



WALL WORTHY HEALTH AND SAFETY GUIDE SHEET

Introduction:

Health and safety is of paramount concern to Keep New Zealand Beautiful. This Health and Safety Sheet is a guide to assist anyone involved in painting a mural in keeping themselves safe.

General Health and Safety:

- Work conducted must take place only when there is sufficient light to work safely. Ensure that you can be seen – wear a high visibility vest.
- Liquids (e.g. graffiti remover, paint etc.) must not be stored in any container that is unmarked or could be mistaken for food or drink. Always observe warnings contained in material data safety sheets.
- Artists and participants must not produce excessive noise (e.g. loud radios) which could disturb residents.
- No person is permitted to operate or interfere in any manner with equipment which he or she is not authorised to use, operate or work upon.
- Do not step onto the road way.
- Children are required to be supervised at ALL times.

Manual handling procedures suggest the following points can be observed, when lifting or carrying loads:

- All heavy lifting should be carried out by supervising adults.
- Before lifting, assess the load for mass and center of gravity to avoid losing balance.
- Position yourself as close to the same level as possible to the article to be moved.
- Balance yourself to avoid being overloaded by the objects to be moved.
- Bend your knees and get down to the load. This action establishes you in a wider and more stable stance and improves the balance point.
- **NOTE:** It is important you do not bend your back from the waist.
- Lift the load by straightening your knees and keeping the load close into your body. Keep your head and chin up to prevent damage to the neck, also enabling you to see your direction of travel.
- **NOTE:** Do not extend or reach with your arms, if you require it, ask for assistance.
- When moving, use your feet to turn rather than twist your back.
- MOST IMPORTANTLY USE YOUR LEGS NOT YOUR BACK.
- If in doubt, do not lift the load.

Artists and anyone contributing to the completion of the mural must at all times take all practical steps to keep themselves (and those working with them) safe and protect themselves from the weather and other hazards.



Health and Safety Risk Assessment

What is this Form About?

Keep New Zealand Beautiful pride themselves on maintaining a safe and healthy workplace for all of its people and this includes service partners who perform or provide us with any other work. We have both a legal and moral obligation to ensure that everyone is kept safe in or near their workplace.

How this impacts you.

If you work for any business, are self-employed or even operate as a sole trader, then you will find that you also have the same duty of care responsibility as us. This responsibility is to keep yourself and anyone in the immediate vicinity of the work you are doing, safe and free from harm.

How you can help us maintain our safe system of work?

We are legally required to be able to have evidence that demonstrates that your safety and the safety of others has been considered before any work commences. Please complete the reverse side of this form. Completed forms need to be sent back to KNZB. We have even started the form for you.

Just so we are clear:

If you complete this basic risk assessment and find that you cannot proceed safely, then DO NOT commence any work. Please stop and immediately get in touch with Keep New Zealand Beautiful.

Contact Details:

Krystle Harborne

Keep New Zealand Beautiful Events Co-ordinator

Office Phone number: 09 264 1434

Email: events@knzb.org.nz

77 Greenmount Drive, East Tamaki www.knzb.org.nz



Health and Safety Risk Assessment form

This form is to be completed by approved Wall Worthy participants – please submit to events@knzb.org.nz prior to any work commencing.

Date of work:	Company Name:
Supervisors Name:	Supervisors Signature:
Location of work (Site address):	
Brief description of work being undertaken at this site:	
<p>NOTE: This form can be used for multiple jobs on the same day or for work that may last a number of days, <u>providing that</u> a fresh check of risks and the stated control measures is completed each day.</p>	



Risk Assessment & Control Measures:

Visually inspect the site and record all risks and methods to manage that risk, (that is or could be associated with the work that you are about to perform). Should conditions or the tasks you perform change, add that to this list. On-going monitoring of any risk control measures is required to ensure that they remain effective for the duration of the work. Some common risk & control measures are recorded below. You can add any site specific risk & control measures to the list below.

Potential Risks or Hazards Identified	Description of Control Measures in Place
Pedestrian traffic	Ensure that a clear unobstructed walkway past the worksite is maintained so that pedestrians don't have to walk too far out of the way. Consider enough room for prams and wheelchairs.
Tripping hazards	Adopt good housekeeping procedures by ensuring that paint tins or other equipment is out of the way.
Visibility	Wear a high visibility vest.
Weather	Wear appropriate PPE (protective clothing) – raincoat in the wet a brimmed hat in sunny weather with sunblock, warm clothing if cold and windy.

I have read and understand all the Health and Safety guidelines.

I understand that I am responsible for my Health and Safety while completing this project and have taken all measures to eliminate risks and hazards while completing the project and will not hold KNZB liable for any accidents or injuries.

Supervisors Signature: _____

Date: