

In an Emergency CALL: 111
Suspected Poisoning CALL: 0800 764 766



Coastal Clean-up / Transect / Litter Audit Health & Safety Plan

Print out and take this document with you to your clean-up and audit activity

Location:		Date:	
Organisation:			
Low Tide:		High Tide:	
#1 Contact Name:		Mobile:	
#2 Contact Name:		Mobile:	
#3 Contact Name:		Mobile:	
Number of Adults (Must be at least one person >16):		Number of Children (<16):	
Meeting Point:			
Ambulance Pick-up Point:			
First Aid qualified people on site (write "same as above" if applicable)			
#1 Name:		Mobile:	
#2 Name:		Mobile:	
#3 Name:		Mobile:	
IN CASE of TSUNAMI or STRONG EARTHQUAKE GET 30M ABOVE SEA LEVEL or 1KM INLAND			

Sustainable Coastlines Covid-19 Protocol can be found here:

www.sustainablecoastlines.org/covid

1. Description of Event

Add a brief description of the event and / or run sheet for the day here

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2. Site Specific Hazard Assessment

#	Hazards Present Today	Risk Rating	Eliminate or Minimise	How will you deal with this risk?
eg	Sun Exposure	Moderate	Minimise	Ensure participants have sunscreen available
2				
3				
4				
5				
6				
7				
8				
9				
10				



3. How to use this Document

This document covers important Health & Safety information for your activity. Please **familiarise yourself with this document before the activity** so that you are well prepared. The goal of this Health & Safety system is to provide a safe and healthy environment in which to conduct beach clean-ups, beach litter transects and litter audits. The system consists of 8 parts:

1. **Safe Work Procedures:** Hazards and controls for all activities. Familiarise yourself with these prior to the activity. These form the main component of your safety briefing.
2. **Site Specific Hazard Assessment(s):** Additional hazards that are present on site on the day of the activity. These form another part of your safety briefing.
3. **Safety Briefing(s):** Your appropriate safety briefing will be determined from the Safe Work Procedure, Site Assessment and Emergency procedures. **This briefing must be delivered before the start your activity**
4. **Emergency Procedures:** Actions that should be taken in the event of an emergency. These form the last part of the safety briefing.
5. **Signed Terms of Engagement** from participant leads
6. **Map** of area with notable features
7. **Volunteer Sign-in Sheets:** These are to help keep a record of who is at your event and if they have returned from the activity site.
8. **Incident Reporting:** Information that needs to be reported (if any).

This document *does not* cover all possible hazards, only those that we believe are reasonably practicable to cover (i.e. those that are common on the coast and during an audit). As such, a reasonable level of common sense is required when running your activities.

4. How to Identify Risk

If anyone determines significant risk at any time you must discontinue the activity. After being fully assessed and if further control measures applied on the day do not reduce the gross risk level to acceptable then work cannot continue. The named Event Director will be the person responsible for determining what is an acceptable level of risk and risk reduction achieved by such controls.

This site assessment will help to identify what additional hazards are present at your site on the day of your activity. Identify hazards and rate them based on the scale below.



Risk Assessment Matrix – Rate as Very Low, Low, Moderate, High or Critical

	Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Catastrophic (Fatal)	Moderate	Moderate	High	Critical	Critical
Major (Disability)	Low	Moderate	Moderate	High	Critical
Moderate (Hospitalization)	Low	Moderate	Moderate	Moderate	High
Minor (First Aid)	Very Low	Low	Moderate	Moderate	Moderate
Superficial (No treatment)	Very Low	Very Low	Low	Low	Moderate

How you will control the hazard – E or M

Most Effective	E – Eliminate	
	Remove it completely from the event or workspace	If not reasonably practicable:
	M - Minimize	
	Substitute the hazard	Minimize the risk, so far is reasonably practicable, by taking 1 or more of these actions that is the most appropriate
	Isolate the hazard	
	Use engineering controls	
	Use adaptive controls	If a risk remains you must minimize remaining risk, as far is reasonably practicable
Least Effective	Use personal protective equipment (PPE)	If risk remains then minimize using PPE



Some additional hazards that may be present are (this list is not exhaustive):

- Oil or chemical spills, Fumes
- People working with machinery
- Flooding
- Bad weather such as wind and rain
- Animal carcasses
- Wild & Domestic Animals
- Poor light
- Uncivil beach goers
- Sewage
- Heavy beach traffic
- Wind-Blown Dust / Sand

When thinking about controls for hazards that cannot be eliminated, think about the best way to reduce the risk associated with the hazard. For example, if it is cold at the beach, the control may be to wear warm clothing; if harmful wild animals (such as nesting birds) or a small oil spill is present, the control may be to avoid that area. In many instances the control may simply be to include knowledge of the hazard in your safety briefing. This is always about what is so far as reasonably practicable.

5. Safe Work Procedures

This section covers all common hazards during Sustainable Coastlines activities. **Please follow the steps in the first column to complete the activity.** In the centre are the reasonably practicable things that could potentially go wrong at each step (the hazards). On the right are the things that must be done to Eliminate or Minimise risk associated with the hazards (the controls). These controls will form part of your safety briefing.

Ensure that you always have the following basic safety equipment before attempting the activities below:

SUSTAINABLE COASTLINES PROVIDES PERSONAL PROTECTIVE GEAR FOR YOUR SAFETY - IT IS REQUIRED THAT IT IS WORN AT ALL TIMES

- First aid kits
- Gloves
- Sacks
- Safety Glasses (Litter survey)
- Hand sanitiser
- Soap and hand washing water

All participants should be communicated with prior to the activity to ensure they bring:

- Sturdy, closed-toed shoes
- Warm clothing
- Wet weather gear
- A full drink bottle
- Food and snack
- Sun smart gear: A hat, neck & arm protection, sunglasses



Coastal Clean-up Safe Work Procedure

Steps Taken to Perform Task		Hazard and Rating		Controls	
No:			Rating	E/M	
1	Driving to and from site	Vehicle operations have multiple hazards	Moderate	M	Refer to driving policy
2	A Beach Cleanup requires walking with equipment over potentially rough or uneven terrain	Slip, trip or fall	Low	M	Always work with a buddy: 2 person minimum for beach cleanups
				M	At all times be aware of your surroundings
				M	Walk at all times
				M	Wear sturdy, closed toed shoes
3	Commence clean-up	Exposure to the environment	Low	M	Adequate PPE is worn, such as rain jacket, warm clothes and sun hat
				M	Sunscreen
				M	Wear gloves at all times during clean-up
				M	Put all rubbish in sacks provided
		Puncture wound from sharp piece of rubbish	Low	M	Do not sling rubbish sacks over your shoulder or brush them against body parts
				M	Adults only to handle sharp items such as fishing hooks and broken glass
				M	Medical sharps to be collected only by clean-up leader with sharps container. Medical sharps found by volunteers should have their location clearly marked for a team leader to retrieve them.
		Health impacts from asbestos and industrial chemicals	Low	M	Do not pick-up asbestos and industrial chemicals or waste (including damaged car batteries). Record the location and inform your local council
Getting stuck in muddy areas	Low	M	Children not to enter muddy areas		
			Adults only to enter muddy areas with extreme caution, but not deeper than shin level		

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	Drowning	Low	M	Never enter the water during clean-up
	Back or other lifting injury		M	If a sack is a strain to pick-up or over 20kgs, use multiple people to lift
			M	Always lift with bent knees and a straight back
	Injury from collision with other beach user		M	On arrival at the beach, assess whether other hazardous beach users such as people driving cars or motorbikes or riding horses are present.
		M	Always be vigilant and avoid loitering in high traffic beach areas such as motorbike tracks and vehicle access points	
	Incident with dogs	M	Give off leash dogs a wide berth	
		M	If aggressed or chased by a dog, do not run, make yourself as big as possible to yell loudly at it	
Poisoning or injury from pest trap	Low	M	Do not touch or collect pest tracking units or traps	



Litter Survey Safe Work Procedure

Steps Taken to Perform Task		Hazard and Rating		Controls	
No :			Rating	E/M	
1	A litter transect requires walking with equipment over potentially rough or uneven terrain	Slip, trip or fall	Low	M	Always work with a buddy: 2 person minimum for beach Surveys
				M	At all times be aware of your surroundings
				M	Walk at all times
				M	Wear sturdy, closed toed shoes
2	Hammer in stakes	Hitting hand with mallet or hammer	Low	M	Wear gloves, Hold stake low down away from working end, hammer with care
		Eye damage from ejected particles while hammering	Low	M	Wear eye glasses provided or shades when hammering stakes
6	Commence clean-up	Harassment & Sexual Harassment	Low	M	Don't work alone, have good communication and a clear timeline of activity, call the police at the first sign of suspicious activity
		Exposure to the environment	Low	M	Adequate PPE is worn, such as rain jacket, warm clothes and sun hat
		Puncture wound from sharp piece of rubbish	Low	M	Wear gloves at all times during clean-up
				M	Put all rubbish in sacks provided
				M	Do not sling rubbish sacks over your shoulder or brush them against body parts
				M	Adults only to handle sharp items such as fishing hooks and broken glass
		M	Medical sharps to be collected only by clean-up leader with sharps container. Medical sharps found by volunteers should have their location clearly marked for a team leader to retrieve them.		
		Health impacts from asbestos and industrial chemicals	Low	M	Do not pick-up asbestos and industrial chemicals or waste (including damaged car batteries). Record the location and inform your local council
		Getting stuck in muddy areas	Low	M	Children not to enter muddy areas
					Adults only to enter muddy areas with extreme caution, but not deeper than shin level
M	Do not enter muddy areas while wearing				

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				gumboots
	Cuts from shellfish	Low	M	Sturdy closed toed shoes
			M	At all times be aware of your surroundings
	Infection from unsanitary item	Low	M	Only trained persons are to remove potentially infectious items, such as: nappies, condoms, bags of feces, tampons, medical waste
			M	Potentially infectious items to be placed in a designated biohazard sack and disposed of in the nearest bin
	Drowning		M	Never enter the water during clean-up
	Injury from collision with other beach user	Low	M	On arrival at the beach, assess whether other hazardous beach users such as people driving cars or motorbikes or riding horses are present.
			M	Always be vigilant and avoid loitering in high traffic beach areas such as motorbike tracks and vehicle access points
	Poisoning or injury from pest trap		M	Do not touch or collect pest tracking units or traps



Litter Audit Safe Work Procedure

Steps Taken to Perform Task		Hazard and Rating		Controls	
No:			Rating	E / M	
1	Driving to and from site	Vehicle operations have multiple hazards	Moderate	M	Refer to driving policy
2	Set up audit table/area	Back or other lifting injury	Low	M	If table is a strain to pick-up or over 20kgs, use multiple people to lift
		Finger injury in folding table legs	Low	M	Always lift with bent knees and a straight back
3	Sort, count and weigh litter	Puncture wound or laceration from sharp piece of rubbish	Low	M	Adults only to handle sharp items such as fishing hooks and broken glass
				M	Do not sling rubbish sacks over your shoulder or brush them against body parts
				M	All participants to have appropriate PPE (gloves and closed toed shoes)
		Eye injury	Low	M	Use eye glasses provided if working with dusty litter or in windy environments
		Health impacts from asbestos and industrial chemicals		E	Do not handle
		Asbestos and industrial chemicals or waste (including damaged car batteries) are excluded from litter collected during transects and audits.	E		
		Infection from unsanitary item	Low	E	Potentially infectious items such as nappies, condoms, bags of feces, tampons and medical waste are removed by a trained person before the audit (during the clean-up period)
M	Adequate PPE (thermal protection) to be worn by auditors during audit activity				
Exposure to the environment	Low	M	Conduct audit in a sheltered location		
		M	Do not audit in the rain or in extremely cold environments		
4	Transfer litter into rubbish sacks for safe disposal	Puncture wounds and lacerations from sharp items of litter	Low	M	All participants to have appropriate PPE (gloves and closed toed shoes)
				M	Put all rubbish in sacks or containers provided
			Low	M	Medical sharps to be isolated using sharps container and are excluded from the rubbish disposal process



		Back or other lifting injury		M	If table is a strain to pick-up or over 20kgs, use multiple people to lift
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6. Safety Brief: Beach Clean-up and Litter Survey

Please deliver the following safety briefing to all clean-up participants:

- At all times be aware of your surroundings. Terrain can be slippery, sharp or contain loose materials. Watch where you are walking. If you feel uncomfortable, don't proceed.
- Always keep on your closed toed-shoes and gloves on.
- Make sure you have appropriate clothing on such as warm clothing, rain jacket and sun hat.
- Do not enter the water: don't get your feet wet.
- Pick up all non-biodegradable rubbish from the coast and put into rubbish sacks provided.
- Do not sling rubbish sacks over your shoulder or brush them against body parts - there may be sharp items inside that could push through the sack and injure you.
- Extreme caution required with muddy areas and mangroves. Children to stay out of these areas and adults not to enter while wearing gumboots.
- Adults only are to handle sharp items such as broken glass and fish hooks.
- If you find a syringe, inform your trained team leader. They have a medical sharps container to collect it with. Do not attempt to pick it up, but do record it in your data sheet.
- If you find an unsanitary item such as a nappy, condom, tampon or bag of dog poo, please don't pick it up. Inform the team leader who can collect it with the biohazard bag.
- Do not pick up asbestos or anything that looks like hazardous industrial waste. If a volunteer does pick up asbestos, despite being told not to: Do not touch, seal off bag and take to transfer station /call council for proper removal.
- Keep clear of other beach users such as cars, motorbikes and horses. Do not loiter in areas that these beach users use.
- Do not touch pest control units / traps.
- If carrying rubbish means you can't move safely, distribute the litter between multiple sacks.
- Clean and sanitise your hands after clean-up and before eating.
- When conducting Litter Survey use safety glasses provided when hammering in stakes
- Our additional hazards that we need you to be aware of are **(Read out all hazards and controls from your Site Risk Assessment)**

3.2 Litter Audit

Please deliver the following safety briefing to all litter audit participants:

- When setting up tables and auditing area please be aware of any moving parts in the table. Keep your fingers clear of these areas.
- Always lift sacks of rubbish with bent knees and a straight back. Do not strain yourself. If needed, ask for help.
- Always audit litter while wearing protective gloves and closed-toed shoes.
- Use safety glasses provided when dealing with wire or large sharp items.
- Adults only are to handle sharp items such as fish hooks and broken glass.

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BENEFITZ
Future Thinkers

Fit
Stop

- Do not sling rubbish sacks over your shoulder or brush them against body parts - there may be sharp items inside that could push through the sack and injure you.
- If working in dusty areas, please wear eye protection.
- Make sure you have appropriate clothing on such as warm clothing, rain jacket and sun hat when appropriate.
- Our additional hazards that we need you to be aware of are (**Read out all hazards and controls from your Site Risk Assessment if different from above**)

7. Emergency Procedures

The first priority in the event of an emergency is the for the safety of all people present.

7.1 In the Event of an Emergency

- Raise the alarm
- Evacuate people from the area if necessary
- Call 111 and follow instructions
- Await instruction and give the Emergency Pick-up Address (Page 1 of this plan)
- Do not hang up the phone until told to do so by emergency services
- If out of phone reception, use a UHF or VHF radio to raise the alarm - Coastguard or Police.
- If no one else can be reached activate your Emergency Locator Beacon

7.2 If Disaster Strikes

7.2.1 Strong Earthquake

High Severity, Low Likelihood

During Earthquake

- **If you are outdoors** when the shaking starts, move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, Cover and Hold.
- **If you are at the beach or near the coast**, drop, cover and hold then move to higher ground immediately in case a tsunami follows the quake.
- **If you are driving**, pull over to a clear location, stop and stay there with your seatbelt fastened until the shaking stops. Once the shaking stops, proceed with caution and avoid bridges or ramps that might have been damaged.
- **If you are in a mountainous area** or near unstable slopes or cliffs, be alert for falling debris or landslides.

After an Earthquake

- Listen to your local radio stations as emergency management officials will be broadcasting the most appropriate advice for your community and situation.

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APL
MARINE SERVICES

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Pit
Stop

- Expect to feel aftershocks.
- Check yourself for injuries and get first aid if necessary. Help others if you can.
- Watch out for fallen power lines or broken gas lines, and stay out of damaged areas.
- Only use the phone for short essential calls to keep the lines clear for emergency calls.

If an Earthquake is Long and Strong, Get Gone – refer to tsunami evacuation zone or look for street signs and road markings.

7.2.2 Tsunami - High Severity, Low Likelihood. Do not wait for instruction or warning system.

- Move to higher ground immediately.
- Try and go 1km inland or 35m above sea level

7.2.3 Flood - High Severity, Low Likelihood.

- Be prepared to get to high ground
- Turn off electricity and gas supplies
- Do not go into flood waters alone
- Do not drink flood water
- Move valuables, clothing, food and medicine above likely level of flood water if it is safe to do so

8. INSERT MAP HERE IF REQUIRED