**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 Certified Handlers **MUST** adhere to the SWP when using and applying agrichemicals to the lawns and surrounds. The Boom Sprayer SWP must be read in conjunction with this SWP.

For further clarification refer to the New Zealand Standard for the Management of Agrichemicals and to Standards document NZS 8409:2004. A copy is available in the Clubhouse.

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

1. **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.

1. **Certified Handlers**

* Certain chemicals must be purchased and managed by a certified person.
* The necessary Growsafe certification for each chemical is defined by its HSNO designation. The qualifications were updated in 2017. For the chemicals currently used the Growsafe “**Standard”** qualification is needed for purchasing, organising, supervising and recording usage. Persons assisting need to have a Growsafe “**Basic”** qualification.
* It is important for continuity that the Club have two certified handlers at all times.
* Details of training courses and certification is are on the internet. https://www.nzsti.org.nz/training/growsafe/

1. **Purchase and Transport of Chemicals**
2. Chemicals may only be purchased by the certified Handlers and in quantities no greater than required by the code.
3. 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.
4. 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.
5. The vehicle must be locked if left unattended.
6. **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.

1. **Records**
2. A list of all stored chemicals is to be maintained by the Certified 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 example in ***Appendix 1.2***.
3. 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.
4. A Spray Diary is to be maintained by the Certified Handlers (suggested format as per Table C3 NZS 8409:2004. Copy in clubhouse) See ***Appendix 1.3***.
5. Certified 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**).
6. **Storage**
7. Chemicals shall be held in a locked cabinet within the equipment shed.
8. The storage cabinet shall provide a drip tray capability enabling the holding of at least 5 litres of fluid without leakage from the cabinet.
9. Only two keys shall be available for the locked cabinet, one held by each of the two certified Handlers.
10. The storage cabinet shall be located remote from fertilisers which may also be held in the storage area.
11. 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
12. **Containers**
13. Every product in the storage cabinet must be in a proper container and have the correct, legible label.
14. 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).
15. **Container Disposal**
16. Empty containers are to be triple rinsed with clean water and emptied into the spray tank.
17. Triple rinsed containers are to be rendered incapable of holding any other fluids and then disposed of at the Council Landfill.
18. **Before and During Spraying**

Handlers shall:

* 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 20m 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
* Replace chemicals correctly and wash your hands thoroughly when you have finished.

1. **Emergencies**
2. 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
3. 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 1.8***
4. A dry powder fire extinguisher is to be held within the Equipment Shed
5. If in doubt call the Fire Brigade on 111.
6. **Signage**
7. A HAZCHEM 2WE AGRICHEMICALS sign and a NO SMOKING sign are to be attached to the storage container on either side of the doorway.
8. 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 1.4.***
9. **Notification of Spray Plan**
10. 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 1.5***.
11. **Personal Protection Equipment for personnel involved in handling the chemicals**
12. The Club shall provide appropriate personal protection equipment (PPE) for the certified 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
13. As spraying will be at ground level, both gloves and boots shall be worn inside the suit sleeves and leggings respectively
14. Certified Handlers shall review respirator filter requirements, with suppliers, to ensure that the appropriate type is used for the chemicals being sprayed
15. For hygiene reasons, respiratory protection devices shall not be shared by the Certified Handlers
16. 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
17. Particulate filters will be replaced when breathing resistance increases to the point where it causes the wearer discomfort
18. PPE clothing is to be removed and cleaned when spraying is completed. Cleaning will comprise hosing down and scrubbing of the items
19. Cotton overalls shall be laundered separately from other clothing
20. PPE must not be stored in the Storage Container, but once cleaned may be stored in an appropriate cabinet in the Equipment Shed.
21. **Club Management Responsibilities**

Club Management should:

1. For reasons of continuity and back-up ensure the availability of two certified Handlers
2. Ensure that its insurance policy adequately covers both the Club and its Approved Handlers in the event of agrichemical mishap or off-target damage
3. Appoint a safety manager responsible for periodic checks, as listed in **Appendix 1.6**, 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 1.7*** for recommended contents.
4. **Internet Information Sources**

<https://www.nzsti.org.nz/training/growsafe/>

* What certification is required for handling the chemicals used.
* Content of certification courses.
* Details of training courses, where and when they are held.

https://www.growsafe.co.nz/GrowSafe/Rsrc/Forms\_and\_Templates.aspx

* Spray Diary Template
* Hazards Classifications Table
* Hazard Descriptors Table
* Inventory Template
* Tracked Chemical Recording Sheet

Safety and Hazard sheets for individual chemicals and fertilisers are available by entering the product into Google and then finding the information you want.

**List of Appendices**

* 1. Vehicle Agrichemical Warning

1.2 Agrichemical Record Templates

1.3 First Aid Notice

1.4 Spray Warning for Club Premises

1.5 Spray Notification Letter

1.6 Safety Officer’s Checklist

1.7 First Aid Contents List

1.8 Emergency Numbers

Print this page in Landscape

WARNING

This vehicle is carrying agri-chemicals in the boot/trunk.

WARNING

**APPENDIX 1.2**

***Appendix 1.1***

**Recording Documents for Chemicals**

**Spray Diary -** Use Growsafe Spray Diary template

**Hazardous Substances Inventory** – Use Growsafe Hazardous Substances Inventory template

**Agrichemical Use & Tracking Record** – Use Growsafe Agrichemical Use & Tracking Record template. One sheet for each chemical.

Refer to Appendices 1.2.1, 1.2.2, 1.2.3 for Templates

***Appendix 1.2***

|  |
| --- |
| **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:   1. Make sure it is safe for you to help 2. Remove person from the contamination source 3. Make sure victim is breathing, don’t induce vomiting, wash chemical from skin, eyes, hair, etc, for 15 minutes 4. Seek immediate medical help – dial 111 for an ambulance, contact Nat’l poisons Centre 5. Make sure you have the correct chemical details from the product container label or Material Data Sheet |

***Appendix 1.3***

**WARNING**

**LAWNS/SURROUNDS HAVE BEEN SPRAYED** …………………………………………………..……………………..

**GROUNDS SHOULD NOT BE USED UNTIL TOMORROW**

**HANDS MUST BE WASHED**

***Appendix 1.4***

*Plimmerton Croquet Club Inc.*

**President: Kelvin Watson Telephone 021 328071**

*Plimmerton Croquet Club Inc.*

*PO Box 57020*

*Mana*

*PORIRUA City 5427*

21 October, 2018

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 – 2018/2019 SEASON**

Dear Occupant

Our club operates using Growsafe Certified Handlers 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 they 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 Within the fence line.

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

Spraying will generally be effected up to 5 times per year. September, October, January, February and May. Because of player demands this will generally be done on Mondays, Wednesdays 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 on entering the grounds.

Chemicals used will be:

Curalan (Fungicide), Eraser (Insecticide), Torus (Herbicide), Hammer (Herbicide) or Triumph Gold (Herbicide).

All products currently in use have a HSNO Toxicity Rating of 6.1D or less.

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. – 021 2941971

Kelvin Watson, Club President – 021 328071

John Brown, Grounds Superintendent – 021 344449

Yours faithfully

Kelvin Watson

President, Plimmerton Croquet Club Inc.

***Appendix 1.5***

**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. |  |  |  |  |
| Sign advising rabbit poison has been laid | Whenever Laid |  |  |  |  |
| PPE is being used. | Each spraying day. |  |  |  |  |
| Spray diary completed. | Each spraying day. |  |  |  |  |

***Appendix 1.6***

**First Aid Contents List**

Minimum first aid items to be provided include:

1. Triangular bandages
2. Roller Bandages
3. Sterile Dressings
4. Adhesive wound dressing strips
5. Paraffin gauze
6. Sterile eye pads
7. An eye-bath and/or container for pouring water over eyes
8. Receptacle for soiled dressings
9. Antiseptic liquid
10. Antiseptic cream
11. Safety pins
12. Scissors
13. Splinter Forceps
14. Accident register and pen/pencil
15. First aid booklet
16. Card listing local emergency numbers
17. Adhesion plaster
18. Disposable gloves

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

1. Access to clean water
2. Pure soap
3. Clean blanket
4. Nail brush
5. Skin lotion
6. Scrub brush
7. Shaped plastic airway for mouth-to-mouth resuscitation
8. 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 1.7***