

# Volunteer Health and Safety



These guidelines are for your protection and enjoyment of your chosen project. If you have any questions please contact Northland Regional Council 0800 002 004.

***Good luck with any projects you are involved with and thank you for the work and energy you bring to Northland!***

## Other safety issues

There will be projects where special safety conditions will apply, such as working at height or on roadsides. Contact Department of Labour for advice on this. If you are working with a Council or DOC then the staff member you are planning your project with will advise you on the correct 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

If someone is seriously hurt, the project should be stopped and the injury reported immediately. If you are working with a Council or DOC then report to the staff member and organisation you are dealing with. Minor injuries also need to be reported and your group should consider how these sorts of injuries could be avoided in the future. If you are not working with a Council or DOC then we suggest you report serious injury to the Department of Labour. (Minor injuries do not need to be reported to the Department of Labour.)

## Northland Regional Council Offices

### Opua Office

Unit 10, Opua Marine Park, Opua 0200.  
Telephone: 09 402 7516 Facsimile: 09 402 7510

### Kaitaia Office

192 Commerce Street, Kaitaia 0410.  
Telephone: 09 408 6600 Facsimile: 09 408 6601

### Dargaville Office

61B Victoria Street, Dargaville 0310.  
Telephone: 09 439 3300 Facsimile: 09 439 3301

### Main Office

36 Water St, Whangarei.  
Private Bag 9021, Whangarei 0140.  
Telephone: 09 438 4639 Facsimile: 09 438 0012

**Email: [mailroom@nrc.govt.nz](mailto:mailroom@nrc.govt.nz)**

**Freephone: 0800 002 004**

**24/7 Environmental Hotline: 0800 504 639**

**Website: [www.nrc.govt.nz](http://www.nrc.govt.nz)**



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# Health and Safety Guidelines

Activity	Safety Requirements
<b>Tree planting</b>	<ul style="list-style-type: none"><li>■ Appropriate footwear (no bare feet or open footwear).</li></ul>
<b>Garden maintenance</b>	<ul style="list-style-type: none"><li>■ Slasher/spade/loppers/secateurs = safety footwear and gloves.</li><li>■ Scrubcutter/weedeater = chainsaw helmet, safety footwear, eye protection, ear muffs.</li><li>■ Chainsaw = approved chaps, trousers, safety footwear, gloves, ear muffs, helmet and eye protection (safety plan is required).</li><li>■ Lawnmower = ear muffs, eye protection, safety footwear.</li><li>■ Make sure that people know how to safely operate any machinery they are using (chainsaws, ATVs, tractors, etc).</li></ul>
<b>Painting</b>	<ul style="list-style-type: none"><li>■ Electric tool = ear muffs, dust mask, isolating transformer or RCD, eye protection.</li><li>■ Adequate ventilation.</li></ul>
<b>Working at heights</b>	<ul style="list-style-type: none"><li>■ No working above three metres and safe work practices in place for any work at heights less than three metres.</li><li>■ Ladders to comply with NZ Safety Standard.</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.</li><li>■ Avoid poor lifting techniques.</li><li>■ Dispose of rubbish in appropriate manner.</li><li>■ Have a 'sharps container' and a procedure for their collection (for example, children not to pick up broken glass etc).</li></ul>
<b>Minor building</b>	<ul style="list-style-type: none"><li>■ Electrically powered tools = ear muffs, eye protection, isolating transformer/RCD</li><li>■ Check with your local Council whether resource consent is required.</li></ul>

