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| **VOLUNTEER SAFETY PLAN (General)** This Safety Plan is only to be used for small low-risk general work where there is no significant danger to Volunteers and/or the public | | | |
| 1. **GENERAL INFORMATION** | | 1. **Emergency Information** | |
| Start Date: Start Time: | Finish Date: Finish Time: | Emergency Meeting Point: | |
| Site Address: | | First Aider: | |
| Volunteer Leader: Mobile: | | First Aid Kit Location: | |
| Auckland Council Rep: Mobile: | | Medical Center Address: | |
| Property Contact: Mobile: | |
| 1. **Any Contractors must be inducted into this document before they start work** 2. **Contractor to review their risks and controls with Volunteers before starting work** | | * **Ensure own and others safety** * **Commence First Aid** * **If needed, call emergency services** | * **Meet Emergency Services at gate** * **Report to Auckland Council** * **Consider group debrief** |

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| 1. **PPE REQUIRED** | | | | | | | |
| safety vests | 🗆 High Vis | eye | 🗆 Safety Glasses |  | 🗆 Hard Hat | hearing prot | 🗆 Hearing Protection |
| hand protection | 🗆 Gloves | protective clothing | 🗆 Long Clothes | foot protection | 🗆 Boots | respirator | 🗆 Mask or Respirator |

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| 1. **SUMMARY OF WORK COMPLETED** | |
| Description of plants planted/weeds controlled etc.: | |
| Number of Volunteers attending: | Number of Injuries/Near Misses (details last page): |
| Total Volunteer hours worked on this job: (Number of people x Number of hours) | Any new risks identified? (details last page) Yes No (circle)  **Report to the Parks Ranger** |

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| **Risk Matrix Settings** | | | |
| **Likelihood** | | **Consequence** | |
| **1**  **Rare** | Highly unlikely, but may occur in exceptional circumstances | **1**  **Insignificant** | Injury requires first aid treatment or pain and discomfort requiring intervention e.g. workstation assessment. |
| **2**  **Unlikely** | Not expected, but some possibility it could occur at some time | **2**  **Minor** | Injury or illness requires medical treatment or other registered practitioner. |
| **3**  **Possible** | Might occur at some time – similar occurrences are known to have happened | **3**  **Moderate** | Injury or illness results in time lost from work for one day/shift or more. Notice is issued by regulator or Health and Safety Representative. |
| **4**  **Likely** | Will probably occur at some time in most circumstances | **4**  **Major** | Injury or illness results in 30 days lost time, or a permanent disability. Organisational breaches law resulting in prosecution and penalties. |
| **5**  **Almost Certain** | Expected to occur in most circumstances | **5**  **Extreme** | One or more fatalities. Considerable penalties and prosecutions, multiple law suits and jail terms. |

The Risk Matrix Settings above are used to calculate the level of risk on the Risk Matrix below. The steps are:

1. Identify the Hazard (e.g. lifting and moving heavy items)
2. If no controls were in place (creates a level playing field) - What is the likelihood of an injury? What is the potential Consequence?
   1. E.g. Likelihood = 3 Possible, and Consequence = 3 Moderate. This intersects on the Risk Matrix as a Moderate-Risk (Orange).
3. Once Controls are put in place (e.g. more than one person lifting, trolleys and wheel barrows to move loads, drop load off at planting point), re-assess the risk. E.g. Likelihood = 2 Unlikely, and Consequence = 2 Minor. This intersects on the Risk Matrix as a Low-Risk (Green).
4. If the Controls come out at Moderate or higher, the risk Controls need to be reviewed (better controls), or there needs to be sign-off by Auckland Council.

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| **Risk Matrix** | | | | | | |
| **Consequences** | 5 Extreme | Moderate | High | High | Extreme | Extreme |
| 4 Major | Moderate | Moderate | High | High | Extreme |
| 3 Moderate | Low | Moderate | Moderate | High | High |
| 2 Minor | Low | Low | Moderate | Moderate | Moderate |
| 1 Insignificant | Low | Low | Low | Moderate | Moderate |
|  |  | 1 Rare | 2 Unlikely | 3 Possible | 4 Likely | 5 Almost Certain |
|  |  | **Likelihood** | | | | |

