

Health and safety plan for volunteers undertaking vegetation monitoring

This plan has been developed to help protect against hazards associated with vegetation monitoring. Under the Health and Safety at Work Act 2015 the Otago Peninsula Biodiversity Group (OPBG) will make every effort to enable their members, participants, members of the public and people in the vicinity to return home safely each day. As a volunteer worker, you are responsible for taking all practicable steps to ensure your own safety and that of others associated with your work, such as homeowners and their families.

Hazards and their management

Three main categories of hazard are considered in this safety plan:

1. Environment: may include the terrain, water bodies (e.g. streams), weather conditions, fire and vegetation.
2. Resources and equipment: may include the carrying of pegs and cord.
3. People: may include failure to follow instructions, undisclosed or unrecognized medical conditions, wearing clothing that is inadequate for the conditions, and inadequate fitness or agility for the task being performed. Account also needs to be taken of rights of property owners.

The attached Hazard Identification Form lists the hazards that have been identified by OPBG in each of these categories and the actions that should be taken to eliminate or minimise each hazard. In most cases the actions listed are intended to minimise the hazard involved.

Safety briefing

Before starting work you will be given a safety briefing by the team leader (Trustee, Project Manager, Operations Manager, Volunteer Coordinator or other designated person). The briefing will identify the significant hazards and the control measures intended to eliminate or minimize them. In all cases you are expected to follow the reasonable directions of the team leader.

If you will be working alone you will be expected to act as the team leader by identifying the significant hazards and the control measures you will take to eliminate or minimize them.

As a volunteer, you are required to complete a Personal Details Form before undertaking any work for OPBG. In this form you acknowledge that you have received training for the activity that you are volunteering for.

In the event of an incident

- Stay calm, think things through before acting
- Call out, ask for assistance from residents or neighbours
- Assess the situation, ensure the scene is safe for you and others, check for potential hazards
- Reassure the injured person, administer first aid
- Call for medical assistance

Other persons assisting you

You are obliged to brief anyone accompanying you on the Health and Safety Plan for this work; for example, advice on suitable clothing and footwear, identification of the hazards and actions that should be taken to reduce the risks associated with each hazard.

Incident/near-miss reporting

Report all incidents involving injury and near-miss incidents to the team leader coordinating your work. The information you report will assist the OPBG in identifying a safety problem and how it might be addressed.

Feedback on this safety plan

Any comments you have on this plan, including changes to suggested control measures or the identification of additional hazards, will be welcomed and will help OPBG to improve its safety planning. Please provide feedback to the team leader coordinating your work or any of the following safety

Contacts

Team Leader	
Name	Moira Parker, Vegetation Monitoring Co-ordinator
Phone	027 328 4443
Trustees, Health and safety	
Name	David Chalmers, Trustee
Phone	027 248 1970
Name	Bev Dickson, Trustee
Phone	03 478 0670

Adopted by the Otago Peninsula Biodiversity Trust Board: 15/4/2015

Amendments approved by the Otago Peninsula Biodiversity Trust Board: 19/08/15

Annual Review approved by the Otago Peninsula Biodiversity Trust Board: 21/06/2017

Annual Review approved by the Otago Peninsula Biodiversity Trust Board: 16/07/18

OPBG Hazard Identification Form			Activity: Vegetation Monitoring
Responsibility: Coordinator <i>Moira Parker</i>			Review period: Annually
Hazard	Significant Y/N	Action E/M	Actions
Environment *			
Steep, uneven ground	Y	M	Wear suitable footwear
Slippery surfaces	Y	M	Wear suitable footwear
Dense bush	Y	M	Follow track markers Leader to wear high visibility vest
Remote location	Y	M	A minimum of 2 people to monitor veg plots on Peggys Hill, Sandymount and Taiaroa Bush Leader to carry first aid kit, survival blanket, mobile phone GPS and/or personal locator beacon available to volunteers on request
Tree nettle	N	M	Wear a hat, gloves, long sleeves and long trousers Leader to carry loppers
Equipment			
Pegs and cord			Carry in a pack
People			
Medical conditions	Y	M	<ul style="list-style-type: none"> • Complete personal details form and give to OPBG Volunteer coordinator • Carry OPBG identification card listing: <ul style="list-style-type: none"> • Name • Address • Phone Number • Medical Conditions including medicines, allergies etc. • Emergency Contact Person Details • Have an emergency strategy • Be honest with yourself and others if a task looks too difficult • Important Contact Numbers: (to be carried on person) <ul style="list-style-type: none"> • Emergency - 111 • Healthline Health Advice - 0800 611 116 • Poison Control Centre – 0800 764 766 • AED Locations - https://aedlocations.co.nz
Working alone	Y	M	<ul style="list-style-type: none"> • Advise responsible person of intentions (e.g. location, route, completion time and who to contact if you fail to return) before setting out • Stick to intentions • Advise responsible person when you return • Carry mobile phone and/or PLB • Carry personal first-aid kit
Lack of fitness/agility	Y	M	Work within personal limits
Property owner	Y	M	Plots on private land, contact landowner beforehand
Taiaroa Bush	-	-	Contact Steve Owens prior to visit
Harbour Cone	-	-	Contact Brigitte Kammlein prior to visit
			Key: E=Eliminate M=Minimise

* All workers have the right to remove themselves from any situations that they consider unsafe.

Otago Peninsula Biodiversity Group Vegetation Monitoring Health and Safety Plan

Training Record - to be signed and returned to your team leader.

I _____ have read and understand the Vegetation Monitoring health and safety plan provided by OPBG and confirm that I have been given appropriate training for my voluntary work.

Please sign below

Signature	Date
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Trained by:

Signature	Date
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