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## **WWF- New Zealand**

# **Grant Recipient Health and Safety Requirements**

## Required Information

If you receive a WWF grant and any of your answers to the health and safety questions in the application form were incorrect, WWF may require you to repay the grant or delay payment of the grant until you prepare further health and safety documentation.

WWF may need to see certain organisational policies and your health and safety planning documentation, and/or that of any contractors engaged by you. These should not be submitted with your application, we will request them if we need to see them.

If you cannot provide the required information detailed in the WWF Health and Safety Guidelines and/or your health and safety documentation is not acceptable we may not be able to consider your application.

If your organisation has any paid employees it will have duties under the Health and Safety at Work Act 2015 (HSWA) and must have policies in place for managing health and safety. You must submit these to WWF on request.

Completely volunteer associations that do not have any paid employees do not have the same duties as employers, even if they engage contractors. Therefore, they are not required to have policies in place for managing health and safety.

All applicants must be able to provide WWF with a project specific health and safety plan for managing the activities that will be carried out with a WWF grant if requested.

## Organisational Policies

**Your organisation should have a policy/policies to cover the following**

(Policies are only a requirement for organisations that employ paid staff)

- processes for providing and maintaining:
  - a safe work environment and adequate facilities;
  - safe equipment, structures and systems of work
  - safe use, handling and storage of plant, substances and structures (if plant, substances or structures are used);
  - appropriate information, training and instruction, competency assessment and/or supervision for workers (including staff, contractors and volunteers); and
- contractor management plans where applicable;
- processes for reviewing health and safety documentation;
- processes for ongoing risk identification, assessment and management for all workplaces and activities;
- emergency management plans for all workplaces and activities;
- reporting systems for accidents, incidents, injuries and near-misses; and
- processes for monitoring health and safety systems, worker health and workplace exposures; and
- processes for Child Safeguarding, if children will participate in funded activities\*

## Project-specific Health and Safety Plan

### Your health and safety plan should cover the following

(Required by all applicants)

How you will manage health and safety on this project including (without limitation):

- information about risks associated with this project, and how you will manage them
    - Hazard / risk register with appropriate controls/management measures ([click here for a template](#))
    - ongoing processes for risk identification, assessment and management
    - Safe use, handling and storage of plant (including vehicles and tools), substances and structures, including use of safety equipment and personal protective equipment (PPE)
    - Induction process for all participants and briefing for new sites/activities
  - ensuring participants and supervisors are appropriately qualified, competent and informed to carry out the activities safely
    - skills assessment and provision of any required training, qualifications and certification
    - permit to work systems in place (e.g. working at height, hot work, certified handler)
    - Appropriate supervision for participants who are not qualified and/or experienced. Including adequate supervision ratios for minors, where applicable
  - emergency procedures and protocols
    - Complete emergency plan in place outlining procedures for any anticipated emergencies
    - Communications protocols and equipment (should include intentions and check in/out procedures)
    - First-aid training and equipment
    - Emergency equipment (e.g. survival blanket, warm clothing, emergency food)
    - Evacuation plans
    - Emergency contact numbers
    - Disclosure of any pre-existing injuries or medical conditions
  - incident reporting, investigation and response procedures, including notifiable events (if your organisation employs staff, certain events must be reported to [Worksafe NZ](#))
  - Child safeguarding procedures for funded activities, where children are involved\*
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## High Risk Activities

See Appendix One for details

If you intend to use the WWF grant to fund high risk activities you also need to provide the following information for those activities:

- Job Safety Analysis ([click here for a template](#))
- identification of who will be conducting the high risk activities and evidence that they have the required training, qualifications, competence, and where applicable certification from the relevant bodies

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## Using Contractors

If a contractor is engaged to carry out work funded by the grant there must be processes in place to manage contractor health and safety.

You must ensure that contractors follow your health and safety processes or have appropriate procedures in place themselves.