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| **Risk Tolerance and Actions** | | | | |
| **Risk**  **Rating** | **Risk Tolerance** | **Approval** | **Actions/Mitigations** | **Monitoring Review** |
| **Low** | **Tolerable**  **risk**  **with current controls measures** | Trained staff member | Proceed and monitor if there are no other potential control measures that may be practicable to reduce the risk further.  Monitor to ensure the effectiveness taking corrective action where necessary. | Annually or if activity/action changes. |
| **Moderate** | **Risk can be tolerated in exceptional circumstances** | Team Leader | Review risk assessment and introduce further controls to reduce risk to acceptable level.  Team Leader to sign off. Controls to be actively monitored to ensure effectiveness. | Quarterly or if activity/action changes. |
| **High** | **Undesirable risk** | Department Head | Stop task and reassess activity immediately. Control measures are in place to lower risk to acceptable level.  Detailed risk assessment with further controls to be approved by Department Head. Controls to be actively monitored to ensure effectiveness. | Monthly or if activity/action changes. |
| **Extreme** | **Unacceptable risk** | ELT | Stop task and reassess activity immediately. Detailed risk assessment with further controls to be developed.  Activity can only resume when **approved** by ELT under advice from the Corporate H&S Team. Control measures to be actively monitored to ensure effectiveness. | Monthly or if activity/action changes |

## Hazard Register

* Review / score the Risk Level **Before Controls** and **After Controls** from the Risk Assessment Matrix (separate document) for each of the Hazards below.
* E = Eliminate, M = Minimise (in this order **1.** Substitute, **2.** Isolate, **3.** Engineering Controls, **4.** Administrative Controls, **5.** Personal Protective Equipment).

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **General Vehicle use** for transportation (may result in vehicle accidents and/or injury) | **H** | M | * Drive defensively and indicate intentions clearly before making a manoeuvre. * Be familiar with width and length of the vehicle being driven (e.g. trailer attached). * Check distance license, WOF and registrations are up-to-date. * Park vehicle in safe place and ensure pedestrians can safely pass. * When reversing, ensure obstacles are moved or guide the driver. |  | L |
| **Carrying or towing loads on vehicles** (Unsecure Loads coming off vehicles and trailers) | **M** | M | * Use safety chains on trailers. * Don’t over load trailers or roof racks. * Check tow balls, connection fittings and lights. * Ensure loads are secured with strops that are in good condition. * Do not have loads that are over length. |  | L |
| Contact with **biological hazards** | **H** | M | * Isolate area where item is found. * Wear suitable gloves (e.g. latex) and place in rubbish bag. * If sharp, use tongs to place into Sharps Container (e.g. empty bottle with lid). * Contact Council if necessary to collect and/or dispose of. |  | L |

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **Dusty conditions** (getting into eyes, nose and mouth) | **H** | M | * Identify type of dust (e.g. any asbestos in the ground?). * If it is dangerous, re-assess risk and controls. * Wet down dust source if possible. * Wear dust mask. |  | L |
| Working in **hot conditions** or **working hard** (Dehydration which can result in heat stress and poor decision making) | **M** | M | * Ensure there is plenty of drinking water available. * Wear a hat and wear clothing that will allow you to cool down. * Take regular breaks, move to the shade when taking breaks. |  | L |
| Working at **bottom of Cliffs or high steep banks** (Falling rocks, soil) hitting people and causing crush injuries) | **H** | M | * Identify at risk areas. * PPE – Hard hats, safety boots, gloves. * Stabilize if this can be done safely. * Identify “no go” zones and enforce. * Clear all persons from the area. |  | L |
| Unidentified and Uncontrolled **Overhead Services** such as **Power, Data** | **H** | M | * Identify services. * Maintain safe approach distance. * Isolate services (call the appropriate provider to isolate). * Use spotter during works. |  | L |

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| Working at **Heights** (e.g. steep banks, cliff, up trees) | **H** | M | * If working where there is a risk of falling (e.g. working near steep banks, cliffs, river banks, up trees etc.), isolate the area and make it a no-go area. Discuss with all participants at Pre-start meeting/Induction. * Monitor compliance. |  | L |
| Use of **Chainsaw** | **H** | E | * Chainsaws are not to be used. * If chainsaws are required, this needs to be discussed with the Council Representative where a separate activity and contractor will be tasked with using chainsaws. |  | L |
| Unhappy **members of the public** (making threats) | **L** | M | * Do not confront the person(s). * Answer any questions they may have in a calm manner. * If the situation does not get better, leave the site and contact site leader/supervisor. * Report to Auckland Council. * If the incident is serious, and safety is a concern, move to a safe place and contact police immediately. |  | L |
| **Unauthorised Access** (may result in equipment theft or injury) | **M** | M | * Discuss access requirements with Property Owner (e.g. Council or Farmer). * Authorised personnel only and signage if needed. * Identify “no go” zones and enforce. |  | L |

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| Working with groups of **Children** (who may need active supervision) | **M** | M | * All children must be actively supervised by a suitable number of parents or care-givers. * Volunteers will not supervise or be responsible for groups of children on behalf of parents or caregivers. |  | L |
| Working in areas where there is **Kauri Dieback** and spreading to other areas | **H** | M | * Ensure that all volunteers know of the risks and disinfectant procedures * Strictly follow disinfectant procedures to reduce risk of spread. |  | L |
| Containers of **Poison/Bait,** (lack of control when providing to the public) | **H** | M | * Make sure any poisons or bait provided to members of the community are stored and provided in the correctly labelled and sized containers and are not in domestic containers like ice cream or milk containers. * Contact the council representative to access the correct containers (full or empty) |  | L |
| Volunteers with **English as a Second Language** (may not understand safety instructions) | **M** | M | * Identify a spokes person who can translate any safety or job instructions effectively to people who struggle to understand English. * Demonstrate use of tools. * Actively monitor and communicate how they are doing. |  | L |

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **People needing assistance** (E.g. Age, Injury, Illness, Disability) | **M** | M | * Identify any restrictions or health issues. * Provide work that suits their abilities. This could be as simple as teaching new people what to do and about the environment. * Monitor for any health issues and/or injuries. |  | L |
| **Noise** Hazards from plant and power equipment such as mowers, weed eaters etc. (Could result in hearing loss) | H | M | * Silencing if possible and practical. * Wearing of earmuffs/earplugs appropriate to noise level. * Regular noise and hearing monitoring. * Make sure anyone in the immediate vicinity is safe and wearing hearing protection. |  | L |
| **Sun Radiation/Glare** (causing sunburn or eye damage) | M | M | * Cover up with long sleeves and hat. * Use sun block of suitable rating and apply regularly. * Wear sunglasses. |  | L |
| **Eye Hazards** from sticks at head height or flying debris (causing eye injuries) | M | M | * Hardhats and safety glasses to be worn. |  | L |

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | | **ACTION**  **E / M** | **CONTROLS** | | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **Exposure to Chemicals** (can be fatal to health or can result in vapour inhalation and burns) | M | | M | * Make sure Safety Data Sheets (SDS) are available for each chemical or hazardous substance. * Ensure persons using the chemical or hazardous substance follow the safety directions on the container and SDS (e.g. storage requirements, personal protection requirements). * Ensure empty containers are disposed of in a safe and an environmentally friendly manner. * If laying bait/spraying aggressive chemicals, the appropriate training and approvals is required. | |  | L |
| **Poisonous Plants** including sap (could cause injury or illness) | M | | M | * Identify any at risk plants before starting work. * Warn other people on site. * Wear correct PPE (e.g. sturdy gloves, overalls, safety glasses etc.). * Dispose of plants correctly. | |  | L |
| Contact with **Flammable** **Fuels** (e.g. Petrol for refueling). | H | | E  M | * Do not use small petrol driven motors (Eliminate). * Workers not to smoke while working. * Ensure area is well ventilated and any danger of sparks etc. is eliminated before any refuelling takes place. * Let motor cool. * Ensure area clear of long dry grass etc. * Refuelling area to be separate from work area. * Have a suitable Fire Extinguisher on hand. * Wear gloves and appropriate PPE. | |  | L |
| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | | **CONTROLS** | | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| Using **Extension Ladders** unsafely. | H | | M | * Make sure ladder is in good condition and secure (footed/tied off) * Ladder to be on 1:4 angle and top of ladder to extend at least 1m higher than the stepping off point. * Always face ladder and have three points of contact at all times. * Do not overreach to the side. | |  | L |
| Using **Step Ladders** unsafely. | H | | M | * Make sure ladder is in good condition and ensure stays are fitted. * Always face ladder and do not stand on the top two steps. * Ensure you have the right sized ladder for the job. * Do not overreach to the side. | |  | L |
| **Uneven and/or wet ground** (resulting in Slips/Trips/Falls strains, sprains, fractures, and/or broken bones) | M | M | | * Walk over site before work starts. * Identify “no go” areas and enforce. * Wear safety footwear suitable for the environment. * Identify and clear the route of travel making any hazards safe (e.g. trenches). * Use safe lifting techniques or more than one person to move. * Use lifting moving equipment (e.g. digger). * Keep work areas/walking paths clear. | |  | L |
| Working around **holes/Tomos** (Dangers from falling into holes) | M | M | | * Identify uncovered holes. * If possible isolate them from people. * Discuss at Pre-start meeting. | |  | L |
| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | | **CONTROLS** | | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **Working Alone** (danger of injury, getting lost) | M | M | | * Ensure someone knows where you are, when you will be back, and have a mobile phone or radio with you at all times. * Ensure you are medically and physically fit to work alone. * Do not put yourself at risk (water, steep banks, cliffs etc.). * Set-up a series of ‘Welfare’ checks. E.g. someone phones you every hour. You text someone every hour. | |  | L |
| **Manual Handling** (resulting in strains or sprains) | M | | M | | * Ensure any loads are dropped-off close to point of use (e.g. seedlings). * Wear safety footwear suitable for the environment. * Identify and clear the route of travel making any hazards safe (e.g. ditches, fences). * Use safe lifting techniques or more than one person to move. * Use a wheel barrow or similar. * Keep work areas/walking paths clear. * Ensure you are fit to move the item(s). |  | L |
| **Discarded hypodermic needles** (causing Infection) | M | | M | | * Never touch the sharp end of needle. Pick up the syringe by the barrel end. Use surgical gloves and dispose of the needle in a sharps container. * If pricked encourage wound to bleed by gently squeezing it. Seek medical advice immediately and notify Auckland Council. * In high risk areas make sure every participant is wearing gloves during clean up events. |  | L |

