

Health and safety plan for track clearing

This plan has been developed to help protect against hazards associated with track clearing. 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 contractor or 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 employees and landowners/occupiers.

Hazards and their management

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

1. Environment: terrain, water bodies, weather conditions, vegetation, pests (e.g. wasps, poisonous plants), stock and drug crops/plantations.
2. Resources and equipment: hand and power tools.
3. People: medical conditions, working alone, fitness, communication with land owners (taking account also of risks to residents and pets on a property) and the general public.

The attached Hazard Identification Form lists the hazards that have been identified by OPBG in each of the above categories and the control measures that should be taken to eliminate or minimise each hazard. In most cases the measures 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 assisting you or working for you on the Health and Safety Plan for this work; for example, advice on suitable clothing and footwear, identification of the hazards and measures 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 OPBG in identifying a safety problem and how it might be addressed for both your safety and the safety of other volunteers.

Feedback on safety

Any comments you have on this plan or any other safety issues, 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.

Contacts

Team Leader	
Name	Bruce Kyle, Operations Manager
Phone	027 438 7617
Volunteer coordinator	
Name	Kate Tanner, Volunteer Co-ordinator
Phone	021 0237 5970
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: 19 April, 2017

Annual Review approved by the Otago Peninsula Biodiversity Trust Board: 19 November, 2018

OPBG Hazard Identification Form			Activity: Track clearing
Responsibility: Operations Manager <i>Bruce Kyle</i>			Review period: Annually
Hazard	Significant Y/N	Action E/M	Control measures
Environment			
Steep terrain	Y	E	Avoid
Slippery surfaces	Y	M	<ul style="list-style-type: none"> Wear suitable footwear Establish secure footing Advise others working with you
Crossing streams	Y	M	<ul style="list-style-type: none"> Identify safest place to cross Assist others across if necessary Don't cross if person doesn't have skills and experience to cross safely Don't cross if flooding
Trip hazards	Y	M	Watch out for vines, branches, rabbit holes, rocks and other potential trip hazards on track surface
Low branches	Y	M	<ul style="list-style-type: none"> Be wary when approaching low branches (especially macrocarpa), including when standing up after kneeling on ground Wear relevant protective clothing (e.g. hat, safety glasses)
Adverse weather: cold, wet, windy, stormy	N	M	<ul style="list-style-type: none"> Use weather forecasts to aid decision making before and during work Prepare with appropriate clothing (e.g. jacket, parka, hat, gloves) Stop work if adverse weather persists Be aware of signs of hypothermia (affected person cold to touch, tired, clumsy, uncoordinated, irritable, irrational, resistant to help, slow to respond to questions; critical sign is that shivering may decrease or stop; loss of consciousness; pale or bluish skin colour); for more information got to: http://www.stjohn.org.nz/First-Aid/First-Aid-Library/Immediate-First-Aid1/Environmental-Conditions/
Adverse weather: hot	N	M	<ul style="list-style-type: none"> Use weather forecasts to aid decision making before and during work Prepare with appropriate clothing (e.g. hat) Carry adequate water supply Carry sun screen Watch for signs of heat exhaustion/fatigue Take regular breaks in shade if possible

Poisonous (sap), thorny, spiky or stinging plants	N	M	<ul style="list-style-type: none"> Learn to recognise such plants (e.g. giant tree nettle, stinging nettle, hawthorn) Avoid or handle with care; cut back with loppers or other long handled equipment Wear relevant protective clothing (e.g. gloves, sting resistant trousers, protective glasses) Carry water (e.g. drinking water) and soap for washing off stinging nettle hairs, etc. Carry antihistamines for itching and swelling; hydrocortisone cream for inflammation For further information on stinging nettle symptoms and treatment go to: http://www.health.govt.nz/your-health/conditions-and-treatments/accidents-and-injuries/bites-and-stings/stinging-nettles
Wasp/bee stings	N	Y	<ul style="list-style-type: none"> Identify nests/hives and avoid Advise others working with you of nests/hives If you are experiencing an allergic reaction (e.g. anaphylactic shock) make others aware; identify any remedies required and location of personal medication Participants at risk of severe allergic reactions should not work in locations that place them at risk For further information on anaphylactic shock go to: http://www.allergy.org.nz/A-Z+Allergies/Anaphylaxis.html
Stressed or wandering stock	Y	E	<ul style="list-style-type: none"> Avoid entering paddocks where stock present without permission of land owner or manager
Discovery of drug crop/plantation	Y	E	<ul style="list-style-type: none"> Watch out for trip wires, cyanide paste on trees and stakes, traps Leave immediately and leave site undisturbed Respond in non-confrontational manner if growers encountered
Equipment			
Hand tool use	N	M	<ul style="list-style-type: none"> Follow makers instructions Check for loose blades/heads before starting Use relevant personal protective equipment (e.g. gloves, boots, protective glasses) Be aware of location of others; maintain safe distance of approximately 2 metres apart Don't carry tools in an unsafe manner (e.g. over shoulder) Don't leave tools lying on ground in unsafe manner (e.g. where other may trip over)

			<ul style="list-style-type: none"> • Watch out for falling branches when cutting tall vegetation
Power tool use	Y	M	<ul style="list-style-type: none"> • Follow makers instructions • Use relevant personal protective equipment (e.g. ear muffs, gloves, boots, helmet, protective glasses/visor, chaps) • Recognise the noise and danger associated with using power tools in the vicinity of others (e.g. make earmuffs available, wear high-visibility vest) • Do not place heated engine parts (e.g. muffler against combustible material (e.g. dry grass) • <u>Chainsaws</u> should only be used by fully qualified operators (evidence of qualification required) • <u>Brushcutters</u> should only be used by experienced operators: <ul style="list-style-type: none"> ○ Check that the blade is properly tightened before starting work ○ Always wear goggles/safety glasses/visor, ear muffs, gloves, long trousers, sturdy boots ○ Wear safety helmet if risk of head injury ○ Always turn off the engine and make sure the cutting attachment has stopped before putting down ○ Use extreme caution when handling fuel ○ Ensure others are at least 15 metres away from operating brushcutter
Lifting and carrying large or heavy equipment	N	M	<ul style="list-style-type: none"> • Use safe lifting and carrying techniques <ul style="list-style-type: none"> ○ Lift with legs, not the back ○ Keep load in front and close to body ○ More than one person lift or carry <p>For more information on manual handling go to: http://www.worksafe.govt.nz/worksafe/hswa/health-safety/topics/lifting-and-carrying</p>
People			
Medical conditions	Y	M	<ul style="list-style-type: none"> • Complete personal details form and give to OPBG coordinator • Carry identification card listing: <ul style="list-style-type: none"> ○ Name ○ Address ○ Phone number ○ Medical conditions including medicines, allergies etc. ○ Emergency contact person details

			<ul style="list-style-type: none"> • 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 • Wear high-visibility clothing • Carry mobile phone and/or PLB • Carry personal first-aid kit including antihistamine • Do not use power tools when working alone
Lack of fitness/agility	Y	M	Work within personal limits
Communication with landowner/occupier	Y	M	<ul style="list-style-type: none"> • Obtain permission in writing or by email for access • Ask about significant or uncommon hazards
Public access	Y	M	<ul style="list-style-type: none"> • Place warning signs at entrances to work site if accessible to public • Wear high-visibility clothing • Minimise obstacles on track that could cause others to trip
			Key: E=Eliminate M=Minimise

I _____ have read and understand the Track Clearing 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
-----------	------

Trained by:

Signature	Date
-----------	------