

Volunteer Safety Plan				This Safety Plan is only to be used for small low-risk general work where there is no significant danger to Volunteers and/or the public				
General Information				Emergency Information				
Start date:		Finish date:		Emergency Meeting Point:				
Site Address:				First Aider:				
Activity description:				First Aid Kit Location:				
Volunteer Leader:			Mobile:		Medical Center Address:			
Auckland Council Rep:			Mobile:		<ul style="list-style-type: none"> - Ensure own and others safety - Commence First Aid - If needed, call emergency services 		<ul style="list-style-type: none"> - Meet Emergency Services at gate - Report to Auckland Council - Consider group debrief 	
Auckland Council Rep:			Mobile:					
Any Contractors must be inducted into this document before they start work Contractor to review their risks and controls with Volunteers before starting work								

PPE (Personal Protective Equipment) Required								
<input type="checkbox"/> Safety Glasses		<input type="checkbox"/> Head protection		<input type="checkbox"/> Hearing Protection		<input type="checkbox"/> High Vis		<input type="checkbox"/>
<input type="checkbox"/> Long clothes		<input type="checkbox"/> Boots		<input type="checkbox"/> Mask or respirator		<input type="checkbox"/> Gloves		<input type="checkbox"/>

Quick review section				
Number of injuries/near misses to date		Any new risks identified Report by updating this document and sending to PFK and Park Ranger	Yes	No

Risk Matrix Settings

Likelihood		Consequence	
1 Rare	Highly unlikely, but may occur in exceptional circumstances	1 Insignificant	Injury requires first aid treatment or pain and discomfort requiring intervention e.g. workstation assessment.
2 Unlikely	Not expected, but some possibility it could occur at some time	2 Minor	Injury or illness requires medical treatment or other registered practitioner.
3 Possible	Might occur at some time – similar occurrences are known to have happened	3 Moderate	Injury or illness results in time lost from work for one day/shift or more. Notice is issued by regulator or Health and Safety Representative.
4 Likely	Will probably occur at some time in most circumstances	4 Major	Injury or illness results in 30 days lost time, or a permanent disability. Organisational breaches law resulting in prosecution and penalties.
5 Almost Certain	Expected to occur in most circumstances	5 Extreme	One or more fatalities. Considerable penalties and prosecutions, multiple law suits and jail terms.

The Risk Matrix Settings above are used to calculate the level of risk on the Risk Matrix below. The steps are:

1. Identify the Hazard (e.g. lifting and moving heavy items)
2. If no controls were in place (creates a level playing field) - What is the likelihood of an injury? What is the potential Consequence?
 - a. E.g. Likelihood = 3 Possible, and Consequence = 3 Moderate. This intersects on the Risk Matrix as a Moderate-Risk (Orange).

3. Once Controls are put in place (e.g. more than one person lifting, trolleys and wheel barrows to move loads, drop load off at planting point), re-assess the risk.
 - a. E.g. Likelihood = 2 Unlikely, and Consequence = 2 Minor. This intersects on the Risk Matrix as a Low-Risk (Green).
4. If the Controls come out at Moderate or higher, the risk Controls need to be reviewed (better controls), or there needs to be sign-off by Auckland Council.

Risk Matrix						
Consequences	5 Extreme	Moderate	High	High	Extreme	Extreme
	4 Major	Moderate	Moderate	High	High	Extreme
	3 Moderate	Low	Moderate	Moderate	High	High
	2 Minor	Low	Low	Moderate	Moderate	Moderate
	1 Insignificant	Low	Low	Low	Moderate	Moderate
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Likelihood						

Risk Tolerance and Actions					
Risk Rating	Risk Tolerance	Approval	Actions/Mitigations		Monitoring Review

Low	Tolerable risk with current controls measures	Trained staff member	Proceed and monitor if there are no other potential control measures that may be practicable to reduce the risk further. Monitor to ensure the effectiveness taking corrective action where necessary.	Annually or if activity/action changes.
Moderate	Risk can be tolerated in exceptional circumstances	Team Leader	Review risk assessment and introduce further controls to reduce risk to acceptable level. Team Leader to sign off. Controls to be actively monitored to ensure effectiveness.	Quarterly or if activity/action changes.
High	Undesirable risk	Department Head	Stop task and reassess activity immediately. Control measures are in place to lower risk to acceptable level. Detailed risk assessment with further controls to be approved by Department Head. Controls to be actively monitored to ensure effectiveness.	Monthly or if activity/action changes.
Extreme	Unacceptable risk	ELT	Stop task and reassess activity immediately. Detailed risk assessment with further controls to be developed. Activity can only resume when approved by ELT under advice from the Corporate H&S Team. Control measures to be actively monitored to ensure effectiveness.	Monthly or if activity/action changes

Hazard Register

- Review / score the Risk Level **Before Controls** and **After Controls** from the Risk Assessment Matrix (separate document) for each of the Hazards below.
- E = Eliminate, M = Minimise (in this order **1. Substitute, 2. Isolate, 3. Engineering Controls, 4. Administrative Controls, 5. Personal Protective Equipment**).

ACTIVITY TYPE	HAZARD/RISK	RISK LEVEL BEFORE CONTROLS	ACTION E / M	CONTROLS	APPLICABLE?	RISK LEVEL AFTER CONTROLS
Pest animal control	Working with animal pest control toxins e.g. CONTRAC & DITRAC including lack of control when providing to the public)	H	M	<ul style="list-style-type: none"> - Use lockable stations designed for purpose - such as AMBUSH or SIDEKICK stations. We do not recommend you use homemade devices unless they closely resemble the ones mentioned above. Doing otherwise could result in accidental poisoning of people or pets, or the creation of 'bait shy' rodents. - Read and retain the relevant Safety Data Sheet for CONTRAC or DITRAC and other how-to information provided to you on baiting by PFK. These outline storage, emergency instructions and other details on the specific toxins used in these products. 		L

				<ul style="list-style-type: none"> - Always keep lids securely on pails containing toxin - Wear plastic gloves when handling toxins and stations - Don't consume food or drink in areas where toxins are used or handled - Avoid putting hands to eyes or mouth during use - Do not allow toxins to enter waterways - Clean up spilled toxins immediately - Securely contain surplus or old toxins and either double wrap in newspaper and plastic bags and put out in your general rubbish, or return to a PFK staff member for disposal. - Never use a container that previously held toxins for any other purpose and never use empty labelled food containers for bait/toxins - Ensure bait stations are tied to a shrub or a tree in the case of heavy rain or flooding; avoid placing within several metres of a stream - If sacks/backpacks are used to carry toxins, place plastic liners inside them - Official Predator control Auckland Council Warning signs should be displayed at points of public access - Do not give PFK or Council provided bait to others than yourself unless authorised to do so by the provider who will ensure adequate information sharing and advice is given along with the bait 		
Pest animal control	Using VTA's (vertebrate toxin agents) (poisoning)	H	M	<ul style="list-style-type: none"> - Auckland Council staff will discuss pesticide application techniques with volunteers before commencing work. - Complete - If sacks/backpacks are used to carry poison, plastic liners must be placed inside them. - Food and drink will not be consumed in areas where poison is used or handled. - Surplus poison scheduled for storage will be securely contained and labelled. - Redundant/weathered poison and contaminated bags or equipment that is scheduled for disposal will be securely contained and labelled. - Remove all protective clothing and equipment and wash hands/arms/face thoroughly before eating, drinking, smoking and using the toilet. - Any person not assisting in the application/handling of poison should not be in the vicinity of the operation. - Signs warning of the dangers of poison shall be in place in areas where poison is used/handled. - Complete 		L

Pest animal control	<p>Use of Traps, Injury from traps (cuts, bruising, puncture wounds broken Limbs)</p>	M	M	<ul style="list-style-type: none"> - Ensure you have had a demonstration on safe setting and resetting - including safe unsetting that is calm and controlled (PFK requires everyone who borrows a possum or DOC trap to demonstrate safe setting and unsetting - we can show you a demo) - Wear gloves when handling traps, bait and carcasses - In the case of DOC traps, ensure that gloves are well fitting so they do not snag and cause harm; alternatively, volunteers may not wear gloves with this trap, but ensure hands are washed immediately. - Maintain traps so they function smoothly - Ensure DOC traps are screwed closed (locked) and traps are positioned out of sight - In public places, use aerial Trapinators or Flipping Timmies for possum control, and ensure they are installed at an appropriate height to keep children and pets safe - Ideally locate possum traps out of sight of pathways in public areas - Do not be distracted when setting a mechanical trap - focus on setting the device and 'locking it away' prior to moving away, talking to someone next to you etc - Official Predator control Auckland Council Warning signs should be displayed at points of public access 		L
Pest animal control	<p>Infection from animal carcasses</p>	M	M	<ul style="list-style-type: none"> - Wear rubber or nitrile gloves when handling corpses - Use antibacterial wipes/gel if required - Don't consume food or drink while checking traps or stations; avoid putting hands near mouth or eyes Infection from animal carcasses - Do not store food items in same bag/compartment as trapping tools, gloves, etc - Wash and dry hands after handling carcasses - Wash protecting clothing before storage or reuse - Bury carcasses deeply in their garden or wrap in newspaper, double plastic bag and put out in the general rubbish collection 		L
Pest Plant/ Planting	<p>Using Herbicide (poisoning)</p>	H	M	<ul style="list-style-type: none"> - Read carefully PFK's guidance documents on pest plant control methods and herbicide use and follow instructions in the helpful Forest & Bird Weed Guide – CHANGE to: 'Follow instructions in the helpful Forest & Bird Weed Guide and PFK's policy on herbicide use and pest plant control methods. 		L

				<ul style="list-style-type: none"> - Read and retain the relevant Material Safety Data Sheet for herbicides – for every product these can be found online - Volunteers must be Grow Safe accredited to use herbicides (exception is gel applicators such as Met-gel and bamboo buster provided by Pest Free Kaipātiki). - Auckland Council staff will discuss herbicide application techniques with volunteers before commencing work. - Food and drink not to be consumed in areas where herbicide is used or handled. - Surplus herbicide scheduled for storage will be securely contained and labelled. - Blue marker dye should always be added to warn others of application - Remove all protective clothing and equipment and wash hands/arms/face thoroughly before eating, drinking, smoking and using the toilet. - Any person not assisting in the application/handling of herbicide should not be in the vicinity of the operation. 		
Pest Plant/ Planting	Use of motorised power tools including Chainsaws	H	E	<ul style="list-style-type: none"> - Chainsaws and other bladed, motorised power tools are not to be used by volunteers on public land in any circumstances they pose too many life-threatening risks - If chainsaws are required, this needs to be discussed with the Council Representative where a separate activity and contractor will be tasked with using chainsaws. 		L
Pest Plant/ Planting	Carrying Tools in an unsafe manner (e.g. over the shoulder sharp ends/edges pointing to others)	M	M	<ul style="list-style-type: none"> - Carry ‘underarm’ or pointing down. - Make sure sharp edges are pointing down and away from the body where possible. - Sharp-edged instruments should be sheathed when not in use - Always cut away from their body and keep at least 2m distance between yourself and other workers 		L
Pest Plant/ Planting	Poisonous Plants including sap (could cause injury or illness)	M	M	<ul style="list-style-type: none"> - Identify any at risk plants before starting work. - Warn other people on site. - Wear correct PPE (e.g. sturdy gloves, overalls, safety glasses etc.). - Dispose of plants correctly. 		L
Water testing	Risk of exposure, drowning, injury by	H	M	<ul style="list-style-type: none"> - Check weather forecast in advance 		L

