

# Health and safety plan for premises

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This plan has been developed to help protect against hazards associated with use of the OPBG Premises. Under the Health and Safety at Work Act 2015 the Otago Peninsula Biodiversity Group (OPBG) will make every effort to enable its staff, volunteers, members of the public and people in the vicinity to return home safely each day.

## Hazards and their management

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

1. Environment
2. Resources and equipment
3. People

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

Trustees and staff should familiarise themselves with the contents of this plan. Trustees or staff hosting visitors, meetings or other gatherings should advise those present of what to do in the case of an emergency.

## In the event of an incident

- Stay calm, think things through before acting
- Call out, ask for assistance from other occupants 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/visitors

You are obliged to brief anyone accompanying you about the Health and Safety Plan for these premises; for example, instructions to be followed in case of an emergency.

## 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.

## Contacts

<b>Team Leader</b>	
Name	Paula Cross, Manager
Phone	021 242 4944
<b>Trustees, Health and safety</b>	
Name	Marita Eisenlohr, Trustee
Phone	021 192 2877

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OPBG Hazard Identification Form			Premises
Responsibility: Manager			Review period: Annually
Hazard	Significant Y/N	Action E/M	Actions
Environment *			
General			<ul style="list-style-type: none"> <li>Comply with requirements of lease with DCC. In case of emergency, contact DCC Property Services <a href="mailto:Maria.Sleeman@dcc.govt.nz">Maria.Sleeman@dcc.govt.nz</a></li> <li>For useful advice go to: <a href="https://www.business.govt.nz/risks-and-operations/planning-for-the-unexpected-bcp/in-an-emergency">https://www.business.govt.nz/risks-and-operations/planning-for-the-unexpected-bcp/in-an-emergency</a></li> <li>Clearly display instructions to be followed in case of emergency.</li> </ul>
First Aid Kit			<ul style="list-style-type: none"> <li>Refer OPBG First Aid Kits Maintenance and Supply Plan.</li> <li>A First Aid Kit will be in the premises, with prominent signage.</li> </ul>
Fire	Y	M	<ul style="list-style-type: none"> <li>Clearly display fire exit signs.</li> <li>Appoint fire warden(s).</li> <li>Install and maintain smoke alarms.</li> <li>Locate fire extinguishers in areas at risk of fire.</li> <li>Heaters:               <ul style="list-style-type: none"> <li>Install push button timers.</li> <li>Display instructions for using heaters; ensure heaters are turned off by last person to leave premises.</li> </ul> </li> </ul>
Earthquake	Y	M	<ul style="list-style-type: none"> <li>Secure shelves and cabinets to avoid them toppling over in an emergency.</li> <li>Store large/heavy objects low to the floor.</li> </ul>
Flooding	Y	M	<ul style="list-style-type: none"> <li>If flooding is possible:               <ul style="list-style-type: none"> <li>Keep informed by listening to radio or checking Civil Defence online.</li> <li>Be prepared to evacuate (self-evacuate if you feel unsafe).</li> <li>Turn off water, electricity and gas.</li> <li>Move valuable and dangerous items (e.g. chemicals) as high above the floor as possible (note: the committee room has the highest floor level).</li> <li>Check that stormwater drains are clear.</li> <li>Place sandbags at points of water entry.</li> </ul> </li> <li>If flooding has occurred in premises, restrict access until they have been assessed for safety:               <ul style="list-style-type: none"> <li>Electricity (DCC or registered electrician).</li> <li>Contamination of flood water (DCC).</li> <li>Mould (DCC).</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>• After flooding: <ul style="list-style-type: none"> <li>○ Clean and dry premises and everything in them (mould can form after two days).</li> <li>○ Use PPE as appropriate, including: <ul style="list-style-type: none"> <li>▪ Certified respirator</li> <li>▪ Goggles</li> <li>▪ Gloves</li> <li>▪ Protective clothing that covers arms and legs</li> <li>▪ Sturdy footwear</li> </ul> </li> </ul> </li> </ul>
Slips, trips, falls	Y	M	<ul style="list-style-type: none"> <li>• Clean any spills immediately, dry the floor and use signage.</li> <li>• Ensure work areas and walkways are well-lit.</li> <li>• Provide assistance so workers can see where they are going when carrying large items.</li> <li>• Avoid having cables crossing walkways, or make sure cables crossing walkways are covered.</li> <li>• Design floors to be anti-slip.</li> <li>• Maintain flooring in good condition. Regularly check for loose, damaged and worn flooring and replace or repair.</li> <li>• Mark changes in floor levels and ensure these areas are well lit.</li> <li>• Remove obstacles from walkways and keep them clutter free.</li> <li>• Provide equipment so workers don't have to stand on chairs or desks to reach heights, for example, stepladders or step stools.</li> <li>• Consider scheduling cleaning for times when there are fewer people around.</li> </ul>
Offices, committee room & kitchen	N	M	<ul style="list-style-type: none"> <li>• Implement a process whereby workers can raise concerns about maintenance issues or any other concerns they have about the layout or materials.</li> </ul>
Workshop, garage & trap store	Y	M	<ul style="list-style-type: none"> <li>• Refer Equipment section.</li> </ul>
Toxin store	Y	E	<ul style="list-style-type: none"> <li>• No toxins are to be stored on premises (all toxins to be stored in lock-up at YEPT Nursery).</li> </ul>
<b>Equipment</b>			
Vehicles	Y	M	<ul style="list-style-type: none"> <li>• Limit speed in carpark to 10 kph.</li> <li>• Limit parking near playground entrance.</li> <li>• Never leave a vehicle unattended without ensuring it (and any trailer) is securely braked (or chocked), the engine is off, and the key has been removed; use warning devices such as lights, cones or signs as appropriate.</li> <li>• Load/unload adjacent to premises and keep area clear of traffic and workers not directly involved.</li> </ul>

			<ul style="list-style-type: none"> <li>• Use a competent person to guide reversing vehicles.</li> </ul>
Traps	Y	M	<ul style="list-style-type: none"> <li>• Disable before storing.</li> </ul>
Bait stations	Y	M	<ul style="list-style-type: none"> <li>• Empty and clean before storing.</li> </ul>
Rodent control	N	M	<ul style="list-style-type: none"> <li>• Locate traps where unlikely to cause risk to people.</li> </ul>
Lithium battery chargers	Y	E	<ul style="list-style-type: none"> <li>• Do not leave batteries charging when premises unoccupied.</li> </ul>
Dangerous/flammable goods (gas/petrol/oil)	Y	E	<ul style="list-style-type: none"> <li>• Keep in appropriate storage facilities.</li> <li>• Comply with Hazardous Substances Regulations as appropriate (see WorkSafe website).</li> </ul>
<b>People</b>			
Difficult/Aggressive People	N	M	<ul style="list-style-type: none"> <li>• If confronted, do not argue, and report incident to Manager.</li> <li>• Make note of the date of incident; record name, and address of difficult person.</li> </ul>
Working Alone	Y	M	<ul style="list-style-type: none"> <li>• Advise responsible person of intentions.</li> <li>• Advise responsible person when you leave premises.</li> <li>• Carry mobile phone.</li> </ul>
Medical Conditions	Y	M	<ul style="list-style-type: none"> <li>• Complete personal details form and give to Team Leader.</li> <li>• Carry OBPB identification card listing: <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone Number</li> <li>• Medical Conditions including medicines, allergies etc.</li> <li>• Emergency Contact Person Details</li> </ul> </li> <li>• Have an emergency strategy.</li> <li>• Be honest with yourself and others if a task looks too difficult.</li> <li>• Important Contact Numbers: (to be carried on person) <ul style="list-style-type: none"> <li>• Emergency - 111</li> <li>• Healthline Health Advice - 0800 611 116</li> <li>• Poison Control Centre – 0800 764 766</li> <li>• AED Locations - <a href="https://aedlocations.co.nz">https://aedlocations.co.nz</a></li> </ul> </li> </ul>
Covid19 – risk of spread through contact with people or objects	Y	M	<p><b>Follow current government guidelines for each Alert Level</b> (<a href="https://covid19.govt.nz">https://covid19.govt.nz</a>)</p> <ul style="list-style-type: none"> <li>• To minimise the risk of spreading COVID-19</li> <li>• To protect at risk people (those with underlying medical conditions or above the age of 70)</li> </ul>

			<p><b>General safety measures to control the spread of COVID-19 at all levels:</b></p> <ul style="list-style-type: none"> <li>• Stay at home if sick</li> <li>• Regularly disinfect surfaces</li> <li>• Cough/sneeze into elbow</li> <li>• Wash and dry hands regularly</li> <li>• Do not touch your face</li> <li>• Maintain physical distancing of at least 1m while working</li> <li>• Maintain your bubble with people you are not normally in contact with, i.e. 2m distancing</li> <li>• Disinfect shared tools and equipment* at the start and end of each day and between users</li> <li>• Travel to the work location in your bubble or alone</li> <li>• Record visits and contacts during tasks through the GHS app or work diary</li> </ul> <p><i>* do not disinfect traps or bait stations handle with gloves.</i></p>
			<p>•</p> <p><b>Key: E=Eliminate M=Minimise</b></p>

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