

# Health and safety plan for vehicle use

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This plan has been developed to help protect against hazards associated with vehicle use. Under the Health and Safety at Work Act 2015 the Otago Peninsula Biodiversity Group (OPBG) will make every effort to enable their members, participants, members of the public and people in the vicinity to return home safely each day. As a contractor or volunteer worker, you are responsible for taking all practicable steps to ensure your own safety and that of others associated with your work, such as employees and landowners/occupiers.

## Hazards and their management

Three main categories of hazard are considered in this safety plan:

7. Environment: on-road and off-road driving.
8. Resources and equipment: 4WD vehicles, quad bikes and motorcycles.
9. People: medical conditions, working alone, fitness, training and licencing.

The attached Hazard Identification Form lists the hazards that have been identified by OPBG in each of the above categories and the control measures that should be taken to eliminate or minimise each hazard. In most cases the measures listed are intended to minimise the hazard involved.

## Safety briefing

Before starting work you will be given a safety briefing by the team leader (Trustee, Project Manager, Operations Manager, Volunteer Coordinator or other designated person). The briefing will identify the significant hazards and the control measures intended to eliminate or minimize them. In all cases you are expected to follow the reasonable directions of the team leader.

If you will be working alone you will be expected to act as the team leader by identifying the significant hazards and the control measures you will take to eliminate or minimize them.

As a volunteer, you are required to complete a Personal Details Form before undertaking any work for OPBG. In this form you acknowledge that you have received training for the activity that you are volunteering for.

## In the event of an incident

- Stay calm, think things through before acting
- Call out, ask for assistance from residents or neighbours
- Assess the situation, ensure the scene is safe for you and others, check for potential hazards
- Reassure the injured person, administer first aid
- Call for medical assistance

### Other persons assisting you

You are obliged to brief anyone assisting you or working for you on the Health and Safety Plan for this work; for example, advice on suitable protective equipment, identification of hazards and measures that should be taken to reduce the risks associated with each hazard.

### Incident/near-miss reporting

Report all incidents involving injury and near-miss incidents to the team leader coordinating your work. The information you report will assist OPBG in identifying a safety problem and how it might be addressed for both your safety and the safety of other volunteers.

### Feedback on safety

Any comments you have on this plan, including changes to suggested control measures or the identification of additional hazards, will be welcomed and will help OPBG to improve its safety planning. Please provide feedback to the team leader coordinating your work. Please provide feedback to the team leader coordinating your work or any of the following safety contacts.

### Contacts

<b>Team Leader</b>	
Name	Bruce Kyle, Operations Manager
Phone	027 438 7617
<b>Volunteer coordinator</b>	
Name	Moirra Parker, Secretary
Phone	027 328 4443
<b>Trustees, Health and safety</b>	
Name	David Chalmers, Chair
Phone	027 248 1970
Name	Bev Dickson, Trustee
Phone	03 478 0670

