

# Plimmerton Croquet Club

## Safe Work Procedure for Hazardous Substances

### 1. Introduction

This Safe Work Procedure (SWP) is to be used when handling hazardous substances, such as fuels and insecticides, at Plimmerton Croquet Club (PCC). All members of PCC and its volunteer Approved Handlers MUST adhere to the SWP when using and applying agrichemicals to the lawns and surrounds.

For further clarification refer to the New Zealand Standard for the Management of Agrichemicals and to Standards document NZS 8409:2004.

Note that there are separate, specific SWPs for the mowers and the boom spray unit.

### 2. Hazards and Risks

These include:

- Physical effects such as fire and explosion
- Health effects such as skin disease, burns, respiratory illness and cancer
- Environmental damage.

### 3. Approved Handlers

- Certain chemicals must be purchased and managed only by an Approved Handler.
- To become qualified as an Approved Handler requires satisfactory completion of a Growsafe course of training plus an on-the-job assessment by a currently Approved Handler.
- It is important for continuity that the Club have two Approved Handlers at all times.
- Training courses and Approved Handler certification is coordinated through the NZ Sports Turf Institute, 163 Old West Road, Palmerston North, phone 06 356 8090, or Growsafe ([www.growsafe.co.nz](http://www.growsafe.co.nz)) Growsafe Trainer Carol White 06 3068007 or 021 1415960

### 4. Purchase and Transport of Chemicals

- Chemicals may only be purchased by the Approved Handlers and in quantities no greater than required by the code.
- Containers are to be carried securely in the boot or rear of the vehicle, separate from food, in such a way as to minimise the risk of damage/leakage in the event of an accident during transport.
- A notice, see example **Appendix 1.1**, advising that the vehicle is carrying agrichemicals, and their location in the vehicle, is to be placed on the seat beside the driver.

- The vehicle must be locked if left unattended.

## 5. Stock Holdings

- Quantities held should not exceed the maximum allowed by the code
- Full containers must not be opened until previous stock has been used.

## 6. Records

- A list of all stored chemicals is to be maintained by the Approved Handlers showing the product trade name and the amount currently held in the store. The list shall, in respect of chemicals requiring tracking, also indicate quantities that have been transferred elsewhere or otherwise disposed of. See **Appendix 1.2**.
- The list, and a Material Safety Data Sheet for each product (available from the Supplier), is to be held [in the Clubhouse](#), and must be available for perusal by Club Management.
- A Spray Diary is to be maintained by the Approved Handlers (suggested format as per Table C3 NZS 8409:2004.) See **Appendix 1.3**.
- Approved Handlers are to maintain an Accident Register for the purpose of recording significant spills and accidents. (Refer NZS 8409:2004, Appendix K 6.3 & 6.4 (Spills) and Appendix N (Spray Drift).) This register is incorporated with the Spray Diary form (Appendix 1.3).

## 7. Storage

- Chemicals shall be held in a locked cabinet within the equipment shed.
- The storage cabinet shall provide a drip tray capability enabling the holding of at least 5 litres of fluid without leakage from the cabinet.
- Only two keys shall be available for the locked cabinet, one held by each of the two Approved Handlers.
- The storage cabinet shall be located remote from fertilisers which may also be held in the storage area.
- To prevent cross-contamination within the storage cabinet. Care should be taken to minimize cross-contamination of chemicals e.g. liquids below powders.
  1. Types: Herbicides, fungicides and insecticides
  2. Formulations: Powder, liquid and aerosol

## 8. Containers

- Every product in the storage cabinet must be in a proper container and have the correct, legible label.
- All containers are to be checked at least six-monthly for soundness. If necessary, containers deemed to be at risk are to be de-canted into a new, appropriately labelled container and the old container disposed of (see below).

## 9. Container Disposal

- Empty containers are to be triple rinsed with clean water and emptied into the spray tank.
- Triple rinsed containers are to be rendered incapable of holding any other fluids and then disposed of at the Council Landfill.

