

## Other Safety Issues

There will be projects where special safety conditions will apply, such as working on roadsides or at 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. Public survey work where volunteers are dealing with people will also have some conditions and material provided to ensure individual and group safety.

## Incident Reporting

In the event of an incident where serious harm occurs to a person the accident must be reported immediately to the Dunedin City Council. 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 with your group. Minor injuries need not be reported, but your group should consider how these sorts of injuries could be avoided in the future.

These guidelines are for your protection and enjoyment. If you have questions please contact staff at Community and Recreation Services on 477 4000.

Your contact officer for your project is:

Telephone:

Email:

Mobile:

@dcc.govt.nz

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

## Further Information

For further advice or information please contact the Dunedin City Council on 477 4000.



# Volunteer Activity Safety Guidelines



477 4000

[www.dunedin.govt.nz](http://www.dunedin.govt.nz)

# Volunteer Activity Safety Guidelines

## Kia Ora and Welcome

Welcome to the exciting area of volunteer contribution to your city. The Dunedin City Council values the work and energy that you bring to our city and wishes you good luck with any of the activities you might be undertaking. This pamphlet is a guideline for your safety and welfare while working on any reserve or property administered by the Dunedin City Council. We want you to enjoy your activity and ensure that it is successful and safe.

Make sure the Dunedin City Council have approved your project. Contact the DCC on 477 4000 before organising the work to confirm.

## General Conditions

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

- Always wear the correct Personal Protective Equipment (PPE). Have appropriate footwear and clothing that can cope with all conditions and terrains. Sensible boots or shoes, warm clothing and, in some cases, overalls are essential.
- Be sunsmart—have sunscreen, a hat, and appropriate clothing to protect yourself from the sun's harmful rays. Remember '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 cellphone, carry it with you when working in the field and give us 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, 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 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 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 you will need to discuss thoroughly what you are going to be doing with a Council staff member.**

Council staff will assist and advise you on your project. The staff member may indicate areas that are dangerous and are 'no go areas', or indicate areas of interest that should be left to avoid damage 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 mechanically driven tools if you have the proper experience and safety equipment, and have discussed this aspect of your project thoroughly with your project contact person.

Activity	Guidelines
<b>Tree Planting</b> 	<ul style="list-style-type: none"><li>• Ensure volunteers are adequately briefed on the area.</li><li>• Appropriate boots or footwear, no sandals or running shoes. PPE.</li></ul>
<b>Plant Removal</b> 	<ul style="list-style-type: none"><li>• Ensure volunteers are adequately briefed on the area.</li><li>• Slasher/Spade/Loppers/Secateurs: safety footwear, gloves.</li><li>• Scrubcutter/Weedeater: chainsaw helmet, safety footwear, eye protection, earmuffs. PPE.</li><li>• Lawnmower: earmuffs, safety footwear.</li></ul>
<b>Painting</b> 	<ul style="list-style-type: none"><li>• No working above 3 metres. PPE.</li><li>• Ladders to comply with New Zealand Safety Standard.</li><li>• Electric tools: earmuffs, dust mask, isolating transformer/RCD, eye protection.</li></ul>
<b>Litter Collection</b> 	<ul style="list-style-type: none"><li>• Leather or disposable rubber gloves should be worn, or objects picked up using a shovel or spade. PPE.</li><li>• Don't collect hazardous materials—call to report.</li><li>• Avoid poor lifting techniques.</li></ul>
<b>Minor Building</b> 	<ul style="list-style-type: none"><li>• Electrically powered tools: earmuffs, eye protection, isolating transformers/RCD. PPE.</li></ul>

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