

G.J. Gardner. HOMES

# Clean Up Week 2020

EVENT GUIDE

KEEP  
NEW ZEALAND  
BEAUTIFUL.



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G.J. Gardner Homes Clean Up Week wouldn't be possible without the generosity of our sponsors



# Organising your clean up event

**Thank you for volunteering to be an Event Coordinator. To be an Event Coordinator you must be 18 years or older or assisted by someone of that age.**

As the registered Event Coordinator, you are responsible for planning, coordinating and overseeing your registered event.

This guide is to help you organise your clean up and to give you some information about how to run the event safely.

If at any stage of the planning or during the event you have any questions or concerns, please do not hesitate to email [cleanup@knzb.org.nz](mailto:cleanup@knzb.org.nz) or call **(09) 264 1434** for help.

# 1. Your registration & paperwork

Please read the following information carefully and fill in each of the required forms to ensure that your event is registered and that you comply with all relevant health and safety regulations.

## Event Registration

Register your clean up event online at [www.knzb.org.nz](http://www.knzb.org.nz). Try and do this as early as possible, so that people have time to join your event.

To register your event, you simply need to know the location, date, time and an approximate number of volunteers.

## Volunteer Registration

For health and safety reasons we must ensure that every person who is going to be helping at your event is registered. Don't worry this won't take long! We've created a Volunteer Registration Form that you simply need to take to your clean up event and allocate a few minutes at the start to get each person to fill in their details. Easy!

After the event you can either post, scan or email this form back to us. You can download a PDF of a Volunteer Registration Form on our website [www.knzb.org.nz](http://www.knzb.org.nz).

## Event Evaluation Form

To ensure the ongoing success of G.J.'s Clean Up Week we ask that you please take 5-10 minutes to tell us about how your event went, and to send us any suggestions for next year.

We've set up a simple Evaluation Form online at [www.knzb.org.nz](http://www.knzb.org.nz) for you to fill in. If you need help to submit your Evaluation Form please contact us by emailing [cleanup@knzb.org.nz](mailto:cleanup@knzb.org.nz) or calling **(09) 264 1434**.

Please send any images you are happy for us to use by emailing [cleanup@knzb.org.nz](mailto:cleanup@knzb.org.nz) or via your Evaluation Form. We'll be giving away a Keep New Zealand Beautiful **prize pack** for our favourite photo!

Each Event Coordinator that sends back their Evaluation Form (as well as their Volunteer Registration Form) before 30 September 2020, will go in to the draw to **WIN a Samsung tablet**.

## Accident/Incident Report

This ONLY needs to be filled in if an accident or incident occurs. It's imperative if there has been an accident that this report is filled in and sent to Keep New Zealand Beautiful as soon as possible.

The Accident/Incident Report can be posted, scanned or emailed back to us. You can download a PDF of an Accident/Incident Report on our website [www.knzb.org.nz](http://www.knzb.org.nz).

Please return reports by post to:  
Keep New Zealand Beautiful  
PO Box 58932 Botany,  
Auckland 2163

OR email to [cleanup@knzb.org.nz](mailto:cleanup@knzb.org.nz).

If there are any questions or issues, please contact us on **(09) 264 1434**, or [cleanup@knzb.org.nz](mailto:cleanup@knzb.org.nz).

## 2. What to do with the rubbish

### Rubbish Removal

Most clean up events collect a large amount of rubbish and it's important to have the removal organised well in advance. Councils and local contractors will often provide bins and rubbish collection services free of charge but you **MUST** check with them first. For areas that aren't accessible to the free EnviroWaste or Waste Management transfer station sites, volunteers with trailers or trucks may assist with rubbish removal.

You should also approach local authorities to request a waiver of landfill/transfer station fees prior to your event, and invite them to participate.

Rubbish should be removed on the day or as soon as possible after your event.

When a site is chosen, remember to check for truck access for delivery and collection of the bins if this will be required.

While inspecting your site identify any large, heavy or hazardous objects that you will need assistance in removing.

For advice or assistance contact your council and local contractors – see Appendix A for more information.

### Recycling

One of the aims of G.J.'s Clean Up Week is to encourage recycling and avoid sending as much rubbish to landfill as possible. Remember to plan for separating the recyclables from waste collected. Volunteers may like to collect in pairs - one person collecting recyclables and the other non-recyclables. The table at Appendix E in this document is a guide to the disposal of different rubbish types. Recycling and disposal will vary from area to area and this is intended as a guide only. Please contact your local council for more specific advice or view the Keep New Zealand Beautiful Local Hub on [www.litter.org.nz](http://www.litter.org.nz).





## Sharp Objects & Syringes

Collect broken glass and other sharp objects in a separate container that cannot be pierced or compressed. Syringes and potentially harmful objects should **only be removed and handled by Event Coordinators**. If you don't have suitable containers and equipment don't attempt to remove syringes, and contact your local council.

1. At no time should needles or syringes be touched directly with bare hands and no attempt should be made to cover, break or bend the needle.
2. You may be able to source a specialised sharps container from your local hospital or local laboratory services facility. Check in advance of your event.
3. Take the sharps container to the syringe location for safety.
4. If you identify a sharp object or syringe make sure you clear the area so you have good space around you and the object.
5. Put on a pair of heavy duty gloves and then carefully pick up the object using tongs.
6. Carefully place it (sharp end point-first) into the container.
7. Replace the lid securely on the container before moving.
8. Store the container in a secure and safe place. At the conclusion of the event, take the container to your local public hospital or local laboratory services facility for proper disposal.

## Suspicious Finds

If you find anything suspicious call the Police Communications Centre through your local police station to clarify whether they have an interest in the particular item. The police can then give guidance on a case-by-case basis, depending on the circumstances. Please ensure volunteers alert the Event Coordinator immediately when suspicious finds are discovered.



## 3. Contact your local council

We recommend contacting your local council to advise them that you are taking part in G.J.'s Clean Up Week. They can then let you know the best way to dispose of your rubbish.

While speaking with your local council make sure you have permission to access any public land that you are intending to clean up during your event.

If you need help to find a site your local council may be able to make some suggestions on areas they know of that need to be cleaned up.

Check if your council can help with promotion of your clean up event. They may also be able to help, or offer advice, on sourcing extras such as high visibility vests for Event Coordinators/volunteers if needed.

A list of council contacts for G.J.'s Clean Up Week can be found in Appendix A of this document. We've listed the names of the transfer stations that have agreed to waive the fees for rubbish collected during the week. However, you do still need to contact your local council directly to discuss your rubbish disposal as in some cases they will collect from a designated

site, or in other cases, they will want you to take the rubbish to the transfer stations listed in Appendix B.

If you are dropping off your collected rubbish at a transfer station we suggest you call ahead to check whether your local council has arranged to waive tip/landfill fees. If they have you will need to ensure you have your Keep New Zealand Beautiful e-ticket on you before you drop them off.

In areas with selected EnviroWaste or Waste Management transfer stations, you will be able to dispose of your rubbish and recycling there at no charge providing that the person disposing of the rubbish is the same person stated in the registration form and that they have ID. For areas that don't have an EnviroWaste or Waste Management transfer station nearby, your council may be able to assist you with information on the collection of rubbish and recycling. Your local council website usually has information on what materials are recycled and where.

You can find links to all New Zealand council websites at [www.litter.org.nz](http://www.litter.org.nz).

## 4. Event Coordinator(s)

It's a good idea for you to have more than one Event Coordinator (18 years or older) so that tasks can be divided to give adequate support to the number of volunteers you expect. We recommend that you hold a briefing for Event Coordinators prior to your clean up event.

Event Coordinators should be at the site before the official start time to set up, and then, remain until the project is finished. Event Coordinators will need to visit their site prior to the day to familiarise themselves with the

location of facilities, potential safety issues and the area to be worked on.

It would also be advisable to organise a qualified first aider to be available on the day to ensure the safety of volunteers and in case of any incidents. There is basic first aid advice in Appendix D.

Remember to encourage your volunteers to turn up with appropriate clothing and equipment, i.e. good boots, hat, long sleeve shirts/trousers, gloves and drinks.

## 5. Promote your event

To ensure your day is a success, it's essential to actively promote your event to the local public and media.

We recommend:

1. Displaying posters in local shopping centers, libraries and community notice boards. Remember to put your contact details on this poster along with your site location and event details. You can download a PDF poster in English and te reo on our website [www.knzb.org.nz](http://www.knzb.org.nz).
2. Contacting your local/regional newspaper and radio station and inform them of your event and invite them to your site. Most media will give free advertisements to community events. You can also organise photos and contact local media with information on a regular basis. We've included a local press release template for your use, which you can download from [www.knzb.org.nz](http://www.knzb.org.nz).
3. Inviting local personalities to attend your event.
4. Holding a local launch for the media or take them to visit the site for 'before and after' photos.
5. Reaching out to local businesses and asking if you can put up an advertisement on their notice boards.
6. Asking volunteers to share information through their friend and work networks. This could be done via email, phone calls, word of mouth or social media.

## 6. Make your event more successful

1. Put together information you can share about your chosen site, i.e. why it was chosen, what value it has for the local community, what special habitats it may contain.
2. Research information about other environmental issues and opportunities you can tell your volunteers and local media about, i.e. information on recycling.
3. If there are children, read them the Kiki Kiwi & Friends: The Travelling Trash story. The book can be purchased from our online shop, or accessed for free at [www.litterless.knzb.org.nz](http://www.litterless.knzb.org.nz).
4. Make your event enjoyable and fun – arrange refreshments or a BBQ after the clean up. Talk to local businesses about donating prizes to outstanding volunteers or for the most bags/most litter collected.



# 7. Organise your equipment

The following equipment is recommended:

1. Drinking water and refreshments.
2. Food and utensils if you are going to hold a BBQ for your volunteers afterwards.
3. Small table, fold up chairs, clipboard and pens for volunteer registration.
4. Sticky name labels for each registered volunteer to keep track of who is taking part in the event.
5. Sunscreen and spare hats.
6. Mobile phone or access to a landline phone in case of an emergency.
7. The Accident/Incident Report and tape to post up any risk warning posters if necessary.
8. A good first aid kit with instructions. The kit should contain at least: non-stick dressings, dressing strips, bandages, tweezers, scissors, saline solution, sunscreen, gloves and gauze.
9. Ice packs are also recommended. Organise a qualified first aider to be present at the event if at all possible.
10. Buckets, sacks or other re-usable items to collect rubbish in.
11. Extra gloves.

*Please note: The gloves we currently supply are latex gloves as these are better for the environment than vinyl. If any of your volunteers have latex allergies, please ensure they have alternative hand protection.*

12. Make sure hand washing facilities or antiseptic hand wipes or antibacterial hand wash are nearby.
13. A pair of tongs, heavy-duty gloves and a sharps container (sturdy pierce and compression proof box with lid) in case you need to remove sharp objects.

