

Hazards and how to avoid them

People with hand tools working too close together (ensure at least two metres between workers).

Sharp objects in rubbish (take care when handling rubbish).

Unsafe use of hand tools (show new volunteers how to use tools correctly).

Uneven ground (take care to avoid falls and sprains).

Slippery or falling rocks and steep or unstable banks (avoid potential problem areas, choose routes carefully).

Poor lifting technique (bend knees when lifting and get help if required – the safe limit will differ from person to person but no-one should be lifting anything heavy without help).

Water – cold or polluted water or rising streams (avoid where possible and be prepared to postpone work if need be).

Sudden adverse weather conditions (check the weather report for the day, wear suitable clothing and be prepared to postpone work if need be).

Vegetation, including rotten branches or trees and thorny or poisonous plants eg nettle (avoid where possible, report concerns to Wellington City Council and never climb trees).

Fast moving tides if working on a beach (check the tidal and weather reports for the day, take care and postpone work if need be).

Roads (work at least two metres from the road, wear high-visibility jackets if necessary and always take extreme care – if you need to work within two metres of the road, talk to a park ranger about specialist road control options).

Heat/tiredness (seek shade, take adequate rest, food and drink, rotate and share the work load).

Beehive or wasp nests (leave the area if a nest or hive is disturbed; report wasp nests to Wellington City Council for eradication).

Accident procedures

Accidents do occasionally happen so each party should always have a suitable first aid kit and mobile phone on hand just in case. Wellington City Council can supply first aid kits.

If someone is injured:

- >> stop work and provide emergency first aid and support
- >> call emergency services if necessary
- >> call the on-call park ranger as soon as practical after the accident on 499 4444
- >> prepare an accident report with assistance from Wellington City Council staff.

To care for the environment we must also care for people working in it.

For more information phone 499 4444.



Health and safety guide for Wellington City community environmental projects

Absolutely

POSITIVELY

ME HEKE KI PŌNEKE
WELLINGTON CITY COUNCIL

Wellington

This guide is designed for volunteers who assist with environmental or planting projects, so everyone is aware of potential hazards and safety procedures.

Clothing and equipment

- >> Wear suitable robust outdoor clothing and footwear including gloves.
- >> Use hand tools only. Machinery is not permitted.

Hazards

There are potential hazards involved with any community environmental project but with care and common sense they can be easily minimised or eliminated. Briefly discuss the main hazards at the start of each work session and always stop work if weather conditions become hazardous (heavy rain or high winds).

People care

- >> Ensure all workers, especially new ones, are well informed about the project, and how to work safely.
- >> Always closely supervise any children taking part.
- >> Make sure there is plenty to drink, especially in hot conditions.
- >> Use sunscreen as required.
- >> Take adequate rest.
- >> Be aware of, and help any members who are getting tired.
- >> Anyone under the influence of drugs or alcohol is not permitted to take part.
- >> Anyone with allergies should carry personal medication and notify the community group coordinator.

