

# **TERN POINT RECREATION & CONSERVATION SOCIETY INC**

## **HEALTH & SAFETY POLICY**

2-June 2022

### **Purpose**

The health, safety, and welfare of landowners and their guests, as well as contractors undertaking work for the Society, are important to the Tern Point Recreation & Conservation Society (“the Society”).

The Society will strive for excellence in health and safety management on behalf of our community, and to meet legislative requirements around Health & Safety in the Workplace.

### **Scope**

Landowners, their families and guests, and contractors employed by the Society who are lawfully visiting Tern Point.

Activity undertaken in/on areas defined as Tern Point ‘Common Areas’ or ‘Common Land’ – including the Tern Point Roding network, the Farm, Olive Grove, Village Green/Wetland, defined Walking Tracks, Boatshed/Boat Ramp, ‘The Park’ recreational area and the Conservation Areas on our boundaries with the Mangawhai Estuary and Wildlife Refuge.

### **Content**

1. It is the policy of the Society, so far as is reasonably practicable, to protect the health, safety and welfare of all owners and guests, and other people who are lawfully visiting Tern Point. We will act in compliance with our legal obligations, including relevant New Zealand standards and codes of practice.
2. The Society aims to effectively manage hazards and risks on Common Land, arising from its facilities and activities. In particular, the Society will:
  - a) Strive to provide and maintain a safe environment for owners, guests, and contractors working for the Society that is safe and without risk to health;
  - b) provide such information, instruction, training, and supervision as is necessary, to ensure that health and safety hazards and risks are identified, understood and managed effectively;
  - c) establish health and safety objectives which will be reviewed each year through an internal audit process to ensure continuous improvement in health and safety management;
  - d) require accurate reporting, notification and investigation of all injuries and incidents.
3. All members of the Society have obligations to:
  - a) report any incidents and injuries occurring on Common Land as soon as practical after the event;
  - b) report any identified risks to health and safety of owners, guests, customers, or other lawful visitors, to the Society’s Committee;
  - c) not engage in any activity on Common Land that could potentially put others at risk.
4. The Society’s health and safety performance will be monitored and reviewed by:
  - a) The Society’s Committee at each scheduled committee meeting;
  - b) an annual health and safety performance report to the Society’s AGM, including goal setting and achievements, policy reviews, significant events, and corrective actions.

**Background Notes:**

The new Health & Safety at Work Act 2015 took effect on Monday 4 April 2016. Under the legislation, because of its responsibility for work undertaken on common land within the subdivision, the Tern Point Recreation & Conservation Society Incorporated is a PCBU (Person Conducting a Business or Undertaking). The buildings and structures on our Common Land (Maintenance Shed, Pump Shed and Boatshed) will qualify as a Workplace.

The Society has a duty to do what it can, within its influence and control, to ensure the health and safety of workers and people affected by its work. The Act requires due diligence on the part of the Society’s manager and elected committee to ensure the Society is meeting its health and safety obligations.

The Society also has a duty to visitors and any casual volunteers working on the Common Land (ie Working Bees or Olive Picking) to ensure their health and safety is not put at risk, so far as is reasonably practicable.

Contractors engaged by the Society are also obligated under the Act to take reasonable care and follow reasonable instruction while working at Tern Point.

The following areas of risk have been identified and mitigation strategies, in place or proposed, are outlined:

| Area                         | Hazard   | Mitigation  | Comments   |
|------------------------------|--|---|--|
| <b>Sealed Roadways</b>       | <ul style="list-style-type: none"> <li>• Pedestrians and Contractors are at risk from vehicles travelling on the Tern Point roading network</li> </ul>                 | <ul style="list-style-type: none"> <li>• ‘Walker’ signage already in place at critical points</li> <li>• Contractors to wear Hi-Viz waistcoat when working on roadside.</li> </ul>  | Regularly review placement of signage to confirm locations valid; clear any obscuring vegetation if required.  |
|                              | <ul style="list-style-type: none"> <li>• Excessive speed on blind corners increasing risk of accidents involving vehicles undertaking work for the Society.</li> </ul> | <ul style="list-style-type: none"> <li>• 40kph Speed Signage in place</li> <li>• Written Notice produced for the Society's Visiting Contractors</li> </ul>  | The Society replaced 50kph roadsigns with 40kph signage in 2016/17.<br><br>Need to review placement of signage to confirm locations valid; clear any obscuring vegetation if required.   |
| <b>Farm and Farm Walkway</b> | <ul style="list-style-type: none"> <li>• Electric Fences</li> </ul>  | <ul style="list-style-type: none"> <li>• Warning signage installed at each end of Farm Walkway</li> </ul>   | Signs in place but some need to be refreshed as have faded out.  |
|                              | <ul style="list-style-type: none"> <li>• Drains &amp; Creeks</li> </ul>  | <ul style="list-style-type: none"> <li>• Waterways on farm being fenced off but not major channel beside estuary.</li> </ul>  |  |
|                              | <ul style="list-style-type: none"> <li>• General re Operational Farm</li> </ul>  | <ul style="list-style-type: none"> <li>• Landowners required to close farm gates behind them and avoid contact with farm equipment or grazing cattle.</li> <li>• Farm Hazard sign needs to be erected at the stockyards, listing stock, electric fences, electric tape gates, machinery.</li> </ul> | ‘Emergency Procedures & Neighbourhood Watch’ page on website needs to be periodically reviewed and updated.<br><br>Contractors should have information provided in writing when they are engaged and volunteers given a verbal briefing at commencement of work. |
| <b>Olive Grove</b>           | <ul style="list-style-type: none"> <li>• Annual Olive Harvest involves ladders and tree climbing</li> </ul>  | <ul style="list-style-type: none"> <li>• Pre-pick briefing of pickers to emphasise need for care and individual responsibility.</li> </ul>  |  |
| <b>Conservation Areas</b>    | <ul style="list-style-type: none"> <li>• Walking tracks often blocked by fallen acacia</li> </ul>  | <ul style="list-style-type: none"> <li>• Periodic working bees to clear tracks.</li> </ul>  | Verbal briefings required before working bees. If volunteers are using chainsaws, we need to ensure they have suitable protection (headgear, chaps, etc)   |
|                              | <ul style="list-style-type: none"> <li>• Risk of Fire from tinder dry acacia in Summer could have catastrophic consequences</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Needs action. Understood that legally no open fires are permitted within 1km of DOC lands. Research needed here</li> </ul>   | Adjacent landowners need to mitigate risk.<br><br>All owners need regular reminders of risk  |