## 10. Before and During Spraying

Approved Handlers shall:

- Do not smoke, eat or drink when handling chemicals
- Follow manufacturers' instructions at all times
- Ensure there is adequate ventilation
- Keep anyone who is not involved away from equipment and application
- Prepare only sufficient mixture for the task at hand and shall wear protective equipment during the mixing procedure
- Ensure that mixing is either undertaken adjacent to the external water supply or otherwise ensure a supply of water at the mixing site to enable adequate washing in the event of spillage. Mixing must be undertaken at least 30m from the stream or any tile drains.
- Configure and maintain the spraying equipment to ensure effective and safe delivery of the chemicals
- Periodically calibrate the spraying equipment to ensure delivery of appropriate quantities of chemicals
- Ensure that spraying only occurs in optimum weather conditions to minimise spray drift
- When you have finished replace chemicals correctly and wash your hands thoroughly.

## 11. Emergencies

- Spillage: At least two spare plastic buckets are to be held in the storage area. One is to contain dry soil for the purpose of soaking up any spillage which might occur. The second will be used to contain the contaminated material. Any resulting contaminated soil is to be disposed of in small amounts on waste ground more than 30 metres from the stream
- A notice advising the telephone numbers of emergency services is to be attached to the inside walls of the Equipment Shed and the Clubhouse. See **Appendix 1.4**
- A dry powder fire extinguisher is to be held within the Equipment Shed
- If in doubt call the Fire Brigade on 111.

## 12. Signage

- A HAZCHEM 2WE AGRICHEMICALS sign and a NO SMOKING sign are to be attached to the storage container on either side of the doorway.

- Signs advising that spraying is being/has been carried out and when the lawns will be available for use is to be displayed on the lawn surrounds, visible from the gate. See **Appendix 1.5**.

### **13. Notification of Spray Plan**

- At least annually, at the start of the season, notification is to be provided to neighbours within 50 metres of the Club, of our spray plan for the year. See sample letter in **Appendix 1.6**.

### **14. Personal Protection Equipment for personnel involved in handling the chemicals**

- The Club shall provide appropriate personal protection equipment (PPE) for the Approved Handlers. This may include cotton overalls, PVC apron (for use during mixing), impermeable chemical resistant suit with hood (PVC or similar), gauntlet gloves (PVC or nitrile), chemical resistant boots, impermeable headwear, face/eye protection, respiratory protection
- As spraying will be at ground level, both gloves and boots shall be worn inside the suit sleeves and leggings respectively
- Approved Handlers shall review respirator filter requirements, with suppliers, to ensure that the appropriate type is used for the chemicals being sprayed
- For hygiene reasons, respiratory protection devices shall not be shared by the Approved Handlers
- Respirator filters are to be dated when first brought into use. They should be removed from the respirator after use and stored in a sealed plastic bag in order to extend their life
- Particulate filters will be replaced when breathing resistance increases to the point where it causes the wearer discomfort
- PPE clothing is to be removed and cleaned when spraying is completed. Cleaning will comprise hosing down and scrubbing of the items
- Cotton overalls shall be laundered separately from other clothing
- PPE must not be stored in the Storage Container, but once cleaned may be stored in an appropriate cabinet in the Equipment Shed.

### **15. Club Management Responsibilities**

Club Management should:

- For reasons of continuity and back-up ensure the availability of two Approved Handlers
- Ensure that its insurance policy adequately covers both the Club and its Approved Handlers in the event of agrichemical mishap or off-target damage
- Appoint a safety manager responsible for periodic checks, as listed in **Appendix 1.7**, and reporting that:
  1. Approved Handler record-keeping is complete and adequate.
  2. Stock holdings comply with Club policy.

3. Appropriate signage and emergency notices are in place.
4. At least annual notification of spray plans is provided to neighbours within 50m of the Club.
5. Personal protection equipment is in good condition and is being used.
6. First aid instructions (Appendix E, NZS 8409:2004) and the first aid kit are in place and complete. See **Appendix 1.8** for recommended contents.

The checks should be carried out at random and be done at least four times in any calendar year.

## **List of Appendices**

- 1.1 Vehicle Agrichemical Warning
- 1.2 Agrichemical Schedule
- 1.3 Spray Diary
- 1.4 First Aid Notice
- 1.5 Spray Warning for Club Premises
- 1.6 Spray Notification Letter
- 1.7 Safety Officer's Checklist
- 1.8 First Aid Contents List

# WARNING

This vehicle is carrying agricultural chemicals in the boot/trunk.

# WARNING

## *Appendix 1.1*

## Agrichemical Schedule

## Plimmerton Croquet Club

Approved Handler \_\_\_\_\_

Date \_\_\_\_\_

Date of previous sheet \_\_\_\_\_

Trade name	Active ingredients	HSNO Classifications	Approved Handler?	Tracking?	Unit	Stock on Hand		
						Current	Used	Balance
Balear (fungicide)	Chromothalonil	6.1B; 6.3B; 6.4A; 6.5B; 6.7B; 6.9A; 9.1A; 9.2B; 9.3B	Y	Y	litres			
Eraser (insecticide)	Imidacloprid	6.1D; 6.3A; 6.4A; 6.7B; 6.9B; 9.1A; 9.2B; 9.3B; 9.4A	Y	N	litres			
Goldazim (fungicide)	Carbendazim	6.6A; 6.8A; 6.9B; 9.1A; 9.2B	Y	Y	litres			
Hammer (herbicide)	Carfendrazene – ethyl	3.1D; 6.1E; 6.3B; 6.4A; 6.9B; 9.1A; 9.2A	Y	N	litres			
Victory Gold (fungicide)	Triclopyr BEE & Pictoram	6.4A; 6.9B; 9.1C; 9.2A	Y	N	litres			
Triumph Gold (herbicide)	Triclopyr BEE & Pictoram	6.4A; 6.9B; 9.1C; 9.2A	Y	N	litres			

### Appendix 1.2

# Spray Diary

# Plimmerton Croquet Club

Date & Time: Applicator's Name:	Approved Handler's Name & Cert. no:	Target Pest /Weeds:	Location and Area sprayed:
Method of application:	Agrichemicals Used:	Additives Used – Amount & type:	Application rate per 10 litres water:
Application rate per 100 litres water:	Chemical application rate per hectare:	Water rate per hectare:	Total chemical used:
Weather Conditions (wind speed & direction, rain, humidity):			
Protective clothing used (circle): Respirator    Spray suit    Overalls    Gloves    Boots    Eye protection    Other (Specify): _____			
List the sensitive areas:	Who was notified and date Method (circle): _____ Email    Phone    Visit    Letter    Other _____ _____ Email    Phone    Visit    Letter    Other _____ _____ Email    Phone    Visit    Letter    Other _____		
Contact, non-contact re-entry period:	Quantity used and Tracking Records updated:		
Disposal of excess mixture: Disposal of Container (circle): Agrecovery    Wastecare bin    Recycle    Burn	Results:		

## Appendix 1.3

## **FIRST AID**

**DIAL 111** – For emergencies for Ambulance, Fire and Police

The National Poisons & Hazardous Chemicals Information Centre

**Urgent Information**  
**0800 POISON (0800 764 766)**

Non Urgent Information  
03 479 7248

If acute chemical poisoning is suspected:

- Make sure it is safe for you to help
- Remove person from the contamination source
- Make sure victim is breathing, don't induce vomiting, wash chemical from skin, eyes, hair, etc, for 15 minutes
- Seek immediate medical help – dial 111 for an ambulance, contact Nat'l poisons Centre
- Make sure you have the correct chemical details from the product container label or Material Data Sheet

### ***Appendix 1.4***

**WARNING**

**LAWNS/SURROUND  
S HAVE BEEN  
SPRAYED**

**GROUND S SHOULD  
NOT BE USED  
UNTIL TOMORROW**

**HANDS MUST BE  
WASHED**

*Appendix 1.5*

# *Plimmerton Croquet Club Inc*

**President: Arthur von Sturmer**

**Telephone 2381525**

*Plimmerton Croquet Club Inc  
PO Box 57020  
Mana  
PORIRUA City 5427*

7 October 2014

The Manager,  
Paremata Auto Services, 4 Ulric Street Plimmerton 5026  
4xUnits - 4 Ulric Street Plimmerton 5026 (various tenants)  
Beal, Colin Prouse 2a Plimmerton Drive, Plimmerton 5026  
KP Marine, Phil Smith, Plimmerton Drive, Plimmerton 5026

## **SPRAY PLAN NOTIFICATION – 2014/2015 SEASON**

Dear Sirs,

Our club operates using Growsafe Approved and Certified Hanlers for the use of agricultural chemicals for maintaining the lawns of our playing surfaces.

