

# **Permolat Group Health and Safety Management Plan**

The Group will, as far as is reasonably practicable, carry out its work 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. Appointment of Health and Safety Lead**

Andrew Buglass has been appointed as the overall health and safety lead for our group to liaise with the Department of Conservation (DOC) on matters of risk assessment and health and safety.

## **2. Preparation of Health and Safety Plan**

In preparing this health and safety plan our group has consulted with the DOC key contact to help identify potential hazards and risks for the site/type of activity along with possible control measures to minimize risk if it first can't be eliminated or substituted with a safer method (Appendix A). Our group takes full responsibility for the plan.

## **3. General standard of care**

Our group will follow a general standard of care whereby:

### In advance of an activity:

- Our group takes responsibility for the health and safety of its volunteers and members but will collaborate and consult with DOC's identified key contact;
- A team leader will be appointed for each activity;
- Details of the activity including dates, tasks, logistics, skills and other requirements will be conveyed to potential team members;
- An appraisal will be undertaken to check team members have the fitness and competency to do the work;
- Team essentials will be identified and conveyed to team members
- Team members will be advised of emergency response information.

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

- Lead an on-site risk assessment<sup>1</sup> 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.
- Ensure that participants have the appropriate personal protective equipment and are adequately prepared for the tasks
- Identify any participants with pre-existing medical conditions, allergies or sensitivity that need to be considered in undertaking tasks and ensure they are carrying any necessary medication;

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<sup>1</sup> The objective of this is to identify any hazards relevant to the particular 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 principal 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.

- Point out where the first-aid kit is stored on site;
- Ensure that participants are fit, healthy and competent to undertake the tasks, or where a person doesn't meet requirements assign them to light duties where possible or work in tandem with another member;
- Ensure that new participants receive adequate induction and, if necessary, someone is assigned as their buddy;
- Ensure that communication channels/emergency procedures are in place;

During the work activity, the team leader will:

- Ensure safety procedures are being followed and Personal Protective Equipment is being worn/used;
- Maintain an ongoing assessment of team safety;
- Rearrange or reschedule tasks if necessary to keep participants safe.

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

- Lead a debrief on health and safety aspects seeking feedback from participants and amend the safety plan if necessary to incorporate any agreed changes for future activities;
- Record any incidents and injuries involving participants on the Incident Reporting Form (appendix C).
- Report any incidents incurring moderate or serious injuries to DOC as soon as possible
- Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

#### **4. Responsibilities of team members**

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

- Following health and 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 health and safety concerns with the 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.

#### **5. Review of health and safety plan**

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

The date of the next scheduled annual review is one (1) year from the date below

#### **6. Our commitment**

We recognise that any aspect of our work will entail some level of risk (likelihood of occurrence and degree of harm) to the health and safety of our group through exposure to a hazard (anything that can cause harm). We

are committed to eliminating or minimizing 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 in a position to actively monitor our day-to-day activities. As such, our group will undertake self-monitoring and report any significant health and safety issues to DOC. We further recognise that DOC has a right to intervene or suspend any unsafe work where they consider appropriate.

Signed by: 

**Position in Community Group: Chairperson**

**Date: 18/5/20**

**Accepted and Approved for work:**

  
Nicole Kunzmann: \_\_\_\_\_

**Operations Manager, Hokitika**

**Date: 27/5/20**

## 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 particular 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: Work will involve painting and maintaining the named Hut(s) so that it is / they are weather proof and in a reasonable state of repair. On occasion, if present the long drop toilet will need to be relocated. The access track(s) to named Hut(s) will also be maintained to 'route' standard using hand tools, unless approved under the special conditions to use chainsaws.

**It is recognised that an on-site risk assessment will still need to be undertaken each time a team visits a site to review and identify any new hazards or change in risk no matter how familiar the team is with the site.**

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
<b>ENVIRONMENTAL CONDITIONS</b>			
<u>Natural hazards</u> such as uneven or slippery ground, deep boggy ground, icy or frosty ground, water bodies	Twisted ankle or knee, sprain, graze, drowning	Low	<ul style="list-style-type: none"> <li>• Not working in adverse weather conditions or otherwise avoiding steep, slippery or unstable ground</li> <li>• Being aware of physical limitations and acting accordingly</li> <li>• Notifying others in team when unexpected uneven ground/holes are discovered, or surface is slippery. Flag or cordon off where practicable</li> <li>• Looking for secure footing when working on steep banks.</li> </ul>
<u>Adverse weather - cold</u> Wind, rain, hail, lightning, storm	Hypothermia, lightning strike	Medium	<ul style="list-style-type: none"> <li>• Preparing for adverse weather with appropriate clothing</li> <li>• Using weather forecasts to aid decisions prior to and during the field activity</li> <li>• Stopping activity if bad weather persists</li> <li>• Participants are aware of symptoms of hypothermia.</li> </ul>
<u>Adverse weather – hot</u> Exposure to sunlight/UV	Heat exhaustion, dehydration, sunburn, sunstroke, skin cancer	Low	<ul style="list-style-type: none"> <li>• Preparing for adverse weather with appropriate clothing e.g. hat, long-sleeved garment</li> <li>• Using weather forecasts to aid decisions prior to and during the field trip</li> </ul>

			<ul style="list-style-type: none"> <li>• Ensuring adequate water is carried by participants</li> <li>• Participants to come prepared with sunscreen</li> <li>• Watching for signs of heat exhaustion/fatigue</li> <li>• Providing for regular breaks in shade if possible.</li> </ul>
<u>Falling objects</u> Being hit by an object (rocks, trees, branches) falling from height. Dead or dying trees still standing Branches or tree trunks hanging in vegetation	Bruising, concussion, death	High	<ul style="list-style-type: none"> <li>• Avoiding working in tall forest in high winds</li> <li>• Minimising time spent in areas of active rockfall or avalanche</li> <li>• Being aware of any branches/tree trunks suspended in vegetation above where intending to work.</li> </ul>
<u>Vegetation</u> Branches on ground  Branches at head height  Vines on ground  Tree roots (perched)	Tripping, twisted ankle, bruising,  poked in eye   tripping, twisted ankle, scratches, cuts   twisted ankle, bruising	Low	<ul style="list-style-type: none"> <li>• Watch where you are walking</li> </ul>
<u>Stream/river crossings</u> Slippery rocks, deep water holes, swift water.	Twisted ankle, sprain, graze Hypothermia from wet clothes, drowning	High	<ul style="list-style-type: none"> <li>• Follow standard mountain safety river crossing guidelines</li> </ul>

<u>Wasp and bee stings</u> Wasp nests, bee hives	Allergic reaction, anaphylactic shock	Low	<ul style="list-style-type: none"> <li>• Where possible, identifying any wasp nests or bee hives, avoiding disturbance and moving away from area</li> <li>• Participants making others aware if they have an allergic reaction, any remedies required and where personal medication is held.</li> <li>• Alternative options being considered for high risk participants with serious allergic reactions.</li> </ul>
<u>Working near poison bait stations</u> Contact with toxin	Illness or possible death	Low	<ul style="list-style-type: none"> <li>• No contact to be had with bait stations or bait</li> </ul>
<u>Existing tracks, trees across path</u>	Twisted ankle, lacerations	Low	<ul style="list-style-type: none"> <li>• Removing any loose obstacles from access track</li> <li>•</li> </ul>
<u>Hunters in vicinity</u> Accidental shooting	Injury, death	Medium	<ul style="list-style-type: none"> <li>• Avoiding popular hunting areas at key times</li> <li>• Wearing high-vis vests when working in forest.</li> </ul>
<u>Cleaning products, paint and solvents</u>	Headache, breathing difficulties	Low	<ul style="list-style-type: none"> <li>• Following manufacturer's instructions</li> <li>• All chemical products to be kept in original container with instructions for use</li> <li>• Having a well ventilated room when using products indoors.</li> </ul>
<b>TOOLS AND EQUIPMENT</b>			
<u>Hand tool use</u> Heavy objects, sharp blades, flying objects, entanglement	Bruising, lacerations, cuts, poked in eye	Low	<ul style="list-style-type: none"> <li>• Having relevant personal protective equipment such as gloves, boots, (safety boots for specified activity), overalls, protective glasses. No open footwear permitted e.g., jandals, sandals, crocs</li> <li>• Being aware of the location of others and maintaining a safe distance of approx. 2 metres apart</li> <li>• Not carrying tools over shoulder or leave lying on ground in unsafe manner</li> <li>• Checking for loose heads on axes, slashers etc. before starting work</li> <li>• Watching out for falling branches when cutting tall vegetation.</li> </ul>

<u>Chainsaw/Brushcutter</u> Sharp blade, noise, fire, entanglement	Laceration, amputation	Medium	<ul style="list-style-type: none"> <li>• <b>Confining chainsaw use to fully qualified persons and approved by the Operations Manager.</b></li> <li>• Insisting operator wear all appropriate safety clothing including helmet and gloves</li> <li>• Recognising the noise and safety factor of operating a chainsaw in the vicinity of others.</li> </ul>
<u>Campsite equipment</u> Gas cookers and lanterns	Burns, asphyxiation	Low	<ul style="list-style-type: none"> <li>• Gas appliances not to be used in confined space without suitable ventilation</li> <li>• Gas to be turned off after use</li> <li>• Cookers to be refuelled after cooling outside of hut/tent</li> <li>• Fuel to be kept away from heat sources.</li> </ul>
<b>TRANSPORT /TRAILERS</b>			
Travel to Site – vehicle use	Loose of control of vehicle, collision, Driving into water at speed, brake failure. Driver fatigue. e.g. yawning, heavy eyelids, slow to react to hazards, not remembering towns you have passed through. Goods moving inside vehicle causing injury.	High	<ul style="list-style-type: none"> <li>• Wear seat belts.</li> <li>• Drive to the conditions within speed limits. Refer to road conditions reports if in doubt.</li> <li>• Monitor for driving fatigue- take a break, stretch leg every two hours.</li> <li>• Secure loose gear that is inside the vehicle or tie down on vehicle deck.</li> </ul>
Trailer Use	Serious harm from loss of control if load to heavy or trailer detaching from tow ball. Insecure load	High	<ul style="list-style-type: none"> <li>• Ensure the ball is the correct size for the vehicle and trailer</li> <li>• Always use safety chain and D ring . Adequately secure loads on trailer.</li> <li>• Only load and use trailer that can be safely towed by vehicle</li> </ul>
<b>PROJECT RELATED</b>			
<u>Track maintenance and construction</u> - Public access	Harm to member of public	Low	<ul style="list-style-type: none"> <li>• Erecting a warning sign on sites having public access</li> <li>• Wearing high-vis vests</li> <li>• Minimising obstacles on track that could trip other users</li> <li>•</li> </ul>

<p>-Lifting and carrying</p> <p>-Tools/equipment</p>	<p>Sprains and strains, back pain</p>		<ul style="list-style-type: none"> <li>• Reinforcing the need for good lifting techniques</li> <li>• Carrying large heavy items by two people</li> <li>• Maintaining a safe working distance between volunteers.</li> <li>• Ensure tools are in sound working condition and suitable for the task being undertaken</li> </ul>
<p><u>Hut maintenance</u></p> <p>- Working alone</p> <p>- Helicopter use</p> <p>-Ladders and working on roof</p>	<p>Isolation, lack of assistance/treatment, hypothermia</p> <p>- Injury/fatality working around helicopters</p> <p>- Fall, broken bones, serious injury</p>	<p>High</p> <p>Medium</p> <p>Low</p>	<ul style="list-style-type: none"> <li>• Notifying other team member of intended route/location and sticking to it</li> <li>• Carrying personal first-aid kit and mobile phone and, if necessary, personal locator beacon</li> <li>• Having a scheduled time to communicate with 'responsible person' at home base</li> <li>• Using authorised aircraft concessionaire and correct type of aircraft for the operation</li> <li>• Briefing by pilot on safety around helicopters and following their instructions at all times</li> <li>• Only essential people working around the machine for loading or unloading</li> <li>• Loose items (clothing/hats/etc) are not permitted around or in the machine. All items must be secure at all times.</li> <li>• Ensuring ladder is to NZ Standards and sits firmly on ground, is at correct angle and is held securely in place</li> <li>• Not overreaching or going beyond the top rungs of the ladder when working from it</li> <li>• Roof ladder to be used on roof pitches greater than 10 degrees</li> <li>• Having another person present when working from ladders.</li> </ul>

PANDEMIC			
Covid-19	Spreading and contracting COVID-19, resulting in illness, hospitalisation or fatality	Low	<ul style="list-style-type: none"> <li>• <b>Government requirements for COVID-19 alert levels (AL)</b> will be adhered to including travel restrictions and contactless transfer of materials.</li> <li>• <b>Anyone who is sick will stay home.</b> Anyone who becomes sick during the day will self-isolate till they can go home. They will wear a face-mask for travel home.</li> <li>• <b>Vulnerable people (with underlying conditions or over 70)</b> will stay home or agree to work with the measures needed to protect them.</li> <li>• <b>Cough and sneeze into elbow or use tissue and dispose of tissue.</b></li> <li>• <b>Contact tracing</b> – A permanent record will be kept of everyone who worked, what time, where and their contact details.</li> <li>• <b>Physical distancing</b> – Unless already in a person’s family or social bubble, people will work 2m apart and wear a face mask if they must be in contact closer than 1m (e.g. travelling in a vehicle). People will stay in tents where huts cannot provide space for keeping the required physical distance.</li> <li>• <b>Hygiene equipment will be available during all work activities and at all work sites;</b> soap, water and hand-towels, hand sanitiser, disinfectant and PPE disposal containers.</li> <li>• <b>Hand Hygiene will be practiced regularly by everyone. Everyone will:</b> <ul style="list-style-type: none"> <li>- Wash hands regularly with soap and water for 20 seconds and dry, or clean with hand sanitiser. (All surfaces of hand will be covered and rubbed together, ensuring between fingers, fingertips, thumbs and up to wrist are cleaned)</li> <li>- Complete hand hygiene prior to and after the work and using PPE and prior to eating.</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>- Gloves will be worn if people are handling the same equipment as others or equipment will be disinfected after use.</li> <li>• <b>Surface hygiene of all shared equipment and surfaces (including touch points in vehicles)</b> will be carried out using surface wipes, bleach or surgical spirit (alcohol ethanol).</li> <li>• <b>Notify the Department of any cases</b> that have developed while undertaking work or activities on PCL.</li> </ul>
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\*Assessing Risk:

	Possible worse outcome using current knowledge	How to manage
<b>High</b>	Extremely harmful to people, regardless of the frequency of occurrence	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
<b>Medium</b>	Moderately harmful to people, regardless of the frequency of occurrence	Consider lowering the risks to an acceptable level
<b>Low</b>	Slightly harmful or temporary discomfort for people, regardless of the frequency of occurrence	Risk considered acceptable. No further action is necessary other than to ensure that the controls are maintained

**ON-SITE RISK ASSESSMENT**

**APPENDIX B**

<b>Project Name</b>			
<b>Project Location</b>			
<b>Project Date</b>			
<b>Tasks being undertaken</b> ( <i>list in sequence they are carried out – including travelling to site</i> )			
<b>Hazards or risks that differ from Safety Plan:</b>			
<u>Task:</u>	<u>Hazards</u>	<u>Risk Level</u> H/M/L	<u>Control Measures</u>
<b>Team briefing coverage:</b>	<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		
<b>Team leader for day:</b> <b>Name:</b> _____	<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 are in agreement with health and safety plan.		
<b>Confirm team briefing delivered</b>	Signature: _____		

<b>Team members present at health and safety briefing:</b>	
<b>Name</b>	

# INCIDENT REPORTING FORM

# APPENDIX C

<b>Date of incident:</b> <b>Time of incident:</b> <b>Site Location:</b>	<b>Injured person:</b> <b>Name of any witness:</b> <b>Task being undertaken:</b>
<b>Details of Incident:</b> <i>(Describe what actually happened)</i>	<b>What caused the physical injury?</b> Slip or trip, moving object, lifting etc
<b>Part of body injured:</b>	
<b>Severity of injury:</b> <input type="checkbox"/> Near miss/unsafe act <input type="checkbox"/> Minor <input type="checkbox"/> Moderate requiring reporting to DOC <input type="checkbox"/> Serious injury requiring reporting to DOC	<b>Medical treatment required:</b> <input type="checkbox"/> None <input type="checkbox"/> First aid <input type="checkbox"/> Medical treatment(Doctor) <input type="checkbox"/> Hospitalisation
<b>Notifiable event</b> requiring reporting to WorkSafeNZ <a href="http://www.worksafe.govt.nz">www.worksafe.govt.nz</a> (only required if group is a PCBU i.e. has at least one paid employee)      Y/N	
<b>Safety Implications</b>	
<b>Immediate corrective action taken:</b>	
<b>Likelihood of reoccurrence:</b>	
<b>Amendments required to safety plan:</b>	
<b>Signed:</b> <b>Name:</b>	<b>Date:</b>

## COMMUNITY GROUP FIRST AID KIT

## APPENDIX D

This is a list of **suggested minimum contents** for a first aid kit for the collective use of your community group when undertaking a group activity. You may wish to add to the contents or quantity to suit your circumstances. Volunteers with pre-existing medical conditions or allergies should carry their own medication.

In instances where volunteers are working individually or in remote locations it would be advisable for each person to carry their own personal first aid kit.

Always remember to replace any items used.

Item	Quantity	Checked
First Aid booklet	1	
Antiseptic wipes	8	
Antiseptic ointment	1	
Bandage – gauze 40mm	1	
Bandage crepe – 75mm and 100mm	2	
Cotton gauze squares 7.5 x 7.5mm	6	
Disposable gloves	2	
Eye pad – 60mm x 75mm	2	
Eye tissues	4	
Elastoplast – mixture of sizes, PVC and fabric	50	
Fabric dressing strip	1	
Non-adherent dressing (mixed sizes)	6	
Paraffin gauze	1	
Plastic bags for waste disposal	2	
Resuscitation aid (with mouthpiece)	1	
Roll of fabric strapping tape – 50mm	1	
Roll of micropore tape – 25mm	1	
Roll of sleek tape – 25 mm	1	
Saline solution – 30ml	4	
Safety pins or clasps	10	
Scissors	1	
Skin closures/Steri-strip	4	
Splinter probe	4	
Triangular bandage	2	
Thermal blanket	1	
Tweezers	1	
Wound dressing with bandage -#14 and #15	2	