If the work funded by the WWF grant is solely conducted by a contractor it is acceptable for them to work solely under their own project specific health and safety plan and WWF will not require you to have relevant project specific planning in place as long as the contractor's documentation is satisfactory. However, if you employ paid staff you must still have a health and safety policy, which must include provisions for contractor management.

Where you plan to engage a contractor, but have not chosen one at the time of application WWF may enter into a funding agreement with you on the condition that you must review the contractor's relevant health and safety documents before work commences, notify WWF and supply WWF with the contractor's health and safety documents if requested.

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*\* WWF defines "Child" in line with the UN Convention on the Rights on the Child to mean "a human being (boy or girl) below the age of 18 years unless under the law applicable to the child, majority is attained earlier."*

## APPENDIX ONE: DEFINITION OF HIGH RISK ACTIVITIES

WWF-New Zealand classifies any activities that are comparable to the below as high risk requiring a JSA and evidence that people conducting them are appropriately qualified and experienced to do so:

<p>Use of light aircraft, helicopters or boats where grant recipient personnel are conducting activities from these craft e.g. aerial pest animal or weed control</p> <p>(Note: A JSA will not be required for transport only, or where the work is being conducted by an accredited operator, or for adventure activities with a <a href="#">Worksafe NZ registered</a> operator. In these cases evidence of the operator's relevant accreditation/registration will be required)</p>	<p>Use of vehicles off road – including but not restricted to motorbikes, quads, 4 wheel drive utility vehicles</p>
<p>Use of agrichemicals and animal poisons</p>	<p>Climbing, belaying or other activities requiring the use of fall arrest systems</p>
<p>Use of explosives or firearms</p>	<p>Working at height (at or above 2 metres)</p>
<p>Use of chain saws and other diesel or petrol operated tools</p>	<p>'Hot Work' or burning of materials</p>
<p>Use of heavy plant or machinery</p>	<p>Work that requires a formal certification or license (except for a standard driver's license)</p>
<p>Felling trees and/or use of log splitters or similar</p>	<p>Activities requiring notification to <a href="#">Worksafe NZ</a> (See Appendix Two below)</p>

This list is not exhaustive. It is intended to provide a varied range of examples, not to categorise all possible examples of high risk activities. WWF reserves the right to amend this list at any time and may determine that other activities being undertaken are high risk.

## APPENDIX TWO: WORK REQUIRING NOTIFICATION TO WORKSAFE NZ

### WorkSafe NZ Hazardous Work Notification

- Construction work with a risk of falling 5 metres or more (see exclusions below)  
Exclusions:
  - work in connection with a residential building up to and including 2 full storeys
  - work on overhead telecommunications lines and overhead electric power lines
  - work carried out from ladder only
  - maintenance and repair work of a minor or routine nature
- Erecting or dismantling scaffolding with a risk of falling 5 metres or more
- Logging or tree felling undertaken for commercial purposes
- Use of a lifting appliance where the appliance has to lift a mass of 500 kilogrammes or more a vertical distance of 5 metres or more (see exclusions below)  
Exclusions:
  - work using an excavator
  - work using a forklift, or
  - work using a self-propelled mobile crane
- Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
- Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top
- Work involving the use of explosives, or storage of explosives for use at the worksite
- Work in which a person breathes compressed air, or a respiratory medium other than air (diving)
- Work in which a person breathes compressed air, or a respiratory medium other than air (not diving)

## APPENDIX THREE: AGRICHEMICALS AND ANIMAL POISONS

Agrichemical and animal poisons users have a responsibility to demonstrate that they understand their obligations and best practice for the use of these products. You must demonstrate that personnel using these substances have the required training and where applicable certification from the relevant bodies.

### Useful resources:

- See the [Environmental Protection Authority's Hazardous Substances Notice](#) and [protecting the environment while using pesticides manual](#) for details and guidance on the rules and requirements
- See the [GrowSafe](#) website for guidance on requirements for agrichemicals and to find out about training and certification options
- More information can be found in [WorkSafe's Quick Guide to Certified Handler requirements](#)