinity accidental shooting | Injury, death |  | * Avoiding popular hunting areas at key times
* Wearing high-vis vests when working in forest.
 |

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| --- | --- | --- | --- |
| Hazard | Risk/possible outcome | Risk assessment\* (High/Medium/Low) | Control measures |

|  |
| --- |
| **HAZARDOUS SUBSTANCES** |
| Animal pest control – toxinsingestion | Illness, death |  | * Restricting handling of toxic baits to certified approved handler
* Gloves being worn at all times handling bait, with spare gloves available in case of damage
* Any baits removed from site to be contained in appropriately labelled sealable bag and be disposed of correctly
* Washing hand thoroughly after use and before eating food
 |
| Weed control - herbicidesUse of chemicals, spillage, inhalation or ingestion | Headache, breathing difficulties, death |  | * Obtaining Growsafe qualifications for team members so there are qualified operators for using spray chemicals
* All chemical products to be kept in original container or if pre-prepared, labelled clearly and used under the supervision of person preparing the spray
* Always follow the safety precautions on product labels
* Wearing the recommended protective gear at all times
* Maintaining a suitable margin in vicinity of waterways to avoid contamination of water when spraying
* Having water available for hand washing plus hand sanitizer and hand wipes
* Recognising some people may be sensitive to herbicides.
 |
| Cleaning products, paint and solvents | Headache, breathing difficulties |  | * Following manufacturer’s instructions
* All chemical products to be kept in original container with instructions for use
* Having a well-ventilated room when using products indoors.
 |

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| --- | --- | --- | --- |
| Hazard | Risk/possible outcome | Risk assessment\* (High/Medium/Low) | Control measures |

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| **TOOLS AND EQUIPMENT**  |
| Hand tool useHeavy objects, sharp blades, flying objects, entanglement | Bruising, lacerations, cuts, poked in eye |  | * Having relevant personal protective equipment such as gloves, boots, (safety boots for specified activity), overalls, protective glasses. No open footwear permitted e.g., jandals, sandals, crocs
* Being aware of the location of others and maintaining a safe distance of approx. 2 metres apart
* Not carrying tools over shoulder or leave lying on ground in unsafe manner
* Checking for loose heads on axes, slashers etc. before starting work
* Watching out for falling branches when cutting tall vegetation.
 |
| ChainsawSharp blade, noise, fire, entanglement | Laceration, amputation |  | * Confining chainsaw use to fully qualified persons
* Insisting operator wear all appropriate safety clothing including helmet and gloves
* Recognising the noise and safety factor of operating a chainsaw in the vicinity of others.
 |
| Campsite equipmentGas cookers and lanterns | Burns, asphyxiation |  | * Gas appliances not to be used in confined space without suitable ventilation
* Gas to be turned off after use
* Cookers to be refuelled after cooling outside of hut/tent
* Fuel to be kept away from heat sources.
 |
| other |  |  |  |
| other |  |  |  |
| other |  |  |  |

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| --- | --- | --- | --- |
| Hazard | Risk/possible outcome | Risk assessment\* (High/Medium/Low) | Control measures |

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| **VEHICLES AND MACHINERY** |
| 4WD useVehicle sliding out of control, rolling | Bruising, broken bones, serious injury or death |  | * Use of 4WD vehicle by experienced driver preferably with off road training NZQA
* Passengers not to be carried if not specified in manufacturers specifications
* Helmet to be worn at all times
* Assessing situation carefully before venturing off road.
 |
| TrailersInjury to another person | Bruising, broken bones |  | * Drivers to be experienced and familiar with the vehicle and trailer being towed
* Ensuring trailer is correctly and safely attached to vehicle
* Ensuring all loads carried on trailer are properly secured
* Exercising caution when reversing and using another person to signal if vision is obscured.
 |
| Vehicular accessTraffic, collision, lose control of vehicle | Serious injury or death |  | * Taking care turning into entranceways
* Avoiding parking on roadside if possible
* Recognising that working on a roadside may require a traffic management plan
* Wear high-vis vests when working near a road.
 |
| Vehicle use – generalLose control of vehicle, fatigue, goods moving inside vehicle | Crushing, broken bones, death |  | * All drivers appropriately licensed for the type and use of vehicle
* Driving to conditions and within speed limits
* Recognising fatigue and allowing someone else to drive where necessary
* Packing goods securely in vehicle so they don’t move.
 |
| Working around rail corridors | Serious injury or death |  | * When working in or crossing a railway corridor a permit must be obtained from KiwiRail in advance of the activity at all times
* Always operating to conditions of permit
* Wearing hi-vis vest and checking railway timetable.
 |

