



Our health and safety responsibility

At Keep New Zealand Beautiful we pride ourselves on maintaining a safe and healthy workplace for all our people. This includes partners or suppliers who perform or provide us with any services.

We have both a legal and moral obligation to ensure that everyone, including those participating in our programmes are kept safe in or near their workplace.

This Health & Safety Guide is designed to assist anyone co-ordinating the painting of a Resene Nature Mural Competition mural to keep themselves and their volunteers safe.

Your health and safety responsibility

If you work for any business, are self-employed or as a sole trader, or even if you are contributing to an organisation in an unpaid capacity, then you'll 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.

Covid-19 government guidelines

Please ensure that you follow the government's guidelines so that you are in adherence with any national or local Covid-19 alert levels and the government's Covid Protection Framework.

Manual handling

The following points should 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 centre 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.
- It's important you don't 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, and to enable you to see your direction of travel.
- 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.

Risk assessment

We're legally required to have evidence that demonstrates that your safety and the safety of others has been considered before any work commences. Please complete the Risk Assessment Form below. It shouldn't take you long to fill out – we've even started it for you!

Just so it's 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 us.

Completed Risk Assessment Forms can be photographed or scanned and should be sent to us via email using the contact details below.

Phone: 0800 TIDY KIWI

Email: info@knzb.org.nz

PO Box 58932 Botany, Auckland 2163

www.knzb.org.nz

Risk Assessment Form

This form is to be completed by the Resene Nature Mural Competition artist – please submit to info@knzb.org.nz prior to any work commencing.

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 and control measures are recorded below. Please add any site-specific risks and control measures to the list.

Date of work	Location of work (site address)
Artist's name	Artist's signature
Brief description of the work being undertaken at this site	
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.
Risk:	

Risk:	
-------	--

This form can be used for multiple jobs on the same day or for work that may last a number of days, providing that a fresh check of risks and the stated control measures is completed each day.

I've read and understand all the health and safety guidelines. I understand that I'm responsible for my and any of my volunteer's health and safety while completing this project and have taken all measures to eliminate risks and hazards while completing the project. I will not hold Keep New Zealand Beautiful liable for any accidents or injuries.

Artist's signature:

Date: