

Community Group Health and Safety Management Plan

Tarawera Landcare 2115 will, as far as is reasonably practicable, carry out its work activities with every effort made to enable members, other participants, members of the public and any other person in the vicinity, to return home safely each day.

The following process will be followed:

1. Appointment of Health and Safety Lead

Pete Fahey has been appointed as the overall health and safety lead for our group to liaise with the Department of Conservation (DOC) and Bay of Plenty Regional Council (BOPRC) on matters of risk assessment and health and safety.

2. Preparation of Health and Safety Plan

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

3. 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 but will coordinate, cooperate and consult with BOPRC and DOC's identified key contacts;
- 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
- 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 assessment¹ 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.
- Ensure that participants have the appropriate personal protective equipment and are adequately prepared for the tasks

¹ The objective of this is to identify any hazards relevant to the particular activity, at the specific place, at the time and with the people involved. The level of risk assessment needed will be dependent on any changes from previous day(s), but in principal will be carried out no matter how familiar the team is with the site or activity, with the knowledge that the environment, weather or general working conditions can change.

- Identify any participants with pre-existing medical conditions, allergies or sensitivity e.g. to herbicides that need to be considered in undertaking tasks;
- Point out where the first-aid kit is stored on site and ensure each team (or individual if working alone) carries a first-aid kit in the field
- 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).
- Report any incidents incurring moderate or serious injuries to DOC as soon as possible
- Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

4. Responsibilities of team members

Team members will take responsibility for health and safety for themselves and others by:

- At all times, operating in a manner that ensures their own and others safety;
- Not participating in work if they do not feel safe or confident to do so;
- Stopping work if it is felt to be unsafe or the risks change;
- 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 health or safety;
- Following health and safety procedures and instructions;
- Participating in identifying the tasks to be undertaken and associated hazards and risks, and devising control measures at each site;
- 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.

5. Review of safety plan

The 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 February 2019

6. 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 minimising those risks in so far as is reasonably practicable whenever we are undertaking work.

Our group acknowledges the right of Bay of Plenty Regional Council (BOPRC) to monitor our work, but accepts that in most cases they will not be in a position to actively monitor our day-to-day activities. As such, our group will undertake self-monitoring and report any significant health and safety issues to BOP RC. We further recognise that BOPRC has a right to intervene or suspend any unsafe work where they consider appropriate.

Date prepared: Jan 2018

Prepared by: Peter Fahey

Position in Community Group: H&S representative

Signature: _____

HAZARDS AND RISK

APPENDIX A

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 CONDITIONS			
<u>Natural hazards</u> such as uneven or slippery ground, deep boggy ground, icy or frosty ground, water bodies	Twisted ankle or knee, sprain, graze, broken bone	M	<ul style="list-style-type: none"> • 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 • Suitable footwear • Looking for secure footing when working on steep banks • Each person (or one of group going together) to carry a First Aid Kit while undertaking fieldwork.
<u>Adverse weather - cold</u> Wind, rain, hail, lightning, storm	Hypothermia, lightning strike	L	<ul style="list-style-type: none"> • Defer the work if practicable to do so • 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
<u>Adverse weather – hot</u> Exposure to sunlight/UV	Heat exhaustion, dehydration, sunburn, sunstroke, skin cancer	L	<ul style="list-style-type: none"> • 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

			<ul style="list-style-type: none"> • Providing for regular breaks in shade if possible
<u>Falling objects</u> Being hit by an object (trees, branches, epiphytes) falling from height Dead or dying trees still standing Branches or tree trunks hanging in vegetation	Bruising, concussion, death	M	<ul style="list-style-type: none"> • Avoiding working in tall forest in high winds • Taking care leaning against trees as they could be weak and fall over • Being aware of any branches/tree trunks suspended/hung up in vegetation above where intending to work
<u>Vegetation</u> Branches on ground Branches at head height Pollen or flowers Vines on ground Hidden sharp objects, broken glass Tree roots (perched)	Tripping, twisted ankle, bruising, poked in eye poked in eye, bang to head allergic reaction, hay fever, asthma tripping, twisted ankle, scratches, cuts twisted ankle, bruising	L	<ul style="list-style-type: none"> • Stepping over branches on ground with care • Taking care standing up after kneeling on ground that there are no low branches to hit head on • Moving to another place if low vegetation is a problem • 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 tree roots can be slippery when wet. • Contact DoC if a large windfall requires chainsaw use as they can arrange a suitable person to do this.
<u>Wasp and bee stings</u> Wasp nests, bee hives	Allergic reaction, anaphylactic shock	M	<ul style="list-style-type: none"> • Where possible, identifying any wasp nests or bee hives, avoiding disturbance and moving away from area • Report wasps nests so that they can be controlled • Participants making others aware if they have an allergic reaction, any remedies required and where personal medication is held • If significantly allergic, bring their epi-pen and inform the supervisor of the condition and where they carry their epi-pen

