

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 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. Examples of hazards and actions to keep you safe are presented in each table to help you develop your own plan – 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.

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?

_____ has been appointed the point of contact for health and safety matters relating to the activities.

_____ 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

2. **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  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.

3. **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).

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 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.

² Refer Toolbox Talk Booklet provided

4. 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.

5. Review of safety plan

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

6. 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, 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 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 (See word document for examples)			
Hazard	Risk/possible outcome	How dangerous is the risk?	What actions will the group take to reduce or eliminate the hazard?

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?

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?

DM 5915308

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?

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*Assessing Risk:

	Possible worse outcome using current knowledge	How to manage
High 	Extremely harmful to people, regardless of the frequency of occurrence	<p>The risk is unacceptable. Substantial improvement is required to reduce risk to an acceptable level.</p> <p>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>
Medium	Moderately harmful to people, regardless of the frequency of occurrence	Consider lowering the risks to an acceptable level
Low	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

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 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	