As part of the requirements of the legislation, we are required to advise occupants of properties located within 50 metres of our boundaries of our intention to apply sprayed chemicals (unless you advise us in writing that notification is not required).

Spraying will generally be by a 50 litre boom sprayer for application to the playing lawns and surrounding areas.

Some spot hand spraying may also be used, and this application may extend to our boundary fences.

Spraying will generally be effected three times per year. September/October, January/February and May. Because of player demands this will generally be done on Mondays, Wednesday or Fridays, however, weather conditions will dictate spraying and may cause some variation to actual spraying days.

When spraying is carried out, a warning notice is displayed by the clubhouse. This notice is visible from the gate as you enter the grounds.

Chemicals used will be:

Axall (Herbicide), Balear (Fungicide), Eraser (Insecticide), Goldazim (Fungicide), Hammer (Herbicide) and Victory Gold (Fungicide).

Except for Balear, with a HSNO Toxicity Rating of 6.1B other items have ratings from 6.1D to none at all.

The adjacent stream is protected from contamination by ensuring all mixing and washing is carried out at least 30 metres from the stream.

Should you have any queries or concerns please contact:  
Plimmerton Croquet Club Inc - 04 2338901  
Arthur von Sturmer, Club President - 04 2381525  
Grounds Superintendent, Bob McKenzie - 04 2332188

Yours sincerely,

Arthur von Sturmer,  
President Plimmerton Croquet Club Inc

### ***Appendix 1.6***

***Note: this is a template and must be updated each year***

# Plimmerton Croquet Club Inc

## Safety Officer's Checklist

Required Check	Frequency	Date	Date	Date	Date
Approved Handler has a warning sign for when transporting chemicals.	September.				
Notice giving Emergency Service phone numbers is on wall in the Equipment Shed and Clubhouse.	September.				
Personal protection equipment is in good order	September.				
Annual notification of spray plan to neighbours.	September and when new neighbours.				
Material Safety Data Sheet is held for each chemical.	September.				
First aid instructions in place.	September.				
First aid kit contents complete.	September.				
Hazchem & No Smoking signs in place.	September.				
At least two plastic buckets to be in the storage area, one holding dry soil for spillage containment. The second to hold any contaminated material.	September.				
PPE is not stored in the same building as the chemicals.	September.				
Lawn sign advising of spraying is available.	September				
Approved Handler continuity is assured.	September, March.				
General grounds and Clubhouse hazard review & report.	September, March.				
Stock holdings comply with Club policy. (No more than 5.5 litres of each chemical.)	November, March, June				
Chemical usage records are maintained.	November, March, June.				
No chemicals are held outside of the locked container.	November, May.				
Lawn sign advising of spraying is being used.	Each spraying day.				
PPE is being used.	Each spraying day.				
Spray diary completed.	Each spraying day.				

### Appendix 1.7

## **First Aid Contents List**

Minimum first aid items to be provided include:

- Triangular bandages
- Roller Bandages
- Sterile Dressings
- Adhesive wound dressing strips
- Paraffin gauze
- Sterile eye pads
- An eye-bath and/or container for pouring water over eyes
- Receptacle for soiled dressings
- Antiseptic liquid
- Antiseptic cream
- Safety pins
- Scissors
- Splinter Forceps
- Accident register and pen/pencil
- First aid booklet
- Card listing local emergency numbers
- Adhesion plaster
- Disposable gloves

Where Agrichemicals are handled, the following additional items are recommended:

- Access to clean water
- Pure soap
- Clean blanket
- Nail brush
- Skin lotion
- Scrub brush
- Shaped plastic airway for mouth-to-mouth resuscitation
- Clean clothing

Note: If serious harm occurs (includes poisoning, and loss of consciousness from vapour) the Secretary of Labour, Occupational Safety and Health (OSH) is to be advised and the accident reported on the OSH provided form.

### ***Appendix 1.8***