



# **Hereweka - Harbour Cone Trust**

## **Health and Safety Plan**

**Keeping our visitors, volunteers and contractors safe**

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## INTRODUCTION

### The Hereweka – Harbour Cone Trust (HHCT) Health and Safety Policy

The Health and Safety Employment Act relates to the employer/employee relationship. It places duties on HHCT in a number of roles including;

- Contractors - where the HHCT has a duty of principal for others including the public.
- Volunteers – where the HHCT has a duty of care as supervisors.
- Visitors – where the HHCT ensures the identification of hazards
- Employees also have a duty to act in a safe manner so that no action or inaction on their part should cause harm to others.

### Responsibilities

**The Trust** has responsibility for the health and safety for themselves and their colleagues. This involves you if you are an employer, the principal of a contract or as an employee.

The HHCT Trustees	Contractors, Visitors and Volunteers
<p>The Trustees has the most duties to perform to ensure the safety and health of employees. The Trustees has a general duty to take all practicable steps to ensure the safety of contractors, volunteers and visitors while on site.</p> <p>In particular, you are required to take all practicable steps to:</p> <ul style="list-style-type: none"><li>• Provide and maintain a safe work environment.</li><li>• Provide and maintain facilities for the safety and health of the above.</li><li>• Ensure that machinery and equipment in the place of work is designed, made, set up, and maintained to be safe if applicable.</li><li>• Ensure that all of the above are not exposed to hazards while at Harbour Cone</li><li>• Develop procedures for dealing with emergencies that may arise.</li></ul> <p>There is also a responsibility for the health and safety of non-employees e.g. the public.</p>	<p>Effective safety management requires the involvement of <u>everyone</u> in a place of work.</p> <p>Every contractor, visitor and volunteers has a responsibility to:</p> <ul style="list-style-type: none"><li>• Observe safe work practices, rules and instructions relating to their work in order to ensure their own safety.</li><li>• Ensure that their actions or inaction's at work do not lead to someone else being harmed.</li><li>• Advise the Trust of any real or perceived unsafe practices and any improvement required.</li><li>• Report <u>all</u> accidents.</li></ul> <p>It is extremely important for trustees to be involved in the development of Health and Safety procedures.</p>

## SECTION TWO: IDENTIFICATION OF HAZARDS

### Hereweka – Harbour Cone

Prior No.	Hazard Description	What type of Injury/Health Problem could result from this Hazard?	Severity Rate	Freq. Rate	Risk Rate	Serious Harm	Category and Date for Completion	Notes
	Steep ground	Serious injury or death	4	1	4	Yes	C	Notification to those accessing site at all times
	Cliffs or bluffs	Serious injury or death	4	1	4	Yes	C	Notification to those accessing site at all times
	Weather	Serious injury or death	4	1	4	Yes	C	Monitoring of weather conditions and advise on trip or work schedule
	Creeks or ponds	Serious injury or death	4	1	4	Yes	C	Dependent on periods of high rainfall
	Tracks	Serious injury of death	4	1	4	Yes	B	Liaise with local SAR to familiarise with site and access points
	Moribund Trees	Serious Injury or death	4	1	4	Yes	B	Develop inventory and arboriculture plan of trees in public areas
	Unstable structures	Major injuries/illness	3	1	3	Yes	B	Develop inventory of at risk building sites and close
	Landslips	Serious injury of death	4	1	4	Yes	C	Dependent on periods of high rainfall
	Fences & gates	Minor Injuries	2	1	2	No	C	Monitor condition around public access points
	Directional Markers	Serious injury or death	4	1	4	Yes	B	Develop asset replacement plan to ensure walkers have marked routes

#### Severity Rating:

1. Negligible injuries/illness
2. Minor injuries/illness
3. Major injuries/illness including Possible long term disabling affects
4. Fatality

#### Frequency Rating:

1. Remotely possible
2. Know to have happened in the past
3. Strong possibility of it happening
4. Has happened previously
5. Happens all the time

#### Risk Rate:

is the multiplication of the Severity rating value by the Frequency rating value.  
e.g. Severity rating of say 3 x probability rating of say 2 equates to a risk rate of 6 (i.e. 3 x 2)

**Priority Number:** Is the ranking of the risk rate. The highest risk rate of 20 is priority 1.

**Harm:** Means illness, injury or both with **Serious Harm** (as defined by the Health and Safety in Employment Act 1992) include death and many occupational illnesses or injuries that may be sustained at a place of work.

**Hazard:** Means any activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm.

#### Category and Date for Completion:

- A Highest priority – something is/should be happening. Serious consequences.
- B Something needs to be done; however, there are no immediate or approved plans.
- C Hazard noted. Everything that can realistically be done has been done.

Hereweka - Harbour Cone Trust Health & Safety Plan

<b>Operation</b>	<b>Hazard</b>	<b>Hazard Control: Can the hazard be:</b>			<b>Control Method</b>
		<b>Eliminated?</b>	<b>Isolated?</b>	<b>Minimised?</b>	
Tree Planting	Use of tools	Yes	Yes	Yes	Wear appropriate footwear and give instruction on use to inexperienced users/volunteers.
All Outdoor Work including monitoring	Weather Conditions	No	Yes	Yes	Appropriate clothing, sunscreen, checking weather reports, determining whether work is required and can be reconvened for a more suitable day. Telecommunications and intentions signed in to an offsite party Use working alone policy
Weed control (Manual)	Sharp tools	No	Yes	Yes	Appropriate foot, eye and hand protection. Instruction on appropriate tool use
Weed Control (Power Tools)	Power Tools	No	Yes	Yes	Industry standard, foot, eye, leg and hand protection. Experienced and trained operators only Industry standard fuel management
Weed Control (Spraying or hand application)	Chemical Handling	Yes	Yes	Yes	Use PPE recommended for the use of the brand of chemical Experienced and trained operators only Industry standard mixing and storage facilities off site
Arboriculture pruning, removal or climbing	Chainsaw Climbing	Yes	Yes	Yes	Industry standard PPE at all times Experienced and trained operators only Industry standard fuel management Approved operators for climbing only
Archaeological Excavation	See Appendix 9	Yes	Yes	Yes	See Appendix 9
Track Maintenance	Hand tools	Yes	Yes	Yes	Appropriate foot, eye and hand protection. Instruction on appropriate tool use

## **SECTION THREE: ACCIDENT REPORTING**

### **Introduction**

This section outlines the procedures that must be followed in accordance with the Health and Safety in Employment Act 1992, when an accident occurs or where someone might have been harmed.

The reporting and investigation of accidents is one effective method to help prevent a recurrence, and to determine if hazards have been identified and/or controls are effective.

### **Register**

The Health and Safety in Employment Act requires HHCT to maintain a register of accidents. The Trust will register this material with if there is an accident.

#### **That Act defines accidents as incidents that either:**

- Resulted in harm to any employee/subcontractor at work, or at a work place controlled by any employer (i.e. the Trust)
- Might have resulted in harm

As well as recording accidents and injuries in the register, employers must investigate there to determine whether they were caused by or arose from a significant hazard.

#### **What is recorded in the register?**

The register is completed by filling out the monthly summary sheet (Appendix 1).

#### **Incidents and accidents to be recorded are:**

- any injury accident involving a member of the public in your work place
- any injury accident involving an employee in your work place
- any property damage incident in your work place including vandalism, but excluding normal wear and tear
- all near misses or potentially serious situations

**Note:** Injuries include gradual process injuries like Occupational Overuse Syndrome (OOS), hearing loss etc.

Accidents, which lead to ACC or insurance claims, must also be recorded.

#### **Serious Harm**

When instances of serious harm occur (definition below), the Occupational Safety & Health Service of the Department of Labour must be notified as soon as possible after the event. In addition, within 3 days of occurrence a completed report (accident/injury report form) must be delivered to the Trust. At the same time an accident investigation report from management will be undertaken.

**Definition of 'serious harm' from the first schedule of the Act.**

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

Respiratory disease	Decompression sickness
Noise-induced hearing loss	Poisoning
Neurological disease	Vision impairment
Cancer	Chemical or hot metal burn of eye
Dermatological disease	Penetrating wound of eye
Musculoskeletal disease	Bone fracture
Illness caused by exposure to infected material	Communicable disease
	Laceration
	Crushing

2. Amputation of body part.
3. Burns requiring referral to a specialist register medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.

Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harms' occurrence.



## **HHCT ACCIDENT MANAGEMENT PROCEDURES**

### **1. Accident Management**

1.1 The Trust shall ensure that all accidents or incidents are responded to, reported and investigated according to the Trust's procedures.

1.2 Accidents and incidents shall be categorised as follows:

<b>Near Miss</b>	incurring no injury or damage but an incident occurred that could have caused harm.
<b>Minor</b>	causing slight injury (possibly needing simple First Aid).
<b>Moderate</b>	causing moderate-to-severe injuries (needing medical treatment). May or may not be Serious Harm.
<b>Major</b>	causing permanent disability or fatality. Will be Serious Harm under the Health & Safety in Employment Act.

1.3 When an accident occurs, the immediate response shall be as follows:

- i) Ensure site is safe to enter before going in to help.
- ii) Assist anyone injured. Provide first aid; obtain medical treatment or ambulance as appropriate.
- iii) Secure the accident site pending accident investigation And/or notification to OSH.
- iv) Inform the Trust as required below.
- v) The Trust shall inform OSH in cases of serious harm.
- vi) Ensure site is safe before work resumes.

1.4 HHCT shall audit accident management procedures and audit using a qualified auditor as necessary.

### **2. Accident Reporting**

2.1 All classifications of accidents, injuries or "near miss" incidents arising in the course of employment where someone was, or might have been harmed, shall be reported on Appendix 2.

This shall be done to meet the requirements set out in the Health and Safety in Employment Act 1992 and for other reporting purposes. (

2.2 HHCT shall report all incidents where serious harm has occurred (as defined in the Act) to the Occupational Safety and Health Service of the Department of Labour as soon as possible after its occurrence and

provide a written report of the circumstances within a week of the occurrence. The requirements regarding not altering the scene of any accident shall be observed.

2.3 Within three working days of the incident occurring, the accident shall be recorded on the accident register.

**3.0 Accident Investigation**

3.1 HHCT shall investigate all accidents or incidents for which an accident/injury report has been completed, and take or recommend appropriate corrective action to prevent similar accidents/incidents from re-occurring.

3.2 Near Miss or non-injury incidents shall be categorised as either minor, moderate or major following an assessment of what could have resulted and shall be investigated in the same way as accidents that did occur so that harmful situations may be identified and prevented in the future.

3.4 Responsibility to investigate accidents is as follows: **HHCT & the Dunedin City Council**

**3.5 Accident Investigation Reports**

3.5.1 Information collected during accident investigations shall be recorded.

3.5.2 Investigations shall be completed and the results reported within three working days of the accident/incident occurring.

3.5.3 Supporting data not available within three working days shall be submitted when it is available, together with a statement regarding changes arising from the delayed supporting data.

3.5.4 Accident investigation reports will set out:

- findings as to the causes, and causes of the causes of accident/incidents
- recommendations and priorities for corrective action where required
- who is responsible for implementation of the recommendations.

## TRAINING NEEDS PLAN

### Draft Training Programme

Subject	Issues for Consideration	Type of Training Required
Managing Volunteers	Self awareness Buddy awareness Balance workload Time management	In-house/external
	Rest breaks/exercises	Occupational health nurse
Potential use of vehicles	Defensive driving 4WD Training Quad Bike Training	Automobile Association
	First Aid	St Johns
	Outdoor Skills	Red Cross

### EMERGENCY PROCEDURES

RISK	ACTION REQUIRED		FOLLOW INSTRUCTIONS FROM
Individual serious Medical Incident	Offices • Call Ambulance 111	• Provide First Aid • Secure scene	• First aiders and Ambulance Officers
Fire	• Activate alarm	• Evacuate building • Assemble at predetermined places	• Fire Staff
Earthquake	• Take cover under desk	• Await further instructions	• Civil Defence Procedures

## CONTRACTORS AND CONSULTANTS

### Checklist

- Contractor submitted Health & Safety Management Plan
- Manager/Principal aware of all their responsibilities
- Contractor given Health and Safety Responsibilities – Contractors
- Acknowledgement of Health and Safety Responsibilities – Contractors to HHCT signed by both parties.
- Both parties do monitoring to ensure compliance with safety requirements.

### Introduction

The Health & Safety in Employment Act 1992 places an obligation on persons or organisations hiring contractors to take all practicable steps to ensure that no employee of a contractor, or if an individual, no contract or sub-contractor, is harmed while doing work that the contractor was engaged to do.

HHCT accepts that it has an overriding duty to care to contractors and sub-contractors to ensure their safety whilst they are performing work for our organisation. This duty exists alongside the contractor's duty to ensure their own safety, and that of others affected by their actions.

This section is designed to make you aware of what these responsibilities are and what needs to be done to ensure all regulations are met.

### Trust's Responsibilities

1. Contractors tendering to HHCT Ltd shall submit with their tender details of their Company's Health and Safety Management Plan.

This Plan should include details covering the following areas (there may be others):

- A Health & Safety Manual specifically listing known workplace hazards and giving clear precise instructions on how to deal with them.
- Regular follow-up reviewing and monitoring of hazards including tea meetings.
- An emergency plan for dealing with accidents.
- A Health and Safety Plan training programme for employees.
- A system for inspecting the workplace to ensure correct safety procedures is being followed.
- Positive reinforcement such as commendation and/or incentives.
- A methodology for implementation of the plan for this particular contract.

2. The contractor has the requisite skills, knowledge and experience to carry out the required task(s) safely, including, for example, relevant qualifications and current registrations.

3. The contractor is aware of their responsibility to comply with: New Zealand legislation and relevant by-laws, National standards or codes of practice, HHCT Health and Safety rules and procedures
4. The contractor accepts responsibility for the supervision of its personnel to ensure that they strictly adhere to all safety requirements.
5. The contractor has appointed one of its personnel as its safety advisor.
6. The contractor's delegated representative has responsibility for co-ordinating all applicable Health & Safety matters.
7. All employees of the contractor or sub-contractor report to a designated point on arriving at the site, and before leaving the site.
8. The contractor is told/shown exactly the work that needs to be carried out.
9. The contractor is informed of any relevant on-site hazards likely to be encountered.
10. The contractor is informed of any relevant on-site Health & Safety rules and procedures.
11. The contractor has adequate insurance cover to indemnify HHCT for any damage caused by the contractor.
12. The contractor to be monitored to ensure compliance with safety requirements.  
This can be done by:
  - Conducting spot inspections
  - Conducting safety audits
  - Requiring regular reports from the contractor on all safety related matters
  - Having regular review meetings with the contractor to discuss safety performance
13. Ensure contractor has signed their Agreement to comply with HHCT policies and procedures.

### **Alcohol and Drugs**

No employee, contractor, sub-contractor or volunteer of HHCT Ltd shall consume any alcoholic liquor, drug or other intoxicating substance, whilst engaged in performing the services for HHCT.

### **First Aid**

When undertaking work of a minor or routine nature, workers will use the First Aid kit provided. If this is being used the kit must remain on the site if the vehicles are leaving for any reason. When undertaking major work or site inspections a first aid kit will be available at all times. The Trust will ensure that they are fully trained in advanced first aid, and will update their competency level annually.

**First Aid Kits should contain:**

<b>Description</b>	<b>Site</b>
Combine Dressing - 20cm x 9cm	2
Combine Dressing - 9cm x 9cm	4
Gloves (disposable) Pairs	4
Eye Pads (sterile)	2
Melolite Non-adherent Dressing 7.5x 10	2
Melolin 10 x 10	2
Triangular Bandages	4
Gauze Swabs (Propak - sterile)	2
Compressed Wound 5r-essing No. 14	4
Compressed Wound Dressing No. 15	4
Micropore Tape	2
Resuscitation Mask	2
Sticking Plaster - AirStrip 6.3 x 3.8	100
Sodium Chloride Steritubes 30ml	24
Survival Blanket	2
Splinter Probes	10
Paracetamol	20

**Safety Equipment**

HHCT may be required to ensure that all volunteers are provided appropriate Personal Protective Equipment and safety equipment that is required to undertake their work in a safe manner. All equipment to be used by HHCT Ltd staff will meet the approved standard relevant to that equipment.

All volunteers, contractors and subcontractors to the Trust has a responsibility under the Health and Safety in Employment Act 1992 to work in a safe manner, it is therefore up to them to wear the appropriate Safety Equipment for the work they are undertaking.

HHCT is responsible for ensuring that Personal Protective Equipment is worn when necessary. The Trust has the authority to suspend any person who refuses to comply with their directions.

**Maintenance & Care of Safety Equipment**

All people undertaking work on Harbour Cone must be trained in relation to the Safety Equipment they are required to use.

You must know: -

- When to wear it
- How to use it
- How to maintain it
- How to assess it for possible problems when to replace it.

## **Hard Hats**

Must comply with NZS 5806.

Hard hats shall be worn on all sites that are designated as hard hat sites and whenever there is a risk of anything falling or flying at your head (e.g. whenever crane operations are in progress) or when directed by the site manager.

Records of hard hat issue should show the name of the person who received the hat and the date of issue. This information should also be marked on the inside of the Hard Hat.

The hat should be replaced no later than 3 years from after the date of issue. If the date of issue is not recorded replacement should be no later than 3 years from the date of manufacture.

No stickers or adhesive labels to be applied to the hat as they may affect the ABS plastic. No spray paints or other films are to be applied to hard hats. Heat and prolonged exposure to UV will cause ABS plastic to break down in a shorter period than the three-year life, (e.g. leaving a hat in the back of a car). Any damaged hat should be replaced immediately. Adjust so that the hat is a good fit. Never wear a metal hard hat.

## **Safety Glasses/Goggles**

Must comply with AS/NZS 1337 OR ANSI Z87. 1.

Safety glasses/goggles shall be worn whenever there is a danger of foreign matter entering the eye, as assessed by the individual, or when directed by the site manager. The appropriate eye protection must be chosen for the hazard, e.g. high impact, chemical splash. Inspect and clean regularly. Follow the manufactures cleaning instructions, or in the absence of instructions, clean using non-abrasive soap in warm water using a soft cloth. Lenses, which have been scratched, abraded, pitted or otherwise damaged, should be replaced because the protection afforded may be reduced and vision impaired. Scratched inner faces of glass lenses should be immediately replaced. The replacement of lenses in safety spectacles and in particular metal frame safety spectacles should be carried out only by trained personnel authorised to perform this duty, as poorly fitting lenses and loose or tight assemblies can create hazards for the wearer.

## **Earmuffs**

Must be Grade 3 or 4, (OSH approved system) whichever grade of earmuff is appropriate for the noise level. If unsure as to the noise level Grade 4 should be worn. Earmuffs shall be worn whenever you are in an area where you have to raise your voice to be heard, as assessed by the individual, or when directed by the site manager.

## **Safety Footwear**

Must comply with AS/NZS 2210.

Safety footwear will be worn all work sites or in field work or inspections at all times.

Footwear should be cleaned and nourished regularly for optimum performance.

## **High Visibility Safety Jerkins**

Must comply with NZS 5839. High Visibility Safety Jerkins must be worn at all times working on or close to the road. The type currently purchased is good for 150 sunlight hours wear. If working at night the vest must have vertical and horizontal reflective strips.

## WORKING ALONE PROCEDURE

Working alone is a significant risk to people at Harbour Cone if they were to have an accident a substantial time could pass before anyone was alerted to the fact that they were missing. All volunteers and contractors of HHCT are required to adhere to the following procedures when working alone.

- Identify hazards before departure, check appropriate weather conditions.
- Fill in the field work intentions form (Appendix 3 or Appendix 4)
- Time starting work
- Be wearing appropriate clothing for expected weather conditions.
- Be fully trained in the work they are undertaking
- Intentions form should provide the following.
  1. Work to be undertaken
  2. Any expected risks of specific to this work.
  3. Expected finish time
  4. Contact Details
  5. Checklist of equipment

### Overdue People

People who have failed to call in, on return from work when working alone, in excess of 1 hour of expected time of return are to be considered 'overdue'. During the time that the search is being arranged and performed, repeated attempts should be made to raise the staff member by radio or cell-phone as they may have been out of radio contact. Trustee's going to look for the overdue worker must be adequately prepared considering the terrain, they must be equipped with communication equipment, which will be able to gain assistance if required.

Should the searching trustee's find the overdue person and that person is injured, no attempt should be made to move him until the injuries are adequately assessed. If there is any concern regarding the extent of the injuries contact should be made and referred to St. John Ambulance Control.

## ROADWORK PROCEDURES

Working on the road has considerable risk to staff and procedures for working on roadways should use the Transit NZ, Working on the Road booklet for guidance in these situations.

### Hazards:

- Risk of injury related to being hit by passing vehicle.
- Risk of injury related to working on road in poor visibility.
- Risk of injury related to working on roads in wet conditions.
- Risk of injury related to working on roads in icy conditions.
- Risk of injury related to working on roads in windy conditions particularly if signs have been blown over.
- Risk of injury to public especially children playing around fire hydrants.
- Risk of injury related to putting out and taking in signs.

**Procedures:**

Ensure adequate control of the site by:

- Vehicles should be left with their hazard lights operating if work is near or in road.
- Restricting access by use of hazard tape or other appropriate barriers.
- Particular care must be taken if there is a high risk of children playing near the hazard area. It may be necessary to designate 1 person to monitor this closely. In a major job close to a school or play area it may be appropriate to inform the school and parents of the dangers and advise them to keep children away.
- Do not leave site unattended or not properly secured if leaving the site even for a short time.
- All staff to wear FE-Viz jerkins.
- One staff member to be in charge and to drive through and check the site layout.
- All sign used must be high visibility signs.

Roadwork's sign (M76) as an advanced warning sign may be used; this must be placed to give the driver time to prepare to slow down or to alter the vehicles position on the roadway. This distance is referred to as the WARNING DISTANCE and is shown in the Set Out Distances Table. If the hazard area is entering into the roadway, this could necessitate the driver moving over the median line. Signs must be placed on either side of the work area.

