



## **Arrowtown Farmers Market Health and Safety Manual**

### **Arrowtown Farmers Market Health and Safety Policy Statement**

Health and safety is everyone's business and everyone is expected to share our commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind. We expect our staff and volunteers to act safely at all times to ensure their own welfare and that of others in the workplace. We will require any contractors to supply their own health and safety police to meet all legal requirements.

This H & S Manual is in a special Safety folder in our storage with a copy of the Civil Defence Plan The co-ordinator is familiar with the contents.

We will ensure this by the following: Maintain a safe work environment; Ensure plant and equipment is safe and suitable for the task; Ensure that people at the workplace are not exposed to unmanaged or uncontrolled hazards; Develop and implement emergency and evacuation procedures specific to the site.

To achieve this we will do the following:

- Systematically identify and control all hazards in the workplace. Where there are significant hazards we will take practical steps to eliminate, isolate or minimise these hazards to prevent any injury or damage
- Inform all persons in the workplace of any hazards and controls we have implemented
- Ensure all persons performing work on our behalf are properly trained and if required, supervised
- Inform all applicable parties of emergency and evacuation procedures
- Record all incidents and accidents in the workplace and take all practical steps to prevent these events from reoccurring
- Use appropriate PPE for the task, signage and barriers as required
- Carry out planned self-inspections to monitor health and safety issues
- The Co-ordinator will reserve the right in bad weather or fire to close the market. The day's fee will be refunded in such an instance. Any stall holders leaving before the co-ordinator's decision will forfeit the opportunity to be refunded the day's fee.
- In case of an extreme storm or a fire vendors are to follow instructions from the Farmers Market co-ordinator regarding turning off power, gas and securing or dismantling structures. If a Civil Defence emergency is declared the vendors will follow the co-ordinator's instructions based on the Arrowtown Civil Defence Plan. This is to ensure safety of the vendors and customers.
- Civil Defence manual regarding Earthquake (Page 9) Storm (P10-11, Evacuation Routes (P16). The closest Civil Defence Assembly Point is the Athenaeum Hall, 37 Buckingham Street. The Fire Station is the Key Control Point for Arrowtown. The evacuation routes are the three routes out of Arrowtown – Centennial Avenue, Malaghans Road and Lake Hayes Road. The orderly departure from the market is set out in our TMP.

*SM Patterson*

## **Accident and Incident Recording, Reporting and Investigation Procedures**

- All accidents/incidents (including near misses) must be recorded on the Accident / Incident Register included in this safety manual. Copies of accident/incident reports will be distributed to the appropriate affected persons/clients etc.
- All serious harm accidents will be reported to the Department of Labour (OSH) as soon as practicable, followed by a copy of the completed “Serious Harm” form (found at the back of this Health and Safety Manual).
- All serious accidents/incidents will be investigated and recorded. Copies of the investigations will be forwarded to any affected/interested parties.

## **Arrowtown Farmers Market Hazard Identification and Control Procedures**

It is our intention to systematically identify and control all hazards in my workplace. Where there are significant hazards we will inform the Health and Safety Representative to take practicable steps to:

Eliminate the hazard, Isolate the hazard, or Minimise the hazard. All identified hazards will be recorded on the hazard register. A blank copy of the form is found in the back of this Health and Safety Manual.

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment is provided and used at all times necessary
- Good working practices are used and maintained
- Any new hazard identified, is incorporated into the Hazard Register and that any client that may be affected, is informed
- Any new plant/equipment/chemicals/substances/tasks are assessed before use and appropriate safe work controls are established
- All hazards and controls will be regularly assessed and if required, specialist advice sought
- All possible persons affected are aware of emergency and evacuation procedures

## Emergency Contact Details

<b>Organisation</b>	<b>Description</b>	<b>Phone Number</b>
<b>Emergency Services</b>	For all emergencies. Includes Fire and accidents and medical emergencies	111
<b>Police</b>	For emergencies dial 111, otherwise phone local station - in phone book white pages "Government Department Contacts"	111
<b>Registered Medical Practitioner</b>	Lakes District Hospital Medical Centre	03 4410015 034420500
<b>National Poisons and Hazardous Chemical Centre</b>	Any suspected or actual poisoning	0800 764 766
<b>Fire Services</b>	For emergencies dial 111, otherwise phone local station - in phone book white pages "Government Department Contacts"	111
<b>Regional Civil Defence</b>	For any contact phone relevant local Council. For emergencies only phone 111	For emergencies only phone 111
<b>Occupational Health and Safety</b>	To report any accidents etc. Phone number is available 24 hours	0800 20 90 20
<b>Power Networks</b>	Depends on local area	Delta
<b>Power Retailers</b>	Depends on supplier	
<b>Gas Suppliers</b>	Depends on supplier	
<b>Defibrilators</b>	At Arrowtown Post Office and Arrowtown Fire Brigade	

## Hazards Register

Hazard	Significance, practical isolation and minimise hazard.	Controls required (including existing)	Person responsible	Date to be completed by	Date completed	Initials
Electrical power points in front of library	This is practicable to eliminate, isolate and minimise.		Coordinator. Owned by QLDC.	6 August 2019	6 Aug 2019	Sue P
Power cords from Library power point to food vans and stalls Tripping hazard	This is practicable to eliminate, isolate and minimise.	Cover cords hazard mats and mark with orange cones	Market Coordinator.	Daily check	Each Sunday	
Any Gas bottles provided by vendors for cooking.	This is practicable to eliminate, isolate and minimise. Vendor responsibility. Extinguisher in Farmers Market (storage unit)	Vendor to ensure good connection, adequate space around the equipment.	Market Coordinator	Daily check	Daily Sunday task	
4 "Event" signs on roads approaching the Library Green and extra road closure signs		In Traffic Management Plan required by Resource Consent	Market Coordinator	As per TMP	Check with Trevor Page on 27 Oct 2019	

## Arrowtown Farmers Market Accident Investigation Report Form

Particulars of accident				
Date of accident MTWTFSS	Time	Location	Date Reported	
The Injured Person				
Name		Address		
Age	Phone number			
Date of accident		Length of employment – at plant                      - on job		
Type of Injury:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> laceration /cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

Damaged Property	
Property / material damaged	Nature of damage
	Object/substance inflicting damage

The Accident - description	
Describe what happened (space overleaf for diagram – essential for all vehicle accidents)	
Analysis – what were the causes of the accident?	
How bad could it have been? <input type="checkbox"/> very serious <input type="checkbox"/> serious <input type="checkbox"/> minor	What is the chance of it happening again? <input type="checkbox"/> minor <input type="checkbox"/> occasional <input type="checkbox"/> rare

Prevention			
What action has or will be taken to prevent a recurrence? Tick items already actioned. Use space overleaf if required		By Whom	When

Treatment and investigation of accident			
Type of treatment given	Name of person giving first aid	Doctor/hospital	
Accident investigated by	Date	OSH advised Yes / No	Date