



Health and Safety Guide for Rangitikei District Community Groups



Date: August 2016 v2

This guide is for volunteers who assist with environmental and community projects, so everyone is aware of potential hazards and safety

Start of Day—Discuss assembly point location and what to do in an an emergency. Advise where the first aid kit and emergency cell phone are located.

Clothing / equipment / chemical usage

- ⇒ Wear suitable robust outdoor clothing and footwear, including gloves
- ⇒ Use of agrichemicals may only be undertaken by growsafe / approved handler
- ⇒ Use hand tools only. Machinery is not permitted, unless by prior consultation and agreed by RDC, whereby certification will be vetted

Hazards

There are potential hazards involved with any community environmental project but with care and common sense they can be easily minimized or eliminated. discuss the at the start session and work if conditions hazardous or high



Briefly main hazards of each work always stop weather become (heavy rain winds).



People care

- ⇒ Ensure all workers, especially new ones, are well informed about the project and know how to work safely
- ⇒ Always closely supervise any children taking part
- ⇒ Make sure there is plenty to drink, especially in hot conditions
- ⇒ Use sunscreen as required
- ⇒ Take adequate rest
- ⇒ Be aware of, and help any members who are getting tired
- ⇒ Anyone under the influence of drugs or alcohol is not permitted to take part
- ⇒ Anyone with allergies should carry personal medication and notify the community group coordinator
- ⇒ Agree upon a finish time for the day
- ⇒ All newly identified hazards are reported to Project Leader



Hazards and how to avoid them

People with hand tools working too close together (ensure at least 2 metres between workers).

Sharp objects in rubbish (take care when handling rubbish).

Unsafe use of hand tools (show new volunteers how to use tools correctly).

Uneven ground (take care to avoid falls and sprains).

Slippery or falling rocks and steep or unstable banks (avoid potential problem areas, choose routes carefully).

Poor lifting technique (bend knees when lifting and get help if required—the safe limit will differ from person to person but no one should be lifting anything heavy without help).

Water—cold or polluted water or rising streams (avoid where possible and be prepared to postpone work if need be).

Sudden adverse weather conditions (check the weather report for the day, wear suitable clothing and be prepared to postpone work if need be).

Vegetation, including rotten branches or trees and thorny or poisonous plants e.g nettle (avoid where possible, report concerns to Rangitikei District Council and never climb trees).

Fast moving tides if working on a beach (check the tidal and weather reports for the day, take care and postpone work if need be).

Roads (work at least 2 metres from the road, wear high visibility jackets if necessary and always take extreme care—if you need to work within two metres of the road, talk to the parks team leader about specialist road control options. Road works will not be permitted next to state highways).

Heat/tiredness (seek shade, take adequate rest, food and drink, rotate and share the workload).

Beehive or wasp nests—leave the area if a nest or hive is disturbed; report wasp nests to Rangitikei District Council for eradication.

Accident procedures

Accidents do occasionally happen so each party should always have a suitable first aid kit and mobile phone on hand just in case. Rangitikei District Council can supply first aid kits, if required. If someone is injured:

- ⇒ Stop work and provide emergency first aid and support
- ⇒ Call emergency services if necessary
- ⇒ Advise Rangitikei District Council as soon as possible on 0800 422 522
- ⇒ Prepare an accident report with assistance from Rangitikei District Council

To care for the environment we must also care for people working in it. For more information phone 0800 422 522.

RDC Volunteer Emergency Procedures

In the event of an emergency which includes natural disasters, serious accidents and incidents the following procedures are to be taken:

- All work in progress is to stop immediately unless further work is required to directly reduce or stop further personal injury
- Ensure own safety
- Any emergency first aid is to be given to injured persons.
- Any emergency services required should be contacted giving details of the type of injuries the person has sustained and the exact location of where the injured person is.
- If the accident site is difficult to find, someone should meet any required emergency services at a pre-determined location to reduce the chance of getting lost
- After emergency services have arrived, any assistance they may required will be offered by volunteers
- All non-essential persons will be kept clear of the site
- Contact the Parks & Reserves Team Leader as soon as practicable.
- Where a person has been seriously harmed no person shall alter the accident scene without the permission of WORK Safe **except to:**
- Save a life or prevent further harm to any person
- Maintain access for emergency services
- Prevent serious damage or loss of property
- An incident/accident report coupled with the investigation procedure will begin.

Emergency Contact Numbers

Ambulance, Fire, Police 111
National Poisons Centre 0800 764 766

Flood Earthquake, Fire, Storms

In the event of volunteers being caught in a natural disaster, the following procedure should be taken:

- Stop all work
- All volunteers are to meet at a pre-determined area and everyone is to be accounted for and wait further instruction.

RDC Health & Safety Induction Checklist

RDC assists community groups wishing to contribute to the management of their local areas of parks & reserves.

The health & safety of people volunteering in these groups is important.

An RDC employee will complete the following health & safety induction with all Community Group Co-ordinators (CGC's) to enable them to confidently manage the group's health & safety requirements on site.

Name of person providing induction _____ date _____
Name of CGC _____ site _____

HEALTH & SAFETY CHECKS

- Given an overview of the RDC H&S Manual to working safely.
- Given an overview of the Site Safety Assessment.
- Given an overview of the MOU, specifically the H&S component.
- Given a copy an explanation of Health & Safety guide for RDC community groups.
- Person at RDC you can contact if you have any questions, generally these will be Team Leaders.
- Given an accident/incident register and an overview of what to do in the event of an incident.
- Given an overview of emergency procedures, including an evacuation assembly point.

I acknowledge the above information has been received and understood

Signature CGC _____ date _____

I acknowledge induction is complete

Signature person providing induction _____ date _____

Checklist
<input type="checkbox"/> Induction pack received by group on.....
<input type="checkbox"/> Site safety assessment received by group on.....
<input type="checkbox"/> MOU received by group.....
<input type="checkbox"/> Induction form completed and placed on community group file on