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| --- | --- | --- | --- |
| Hazard | Risk/possible outcome | Risk assessment\* (High/Medium/Low) | Control measures |

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| --- |
| **PROJECT/ACTIVITY RELATED**  |
| Track maintenance and constructionPublic access,Lifting and carrying,Include other relevant hazards e.g.- natural hazards- tools/equipment- wasps/bee stings | Harm to member of publicSprains and strains, back pain |  | * Erecting a warning sign on sites having public access
* Wearing high-vis vests
* Minimising obstacles on track that could trip other users
* Minimising manual handling of heavy equipment
* Reinforcing the need for good lifting techniques
* Carrying large heavy items by two people
* Maintaining a safe working distance between volunteers.
 |
| Hut maintenance- Working alone - helicopter use- ladders and working on roof Include other relevant hazards e.g.- tools/equipment- wasps/bee stings- hazardous substances | Isolation, lack of assistance/treatment, hypothermia- Injury/fatality working around helicopters- Fall, broken bones, serious injury |  | * Notifying other team member of intended route/location and sticking to it
* Carrying personal first-aid kit and mobile phone and, if necessary, personal locater beacon
* Having a scheduled time to communicate with ‘responsible person’ at home base
* Using authorised aircraft concessionaire and correct type of aircraft for the operation
* Briefing by pilot on safety around helicopters and following their instructions at all times
* Only essential people working around the machine for loading or unloading
* Ensuring ladder is to NZ Standards and sits firmly on ground, is at correct angle and is held securely in place
* Not overreaching or going beyond the top rungs of the ladder when working from it
* Roof ladder to be used on roof pitches greater than 10 degrees
* Having another person present when working from ladders.
 |
| Animal pest/predator control using traps-self-setting traps- skinning, cutting animals- Working aloneInclude other relevant hazards | Crushing, bruising, laceration, infectionsTraps could fire on operator causing injuryCuts, infectionInjury, lack of assistance/treatment, hypothermia |  | * Training of all people operating traps
* Keeping traps well maintained
* Using setting tool if appropriate
* Keeping body parts well clear of closing mechanism
* Wearing gloves when handling dead animals
* Washing hands thoroughly after use and before eating food
* Carrying first aid kit and ensuring any wound is cleansed and treated appropriately
* Treating self-setting traps as live and only installing CO2 canister when trap is set correctly
* Not placing items in front of striker
* Operating traps as per the manufacturers guidelines
* Ensuring knives are sharp and have a good handle grip
* Carrying first aid kit and ensuring any wound is cleansed and treated appropriately
* Notifying other team member of intended route/location and sticking to it
* Carrying personal first-aid kit and mobile phone and, if necessary, a personal locater beacon and/or GPS (because of risk and remoteness)
* Having a scheduled time to communicate with ‘responsible person’ at home base.
 |
| Weed control (hand clearing)Thorny, spiky or stinging plants; poisonous plants (sap), hidden sharp objects or broken glassInclude other relevant hazards e.g.- hand tool use- wasp/bee stings-hazardous substances | Cuts, thorns, stinging, poked in eye, |  | * Learning to recognise thorny plants and stinging nettle and handling with care
* Wearing protective gloves
* Taking care when weeding around spiky plants and using protective glasses if necessary
* Watching out for hidden objects below weeds
* Having water available for hand washing and/or hand sanitizer.
 |
| Nursery workPotting mix, obstacles on pathways | Legionnaires disease, back strain, bruising, broken bones |  | * Using correct lifting techniques when moving bags of potting mix or trays of plants
* Avoiding opening bags of potting mix in enclosed areas
* Keeping potting mix damp to reduce dust
* Always wearing gloves and wash hand thoroughly after use
* Using dust masks when sweeping up dry mix
* Keeping pathways clear of obstacles such has wheelbarrow, hose and plants at all time.
 |
| Planting (digging)Include other relevant hazards e.g.,- wasps/bee stings-electric fences | Back strain, cuts, infection from soil |  | * Using the right tool for the job and the right sized tool for the person
* Having relevant personal protective equipment such as gloves, boots, overalls, protective glasses. No open footwear permitted e.g., jandals, sandals, crocs
* Maintaining a safe working space between volunteers
* Cover any minor cuts and scratches
* Having periodic back stretches and frequent breaks
* Providing hand washing facilities and hand cleanser.
 |

