*Instructions: This template can be used to help community groups, organisations and individuals develop a health and safety plan for the activities they are undertaking on public conservation lands and assets.*

*Text that is in italics and highlighted yellow is to be replaced with the group’s information.*

*Complete the tables in Appendix A, the first is about the hazards the Department of Conservation has told you about, the second is the hazards that other people could be exposed to if they visit the site and the third is hazards that result from the activities being undertaken. An example of each is presented in each table – delete these from the completed plan.*

*If you are engaging a contractor to do this work and no one else will assist, please notify the DOC ranger and ask them to obtain a health and safety template for groups with contractors from the National Volunteering Team.*

*Delete this “Instruction” section after you have completed the template.*

***[Enter your project or group name]* 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?***

*[Enter name of individual]* has been appointed the point of contact for health and safety matters relating to the activities.

*[Enter name of individual]* will:

* Notify the Department of Conservation (DOC) 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 safety plan with the team members
* Report any incidents incurring moderate or serious injuries to DOC as soon as possible
* 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
* 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 ore 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

1. **Preparation of Safety Plan**

In preparing this 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 C:\Users\mmassaar\Pictures\imagesMHZUTVQK.jpg 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.

1. **General standard of care**

***Before the activity how will the group ensure all participants are competent to do the work and what PPE is required?***

*[Enter details here]*

***What is the groups plan for responding to an emergency?***

*[Enter details here]*

***At the beginning of the activity how will the group discuss the hazards and controls and decide how to monitor safety on site?***

*[Enter details here, The Departments Job Safety Analysis form is a great way to do this and is attached in appendix B of this template]*

***How will the group monitor the hazards and look out for each other during the activity?***

*[Enter details here, The Department recommends that one person is appointed as the lead person for on-site health and safety]*

***At the end of the activity how will the group learn from any incidents or near misses?***

*[Enter details here]*

1. **Responsibilities of team members**

***How will each team member take responsibility for themselves and others during the activity?***

*[Enter details here]*

1. **Review of safety plan**

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

1. **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 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, and 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 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? |
| *Stream/river crossings*  *Slippery rocks, deep water holes, swift water*  *There are a number of unbridged river crossing that may become hazardous during periods of very heavy rain If in doubt postpone travel.* | *Twisted ankle, sprain, graze*  *Hypothermia from wet clothes, drowning* | *Med/high* | * *Identifying the safest place to cross stream/river* * *Having one person assisting others across if necessary* * *Not crossing a stream with excess water - check weather forecasts and postpone work if necessary* * *Not crossing if person doesn’t have skills and experience to safely cross.* * *Not using ropes unless adequately trained.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Hazards created by the activities that others could be exposed to when they access the site/asset | | | |
| Hazard | Risk/possible outcome | How dangerous is the risk? | What actions will the group take to reduce or eliminate the hazard? |
| *Falling objects*  *Being hit by tools/ objects being dropped from heights* | *Bruising, concussion* | *Low* | * *Avoids having people working below those people working on trusses/roof* * *Put signage out at entrance ways to the site notifying people of the activities* * *Tape of areas to prevent access* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Hazards associated with activities we will be undertaking | | | |
| Hazard | Risk/possible outcome | How dangerous is the risk? | What actions will the group take to reduce or eliminate the hazard? |
| *Trailers*  *Injury to another person* | *Bruising, broken bones* | *High* | * *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.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**JOB SAFETY ANALYSIS APPENDIX B**

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

|  |  |
| --- | --- |
| **Team members present at health and safety briefing:** | |
| **Name** | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |