

Kai Garden Competition

HEALTH & SAFETY GUIDE

KEEP
NEW ZEALAND
BEAUTIFUL.



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, suppliers, volunteers or competition winners who perform or provide any services to us.

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 coordinating the construction and planting of a Kai Garden Competition bed to keep themselves and their tamariki 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, your volunteers/students and anyone in the immediate vicinity of the work you are doing, safe and free from harm.

Anyone contributing to the construction or planting of your garden, be they school staff, parents, community volunteers or children, must at all times take any practical steps reasonable to keep themselves (and those working with them) safe and to protect themselves from hazards.

CONSTRUCTION

Whilst it's enriching to involve your students in the construction/decoration of your garden, it's also important to ensure that their contribution is age and skill appropriate.

Some other health and safety things to consider when it comes to the construction of your garden:

- **Safety equipment** – always use safety equipment for hands, eyes, and ears.
- **Tools** – ensure tools are well maintained and only use them for their intended purpose.
- **Electrical tools** - always use a residual current device when using electrical equipment outdoors, or close to any damp areas. Take extreme care when working outside around overhead or underground power lines, and disconnect the power if working near supply lines. Avoid overloading circuits by having too many tools or appliances running at the same time and inspect appliance cords and extension leads for signs of damage before use.
- **Treated timber** - when working with treated timber, there is a risk of inhalation of noxious fumes and dust. It's recommended that you wear protective goggles and use a respirator when cutting or sanding treated timber. You should also wash your clothes separately from other household clothing and wash your hands before eating or drinking.

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 object 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.

PLANTING

Other health and safety considerations specific to planting:

- **Wear gloves** - garden gloves will help protect you from blisters, fertilisers, bacteria, fungi and sharp tools. It's also imperative when using potting mix to avoid the potential for contracting Legionnaires Disease. Wash your hands after handling soil and plants.
- **Wear a mask** – for anyone who suffers from allergies or asthma attacks, it's advisable that they wear a protective nose and mouth mask, sunglasses or protective eyewear.
- **Warm up** – gardening is physical and so you should warm up before digging in the garden. Walk around your garden for a few minutes and do some pre-gardening stretches.
- **Avoid repetitive actions** - prolonged and repetitive motions, such as digging, raking, trimming, pruning and planting, might irritate your skin, tendons or nerves. To avoid this, switch up your tasks every 15 minutes and take between-task breaks.
- **Kneel** - kneeling instead of bending will put less strain on your back. For extra comfort, consider wearing kneepads or putting a cushion under your knees.
- **Be sun safe** - apply sunscreen that provides SPF, as well as ultraviolet A and B protection. Put on a wide-brimmed hat to keep the sun off your face, head, ears and neck. Consider avoiding gardening when the sun is at its highest, around midday.
- **Stay hydrated** - be sure you've got water on hand, so that you don't become dehydrated.

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. Below is a Risk Assessment Form. If you are one of the ten Kai Garden Competition winners we require you to fill out and return the form to us before you start work on your garden.

Just so it's clear.

If you complete your 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 Assessments Forms can be photographed or scanned and should be sent to us via email using the contact details below.

For more information:

0800 TIDY KIWI/education@knzb.org.nz

www.knzb.org.nz

Please consider the environment before printing this document.

RISK ASSESSMENT FORM

This form is to be completed by the Kai Garden Competition Project Coordinator – please submit to education@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. Ongoing 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)
Project Coordinator's name	Project Coordinator's email

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 timber, soil, seedlings 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. Also gloves, face masks and eye protection.
Risk	
Risk	
Risk	
Risk	

This form can be used 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 my participants' 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.

Project Coordinator's signature:

Date: