

Attachment A – Additional information on option two - Waiheke community health and safety seminar

Proposed seminar outline

1. Legislation
2. Health and safety responsibilities for:
 - community group volunteers
 - community groups subcontracting paid contractors i.e. paid pest controllers
 - small contractors (individual operators).
3. What is a health and safety plan?
 - plan templates
 - risk registers
 - incident reports
 - field protocols/ lone worker protocols
 - record keeping.
4. How to implement a health and safety plan for your group/ project
5. Meeting health and safety council requirements for funding grants and contracts

NB. *Additional topics may be included on advice from the health and safety consultant*

- One-day seminar with 10-15 participants.
- Open to Waiheke community groups and small contractors (those not currently meeting council prequalification requirements).
- Attendees will be provided templates and guides as part of the seminar.