

Other Safety Issues

Special safety conditions will apply to some projects, such as working on roadsides or at a height. The Council staff member you are planning your project with will advise you on the correct procedures and materials you will require for such tasks.

Incident Reporting

In the event of an incident where serious harm occurs to a person, ensure that the appropriate medical attention has been provided. The project should be halted and your Contact Officer informed. This will allow the Council to assess the nature of the incident and respond appropriately. Do not disturb the scene and contact Whangarei District Council immediately.

Minor injuries need not be reported, but you or your group should consider how these sorts of injuries will be avoided in the future.

These guidelines are for your protection and enjoyment of your chosen project.

Your Contact Officer for your project is:

Good luck with any projects you are involved in and thank you for your contribution.

Disclaimer:

This information is a guideline for safety only. Information on hazards and standards are subject to changes at any time.



WHANGAREI
DISTRICT COUNCIL

Creating the ultimate living environment

Vision

To be a vibrant, attractive and thriving District by developing sustainable lifestyles based around our unique environment; the envy of New Zealand and recognised worldwide.

Mission

Creating the ultimate living environment.

Values

The vision for our District and the Mission for our organisation are underpinned by Whangarei District Council's commitment to the fundamental core values of:

Communication
Customer first
Innovation and excellence
Valuing employees and partnerships
Visionary leadership

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Month Year



WHANGAREI
DISTRICT COUNCIL



Volunteer Activity Safety Guidelines

A guide to safe practices for volunteers
in the community

Creating the ultimate living environment



Volunteer Activity Safety Guidelines

Whangarei District Council values the work and energy that volunteers bring to our community and we want to make sure you are kept safe while you carry out volunteer work.

This pamphlet provides some guidelines for keeping your crew safe and sound while embarking on your volunteer project.

Before you begin

Make sure Whangarei District Council has approved your project.

Basic safety precautions

- Always wear the correct Personal Protective Equipment (PPE) and Clothing. Wear footwear and clothing that can cope with the conditions and terrain you will be working in. Sensible boots or shoes, warm clothing and in some cases, overalls are essential.
- Be SunSmart – have sunscreen, a hat and appropriate clothing to protect you from the sun's harmful rays. Remember to 'Slip, Slop, Slap and Wrap'.
- Have an appropriate first aid kit available.
- Bring something to eat and drink with you (not alcohol). Working outside can be arduous and warm weather means you need plenty of liquids.
- If you have a cell phone, carry it with you when working in the field and give Whangarei District Council your number so that we can contact you if the need arises.
- Don't overdo it! Take plenty of breaks and ensure that, by working as a team or individual, you avoid heavy lifting and straining yourself.
- 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 what that condition is and how they could help if you were ill.

Be a Safe and Happy Team

Teamwork 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 all of your group and your equipment are together. Don't work alone or wander off from your site. Set up a buddy system within your group, it is a great way to meet a new person and ensures your safety.

Volunteer work 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.

Planning

Before you start your project or event discuss it thoroughly with a Council staff member.

Council staff will assist and advise you on your project. The staff member may indicate areas that are dangerous, any 'no go areas', or areas that should be avoided and explain why. If a site is out of bounds for safety reasons stay well away from it.

If a hazard plan is required your hazard plan 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 may be required to read and sign as an acknowledgement that you have understood those conditions.

Safety Equipment Guidelines

All safety equipment must be checked before you embark on your project and you must ensure all of the things you require are available and operational and that you know how to use them. You should only be using power or mechanical driven tools if you have proper experience, safety equipment and you have discussed this aspect of your project thoroughly with your Contact Officer.

Activity Guidelines

Tree Planting

- Ensure volunteers are adequately briefed on the area and known hazards.
- Appropriate boots or footwear and gloves are required.
- No sandals or running shoes.

Plant Removal

- Ensure volunteers are adequately briefed on the area and known hazards.
- Safety footwear and gloves are required when using slashers, spades, loppers and secateurs.
- helmets, safety footwear, eye protection and earmuffs are required when using Scrubcutters Weedeaters or chainsaws.
- earmuffs and safety footwear are required when using a Lawn-mower

Painting

- Don't work above 3 metres.
- Ladders must comply with the New Zealand Safety Standard.
- Earmuffs, eye protection, dust masks, isolating transformer/ RCD are required when using electrical tools

Litter Collection

- Leather or disposable gloves should be worn picking up objects by hand.
- Don't collect hazardous materials – contact your Contact Officer.
- Avoid poor lifting techniques.

Minor Building

- Earmuffs, eye protection, dust masks, isolating transformer/ RCD are required when using electrical tools.

Make sure the Whangarei District Council has approved your volunteer project on Council land.