Works End (TW20), this may be attached to the back of the Roadwork's sign (WT6)

Traffic Direction Warning Signs may be required; these signs have the same format and colours as the Roadwork's signs. They warn drivers that the normal traffic lanes have been altered or there is a traffic controller ahead (e.g. Lane Closed, Flagman Ahead).

Allowing at least a 1 m wide safety strip from the work area, cones should be placed as per the Set Out Distances Table.

Any work undertaken in which the hazard area, i.e. the working area plus a 1 metre safety zone, encroaches onto the roadway must have warning signs erected.

Set Out Distances Table (in metres)			
Operating Speed	50 km/h	70 km/h	100 km/h
Sign Visibility Distance	60	80	120
Warning Distance	60	90	150
Sign Spacing	30	40	60
Taper Length	30	50	90
Cone Spacing (in taper)	3	5	9
Cone Spacing (around hazard area)	6	10	18

## **SEXUAL HARASSMENT IN THE WORKPLACE**

Sexual harassment is unwelcome or offensive behaviour that is repeated or significant enough to have a harmful effect on you.

The Employment Contracts Act 1991, Section 29 of the employment contracts Act defines sexual harassment, in brief as:

- Requesting of a worker sexual contact with the promise of preferential treatment or the threat of some harm to the worker's future employment;
- Using words of a sexual nature, or physical behaviour of a sexual nature which is unwelcome or offensive, and repeated or serious enough to cause harm to the worker's employment, job performance or job satisfaction.

You may be subject to sexual harassment if.

- You are subject to offensive sexual remarks in the workplace
- You are persistently touched by your boss in unwelcome ways
- You are regularly hassled for a date by a co-worker
- You are shown sexually offensive pictures in the workplace

Sexual harassment is not:

- Occasional compliments
- Behaviour based on mutual attractions
- Mutually enjoyed jokes between colleagues

Why you should act:

- You don't have to put up with sexual behaviour that you don't like
- Sexual harassment is often repeated unless action is taken
- Sexual harassment may affect your ability to work and to feel comfortable in your workplace
- Sexual harassment can lower self-esteem
- Other people in your situation may have experienced similar behaviour but felt unable to act.

What can you do:

- Keep a record of the incidents that you find offensive.
- If for any reason you are not comfortable to discuss this matter with the Taskforce green Co-ordinator to help clarify your best course of action. This information will be kept confidential.

## HAZARD MANAGEMENT

### Introduction

The HHCT is committed to providing a safe and healthy workplace. It also states that all volunteers and contractors have a responsibility to observe safe work practices, rules and instructions relating to their work, and to be pro-active in hazard management.

Monitoring of hazards, accidents and the Health Safety Plan is an extremely important part in maintaining a safe workplace.

Monitoring of the HHVCT Health and Safety Plan will involve the following:

1. Monthly checking by the Trust of hazard material (Appendix 6)
2. 3 Monthly review of training requirements.
3. 6 Monthly review of equipment.

### Control of Significant Hazards

The Health & Safety in Employment Act 1992 requires a formal approach for dealing with significant hazards.

The Act sets out in hierarchical order for the control of significant hazards. This order is:

- Elimination
- Isolation
- Minimisation and protection of employees

For each identified significant hazard, the following questions must be answered in order.

#### **Step 1: Elimination Can the hazard be eliminated?**

Elimination does not necessarily mean the hazard has to be moved in total, but rather reduced to a non-significant hazard level, eg. Hazardous noise levels can be reduced to a non-significant level through engineering controls. The hazard can also be reduced to a non-significant level through substitution such as replacing one chemical for another that is less hazardous. If your answer is **YES** then list the steps to achieve this. If **NO** list the reasons why not. Test your reasons for not eliminating it against the 'All Practicable Steps' requirements listed in this section.

#### **Step 2: Isolation Can the hazard be isolated from the employees?**

Isolation is placing a barrier between the employee and the source of the hazard. This can include:

- a) Physical barriers, eg. machine guards
- b) Time frames
- c) Enclosures

If **YES** then list the steps to achieve this. If **NO** list the reasons why not. Test your reasons for not isolating it against the 'All Practicable Steps' requirements.

### Step 3: Minimisation and Protection of Employees

- **What can be done to minimise the likelihood of harm from the hazard?**
- **What equipment and clothing are needed to protect employees from the hazard?**
- **How are employees/volunteers exposure to the hazard and their health in relation to the exposure to be monitored?**
- **What training and education is needed to protect employees from the hazard?**

Determine your answers to the questions and then test your steps for minimising the likelihood that the hazard will cause harm against the “All Practicable Steps” requirements. It is important to remember that provision of personal protective clothing and equipment is the last option when finding solutions for the control of hazards. The provision of personal protective equipment and clothing brings with it the responsibilities of:

- Monitoring the employees’ exposure to the hazard, and
- Monitoring the employees’ health in relation to the hazard with the employees’ informed consent.

#### All Practicable Steps

The employer is required to take all practicable steps to achieve a result for elimination, isolation or minimisation.

#### Definition

“**All Practicable Steps**”, in relation to achieving any result in any circumstances, means all steps to achieve the result that is reasonable practicable to take in the circumstances, having regard to:

- a) The nature and severity of the harm that may be suffered if the result is not achieved; and
- b) The current state of knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved; and
- c) The current state of knowledge about harm of that nature; and
- d) The current state of knowledge about the means available to achieve the result, and about the likely efficacy of each; and
- e) The availability and cost of each of those means.

It is important to read “**All Practicable Steps**” as a complete statement and not as stand alone sections.

Each section is joined by ‘**and**’ and therefore they are additive to form a complete set of criteria that needs to be addressed as a total package.

## **Control of Other Hazards**

The process used for significant hazards may also be used to determine the control methods for other hazards. However, should you choose not to, then the following process can be used.

### **Process**

For each 'Other Hazard' ask these questions in the following order:

- Can the hazard be removed by design and engineering?
- Can the hazard be removed by substitution?
- Can the risk of the hazard be reduced by changing the process?
- Can the risk from the hazard be reduced by enclosing it to isolate it from workers?
- Can the hazards be removed by source before they affect the workforce?
- Can the hazard be reduced by segregating the process from workers other than those needed to do the process?
- Can personal protective equipment be used to reduce the risk?
- Can rules or procedures be developed to reduce the risk?

### **Control Options**

There are two levels of control options:

- Local Control Options.
- Management Controls.

### **Local Control Options**

The following is a list of Local Control options:

- Design and Engineering
- Substitution
- Change the process
- Enclose/Isolate
- Remove at source
- Segregation
- Personal protective equipment
- Rules, procedures, guidelines.

It is important that all options are explored before making a decision on which control method is to be used even when the identified hazard may already have some control in place.

### **Management Controls**

Management Controls ensure that the Local Controls are put in place and are effective. There are seven basic management control activities that are common to all hazards although some hazards may require others – these are:

- Establish safety, health environmental protection policy to be followed by all.
- Responsibility assigned to ensure Local Controls are implemented and remain effective.
- Staff training (to ensure they can work safely).
- Emergency procedures.
- Planned inspection.
- Accident reporting and investigation.
- Audit system for checking the Management Controls are in place and working.

Control activities are to be recorded on the ‘Local/Management Controls sheet’ after completing the ‘Hazard Control Plan’ for each hazard. Both these forms can be found at the end of this section.

### **Cost of Controls**

There will be a variety of control methods for different hazards. The degree of control agreed upon will involve a consideration of the cost, the severity of the consequences, and the probability of the injury/illness/damage. To determine the most appropriate of the proposed options for the identified hazard, the estimated cost of the corrective measures is weighted against the degree that the risk is reduced. Remember that Significant Hazards have a test of ‘all practicable steps’ for the control required, which involves a mix of considerations, including cost.

## **(Appendix 1)**

### **INCIDENT/ACCIDENT REGISTER**

MONTH: \_\_\_\_\_

Trustee's Signature \_\_\_\_\_

Date/Time of Injury	Name of Person(s) (Contact details if not employee)	Details of: Near-miss/injury/ Equipment Damage	Where and How	Treatment Given	Investigation		New Hazard Y/N
					Req Y/N	Date Complete	

#### **To be completed by the Trust**

Information completed on this form will be used for the management of health and safety at Harbour Cone by the Trust.

All personal information will be kept confidential.

**Individuals have the right to seek correction of inaccurate personal information on this form.**

**NOTE:** Investigation to be completed within the following month.

## **(Appendix 2)**

### **EMPLOYEE/SUB CONTRACTOR ACCIDENT REPORT**

Hereweka Harbour Cone Trust

Department:.....

1. Personal data of injured person:

Name:.....

Residential Address:.....

.....

Date of Birth:..... Sex M / F

2. Time and date of accident/serious harm:

Time:.....am/PM

Date:.....

Shift:  Day  Afternoon  Night

3. Witnesses to the accident:

.....

Contact phone no:.....

4. Brief details of what happened:

.....

.....

.....

.....

5. Mechanism of accident/serious harm:

fall, trip or slip  sound or pressure

body stressing  biological factors

mental stress

hitting objects with part of the body

being hit by moving objects

heat, radiation or energy

chemicals or other substances

6. Agency of accident/serious harm:

machinery or (mainly) fixed plant

mobile plant or transport

powered equipment, tool, or appliance

non-powered handtool, appliance, or equipment

chemical or chemical product

material or substance

environmental exposure (e.g. dust, gas)

animal, human or biological agency

(other than bacteria or virus)

other:.....

7. Body part:

head  neck  trunk

upper limb/hand  lower limb/foot

multiple locations

systemic internal organs

8. Nature of injury or disease:  fatal

fracture of spine  puncture wound

other fracture  poisoning or toxic effects

dislocation  multiple injuries

sprain or strain  damage to artificial aid

head injury  disease, nervous system

internal injury  disease, Musculoskeletal system

or trunk

amputation,  disease, skin

including eye

open wound  disease, digestive system

superficial injury  disease, infectious or parasitic

bruising or  disease, respiratory system

or crushing

foreign body  disease, circulatory system

burns

nerves or spinal  tumour (malignant or benign)

cord

mental disorder

9. **ACC DECLARATION** - This is not a work injury. Tick here if the person is/will be off work  π

10. I agree that the circumstances recorded above give a true account of how this injury/harm occurred.

Signed: .....

.....

Employee

.....

Position

Date

## **(Appendix 3)**

### **HHCT PERSONAL PROTECTIVE EQUIPMENT ISSUE FORMS**

I acknowledge the receipt of. *(Tick which apply)*

Earmuffs

Safety Glasses

Safety footwear

Gloves

For my use.

I understand that this equipment remains the property of HHCT

I undertake to take care of this equipment.