			<ul style="list-style-type: none"> Alternative options being considered for high risk participants with serious allergic reactions
<u>Drug plantation</u> Discovery of plantation/operation	Injury from booby trapping, encountering drug growers	L	<ul style="list-style-type: none"> Watching for trip wires, cyanide paste on trees, stakes, and traps. Leaving any discovered drug plantation immediately and leave site undisturbed. Responding in an appropriate non-confrontational manner if growers are encountered. Once clear and safe, inform DOC and Police.
<u>Hunters in vicinity</u> accidental shooting	Injury, death		<ul style="list-style-type: none"> Avoiding popular hunting areas at key times Wearing high-vis vests when working in forest

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
HAZARDOUS SUBSTANCES			
<u>Animal pest control – toxins</u> Ingestion & inhalation	Illness, death	M	<ul style="list-style-type: none"> Restricting handling of toxic baits to certified Approved Handler or under their direct supervision Specified PPE being worn at all times handling bait Any baits removed from site to be contained in appropriately labelled sealable bag and be disposed of correctly Washing hands thoroughly after use and before eating food

<u>Weed control - herbicides</u> Use of chemicals, spillage, inhalation or ingestion	Headache, breathing difficulties, Eye problems, death	L	<ul style="list-style-type: none"> • Obtaining Growsafe/Approved Handler qualifications for team members so there are qualified operators for using herbicides • Only nominated Care Group members with appropriate experience and skillset to use herbicides • 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
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Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
TOOLS AND EQUIPMENT			
<u>Hand tool use</u> Heavy objects, sharp blades, flying objects, entanglement	Bruising, lacerations, cuts, poked in eye	L	<ul style="list-style-type: none"> • Having relevant personal protective equipment such as gloves, boots, overalls, protective glasses. • 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 • Do not use slashers or machetes, use secateurs/loppers/pruning saws instead • Close blades of pruning saws when not in use • Watching out for falling branches when cutting tall vegetation

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
VEHICLES AND MACHINERY			
<u>Vehicular access</u> Traffic, collision, lose control of vehicle	Serious injury or death	M	<ul style="list-style-type: none"> • Taking care turning into entranceways • Park vehicle off the road as far as practicable • Be careful when entering and exiting vehicles on road side • Wear high-vis vests when working near a road for a length of time (i.e. checking Good Nature traps)
<u>Vehicle use – general</u> Lose control of vehicle, fatigue, goods moving inside vehicle	Crushing, broken bones, death	L	<ul style="list-style-type: none"> • All drivers appropriately licensed for the type and use of vehicle • Vehicles have current WOF/COF • Driving to conditions and within speed limits • Recognising fatigue and allowing someone else to drive where necessary

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
PROJECT RELATED			
<u>Animal pest/predator control using traps</u>	Crushing, bruising, laceration, infections	L	<ul style="list-style-type: none"> • 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
-self-setting traps	Traps could fire on operator causing injury		<ul style="list-style-type: none"> • 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
- Working alone	Injury, lack of assistance/treatment, hypothermia		<ul style="list-style-type: none"> • Notifying other team member of intended route/location

<p>Include other relevant hazards</p>			<p>and sticking to it</p> <ul style="list-style-type: none"> • For repeat activities (i.e. checking Good Nature traps) the sole operator needs to have done the activity before in the company of someone else • Carrying personal first-aid kit and mobile phone and locater beacon (if available), radio telephone (RT) • Having a scheduled time to communicate with 'responsible person' at home base
<p><u>Weed control (hand clearing)</u> Thorny, spiky or stinging plants; poisonous plants (sap), hidden sharp objects or broken glass</p> <p>Include other relevant hazards e.g. - hand tool use - wasp/bee stings -hazardous substances</p>	<p>Cuts, thorns, stinging, poked in eye,</p>	<p>L</p>	<ul style="list-style-type: none"> • 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
<p>Planting (digging)</p>	<p>Back strain, cuts, infection from soil</p>	<p>L</p>	<ul style="list-style-type: none"> • Using the right tool for the job and the right sized tool for the person • 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 harmful to people, regardless of the frequency of occurrence. Typically hospitalisation up to death	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. Typically treated by a doctor or A&E clinic with no long-term effects	Lower the risks to a reasonably practicable level
Low	Slightly harmful or temporary discomfort for people, regardless of the frequency of occurrence. Typically treated by first aid.	Risk considered acceptable. No further action is necessary other than to ensure that the controls are maintained