	falling, slips, trips and contact with contaminated water			<ul style="list-style-type: none"> - Avoid contact with water that smells or appears to be polluted, report a pollution problem if found - Collect samples in such a manner that you do not need to enter the stream (wai-care testing can avoid entry into the stream in many cases) - Check for submerged branches, hazardous debris, slips and avoid or make volunteers aware of hazards prior to entering waterway - Work in pairs or a group - Always wear glove when handling wai-care kit chemical reagents - Wear high vis around water to further aid in visibility - Wear gloves or take particular care to wash hands and use hand-sanitiser after monitoring to avoid disease via contaminated waterways - Double check appropriate supervision of minors - In case of finding pollutants in the stream call the pollution hotline on 09 377 3107 		
Universal	Allergic reactions / medical emergencies	H	M	<ul style="list-style-type: none"> - Take personal precautions against insect bites and stings. - In a group setting as a coordinator, ask at start of oral H&S briefing if anyone is anaphylactic to wasp or bee stings, if so be prepared should a sting occur by eliminating work areas for this person in high threat areas (I.e under willows in summer) asking the volunteer to carry an epi-pen or at least knowing the nearest emergency exit route and emergency centre - Let your Ranger / supervisor know if you have any allergies before commencing work - Carry medication if you require it and let someone know where it is. - If you are susceptible to allergic reactions or have a medical condition, ensure that your workmates know what to do if you are affected. - Carry a first aid kit. - In the event of a serious allergic reaction or medical emergency seek medical assistance immediately. Inform AC staff when practicable. 		L
Universal	Uneven and/or wet ground (resulting in Slips/Trips/Falls strains, sprains, fractures, and/or broken bones)	M	M	<ul style="list-style-type: none"> - Walk over site before work starts. - Identify “no go” areas and enforce. - Wear safety footwear suitable for the environment. - Identify and clear the route of travel making any hazards safe (e.g. trenches). - Use safe lifting techniques or more than one person to move. - Use lifting moving equipment (e.g. digger). 		L

				<ul style="list-style-type: none"> - Keep work areas/walking paths clear. 		
Universal	Unhappy members of the public (making threats)	L	M	<ul style="list-style-type: none"> - Do not confront the person(s). - Answer any questions they may have in a calm manner. - If the situation does not get better, leave the site and contact site leader/supervisor. - Report to Auckland Council. - If the incident is serious, and safety is a concern, move to a safe place and contact police immediately. 		L
Universal	Volunteers with English as a Second Language (may not understand safety instructions)	M	M	<ul style="list-style-type: none"> - Identify a spokes person who can translate any safety or job instructions effectively to people who struggle to understand English. - Demonstrate use of tools. - Actively monitor and communicate how they are doing. 		L
Universal	Working at bottom of Cliffs or high steep banks (Falling rocks, soil) hitting people and causing crush injuries)	H	M	<ul style="list-style-type: none"> - Identify at risk areas. - PPE – Hard hats, safety boots, gloves. - Stabilize if this can be done safely. - Identify “no go” zones and enforce. - Clear all persons from the area. 		L
Universal	Working at Heights (e.g. steep banks, cliff, up trees)	H	M	<ul style="list-style-type: none"> - If working where there is a risk of falling (e.g. working near steep banks, cliffs, river banks, up trees etc.), isolate the area and make it a no-go area. Discuss with all participants at Pre-start meeting/Induction. - Monitor compliance. 		L
Universal	Working in cold conditions – hypothermia, loss of dexterity	M	M	<ul style="list-style-type: none"> - Maintain hydration and energy levels by providing adequate water and regular snack breaks - Schedule work to avoid the coldest times of the day - Wear long trousers, long sleeves and layered clothing that provides insulation, bring a raincoat if the weather is set for rain 		L

Universal	Working in hot conditions or working hard (Dehydration which can result in heat stress and poor decision making)	M	M	<ul style="list-style-type: none"> - Maintain hydration by providing adequate water and regular drink breaks - Schedule or reschedule work to avoid heavy exertion during the most intense heat of the day - Reinforce the need for long trousers and long sleeves, broad brimmed hats and sunglasses - Provide and encourage the regular use of sunscreen on any exposed skin - Stop work and inform a buddy if you are feeling unwell 		L
Universal	Working with groups of Children (who may need active supervision)	H	M	<ul style="list-style-type: none"> - All children must be actively supervised by a suitable number of parents or care-givers. - Volunteers will not supervise or be responsible for groups of children on behalf of parents or caregivers. 		L
Universal	Contact with biological hazards	H	M	<ul style="list-style-type: none"> - Isolate area where item is found. - Wear suitable gloves (e.g. latex) and place in rubbish bag. - If sharp, use tongs to place into Sharps Container (e.g. empty bottle with lid). - Contact Council if necessary to collect and/or dispose of. 		L
Universal	Trapped by the tide	H	M	<ul style="list-style-type: none"> - Check tide charts and ensure that there is adequate time to fit in with tide patterns in coastal areas where this may be an issue. - Ensure if someone is not with you, you let a person know when you are expected to leave and return from the site - If you are in mud and it is coming up your calves, do not enter the area. 		L
Universal	Carrying or towing loads on vehicles (Unsecure Loads coming off vehicles and trailers)	M	M	<ul style="list-style-type: none"> - Use safety chains on trailers. - Don't over load trailers or roof racks. - Check tow balls, connection fittings and lights. - Ensure loads are secured with strops that are in good condition. - Do not have loads that are over length. 		L
Universal	Unidentified and Uncontrolled Overhead	H	M	<ul style="list-style-type: none"> - Identify services. - Maintain safe approach distance. 		L

	Services such as Power, Data			<ul style="list-style-type: none"> - Isolate services (call the appropriate provider to isolate). - Use spotter during works. - Do not use metal pod-pluckers in weather where lighting may cause injury and do not use near power services. Instead inform Council where weed control is required and too dangerous for volunteer activity on the road corridor 		
Universal	Unauthorised Access (may result in equipment theft or injury)	M	M	<ul style="list-style-type: none"> - Discuss access requirements with Property Owner (e.g. Council or Farmer). - Authorised personnel only and signage if needed. - Identify “no go” zones and enforce. 		L
Universal	Discarded hypodermic needles (causing Infection)	M	M	<ul style="list-style-type: none"> - Never touch the sharp end of needle. Pick up the syringe by the barrel end. Use surgical gloves and dispose of the needle in a sharps container. - If pricked encourage wound to bleed by gently squeezing it. Seek medical advice immediately and notify Auckland Council. - In high risk areas make sure every participant is wearing gloves during clean up events. 		L
Universal	Noise Hazards from power equipment such as mowers, weed eaters etc used by contractors. (Could result in hearing loss)	M	M	<ul style="list-style-type: none"> - Silencing if possible and practical. - Wearing of earmuffs/earplugs appropriate to noise level. - Regular noise and hearing monitoring. - Make sure anyone in the immediate vicinity is safe and wearing hearing protection. 		L
Universal	Exposure to Chemicals (can be fatal to health or can result in vapour inhalation and burns)	M	M	<ul style="list-style-type: none"> - Make sure Safety Data Sheets (SDS) are available for each chemical or hazardous substance. - Ensure persons using the chemical or hazardous substance follow the safety directions on the container and SDS (e.g. storage requirements, personal protection requirements). - Ensure empty containers are disposed of in a safe and an environmentally friendly manner. - If laying bait/spraying aggressive chemicals, the appropriate training and approvals is required. 		L
Universal	Working around holes/Tomos (Dangers from falling into holes)	M	M	<ul style="list-style-type: none"> - Identify uncovered holes. - If possible isolate them from people. 		L

				- Discuss at Pre-start meeting.		
Universal	Using Extension Ladders unsafely.	H	M	<ul style="list-style-type: none"> - Make sure ladder is in good condition and secure (footed/tied off) - Ladder to be on 1:4 angle and top of ladder to extend at least 1m higher than the stepping off point. - Always face ladder and have three points of contact at all times. - Do not overreach to the side. 		L
Universal	Using Step Ladders unsafely.	M	M	<ul style="list-style-type: none"> - Make sure ladder is in good condition and ensure stays are fitted. - Always face ladder and do not stand on the top two steps. - Ensure you have the right sized ladder for the job. - Do not overreach to the side. 		L
Universal	Bites and stings – spider, insect stings, allergic reactions	M	M	<ul style="list-style-type: none"> - Ensure that all participants are appropriately dressed, e.g. long sleeves and trousers, sturdy footwear, thick socks - Carry personal antihistamines and use insect repellent if required - Periodically inspect the work site to identify wasp nests. - Alert others if a wasp nest is found and minimise disturbance to the nest - In a reserve, log a Report a Problem so the council can control it. 		L
Universal	Loan worker – getting lost, harassment, attack	M		<ul style="list-style-type: none"> - Make sure you understand the extent of property boundaries so you don't accidentally wander onto another. - Encourage buddying up - Make sure children are not working alone - Always carry a fully charged cell phone to call for help - Stay calm and do not engage in a debate - If you feel unsafe leave vicinity immediately and call 111 if you deem necessary. Call PFK staff to inform of any issue. - Avoid areas with signs of illegal human activity (i.e. tents, shelters, rubbish piles, etc) and report to the council if on public land 		L

