

Hawksbury Lagoon Society Health and Safety Plan

The group will, as far as is reasonably practicable, carry out its activities with every effort made to enable members, other participants, members of the public and any other person in the vicinity, to return home safely each day.

The following process will be followed:


1. **Who is the spokesperson for health and safety matters?**
2. Shirley McKewen has been appointed the point of contact for health and safety matters relating to the activities authorised by the Department of Conservation (DOC).

Shirley McKewen will:

- Notify the Department when the activity will be undertaken, if required, so that it can share this information to the public via visitor centres, website etc.
- Share information about the conditions of the agreement/authorisation, the agreed standards for the work and this health and safety plan with the team members
- Report any incidents incurring moderate injuries as soon as possible and serious injuries to DOC immediately.
- When engaging a contractor, before work commences the contact will:
- Notify the contractor of known hazards and risks associated with the site and the work.
- Notify the contractor of the agreed scope of work, as prescribed in the agreement/authorisation
- Notify the contractor of any conditions associated with undertaking the work as listed in the Community Agreement/Short-term authorisation
- Provide the contractor with the operating procedures, guidelines and standards that are required to complete the activities
- Notify the contractor of relevant statues, regulations and by-laws affecting or relating to the site, facilities or activity.
- Ensure the contractors are competent to carry out the work
- Review and accept the contractor's health and safety plan, through an email or letter stating acceptance.

3. Preparation of Health and Safety Plan

In preparing this health and safety plan our group has consulted DOC to help identify potential high-risk hazards for the site/type of activity approved by DOC along with proposed control measures to minimize risk if it first can't be eliminated or substituted with a safer method (Appendix A).

High-risk activities are marked with a  symbol. Special attention will be given to these high-risk activities when undertaking any activities on the site.

Our group takes full responsibility for the plan and for on-site safety of members and other people.

4. General standard of care

Our group will follow a general standard of care whereby:

In advance of an activity:

- An onsite health and safety person will be appointed for each activity
- Hazards and level of risk will be identified, discussed and agreed how they will be managed
- Details of the activity including dates, tasks, logistics, skills and other requirements will be conveyed to potential team members
- Team members will have the fitness and competency to do the work
- Personal protective clothing and equipment will be conveyed to team members
- Team members will be advised of emergency response information

At the beginning of the work activity, the onsite team leader will:

- Lead an on-site Job Safety Analysis¹ and/or Toolbox Talk² involving all team members to identify/confirm tasks required to perform the activity and ensure that everyone understands the hazards and risks at the site and the controls in place to reduce risk.

During the work activity, the onsite team leader will:

- Ensure safety procedures are being followed and Personal Protective Equipment (PPE) is being worn/used
- Report any incidents incurring moderate or serious injuries to DOC as soon as possible

At the end of the work activity, the onsite team leader will:

- Review the health and safety aspects of the work ensuring any improvements are incorporated into future activities
- Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

5. Responsibilities of team members

Team members will take responsibility for their own health and safety and for others by:

- Following safety procedures and instructions
- Participating in identifying the tasks to be undertaken and associated hazards and risks, and devising mitigation measures at each site
- Operating in a manner that ensures their own and others safety
- Advising the team leader of any personal medical condition or disability that could affect the safety of self or others during the activity and carrying any personal medication required for their own safety
- Being concerned for other members of the team and speaking up when necessary
- Operating a buddy system whereby they have another person in their vision or calling distance at all times
- Raising any safety concerns with the onsite team leader
- Notifying the team leader of any incident involving injury or damage
- Notifying the team leader at the start of the activity if they need to leave early and ensuring that someone in the team knows when they have left

¹ The objective of this is to identify any hazards relevant to the activity, at the specific place, at the time and with the people involved. The level of risk assessment needed will be dependent on any changes from previous day(s), but in principle will be carried out no matter how familiar the team is with the site or activity, with the knowledge that the environment, weather or general working conditions can change.

² Refer Toolbox Talk Booklet provided

6. Review of health and safety plan

The health and safety plan will be reviewed if an incident occurs or circumstances change or new hazards are identified.

7. Our commitment

We recognise that any aspect of our work will entail some level of risk (likelihood of occurrence and degree of harm) We are committed to eliminating or minimising those risks in so far as is reasonably practicable whenever we are undertaking work.

Our group acknowledges the right of DOC to monitor our work, but accepts that in most cases DOC will not be able to actively monitor our day-to-day activities. As such, our group will undertake self-monitoring and report any significant safety issues to DOC. We further recognise that DOC has a right to speak up and discuss any unsafe work practices and work together with us to address them.

Signed by: _____

Position in Community Group: _____


Date: _____

HAZARDS AND RISK


APPENDIX A

This health and safety plan outlines potential hazards and risks that could occur in any setting related to the type of activity and place that our group is likely to be operating in together with **possible control measure to eliminate or minimise risk.**

Type of tasks being undertaken:

Hazards associated with site/asset that the Department of Conservation has told us about			
Hazard	Risk/possible outcome	How dangerous is the risk?	What actions will the group take to reduce or eliminate the hazard?
<i>Accidental contact with the water in the HL</i>	<i>Hypothermia from wet clothes, ingesting polluted water Getting stuck in the mud. Drowning</i>	 <i>Med/high</i>	<ul style="list-style-type: none"> • <i>Warn people to stay away from the edges.</i> • <i>Seek urgent medical attention if water is ingested.</i> • <i>Operate a buddy system if working near water</i>
<i><u>Working near poison bait stations</u> Contact with toxin</i>	<i>Illness or possible death</i>	<i>N/A</i>	<ul style="list-style-type: none"> • <i>No contact to be had with bait stations or bait</i>
<i><u>Stock</u> Stock wandering on the reserve</i>		<i>Low</i>	<ul style="list-style-type: none"> • <i>Avoid stock, notify farmer/owner</i>
<i><u>Existing tracks/causeways</u> Tree roots, flax leaves across path Low branches</i>	<i>Twisted ankle, lacerations</i>	<i>Low</i>	<ul style="list-style-type: none"> • <i>Removing any obstacles from access track</i> • <i>Regular maintenance of vegetation alongside tracks/causeways</i>
<i><u>Cannabis plants</u></i>	<i>Encounter with grower</i>	<i>Low</i>	<ul style="list-style-type: none"> • <i>If less than 3 plants remove and destroy safely.</i> • <i>If more plants notify local police</i> • <i>Don't engage with "growers" or difficult people</i> • <i>Situational awareness</i>

<p><u>Contaminated Soil</u> Past land-use activities that may have contaminated the soil, such as landfills, mines, demolished buildings and fuel/chemical storage Excavation and disturbance of soil.</p>	<p>Human health risk from ingestion, inhalation and contact with contaminated soils, dust and water.</p>	<p>Low to high</p>	<ul style="list-style-type: none"> ● Avoid contact with soil and water. Wear appropriate PPE ● Wash hands before eating and drinking. ● Eat, drink and have breaks off site. ● Rinse off equipment ● Sometimes there is accidental discovery of contamination in soil or water. If there is a smell, oily sheen, discolouration or obvious rubbish present stop soil disturbance work. Restrict access and contact DOC staff.
<p><u>Use of power tools</u></p>	<p>Burns, injury</p>	<p>Med</p>	<ul style="list-style-type: none"> ● Ensure tools are appropriate for the job. ● Ensure proper safety precautions are taken ie use of guards, PPE. ● Use by competent operators. ● No chainsaw use.

<p>Hazards associated with activities we will be undertaking</p>			
<p>Hazard</p>	<p>Risk/possible outcome</p>	<p>How dangerous is the risk?</p>	<p>What actions will the group take to reduce or eliminate the hazard?</p>
<p><u>Trailers</u> Injury to another person</p>	<p>Bruising, broken bones crushing</p>	<p> High</p>	<ul style="list-style-type: none"> ● Drivers to be experienced and familiar with the vehicle and trailer being towed ● Ensuring trailer is correctly and safely attached to vehicle – correct towball sizing for trailer, double shackles crossed over fixing. ● Ensuring all loads carried on trailer are properly secured ● Exercising caution when reversing and using another person to signal if vision is obscured. ● Check to ensure trailers are not overloaded to have weight distributed correctly over axles/ wheels and forward. ● Ensure Vehicle/Trailer loads are matched correctly

	<i>Ingestion Absorption poisoning</i>	<i>Low</i>	<ul style="list-style-type: none"> ● <i>Use gloves when handling</i> ● <i>Following manufacturer’s instructions</i> ● <i>All products to be kept in original container with instructions for use</i> ● <i>Correctly dispose of containers</i>
<i>General safety around work site</i>	<i>Trips, bruising, concussion</i>	<i>Med</i>	<ul style="list-style-type: none"> ● <i>Keep work site tidy, store tools, material in agreed locations to avoid trips and falls.</i> ● <i>Have a nominated site supervisor to inform any visitors to site of site safety inductions, identification of hazards.</i>


