



# Health and safety plan for Backyard Biodiversity Project

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This plan has been developed to help protect against hazards associated with delivery of the Backyard Biodiversity programme in schools. Under the Health and Safety at Work Act 2015, the Otago Peninsula Biodiversity Group (OPBG) has a duty to provide for the health and safety of its workers (i.e. contractors and volunteer workers) and other persons affected by their work. Workers on this project are responsible for taking all practicable steps to ensure their own safety and that of others associated with their work, such as students and teachers. As a visitor, you will be subject to the health and safety policy and procedures of the schools you visit. You must comply with any reasonable instructions given by the school and co-operate with any policy or procedures relating to health and safety as notified by the school.

## Management of risk

The risks associated with three main categories of hazard are considered in this safety plan:

1. Environment: may include the school grounds.
2. Resources and equipment: may include the demonstration of equipment in the Backyard Biodiversity monitoring kit.
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.

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

All personnel working with OPBG on this project will be given a safety briefing at the start of the work by a Trustee, the Project Manager or the Operations Manager. The briefing will identify the significant hazards associated with this work, and the techniques or behaviours intended to eliminate or minimize them.

Because your work environment is in schools you will need to assess hazards over and above those listed, for each school you visit and if required seek information from the school on control measures. You should follow the school's emergency and evacuation procedures as instructed by school staff.

In all cases you are expected to follow the reasonable directions of the OPBG officer in charge of the work.

You are required to complete a Personal Details Form before undertaking this work.

### **Other persons assisting you**

As a worker you are obliged to brief anyone assisting you (e.g. casual volunteer) 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.

### **In the event of an incident**

- Stay calm, think things through before acting
- Call out, ask for assistance from staff 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

### **Incident/near-miss reporting**

Report all incidents involving injury and near-miss incidents to the OPBG officer 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 actions or the identification of additional hazards, will be welcomed and will help OPBG to improve its safety planning. Please provide feedback to the OPBG officer coordinating your work.

### **Contacts**

Trustee/Project Manager/Operations Manager

Name	Sarah Irvine, Project Manager
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Other	

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<b>OPBG Hazard Identification Form</b>			<b>Activity: Backyard Biodiversity education</b>
<b>Responsibility: Project Manager Sarah Irvine</b>			<b>Review period: Annually</b>
			<b>Due: 31/7/17</b>
<b>Hazard</b>	<b>Significant Y/N</b>	<b>Action E/ M</b>	<b>Actions</b>
<b>Environment</b>			
Driving to and from schools	Y	M	If driving a motor vehicle for the purposes of this work, you must have a current driver's licence and the motor vehicle must be registered and have a current warrant of fitness. Follow all road rules. Do not drive for extended periods when tired.
Steep terrain	Y	E	Avoid steep terrain. Use dedicated footpaths and flat areas.
Slippery surfaces	Y	M	Wear suitable footwear. Ask school if there are any slippery surfaces to pay particular attention to.
Classroom furniture, bags and children on the floor	N	M	Be attentive to the classroom environment. Ask for furniture to be moved if necessary and have clear areas to walk in.
Bad weather	N	M	Check forecast before visiting school and wear suitable clothing.
<b>Equipment</b>			
Using hammer and nails to fix wax tags and chew cards to trees	N	M	Ensure you have a stable footing and others are clear of the moving hammer.
Using spade or trowel to dig hole for pitfall trap	N	M	Ensure ground is suitable for installing trap and that you and others are not exposed to the sharp edge of the spade or trowel; wear hand protection.
Reaching or bending to place equipment	N	M	Use appropriate bending technique. Do not reach higher than a naturally extended arm.
<b>People</b>			
Contact with children	Y	M	Police vetting carried out. Teachers made clear about the role of the students and educators.
Supervision of children	Y	E	Students and educators not left to supervise children.
Medical conditions	Y	M	Complete personal details form and work with OPBG to eliminate tasks that have potential to aggravate pre-existing conditions. Have an emergency strategy.
Monitoring equipment providing a trip or striking hazard	Y	M	Set up monitoring devices away from walkways.
Lack of fitness/agility	Y	M	Work within personal limits
			<b>Key: E=Eliminate M=Minimise</b>