For assistance with additional materials, consider approaching local businesses, who may be willing to support your clean up event. This could be through the donation of goods including refreshments, extra gloves, promotion, BBQ items for after the clean up etc.



# 8. On the day of your event

Event Coordinators should arrive at the site at least half an hour prior to the advertised start time and have everything ready to go when the first volunteers arrive. The Event Coordinator should then remain onsite until all of the volunteers have left and the site is clear of collected rubbish.

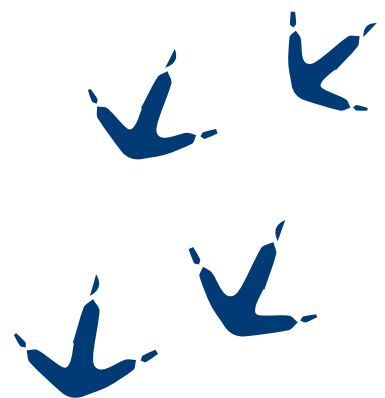
1. Before you arrive onsite ensure you are familiar with the risk management for litter collection section of this document (Appendix F) so you can brief your volunteers on how to work safely.
2. On arrival carry out the site safety inspection and complete the Risk Identification Checklist. See Appendix C.
3. Have a first aid kit with instructions close at hand and make sure your appointed first aider knows where the first aid station is. Try to have a qualified first aider if possible in this role.
4. Put up any risk warning signs and event signage, i.e. first aid area, sharp objects area, volunteer registrations, and of course a visible sign at the entrance.
5. Ensure all volunteers register on arrival and that you ask them to fill in the registration form. We suggest taking a clipboard and asking 1-2 people to man volunteer check in. Children 14 years and under must be accompanied by an adult. Ideally each volunteer will receive a name label prior to commencing activities. This will enable the Event Coordinator to ensure that all volunteers are registered and recognisable by their name badge.
6. When volunteers are registering make sure you are aware of any pre-existing medical conditions that may be relevant.
7. Discuss any limitations with the volunteer and alter that volunteer's activities accordingly. In the case of an accident or incident, the volunteers name can be checked against the Volunteer Registration Form to see if the accident or incident is related to a pre-existing injury, or medical condition recorded on the form.
8. Ensure volunteers are aware of safety requirements, that they have read any risk warning signs and have appropriate covered footwear and gloves – sunglasses and sun protection are also recommended.
9. Make sure you have extra photocopies of the registration form in case you get more volunteers than you had anticipated.
10. Once all of your event volunteers are registered, assemble everyone together in one place so you can conduct a briefing. The briefing should outline plans for the day, the role of Event Coordinators and address any potential safety issues. Aim to make the briefing motivating, informative and include time for questions.
11. Explain the system for collecting the rubbish and separating recyclables and rubbish into the two bags, buckets or sacks provided. Ask volunteers to document key information as they go such as illegal dumping, what is the most common type of litter, etc. Make sure they know that they MUST notify the Event Coordinator if they find any syringes or sharp objects and they MUST NOT touch these.
12. Distribute clean up material to volunteers and direct them to areas requiring cleaning.
13. Start collecting!



## 9. At the end of your event

1. Ensure the rubbish is secured and organised for collection or drop off. If possible do an audit of the rubbish your team has collected so you can report back to Keep New Zealand Beautiful on your findings. Make sure rubbish is easily accessible if it's being collected and not blocking public thoroughfares. Leave the site clean and tidy.
2. If using the Keep New Zealand Beautiful provided rubbish bags, please remember that these are re-usable and should not be disposed of at landfill with their contents.
3. Log on to **[www.knzb.org.nz](http://www.knzb.org.nz)** to complete your Evaluation Form and upload your Volunteer Registration Form.

**Well done and thank you  
for all your hard work!**



# Appendix A:

## Council Contacts

Council Region	Contact Name	Email	Phone
Ashburton District Council	Craig Goodwin	craig.goodwin@adc.govt.nz	03 307 7739
Auckland City Council	Monisha Wylie-Kapoor	Monisha.Wylie-Kapoor@aucklandcouncil.govt.nz	
Buller District Council	Gina Hogarth	gina@bdc.govt.nz	03 788 9657
Carterton District Council	Jo Dean	jo@cdc.govt.nz	027 583 6504
Central Hawkes Bay District Council	Themba Ncomanzi	themba.ncomanzi@chbdc.govt.nz	06 857 8060
Central Otago District Council		info@codc.govt.nz	03 440 0056
Chatham Islands Council	Angie Bird	ange@cic.govt.nz	03 305 0760
Keep Christchurch Beautiful	Linda Keall	tidykiwi@kcb.org.nz	03 940 9419 or 027 714 9343
Clutha District Council	Laura Gourley	laura.gourley@cluthadc.govt.nz	03 419 0245
Dunedin City Council	Allison Wallace	allison.wallace@dcc.govt.nz	03 474 3401
Far North District Council	Simon Millichamp	simon.millichamp@fnhc.govt.nz	09 401 5759
Gisborne District Council		service@gdc.govt.nz	06 867 2049
Gore District Council	Peter Standring	pstandring@goredc.govt.nz	027 201 8594
Grey District Council	Leonie Lane	leonie.lane@greyc.govt.nz	03 769 8629
Hamilton City Council	Ioana Manu	ioana.manu@hcc.govt.nz	07 929 2708
Hastings District Council	Jeff Clews	jeffc@hdc.govt.nz	027 256 0364
Hauraki District Council	Steve de Laborde	steve.delaborde@hauraki-dc.govt.nz	027 200 0097
Horowhenua District Council	Ryan Hughes	ryahnh@horowhenua.govt.nz	06 366 0999
Hurunui District Council	Serina Linton	serina.linton@hurunui.govt.nz	027 403 6574
Hutt City Council		environmental.health@huttcity.govt.nz	04 570 6666



Council Region	Contact Name	Email	Phone
Invercargill City Council	Angela Molloy	Angela.Molloy@icc.govt.nz	03 211 8397
Kaikoura District Council		kdc@kaikoura.govt.nz	03 319 5026
Kaipara District Council	Donna Powell	dpowell@kaipara.govt.nz	0800 727 059
Kapiti Coast District Council	Katharina Kennedy	Katharina.Kennedy@kapiticoast.govt.nz	04 296 4765
Kawerau District Council	Bernie Tientjes	bernie.tientjes@kaweraudc.govt.nz	027 278 6236
Mackenzie District Council	Angie Taylor	angie.taylor@mackenzie.govt.nz	03 435 0637
Manawatu District Council	David McMillan	david.mcmillan@mdc.govt.nz	027 500 1193
Marlborough District Council	Alec McNeil	alec.mcneil@marlborough.govt.nz	03 520 7541
Masterton District Council	Agnes Piatek-Bednarek	agnesp@mstn.govt.nz	06 370 6300
Matamata-Piako District Council	Bryan Turner	bturner@mpdc.govt.nz	07 884 0060
Napier City Council	Rhett van Veldhuizen	rhettv@napier.govt.nz	027 272 9259
Nelson City Council	Karen Lee	karen.lee@ncc.govt.nz	03 265 6976
New Plymouth District Council	Rose Hogwood	rose.hogwood@npdc.govt.nz	06 759 6060
Opotiki District Council	Ian Castles	ianc@odc.govt.nz	07 315 3030
Otorohanga District Council	Mark Lewis	mark@otodc.govt.nz	07 873 4000
Palmerston North City Council	Natasha Hickmott	natasha.hickmott@pncc.govt.nz	06 356 8199
Porirua City Council	David Redmayne	dredmayne@pcc.govt.nz	027 548 9 670
Queenstown-Lakes District Council	Katherine Buttar	Katherine.Buttar@qldc.govt.nz	03 441 0495
Rangitikei District Council	David McMillan	david.mcmillan@mdc.govt.nz	027 500 1193
Rotorua Lakes Council		info@rotorualc.nz	07 348 4199
Ruapehu District Council	Daniel Allen	daniel.allen@ruapehudc.govt.nz	07 895 8188
Selwyn District Council	Jess Hawker	jess.hawker@selwyn.govt.nz	03 347 2759
South Taranaki District Council	Victoria Moyle	victoria.moyle@stdc.govt.nz	06 278 0555



Council Region	Contact Name	Email	Phone
South Waikato District Council	Rangimarie Smith	Rangimarie.Smith@southwaikato.govt.nz	07 885 0340
South Wairarapa District Council	Jo Dean	jo@cdc.govt.nz	027 583 6504
Southland District Council	Pam Fairbairn	pam.fairbairn@southlanddc.govt.nz	0800 732 732
Stratford District Council	Louise Campbell	lcampbell@stratford.govt.nz	06 765 6099
Tararua District Council	Debbie Pearson-Linnell	Deborah.Pearson-Linnell@tararuadc.govt.nz	06 374 4080
Tasman District Council	Graham Poxon	Graham.Poxon@tasman.govt.nz	03 543 7617
Taupo District Council	Shannon Hanson	shanson@taupo.govt.nz	027 608 6954
Tauranga City Council	Hope Lawson	sustainability.waste@tauranga.govt.nz	07 577 7000
Thames-Coromandel District Council	Amber Baker	amber.baker@tcdc.govt.nz	07 868 0200
Timaru District Council	Briony Woodnorth	briony.woodnorth@timdc.govt.nz	027 211 4432
Upper Hutt City Council	Millie Porter	millie.porter@uhcc.govt.nz	027 803 0739
Waikato District Council	Samantha Baker	samantha.baker@waidc.govt.nz	027 836 4338
Waimakariri District Council	Monese Ball	monese.ball@wmk.govt.nz	0800 965 468
Waimate District Council	Margaret Mather	margaret@waimatedc.govt.nz	03 689 0000
Waipa District Council	Sally Fraser	sally.fraser@waipadc.govt.nz	027 7029855
Wairoa District Council	Luke Knight	property@wairoadc.govt.nz	06 838 7309
Waitaki District Council	Bron Claridge	waitakienviroschools@gmail.com	027 537 0043
Waitomo District Council	Parva Zareie	Parva.Zareie@waitomo.govt.nz	07 878 0800
Whanganui District Council	Stuart Hylton	stuart.hylton@whanganui.govt.nz	027 446 5352
Wellington City Council	Aviva Stein	aviva.stein@wcc.govt.nz	04 385 4436
Western Bay of Plenty District Council	Ilze Kruis	ilze.kruis@westernbay.govt.nz	07 571 8008
Westland District Council	Emma Rae	emma.rae@westlanddc.govt.nz	03 756 9082
Whakatane District Council	Nigel Clarke	nigel.clarke@whakatane.govt.nz	07 306 0500 extn:7475
Whangarei District Council	Grant Alsop	grant.alsop@wdc.govt.nz	09 430 4265

# Important notes for specific councils

## Manawatu District Council

Manawatu District Council will be supporting G.J.'s Clean Up Week by providing free disposal at its transfer stations.

## Nelson City Council

Nelson City Council will issue vouchers to groups doing clean ups authorised by council. Each group participating will simply need to contact Karen Lee (details in Appendix A: Council Contacts) for a voucher which will enable you to take your collected waste to the transfer station for free disposal. Information on the transfer station location and opening hours can be found at <http://www.nelson.govt.nz/services/rubbish/rubbish-collection-disposal/>

## Selwyn District Council

All litter collected as part of G.J.'s Clean Up Week can be disposed of at the Pines Resource Recovery Park free of charge.

## Stratford District Council

Stratford District Council will set days, times and venues for collection of G.J.'s Clean Up Week rubbish. Please contact Louise Campbell (details in Appendix A: Council Contacts) for

further details. If you want to dispose of your rubbish outside of these allocated times, you can take it to Stratford Transfer Station, using the e-ticket provided as part of your resources.

## Tauranga City Council

Groups wishing to do a clean up on Tauranga City Council property, should register their event through the council's online form and wait for permission to run the event. The form can be found at <https://www.tauranga.govt.nz/living/rubbish-and-recycling/minimising-waste/community-waste-programmes/community-group-cleanup-registration>

## Timaru District Council

Please contact Briony Woodnorth directly (details in Appendix A: Council Contacts) to be issued with official waivers for waste disposal or to be provided with all the resources you might need. Timaru District Council supports clean ups by providing these waivers year round.

## Wairoa District Council

Wairoa District Council is able to dispose of collected rubbish by arrangement (details in Appendix A: Council Contacts).



# Appendix B: Transfer Station Contacts

## Waste Management NZ Transfer Station Locations

To access and use the transfer stations outlined below for free, all G.J.'s Clean Up Week Event Coordinators **need to register** their event with Keep New Zealand Beautiful. Once registered, the Event Coordinator will **receive an e-ticket to use** during the week.

The transfer stations owned and/or operated by Waste Management below will accept both general waste and recycling during G.J.'s Clean Up Week. All recycling **MUST** be clean, sorted and placed into designated recycling cages on site. Contaminated recycling will be treated as general waste.

For Refuse Transfer Station operating hours and conditions, please visit [wastemanagement.co.nz](http://wastemanagement.co.nz)

### **FAR NORTH: Kaikohe Refuse Transfer Station**

79 Thorpe Road, Kaikohe, Northland.

### **FAR NORTH: Whangae Refuse Transfer Station**

715 State Highway 11 (Paihia Road), Opuia, Northland.

### **FAR NORTH: Opononi Refuse Transfer Station**

Baker Road, Omapere, Northland.

### **FAR NORTH: White Hills Refuse Transfer Station**

3211 State Highway 10, Kaeo, Northland.

### **NORTH SHORE: North Shore Refuse & Recycling Transfer Station**

117 Rosedale Road, Pinehill, Auckland.

### **PAPAKURA: Papakura Refuse Transfer Station**

25 Inlet Road, Takanini, Auckland.

### **TE AWAMUTU: Te Awamutu Refuse Transfer Station**

8 Daphne Street, Te Awamutu, Waikato.

### **ROTORUA: Rotorua Refuse Transfer Station**

228-230 Te Ngae Road - 6 Hamiora Place, Ngapuna, Rotorua.

### **WHAKATANE: Whakatane Refuse Transfer Station**

60 Te Tahi Street, Whakatane.

### **GISBORNE: Gisborne Refuse Transfer Station**

69-75 Innes Street, Awapuni, Gisborne.

### **WHANGANUI: Midtown Refuse Transfer Station**

14 Liffiton Street, Gonville, Whanganui.

### **WELLINGTON: Seaview Refuse Transfer Station**

97-99 Port Road, Seaview, Lower Hutt.

### **OAMARU: Oamaru Refuse Transfer Station**

13 Industrial Place, Oamaru North, Oamaru.

### **DUNEDIN: Wickliffe Street Refuse Transfer Station**

32 Wickliffe Street, Dunedin Central, Dunedin.



## EnviroWaste Transfer Station Locations

EnviroWaste will take rubbish collected during G.J.'s Clean up Week on presentation of your e-ticket.

Please call **0800 240 120** to organise for your rubbish to be accepted at these stations free of charge. Alternatively go to **[www.envirowaste.co.nz](http://www.envirowaste.co.nz)** to get in touch with your local EnviroWaste transfer station.

**MAIRANGI BAY: EnviroWaste Constellation Drive Refuse & Recycling Transfer Station**

4 Home Place, Rosedale, Auckland.

Phone: 09 478 9882

**AVONDALE: EnviroWaste Patiki Rd Refuse & Recycling Transfer Station**

114 Patiki Road, Avondale, Auckland.

Phone: 09 820 5691

**ONEHUNGA: EnviroWaste Pikes Point Transfer Station**

81 Captain Springs Road, Onehunga, Auckland.

Phone: 09 636 6635

**WIRI: EnviroWaste Wiri Refuse & Recycling Transfer Station.**

Cnr Wiri Station Road & Langley Road, Wiri, Auckland.

Phone: 09 250 0214

**PUKEKOHE: EnviroWaste Pukekohe Refuse & Recycling Transfer Station**

10 Austen Place (off Crosbie Road), Pukekohe.

Phone: 09 237 1901

**HAMILTON: EnviroWaste Lincoln Street Transfer Station**

60 Lincoln Street, Franklin, Hamilton.

Phone: 07 848 2517

**CAMBRIDGE: EnviroWaste Cambridge Refuse & Recycling Transfer Station**

27 Matos Segedin Drive, Cambridge.

Phone: 07 850 2110

**GREERTON: EnviroWaste Maleme Street Transfer Station**

55 Maleme Street, Greerton, Tauranga.

Phone: 07 541 1904

**MOUNT MAUNGANUI: EnviroWaste Te Maunga Transfer Station**

Truman Lane, Te Maunga.

Phone: 07 575 2809

**NEW PLYMOUTH: EnviroWaste Colson Road Refuse Transfer Station**

Colson Road, Glen Avon, New Plymouth.

Phone: 06 758 7601

**PALMERSTON NORTH: EnviroWaste Palmerston North Refuse Transfer Station**

31 Matthews Avenue (next to the railway station), Takaro, Palmerston North.

Phone: 06 357 8378

**WANGANUI: EnviroWaste Wanganui Transfer Station and Recycling Centre**

27 Gilberd Street, Castlecliff, Whanganui.

Phone: 06 344 4201



# Appendix C: Risk Identification Checklist

G.J.'s Clean Up Week Site Location:

Event Coordinator:

Answering 'Yes' to any of the following questions indicates a need to consider the associated risk, and identify appropriate risk controls. If the answer is 'Yes', consider how someone could suffer harm and how serious that harm is likely to be, then decide what needs to be done to eliminate or minimise the chance of harm occurring.

## Site Safety Inspection

When planning your event, you should take reasonable steps to avoid or minimise any potential risks. To ensure the safety of all participants, visit the site before the event to assess any risks and complete the Risk Identification Checklist. You will also need to do this on the day of the event. Below is an example Risk Identification Checklist you can use.

### Project Site

Risk	Yes	No	Risk Control
Are there areas that are rough or slippery?	Yes	No	Flag and avoid any obvious hazards such as steep banks, loose rock.
Are there areas that are steep or sloping?	Yes	No	Walk across the slope, avoid carrying heavy or awkward objects.
Are there holes, fallen branches or other trip hazards?	Yes	No	Flag or remove obvious hazards, ensure volunteers avoid the area.
Will vehicles be passing in close proximity?	Yes	No	Ensure that the traffic area is flagged with volunteers as a no-go area, wear high visibility vests. Arrange for Traffic Management (council may be able to help), barrier off, ensure that the traffic area is flagged.
Could asthmatics be exposed to dust or pollen?	Yes	No	Advise asthmatic volunteers to work away from high exposure areas, advise to carry an inhaler.



Are there overhanging dead branches that could be dislodged by wind?	Yes	No	Flag and avoid the area, take account of weather conditions.
Is the area thickly vegetated/could volunteers become lost?	Yes	No	Advise volunteers to carry a mobile phone, to stay within earshot, avoid moving too far from the main group, working in small groups or pairs.
Are there likely to be spiders, bees or wasps?	Yes	No	Carry relevant first aid equipment, flag and avoid known nests, be aware if anyone has an allergy and remove them from that area.
Is there deep, murky, or moving water nearby?	Yes	No	Flag and avoid obvious hazards.
Will tidal movement affect the site?	Yes	No	Research tide times, be aware of the time, keep your group together.
Is there a fire risk?	Yes	No	Seek advice from fire service, avoid remote areas, work in small groups, ensure there is a communicated emergency evacuation plan.
Are there likely to be discarded syringes at the site?	Yes	No	Gloves should be worn and heavy footwear when picking up litter. Ensure volunteers are aware and will take all due caution while picking up litter, advise to use a rake to sift through suspicious debris, all syringe finds to be flagged immediately with the Event Coordinator.
Could volunteers be exposed to contaminated substances/water, e.g. sewage?	Yes	No	Flag and avoid obvious hazards, ensure washing facilities are available.
Could volunteers be exposed to asbestos in old buildings or building materials?	Yes	No	This risk should be found prior to the event - notify council then, flag or have materials or building cordoned off prior to event.
Is the site isolated or remote from emergency assistance?	Yes	No	Have a clear and documented plan of action in case of emergency, adequate first aid provision and sound mobile coverage, work in small groups.
Could volunteers be lifting heavy/bulky items?	Yes	No	Advise volunteers not to lift heavy/bulky items. Share the load if safe to do so. Or use lifting equipment.

# Weather

Risk	Yes	No	Risk Control
Volunteers will be working in direct sun?	Yes	No	Source spare hats, sunscreen, additional fluids, don't work for long periods in the direct sun.
Volunteers could be endangered by sun glare?	Yes	No	Advise volunteers to wear hats and sunglasses.
Volunteers will experience temperatures that could cause heat stress or dehydration?	Yes	No	Provide adequate drinks, take lots of breaks, monitor volunteers for signs of fatigue, and avoid working in the most intense heat of the day.
Volunteers will be exposed to frost or cold winds?	Yes	No	Identify sheltered areas, encourage volunteers to wear layered clothing including a hat.
Volunteers will be working in the rain?	Yes	No	Encourage volunteers to wear raincoats and warm clothing, take shelter until adverse weather passes.
Electrical storms (thunder and lightning) or earthquakes a possibility?	Yes	No	Check weather forecast or for any public warnings prior to event and call event off if necessary.



# Volunteers

Risk	Yes	No	Risk Control
There might be large numbers of children?	Yes	No	All children under 14 years to be accompanied by an adult at all times, ask groups with children to work in areas of low risk.
There might be several volunteers who are physically disabled?	Yes	No	Ensure supervision is adequate, set tasks according to ability.
There might be several volunteers who are intellectually disabled?	Yes	No	Ensure supervision is adequate, set tasks according to ability.
There might be several volunteers who do not speak English?	Yes	No	Relate any important information as best as possible, identify anyone who could interpret to assist in relaying important information.
There might be several volunteers with challenging behaviors?	Yes	No	Ensure supervision is adequate.

# Third Parties/General Public

Risk	Yes	No	Risk Control
Members of the public who are not volunteers will visit or pass through the site while work is occurring?	Yes	No	Ask volunteers to be mindful of members of the public around them and direct any enquiries to the Event Coordinator.
Members of the public will visit the site after volunteers leave but before rubbish is removed?	Yes	No	Ensure rubbish is dropped at collection points which have been previously sorted with council or local transfer station and is away from busy areas/footpaths.

# Appendix D:

## Health & Safety

Identify first aiders prior to your event and ensure that you have organised for a first aid kit to be onsite.

Minor injuries can usually be taken care of onsite by following first aid instructions.

For more serious injuries, such as a suspected fracture or a serious fall, do not move the person, have someone stay with them and call 111 immediately.

### Cuts & Scrapes

#### Abrasions

1. First aider to put on disposable gloves.
2. Gently clean with water and antiseptic wipes.
3. Gently remove any foreign material.
4. Dry the area well by blotting with gauze, swabs or pad of tissues.
5. If needed apply a non-adherent sterile dressing and fix in place with a light bandage.

#### Cuts

1. Avoid contact with blood or other body fluids and use disposable gloves. Thoroughly wash your hands or any blood-splashed skin as soon as possible.
2. Apply firm pressure over the wound using a sterile or clean bulky pad.
3. Apply a bandage to keep the dressing in place.
4. Raise the injured area to reduce blood flow.
5. Seek medical advice or call 111 if bleeding is severe.

#### Puncture Wounds

1. First aider to put on disposable gloves.
2. Clean the wound (with clean water/antiseptic liquid/wipe) to remove any harmful organisms.
3. Allow the wound to dry thoroughly in the air before covering it.
4. If a protective dressing is needed use a porous adhesive dressing.
5. Seek medical advice urgently for advice on any infection risks and tetanus immunisation.

### Minor Eye Injuries

1. First aider to put on disposable gloves.
2. Check whether the foreign material is visible on the white part of the eye.
3. Ask the patient to blink several times to try to remove the foreign body by washing it out with tears.
4. If it can be seen, it may be able to be removed by gently using the soft corner of a moistened tissue.
5. Use saline solution from a first aid kit or a clean jug filled with water and pour a stream of fluid across the eye. Pour from the nose end of the eye to the outer corner.
6. If unsuccessful cover the eye with a clean pad and seek medical advice.
7. Apply firm pressure over the wound using a sterile or clean bulky pad.

## Fractures & Dislocations

1. Control any bleeding and immobilise the injured limb/area.
2. Make the patient comfortable. Use blankets, pillows or clothing for comfort and support.
3. Pad the injured area and seek medical advice.
4. Do not move the patient or injured area unnecessarily. Call 111 for an ambulance if required.

## Sprains, Strains & Bruises

1. Assist the patient to rest in a comfortable position.
2. Apply ice for significant pain.
3. Consider applying a compressing bandage (do not persist if it increases the pain).
4. Keep the injured area elevated and at total rest and arrange for medical advice.

## Bites & Stings

### Bee Stings

1. If stung by a bee, within seconds brush or scrape the area with a fingernail or side of your hand to remove the barb from the skin.
2. Apply an ice pack and leave in place for up to 10 minutes.
3. Reapply the ice pack at frequent intervals or whenever pain relief is needed.
4. Raise the affected area as high as possible to limit swelling.
5. Observe the patient closely for any change in condition. If any warning signs of an allergic reaction occur call 111 for an ambulance. Warning signs include a fine rash over the trunk, wheezing, coughing or swelling around the face, eyes and neck.

## Spider Bites

Katipo spider bites may cause pain and illness in small children but are not a threat to life under normal circumstances. Anti venom is available in some hospitals, but is rarely needed. Research has shown that White Tail spider bites may be painful but do not cause ulceration of the skin as commonly feared.

1. Wash the affected area to remove remaining venom.
2. Keep the patient still to reduce the toxic effects of the venom.
3. Apply a wrapped ice pack for up to 10 minutes at a time or a cold compress.
4. Raise the bitten limb to limit swelling.
5. Observe the patient closely for a change in condition and if pain becomes severe or patient becomes ill with fever, headache, and nausea or vomiting seek medical advice or call 111.

\*This is a guide only



# Resuscitation - St John's CPR Guide

## D - Dangers

Check for any danger to you, the patient, or bystanders and make the area safe.

## R - Response

Check for response by asking a simple question and grasp/squeeze the shoulders.

## S - Send For Help

Call for an ambulance or send someone else to call.

## A - Airway

Open the airway by tilting the head back and lifting the chin.

## B - Breathing

Check normal breathing.

## C - CPR

Perform chest compressions and breaths. Give two breaths to make chest rise, give 30 compressions at a rate of approximately 100 per minute, then give two breaths. Continue the ratio 30:2 until an ambulance arrives. Check that the chest rises and falls when giving breaths.

## D - Defib

Apply an AED (Automated Electronic Defibrillator) if available.

