

PARKS HEALTH AND SAFETY INDUCTION FORM

| | | |
|---------------------------|--|----------------------|
| Name: | Sunrise Rotary – Thomsons Bush weeding and planting | |
| Organisation: | Sunrise Rotary | |
| Department Working for: | Parks Assets | |
| Emergency Contact 1 | Name: Dennis Thompson | Number: 0272218749 |
| Emergency Contact 2 | Name: Gordon Ramsden | Number: 027 432 4120 |
| Date Induction Performed: | | |
| Induction Performed by: | | |

Invercargill City Council is committed to ensuring all team members and volunteers are able to perform their role in the safest manner possible. To ensure that staff and volunteers are trained to perform specific tasks or operate specialist machinery we must either provide specific training OR ensure that prior learning or experience is verified. This process allows us to collect the relevant information to record relevant information, to allow us to have complete Health and Safety records, and to allow us to arrange recertification's or retraining as required

PPE

Tasks are never to be performed without appropriate PPE>

| Item : | Supplied / own | Date Issued: | Issued by |
|--|-------------------------|--------------|-----------|
| Suitable footwear (must be closed toe) | Volunteers to bring own | | |
| Hi-Viz Vest (required) | | | |
| Gardening Gloves | Volunteers to bring own | | |
| Leggings | | | |
| Safety Glasses | | | |
| Sunblock | Supplied by ICC | | |

Task Analysis:

| | |
|---|---|
| Job Duration | 15 September 2019 |
| Location | Thomsons Bush – Lat: -46.3916/Long: 168.3546 |
| Toilet | At Playground |
| Description | |
| We will be cutting out pest weeds and planting 150 plants. | |
| Our hope is that we can get right to Queens drive. All pest vegetation that is cut out will need to be positioned onto one side of the track. We MUST maintain access for pedestrians. | |
| <u>Tools required:</u> | |
| <ul style="list-style-type: none"> • Shovels | |

- Rakes
- Loppers
- Signs – Rangers will bring them with them.

Map of Designated Area:

Yellow highlighted area is where we will be working.



EMERGENCY CONTACTS AND PROCEDURES

PROCEEDURE

If there is an emergency, ring 111. Then please try and make contact with someone on the list below, they are in order of who to contact first.

CONTACTS

- | | |
|-------------------------|--------------|
| • Dennis Thompson | 027 221 8749 |
| • Gordon Ramsden | 207 432 4120 |
| • Parks Office | 03 219 9070 |
| • Work Safe New Zealand | 0800 030 040 |

NEAREST EMERGENCY MEDICAL TREATMENT

[Kew Hospital, Kew Road, Invercargill](#)

Known Hazards for Volunteers

| | |
|--------------------------------------|---|
| Open Waterways | Take care around waterway edges as they may be slippery. Supervise children at all times. |
| Footwear | Sturdy footwear to be worn by all working. |
| Tools | Use and store with care and in an appropriate manner. |
| Plant hazards | Take care when handling vegetation – some are prickly, sharp or pointed. |
| Uneven ground | Holes or stumps may be present. |
| Insect Pests | Including nesting wasps. |
| Rubbish | Take care when picking up as sharp edges may be hidden. Use gloves. |
| Fire Risk | No smoking in the reserve. |
| Vehicles | Take care around moving vehicles on site. |
| Other users | Consider other users of the park 24/7. |
| Animal Poo (Dogs and Opossums) | Wear gloves and wash hands after working. |

All accidents, injuries and near misses must be reported and recorded.

Please wash hands before eating and/or drinking.