Adopted by the Otago Peninsula Biodiversity Trust Board: 19 April, 2017

<b>OPBG Hazard Identification Form</b>			<b>Activity: Vehicle use</b>
Responsibility: Operations Manager <i>Bruce Kyle</i>			Review period: <b>Annually</b>
<b>Hazard</b>	<b>Significant Y/N</b>	<b>Action E/M</b>	<b>Control measures</b>
<b>Equipment</b>			
Vehicle use on-road	Y	M	<ul style="list-style-type: none"> <li>• Vehicle must be registered and have current Warrant of Fitness.</li> <li>• Check tyre pressure and tread depth regularly.</li> <li>• Driver must have current licences for the correct classes of vehicle and ensure that endorsements are valid.</li> <li>• Driver must comply with the NZ Road Code and all traffic laws, rules and regulations.</li> <li>• Drive to the conditions.</li> <li>• Recognise fatigue and allow someone else to drive when necessary.</li> <li>• Pack goods securely in vehicle so they don't move while driving.</li> </ul>
4WD off-road use: steep or rough terrain, slippery surfaces	Y	M	<ul style="list-style-type: none"> <li>• Vehicle must be fit for purpose (e.g. current Warrant of Fitness, maintained according to the vehicle's manual).</li> <li>• Check tyre pressure and tread depth regularly.</li> <li>• Driver must have least 18 months experience driving off-road <u>or</u> relevant training to NZQA standard; evidence must be provided.</li> <li>• Assess situation carefully before venturing off-road.</li> <li>• Control access to the vehicle and keys when not in use.</li> </ul>
Quad bike or side by side ATV off-road use: steep or rough terrain, slippery surfaces	Y	M	<ul style="list-style-type: none"> <li>• Vehicle must be fit for purpose (e.g. current Warrant of Fitness, maintained according to the vehicle's manual).</li> <li>• Conduct a pre-operation check before riding.</li> <li>• Check tyre pressure and tread depth regularly.</li> <li>• At least 18 months experience driving off-road <u>or</u> relevant training to NZQA standard; evidence must be provided.</li> <li>• Helmet to be worn at all times quad bike is being ridden.</li> <li>• Assess situation carefully before venturing off-road.</li> <li>• If carrying loads, keep within the load limits stated by the manufacturer.</li> <li>• Do not carry passengers on quad bikes designed for one person.</li> <li>• Control access to the quad bike and keys when not in use.</li> </ul>

			<ul style="list-style-type: none"> <li>For more information on quad bike safety go to <a href="http://www.worksafe.govt.nz/worksafe/information-guidance/national-programmes/quad-bike-safety">http://www.worksafe.govt.nz/worksafe/information-guidance/national-programmes/quad-bike-safety</a></li> </ul>
Motorcycle off-road use: steep or rough terrain, slippery surfaces	Y	M	<ul style="list-style-type: none"> <li>Vehicle must be fit for purpose (e.g. current Warrant of Fitness, maintained according to the vehicle's manual).</li> <li>Check tyre pressure and tread depth regularly.</li> <li>Conduct a pre-operation check before riding.</li> <li>At least 18 months experience driving off-road <u>or</u> relevant training to NZQA standard; evidence must be provided.</li> <li>Helmet to be worn at all times motorcycle is being ridden.</li> <li>Assess situation carefully before venturing off-road.</li> <li>Do not carry passengers on motorcycles designed for one person.</li> <li>Control access to the motorcycle and keys when not in use.</li> </ul>
Trailers	Y	M	<ul style="list-style-type: none"> <li>Trailer must be fit for purpose (e.g. current Warrant of Fitness, maintained to standard set out in vehicle's manual).</li> <li>Check tyre pressure and tread depth regularly.</li> <li>Driver must be experienced with towing and be familiar with the vehicle and trailer.</li> <li>Ensure the trailer is correctly and safely attached to the towing vehicle.</li> <li>Ensure all loads carried are properly secured; don't overload the trailer.</li> <li>Exercise caution when reversing; use another person to guide if vision is obscured.</li> <li>Do not carry passengers in trailers.</li> </ul>
<b>People</b>			
Medical conditions	Y	M	<ul style="list-style-type: none"> <li>Complete personal details form and give to OPBG coordinator</li> <li>Carry identification card listing: <ul style="list-style-type: none"> <li>Name</li> <li>Date of birth</li> <li>Address</li> <li>In Case of Emergency (ICE) phone number</li> <li>Next of Kin</li> <li>Relevant medical conditions</li> <li>Relevant medicines</li> <li>Allergies (e.g. bee stings, drugs)</li> </ul> </li> <li>Have an emergency strategy</li> </ul>
Working alone	Y	M	<ul style="list-style-type: none"> <li>Advise responsible person of intentions (e.g. location, route, completion time and who to contact if you fail to return) before setting out</li> </ul>

			<ul style="list-style-type: none"> <li>• Stick to intentions</li> <li>• Advise responsible person when you return</li> <li>• Carry mobile phone and/or PLB</li> <li>• Carry personal first-aid kit</li> </ul>
Insufficient strength or weight to operate a quad bike	Y	E	Don't operate.
		<b>Key: E=Eliminate M=Minimise</b>	