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **Allergic reactions / medical emergencies** | H | M | * Take personal precautions against insect bites and stings. * Let your Ranger / supervisor know if you have any allergies before commencing work. * Carry medication if you require it and let someone know where it is. * If you are susceptible to allergic reactions or have a medical condition, ensure that your workmates know what to do if you are affected. * Carry a first aid kit. * In the event of a serious allergic reaction or medical emergency seek medical assistance immediately. Inform AC staff when practicable. |  | L |
| **Eye Hazards** from flying debris or sharp plants causing eye injuries. | M | M | * Safety glasses to be worn. * If injury occurs, seek medical attention immediately and notify Council Representative when appropriate. |  | L |
| **Use of Traps**,  Injury from traps (cuts, bruising, puncture wounds broken Limbs) | M | M | * Traps are not to be set or serviced by volunteers unless training has been provided by a competent person and the volunteer feels confident in the use of traps.   • Traps to be handled with care to prevent injury.  Do not carry out work if feeling ill or fatigued. |  | L |

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **Using Pesticide** (poisoning) | H | M | • Auckland Council staff will discuss pesticide application techniques with volunteers before commencing work.  • If sacks/backpacks are used to carry poison, plastic liners must be placed inside them.  • Food and drink will not be consumed in areas where poison is used or handled.  • Surplus poison scheduled for storage will be securely contained and labelled.  • Redundant/weathered poison and contaminated bags or equipment that is scheduled for disposal will be securely contained and labelled.  • Remove all protective clothing and equipment and wash hands/arms/face thoroughly before eating, drinking, smoking and using the toilet.  • Any person not assisting in the application/handling of poison should not be in the vicinity of the operation.  • Signs warning of the dangers of poison shall be in place in areas where poison is used/handled. |  | L |

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **Using Herbicide** (poisoning) | H | M | • Volunteers must be Grow Safe accredited to use herbicides (exception is gel applicators).  • Auckland Council staff will discuss herbicide application techniques with volunteers before commencing work.  • Food and drink not to be consumed in areas where herbicide is used or handled.  • Surplus herbicide scheduled for storage will be securely contained and labelled.  • Remove all protective clothing and equipment and wash hands/arms/face thoroughly before eating, drinking, smoking and using the toilet.  • Any person not assisting in the application/handling of herbicide should not be in the vicinity of the operation.  • Signs warning of the dangers of herbicide shall be in place in areas where poison is used/handled. |  | L |
| **Infection/Disease** | M | M | • Wear gloves during the handling of dead animals or potentially infectious objects  • Wash hands with soap after handling potentially infectious objects  • Change clothing and wash hands prior to eating, drinking, smoking and using the toilet  • If you get a cut treat with antiseptic wash immediately. |  | L |
| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **Trapped by the tide** | H | M | * Check tide charts and ensure that there is adequate time to fit in with tide patterns in coastal areas where this may be an issue. * Ensure if someone is not with you, you let a person know when you are expected to leave and return from the site * If you are in mud and it is coming up your calves, do not enter the area. |  | L |
| **Becoming lost** | M | M | * If working in remote off-track areas you must work with another person. * Work with others where possible; in pairs or groups. * Before you leave, ensure you are clear of where you are going. * Carry a current and appropriate map of the area (to be provided by Auckland Council). * Carry communication equipment; cell phone (coverage can be limited) and RT (RT if available). * Ensure you have emergency and Auckland Council contact details with you. * Do not change an assigned route unless there are unavoidable safety reasons for doing so. * Follow the working alone procedures (below) * Carry an Emergency Rescue Beacon if you have one. |  | L |

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
| **Carrying Tools** in an unsafe manner (e.g. over the shoulder sharp ends/edges pointing to others) | M | M | * Carry ‘underarm’ or pointing down. * Make sure sharp edges are pointing down and away from the body where possible. |  | L |
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# Other Hazards

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| **HAZARD/RISK** | **RISK LEVEL BEFORE CONTROLS** | **ACTION**  **E / M** | **CONTROLS** | **APPLICABLE?** | **RISK LEVEL AFTER CONTROLS** |
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# Incident Register

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| **Name** | **Incident Description** | **Serious?**  **Yes/No** |
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# Acknowledgement

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| We have read and understood this safety plan and have taken every effort to manage and identify hazards and risks for this project: | | | |
| **Name** | **Signed** | **Mobile Number** |
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