\*Assessing Risk:

|  |  |  |
| --- | --- | --- |
|  | **Possible worse outcome using current knowledge** | **How to manage** |
| **High** | Extremely harmfulto people,regardless of the frequency of occurrence | The risk is unacceptable. Substantial improvement is required to reduce risk to an acceptable level. The work activity should be halted, or not commenced, until controls are implemented. If it is not possible to reduce the risk the work should not be undertaken |
| **Medium** | Moderately harmful to people**,** regardless of the frequency of occurrence | Consider lowering the risks to an acceptable level |
| **Low** | Slightly harmful or temporary discomfort for people, regardless of the frequency of occurrence  | Risk considered acceptable. No further action is necessary other than to ensure that the controls are maintained |

**ON-SITE RISK ASSESSMENT APPENDIX B**

|  |  |
| --- | --- |
| **Project Name** |  |
| **Project Location** |  |
| **Project Date** |  |
| **Tasks being undertaken** *(list in sequence they are carried out – including travelling to site)* |  |
| **Hazards or risks that differ from Safety Plan:** |
| Task: | Hazards | Risk Level H/M/L |  Control Measures |
| **Team briefing coverage:** | □ All participants competent for tasks□ Correct Personal Protective Equipment being used□ Communications/emergency procedures in place□ Opportunity given for participants to express any concerns |
| **Team leader for day:****Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  □ Team briefing delivered (as per general standard of care);□ Clear expectations set for team members about the work and how it should be done;□ Team members are in agreement with health and safety plan. |
| **Confirm team briefing delivered** | Signature: |

|  |
| --- |
|  **Team members present at health and safety briefing:** |
| **Name** |
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**INCIDENT REPORTING FORM APPENDIX C**

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| --- | --- |
| **Date of incident:****Time of incident:****Site Location:** | **Injured person:****Name of any witness:****Task being undertaken:** |
| **Details of Incident:** (*Describe what actually happened*) | **What caused the physical injury?** Slip or trip, moving object, lifting etc |
| **Part of body injured:** |
| **Severity of injury:****□** Near miss/unsafe act**□** Minor**□** Moderate requiring reporting to DOC**□** Serious injury requiring reporting to DOC | **Medical treatment required:****□**None**□**First aid□Medical treatment(Doctor)□Hospitalisation |
| **Notifiable event** requiring reporting to WorkSafeNZ www.worksafe.govt.nz (only required if group is a PCBU i.e. has at least one paid employee) Y/N |
| **Safety Implications** |
| **Immediate corrective action taken:** |
| **Likelihood of reoccurrence:** |
| **Amendments required to safety plan:** |
| **Signed: Leader****Name:** | **Date:** |
| **Signed: Injured person****Name:** | **Date:** |

**COMMUNITY GROUP FIRST AID KIT APPENDIX D**

This is a list of **suggested minimum contents** for a first aid kit for the collective use of your community group when undertaking a group activity. You may wish to add to the contents or quantity to suit your circumstances. Volunteers with pre-existing medical conditions or allergies should carry their own medication.