Should this equipment become worn out, return for replacement issue.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **(Appendix 4)**

### **HHCT Outdoor Work Health & Safety Programme**

**Activity:**

**Participants:**

**Date:**

**Location:**

**Emergency Contacts:**

**Access Approved:**

### **Hazard Management & Mitigation**

**All participants should have outdoor experience and training in outdoor conditions.**

**Participants must have a moderate degree of fitness.**

Hazard	Hazard Mitigation/Avoidance	Applicable to this fieldwork (Y/N)	Comments
Vehicle Use	<ul style="list-style-type: none"><li>• Obey road rules.</li><li>• Drive to conditions.</li><li>• No off-roading.</li><li>• No use of drugs or alcohol.</li></ul>		
Terrain	<ul style="list-style-type: none"><li>• Avoidance of difficult and steep terrain.</li><li>• No river or lake crossings.</li><li>• No use of unmarked tracks.</li></ul>		
Heavy Lifting	<ul style="list-style-type: none"><li>• Use approved ACC lifting methods.</li><li>• Use team work for heavy objects and equipment.</li></ul>		
Weather	<ul style="list-style-type: none"><li>• Suitable equipment.</li><li>• Forecast check.</li></ul>		
Tidal Conditions	<ul style="list-style-type: none"><li>• Check tides before leaving</li><li>• Set equipment away from swash line</li></ul>		

**Personal Equipment List:** Pack, Boots, Water & Wind proof trousers and jacket, Polypropylene top & bottom, Other Warm clothing as required. First Aid Kit, Cell-phone, Food & Drink, Hat, Sunscreen

## **(Appendix 5)**

### **Health and Safety Acceptance Form Overnight Field Work**

Please complete and return this form to the Trust a week before the trip.

1. Do you have any long-standing medical conditions (allergies, asthma, etc.) that might require your evacuation from \_\_\_\_\_ during the forthcoming field trip or which might pose a significant threat to your well-being? If so please describe.
2. Do you usually carry medication for the above conditions? If so, you must (i) carry it with you at all times during the trip and (ii) inform the trip leader of its usual location and details of its administration. Describe the medication.
3. Are you allergic to any medicines? If so which? Please describe the reaction.
4. Do you have any particular dietary requirements?
5. Please describe your general state of fitness:
6. Please describe your outdoor experience, including overnight tramps:
7. Can you swim 100m freestyle?
8. Do you understand that adverse weather or other circumstances may delay our departure from \_\_\_\_\_ and agree not to hold HHCT Ltd liable for any costs or inconvenience incurred should delay occur?
9. Do you have a current first aid certificate?
10. Is there any other matter you'd like the trip leader to be aware of?
11. Who should we contact in an emergency?

**Name**

**Address**

**Relationship**

**Phone**

**Your name**

**Signed**

**Date**

## **(Appendix 6)**

### **HHCT HEALTH AND SAFETY CHECKLIST**

**Month/Year** \_\_\_\_\_

**To be completed each month following an inspection by the Trust**

	<b><i>Please Tick</i></b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
All new volunteers & contractors inducted in Health & Safety & Emergency Procedures			
All accidents and near misses have been recorded and investigated			
Visitors, contractors and volunteers are aware of existing hazards and controls			
HHCT have reported any new hazards that have been identified			
Training records have been updated			
Emergency notices are visible to everyone using the site			
First Aid equipment is properly stocked			

**Trustees:** \_\_\_\_\_

## (Appendix 7)

## HAZARD CONTROL PLAN

Department \_\_\_\_\_

Date \_\_\_\_\_

### Hazard Identified

## Responsibility for Hazard Name

## Control Method

Elimination Y/N Reason

Isolation Y/N Reason

Minimisation      Y/N      Reason

<b><i>Steps to Achieve</i></b>	<b><i>Completion Date</i></b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Completed	

## **(Appendix 8)**

# **VOLUNTEERING AT HEReweKA – HARBOUR CONE**

### **General Conditions**

While working on any area there some basic requirements you should undertake while before getting started.

1. Be sun smart - have sunscreen, a hat, and appropriate clothing to protect yourself from the sun's harmful rays. Remember "slip, slop, slap."
2. Going Out? Nothing to wear? Have appropriate footwear and clothing that can cope with conditions and the terrain, sensible boots or shoes, warm clothing and in some cases overalls are essential.
3. Bring something to eat and drink with you (not alcohol) working outside can be arduous and warm weather means you need plenty of liquids.
4. Don't overdo it! Take plenty of breaks and ensure that by working as a team you avoid heavy lifting and straining yourself.
5. If you suffer from allergies, asthma, or have a medical condition make sure you have any medication you require with you. Let someone know in your group know what that condition is and how they could help if you were ill.
6. Have a small first aid kit available for minor scratches and injuries.

### **Be a safe and happy team**

Team-work is the key to any volunteer operation so help each other and stick together as a group. At break times and at the end of the day make sure your entire group and your equipment is together. Don't work alone or wander off from your site and try to have a buddy system working within your group, it's a great way to meet a new person and ensures your safety.

Volunteer work on reserves is supposed to be fun and rewarding for everyone. Sensible planning of events and projects is essential so that everything runs smoothly and safely. Checking on weather conditions, personal preparedness, and project goals is the responsibility of everyone in the group and this will ensure the success of the project you are to undertake.

### **Hazard Plans**

Before you start your project or event you will need to discuss thoroughly what you are going to be doing with the HHCT. The Trust will assist you and advise you on your project and will be able to offer advice and experience. You will be given a hazard plan and in some cases a map of the area you will be working in. The Trust may show you

areas that are dangerous and are “no go areas”, or indicate areas of interest that should be left to avoid damage. If a site is out of bounds for safety reasons stay well away from it until you receive the all clear from HHCT. This is your hazard plan and should be shown to all members of your group to ensure they know where they should be on-site and what they should be doing. In some cases your hazard plan may have conditions attached which you will be required to read and sign as an acknowledgement that you understand those conditions.

## **Safety Equipment Guidelines**

Where safety equipment is required for a specific task check before you embark on your project that all of the things you require is operational and that you meet all the guideline requirements given to you with this pamphlet. You should only be using power or mechanically driven tools if you have the proper experience and safety equipment.

### **Tree Planting**

Ensure volunteers are adequately briefed on the area. Appropriate boots or footwear, no sandals or running shoes.

### **Plant Removal**

Ensure volunteers are adequately briefed on the area.

Slasher/Spade/ILoppers/ Secateurs - safety boots/shoes

Scrubcutter/Weedeater - Chainsaw helmet, safety boots/shoes, eye protection, earmuffs.

Chainsaw - Approved chaps/trousers, safety footwear, gloves, earmuffs, helmet, and eye protection.

Lawnmower - earmuffs, safety boots/shoes

### **Litter Collection**

Leather or disposable rubber gloves should be worn, or objects picked up using a shovel or spade.

Avoid poor lifting techniques, team work in heavy tasks.

### **Other Safety Issues**

There will be projects where special safety conditions will apply such as working on roadsides or on streets. The HHCT will advise volunteers on the correct procedures and materials required for such a task.

## **Incident Reporting**

In the event of an incident where serious harm occurs to a person the accident must be reported on the same day as the event to the HHCT. This will allow the Trust to assess the nature of the incident and how the group responded to its safety requirements. It may also mean that your project needs to be temporarily halted while more information about the incident is provided. Minor injuries need not be reported, but your group should consider how these sorts of injuries could be avoided in the future.

## **(Appendix 9)**

# **ARCHAEOLOGICAL GUIDELINES**

### **Incorrect lifting**

- Always check that the weight you are about to lift is well within your capacity.
- Always use correct lifting methods - bend your knees and keep the back straight.
- Remember to reverse the process with putting the load down.
- If in doubt - ask for help.

### **Housekeeping**

- Keep tools handy, tidy and out of other people's way.
- Tidy up bags and excavated material at each break during the day and more often if necessary.
- Do not leave string lines in place if they are not needed. Pegs are just as good and less of a hazard.

### **Alcohol and drugs**

- No one is permitted to work while under the influence of alcohol or illicit drugs
- The consumption of alcohol or illicit drugs during working hours is forbidden.

### **Excavators and other machinery**

- Always wear a hard hat and Hi Vis vest when an excavator is working nearby.
- Try to keep on the open side and forward of any excavator, if you have the option, where you can be seen.
- Make good eye contact with the operator of the machine so that he knows you are alert.

### **General Conditions**

- Smoking or consumption of food within the excavation site is to be discouraged. On Maori sites it is forbidden and hands should be washed before food is consumed after leaving the site.
- Litter and left over food will be removed from the lunch site.
- Appropriate protective clothing will be worn, especially when ash and fine dust is being excavated. Dust goggles and masks will be available when necessary.
- Aggressive or uncooperative behaviour will not be tolerated on site. Walk away from any conflict and seek help.
- Be wary of dogs in residential areas. Animals are not allowed on site. Check the site for wild bee or wasp nests before starting work.

## **Public Safety**

- The public are not generally permitted on site.
- \*All visitors must check with the director, wear appropriate clothing, and sign a safety sheet before coming on site.
- Children under 15 are not generally allowed on site.
- When machinery is operating, the main contractor will be in control of whether or not visitors are allowed on site.
- Assist the main contractor to maintain signs, barriers and identification of hazards for public safety.

## **Stress and fatigue**

- Take responsibility for your own energy requirements during the day. Make sure that you have sufficient to eat and drink. Regular breaks will be allowed to prevent buildup of fatigue. If these are insufficient, let the director know.
- If any procedure is causing undue stress, take time to assess it and suggest how it can be mitigated.

## **Traffic/ working near roads**

- Note the traffic management put in place by the contractor controlling the site and if you do not understand its effects, ask for an explanation.
- Take time to assess the hazard which road use might cause you personally, especially when leaving the site after work.

## **Archaeological excavation hazards**

- Underground services will be plotted on plans and pegged on the site before starting work. It is everyone's responsibility to know where these are and to avoid them. Since we often work where there are unrecorded pipes and trenches, keep alert for them as well.
- Be sure that you are digging your trench where the director has shown you. When the trench is down to about 800 mm, work with a buddy to watch for collapse.
- No excavations shall ever be more than 1.5 m deep without correctly built timbering holding up the sides.
- In general, wells, and pits will be half dug out with an excavator, before being finished with spade and trowel. Any trench leading down to the base of a pit more than 1.5 m deep, should have the sides pulled back to a batter of one in two.
- Nothing shall be stored or stockpiled within 0.6 m of the side of a trench or pit.
- Goggles and masks will be worn in windy conditions and/or when the material is finer than a grain of sand.
- Excavation of historic sites involves handling broken glass and ceramics. Make sure that your gloves are adequate to prevent cut fingers and make sure that your tetanus shots are up to date.

### **Personal protective equipment.**

Most protective gear required by an archaeologist should be owned by them. Unusual items such as hard hats, Hi Vis vests and goggles will be provided by the site director, but you may provide your own.

- Hard hats (must comply with NZS 5806)
- To be worn within the working area of an excavator at all times.
- To be worn on all designated hard hat sites and where there is risk of anything falling on the worker's head or when required by the director.
- Hats must show the date of manufacture and be less than 3 years old.
- Hats should be kept out of sunlight between projects, as UV light will cause the plastic to break down in less than 3 years and earlier replacement may be required.
- Safety Footwear (must comply with AS/NZS 2210)
- Overalls, gloves and Hi Vis vests will be worn, with sufficient wet and cold weather gear to provide warmth.

### **Sub-contractors' standards**

All sub-contractors are expected to adopt this document as their own Health and Safety standard while working on excavations. They will be asked to sign a declaration of having read this manual before each excavation.