Other hazards to consider in the backcountry			
Hazard	Risk/possible outcome	How dangerous is the risk?	What actions will the group take to reduce or eliminate the hazard?
<i><u>Adverse weather - cold</u> Wind, rain, hail, lightning, storm</i>	<i>Hypothermia, lightning strike</i>	<i>Low</i>	<ul style="list-style-type: none"> ● <i>Preparing for adverse weather with appropriate clothing</i> ● <i>Using weather forecasts to aid decisions prior to and during the field activity</i> ● <i>Stopping activity if bad weather persists</i> ● <i>Participants are aware of symptoms of hypothermia.</i>
<i><u>Adverse weather – hot</u> Exposure to sunlight/UV</i>	<i>Heat exhaustion, dehydration, sunburn, sunstroke, skin cancer</i>	<i>Low</i>	<ul style="list-style-type: none"> ● <i>Preparing for adverse weather with appropriate clothing e.g. hat, long-sleeved garment</i> ● <i>Using weather forecasts to aid decisions prior to and during the field trip</i> ● <i>Ensuring adequate water is carried by participants</i> ● <i>Participants to come prepared with sunscreen</i> ● <i>Watching for signs of heat exhaustion/fatigue</i> ● <i>Providing for regular breaks in shade if possible.</i>
<i><u>Manual Handling</u></i>	<i>Sprains/Strains</i>	<i>Low/Medium</i>	<ul style="list-style-type: none"> ● <i>Wheelbarrows</i> ● <i>Hand tools</i> ● <i>Scrub bars</i>
<i><u>Vegetation</u> Branches on ground</i>	<i>Tripping, twisted ankle, bruising,</i>	<i>Low/medium</i>	<ul style="list-style-type: none"> ● <i>Stepping over branches on ground with care</i>

Branches at head height	poked in eye		<ul style="list-style-type: none"> • Taking care standing up after kneeling on ground that here are no low branches to hit head on • Wearing safety glasses or moving to another place if low vegetation is a problem • Avoiding working in tall forest in high winds • Taking care leaning against dead trees as they could be weak and fall over • Being aware of any branches/tree trunks suspended in vegetation above where intending to work. • Being alert to hidden objects below ground vegetation and always wear gloves and closed footwear • Taking care after rain as exposed tree roots can be slippery when wet. • Check area prior to beginning work. Rope off any nests found. Notify workers to stay away from vicinity. Check if anyone has an allergic reaction to being stung
Dead or dying trees still standing	Bruising, concussion		
Branches or tree trunks hanging in vegetation			
Pollen or flowers	allergic reaction, hay fever, asthma tripping, twisted ankle, scratches, cuts		
Tree roots (perched)	tripping, twisted ankle, scratches, cuts		
Sting	allergic reaction	Medium	

COVID-19 – No work to be undertaken at Alert Levels 2-4. Only at Alert Level 1. Follow Ministry of Health guidelines.

***Assessing Risk:**

	Possible worse outcome using current knowledge	How to manage
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<p>High</p> 	<p>Extremely harmful to people, regardless of the frequency of occurrence</p>	<p>The risk is unacceptable. Substantial improvement is required to reduce risk to an acceptable level. The work activity should be halted, or not commenced, until controls are implemented. If it is not possible to reduce the risk the work should not be undertaken</p>
<p>Medium</p>	<p>Moderately harmful to people, regardless of the frequency of occurrence</p>	<p>Consider lowering the risks to an acceptable level</p>
<p>Low</p>	<p>Slightly harmful or temporary discomfort for people, regardless of the frequency of occurrence</p>	<p>Risk considered acceptable. No further action is necessary other than to ensure that the controls are maintained</p>

JOB SAFETY ANALYSIS

APPENDIX B

Project Name			
Project Location			
Project Date			
Tasks being undertaken (<i>list in sequence they are carried out – including travelling to site</i>)			
Hazards or risks that differ from Health and Safety Plan:			
<u>Task:</u>	<u>Hazards</u>	<u>Risk Level</u> H/M/L	<u>Control Measures</u>
Team briefing coverage:	<input type="checkbox"/> All participants competent for tasks <input type="checkbox"/> Correct Personal Protective Equipment being used <input type="checkbox"/> Communications/emergency procedures in place <input type="checkbox"/> Opportunity given for participants to express any concerns		
Team leader for day: Name: _____	<input type="checkbox"/> Team briefing delivered (as per general standard of care); <input type="checkbox"/> Clear expectations set for team members about the work and how it should be done; <input type="checkbox"/> Team members agree with health and safety plan.		
Confirm team briefing delivered	Signature: _____		

Team members present at health and safety briefing:	
Name	