In instances where volunteers are working individually or in remote locations it would be advisable for each person to carry their own personal first aid kit.

Always remember to replace any items used.

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Checked** |
| First Aid booklet | 1 |  |
| Antiseptic wipes | 8 |  |
| Antiseptic ointment | 1 |  |
| Bandage – gauze 40mm | 1 |  |
| Bandage crepe – 75mm and 100mm | 2 |  |
| Cotton gauze squares 7.5 x 7.5mm | 6 |  |
| Disposable gloves | 2 |  |
| Eye pad – 60mm x 75mm | 2 |  |
| Eye tissues | 4 |  |
| Elastoplast – mixture of sizes, PVC and fabric | 50 |  |
| Fabric dressing strip | 1 |  |
| Non-adherent dressing (mixed sizes) | 6 |  |
| Paraffin gauze | 1 |  |
| Plastic bags for waste disposal | 2 |  |
| Resuscitation aid (with mouthpiece) | 1 |  |
| Roll of fabric strapping tape – 50mm | 1 |  |
| Roll of micropore tape – 25mm | 1 |  |
| Roll of sleek tape – 25 mm | 1 |  |
| Saline solution – 30ml | 4 |  |
| Safety pins or clasps | 10 |  |
| Scissors | 1 |  |
| Skin closures/Steri-strip | 4 |  |
| Splinter probe | 4 |  |
| Triangular bandage | 2 |  |
| Thermal blanket | 1 |  |
| Tweezers | 1 |  |
| Wound dressing with bandage -#14 and #15 | 2 |  |

**ADDITIONAL INFORMATION: APPENDIX E**

**Staff/volunteer tasks and required qualifications**

|  |  |  |
| --- | --- | --- |
| **Task** | **Qual or Training needed** | **Done** |
| Use of Chain saw  | Approved level Ticket |  |
| Driving Side by Side | Licence and external training |  |
| Driving volunteers | Licence, Defensive Driving recommended |  |
| Chemical [Herbicide] handling | Ag Chem handling [Grow Safe] |  |
| Leading Volunteers | Senior First Aid [St Johns] or equiv. |  |
| Nursery work | none |  |
| Office work | As needed to do task |  |
| Use of power tools | Demonstrated competency- |  |
| Other |  |  |
| Other |  |  |

**Use of contractors on site**

Any contractors to be used on site must produce necessary H&S documentation to gain approval; the group needs to collaborate with the contractor to ensure a safe work site.

Process for ensuring Contractor’s compliance

* Site H&S plan made available to contractor
* Contractor submits own H&S plan for agreed activities to the group
* Group reviews and accepts or asks for changes before work can commence
* Contractor H&S plan kept on file in site office

**Emergency Equipment**

A fully stocked First Aid kit must be available on all project sites/activities

Emergency planning for the site includes:

* First Aid kit in vehicle [and in office]
* Communication means available
* Emergency contact numbers are available in team vehicle and at office
* Use of Get Home Safe app for lone workers

**Checking of machinery and safety and emergency equipment.**

All machinery and safety and emergency equipment is to be subjected to regular checks to ensure its safety worthiness.

* All new equipment and machinery purchases recorded document, with relevant expiry dates /frequency of checks entered
* Outcomes of checks are recorded on document
* Any remedial work is undertaken in timely fashion
* Any faulty equipment or ‘out-of-date’ equipment is tagged to be disposed of –not to be used again, and records amended.
1. . [↑](#footnote-ref-1)