To call for an ambulance in an emergency:

Phone **111** (including mobile phones)

People with impaired hearing:

Phone **0800 16 16 16** (text phone only)

or fax **0800 16 16 10**

You can call this emergency number 24 hours a day, seven days a week from any phone, including a mobile phone. If you have a pre-paid mobile phone, and you have run out of airtime, you can still phone 111 and you will be connected.

## The rule of thumb when you phone 111

- Phone 111
- Ask for ambulance
- Keep calm
- Be clear
- Tell them where
- Tell them who
- Tell them what

## An emergency situation is stressful for anyone

You need to act quickly and decisively because often getting emergency services to the scene as soon as possible can make a great deal of difference to the outcome.

**If you have an accident or emergency** at your clean up event and are able to **call 111** there are some simple but very important things you need to do:

## Ask for ambulance

When the operator answers, ask for an ambulance. You will be put through to the relevant Ambulance Communications Centre. The person who answers your call will state “Ambulance” and ask, “Where is your emergency?”.

## Keep calm, be clear

It's very important that you give the ambulance 111 operator the details that they need to do their work calmly and clearly, so that there is no misunderstanding and they can fully brief the ambulance team as they respond to your call.

## Tell them where you are

Tell the 111 operators where you are first, so that an ambulance can be dispatched to you immediately. It's important to know the street name and number if possible and the closest side street and the suburb and city or town you are in. If you are on a main road tell them approximately how far you are from the nearest town or landmark.

## Tell them who you are and give them your phone number

Tell the 111 operator who you are and the phone number you are calling from as this will help locate your house or location on their maps and gives them the means of ringing you back for more information or to give advice.

## Tell them what has happened

Tell the 111 operators what has happened so that they can send the most appropriate resources to your assistance and enable their staff to offer you advice about what to do before they arrive. You will be prompted for information. Please answer these questions if you know the answers. For example:

- It's important to know if the person is unconscious or awake
- Any dangers at the scene that the ambulance staff needs to be aware of (such as fallen electricity lines)
- Any medical information about those who have been injured that will help, e.g. anyone who is pregnant or suffering from asthma, epilepsy or a heart condition
- What happened leading up to the emergency

## Further things you can do to prepare

Do a St. John's First Aid Course. That way you will know what to do in an emergency situation. A basic one-day course will cost \$179.00 including GST. Courses can be booked online at [www.stjohn.org.nz](http://www.stjohn.org.nz).

Keep a St. John's First Aid Kit handy. Kits can be ordered online from [www.stjohn.org.nz](http://www.stjohn.org.nz).

You can also request a St. John's representative be present at your clean up. The cost for this is variable depending on your requirements. You can contact St. John's Head Office in first instance on **09 5260527**, and they will give you the details of their equivalents in other regions as required and any costings for a St. John's representative.



# Appendix E: Guide to Disposing of Rubbish

Item	Disposal
Batteries	Mobile phone batteries: Spark and Vodafone have recycling bins at their stores or they can be sent to Sustainable Coastlines for recycling or to an E-Waste Facility. Car batteries can go to an E-Waste Facility as well – see <a href="http://www.rcn.co.nz">www.rcn.co.nz</a> for locations.
Cans - Aluminum/Steel	Council recycling and at transfer stations.
Furniture	Local charities like Salvation Army, Hospice and second hand centres will take furniture which is still of decent quality. Damaged furniture can be disposed of at transfer stations (fees may apply, please check with your local station).
Glass - Jars/Bottles	Council recycling and at transfer stations.
Cans - Aluminum/Steel	Council recycling and at transfer stations
Hazardous Building Materials	Isolate the area and do not attempt to remove. Contact your local council.
Hazardous Waste	Do not touch. Contact your local council.
Medicines or Pharmaceuticals	You can return unused medicines back to your local pharmacy for disposal.
Plastic Containers	Council recycling and at transfer stations. Check which plastic symbols your local council will recycle.
Polystyrene	At your local transfer station.
Scrap Metal	Contact your local scrap metal dealer.
Shopping Trolleys	Call the nearest retailer for collection of abandoned trolleys.
Televisions, Telephones, Equipment, Computers, Computer Equipment	Can be recycled. Visit <a href="http://www.rcn.co.nz">www.rcn.co.nz</a> for more information.
Tyres	Talk to your local council for where to take old tyres.
Whiteware	Fisher & Paykel can advise you in regards to where you can take your whiteware – please phone <b>0800 372 273</b> .



# Appendix F: Risk Management for Litter Collection

1. Ensure that adequate hand washing facilities are available and are used or provide antiseptic wipes or antibacterial hand wash.
2. Encourage volunteers to look carefully at litter items or piles before picking up, e.g. to check for sharp objects.
3. Check objects for sharp edges or areas that could cause spike injuries.
4. Ensure volunteers wear gloves and good closed footwear at all times when picking up litter.
5. Eye protection may also be necessary.
6. Ensure that tongs are used to pick up any objects that are known or suspected to be dangerous, e.g. syringes.
7. Place any syringes found in a proper sharps container or similar box with a lid.
8. Specify and maintain a safe working distance to avoid inadvertent scratching or spiking of other volunteers.
9. Seek assistance when lifting heavy objects.
10. Avoid contact with blood or other body fluids and use disposable gloves, thoroughly wash your hands or any blood-splashed skin as soon as possible.





G.J. Gardner. HOMES

KEEP  
NEW ZEALAND  
BEAUTIFUL



# Clean Up Week 2020

**7-13 SEPTEMBER**

**For more information:**

(09) 264 1434/cleanup@knzb.org.nz

[www.knzb.org.nz](http://www.knzb.org.nz)