				<ul style="list-style-type: none"> - If working alone, set a communication protocol and escalation process in the event a lone worker does not check in - Exclude tasks too difficult or dangerous to be carried out by a lone worker - Carry personal first aid kit - Wear a high vis vest or fluoro clothing. It helps others see you easily and may be critical for identification if an accident occurs' 		
Universal	Eye Hazards from flying debris or sharp plants causing eye injuries.	M	M	<ul style="list-style-type: none"> - Safety glasses to be worn when clearing particular pest plant material - If injury occurs, seek medical attention immediately and notify Council Representative when appropriate. 		L
Universal	Working near water – drowning, illness from water borne disease or pollution exposure	H	M	<ul style="list-style-type: none"> - Maintain ample distance from water that may be dangerous because of depth, current, murkiness, turbulence, difficulty of escape, etc - Supervise children around water - Refrain from working on steep, slippery, or unstable banks; do not place tools in these areas - Ensure access to adequate washing facilities, e.g. soap and clean water 		L
Universal	Dog bite or other animal attacks	M	M	<ul style="list-style-type: none"> - Avoid approaching unleashed dogs - Remain calm if approached by a dog; do not run away from a dog - Attempt to isolate yourself from the animal; climb a tree, where possible - Call police on 111 if attacked 		L
Universal	Manual Handling (resulting in strains or sprains)	M	M	<ul style="list-style-type: none"> - Ensure any loads are dropped-off close to point of use (e.g. seedlings). - Wear safety footwear suitable for the environment. - Identify and clear the route of travel making any hazards safe (e.g. ditches, fences). - Use safe lifting techniques or more than one person to move. - Use a wheel barrow or similar. - Keep work areas/walking paths clear. - Ensure you are fit to move the item(s). 		L

Universal	People needing assistance (E.g. Age, Injury, Illness, Disability)	M	M	<ul style="list-style-type: none"> - Identify any restrictions or health issues. - Provide work that suits their abilities. This could be as simple as teaching new people what to do and about the environment. - Monitor for any health issues and/or injuries. 		L
Universal	Sun Radiation/Glare (causing sunburn or eye damage)	M	M	<ul style="list-style-type: none"> - Cover up with long sleeves and hat. - Use sun block of suitable rating and apply regularly. - Wear sunglasses. 		L

Other Hazards

HAZARD/RISK	RISK LEVEL BEFORE CONTROLS	ACTION E / M	CONTROLS	APPLICABLE?	RISK LEVEL AFTER CONTROLS

Incident Register

For any Health & Safety incidents or near missed, report these here: [PFK Accident and Near miss register \(external link\)](#)

We utilise all feedback to help improve operations, and identify hazards that may help others so please do report even near misses

Volunteer Acknowledgement

Please circulate this plan with your volunteers, and request each volunteer signs off on the fact they have read and understood the applicable hazards to your key activity areas. This only needs to be done once in the life of the safety plan. We ask that you take every effort to manage hazards and identify new ones that may pose a risk to your health and safety, or that of your fellow volunteers.

As a coordinator of a large group, you may like to print multiple copies of this page and request your group volunteers sign your hard copy and then send back this page to us. This can be via scan and email, or equally a clearly visible picture from a phone is acceptable too. Keep these pages as a running tally and add new volunteers in as they come on board.

Group name:

Name	Signed	Mobile Number	Date signed



Lined area for writing the Volunteer Safety Plan.



Group name:

Name	Signed	Mobile Number	Date signed

