



Safety Rules for Participation in Work Parties covered by the IWAI restoration project insurance

1. All branches undertaking work covered by the IWAI project insurance must have a suitably experienced person to supervise the work party as the IWAI Officer in Charge and appoint suitably qualified persons to assist in its organisation and implementation.
2. All volunteers participating in work party activities must be either members in good standing of the IWAI
Or
Non-member volunteers can be permitted to join designated project branch work parties for up to five occasions, thereafter being required to sign up to IWAI membership, or leave. On each occasion non-member volunteers must be provided with and taken through these "Safety Rules for Participation in Work Parties", to be signed off and copies kept on file each time. Numbers of non-member volunteers must be kept to a maximum of 5 with a minimum ratio of 2 work party members to one non-member volunteer. Non-member volunteers must only be assigned appropriate tasks, and must always be closely supervised by experienced IWAI Members under the direction of the IWAI Officer in Charge
3. A record of all volunteers participating must be kept with the date, time, venue, and a record of the type of activities under taken on that date. A list of any other person who visits the site and reason for the visit must be recorded. All visitors to the site must be accompanied at all times by an IWAI member.
4. A list of all equipment used during the work activity must also be recorded identifying the branch's own equipment and equipment hired in or lent on the day. The IWAI takes no responsibility or liability for volunteers using their own equipment/tools. Volunteers using their own equipment/tools do so at their own risk.
5. By signing a copy of these rules the volunteer agrees to be bound by the rules as set down by the IWAI. These rules are designed for the safety of volunteers and their volunteer colleagues and the safety of any other party.
6. A Health and Safety Officer shall be appointed for each project who shall undertake, as far as reasonable practicable, to ensure the safe working of all volunteers taking part and ensure that any work being carried out can be undertaken in a safe manner with due care for anyone who may be affected by the activities. Where the health and safety officer cannot be present, he/she shall appoint a suitable person to undertake these duties on their behalf.
7. Work parties are to be undertaken as far as possible away from areas where the general public have access and where this is not possible suitable measures are to be taken where possible to prevent public access to the work area and to ensure public safety at all times.
8. First Aid equipment and a person with suitable first aid qualifications are to be available on all work parties. Emergency procedures including emergency contact numbers are to be put in place for each project and communicated to all volunteers working on the project
9. All persons participating in work parties undertake to comply with all instructions of the IWAI officer in charge.
10. All volunteers taking part in work parties must wear safety equipment and personal protective equipment as stipulated under Health & Safety regulations and any further requirements that the IWAI officer in charge deems necessary.
11. When contractors are being used on site it is the responsibility of the IWAI officer in charge to ensure that the contractors
 - are competent to undertake the work involved
 - are fully covered by current adequate Employer Liability Insurance,
 - have current adequate Public Liability Insurance,



- where relevant hold all appropriate certificates of training and certificates of examination to cover the work being undertaken and the equipment being used
 - where applicable hold a current tax clearance cert.
 - when contractors are being used it is desirable not to have volunteers working with them or in the general area where they are been employed.
12. When work parties are divided up the IWAI officer in charge will designate a volunteer of suitable experience to take charge of each group who will be responsible to the IWAI officer in charge.
 13. When working on or near water all volunteers taking part in IWAI work parties must wear Personal Flotation Devices.
 14. All lifting equipment including any pulleys, winches, chains, chain blocks, levers etc. will be accompanied by any required statutory report of examination. Such equipment shall only be used under the supervision of a volunteer experienced in its use who shall be appointed to give instructions and who shall ensure the safe working load of said equipment is not exceeded. All non-essential personnel shall be kept clear of lifting operations. Areas beneath any slung load shall be kept clear of personnel.
 15. Power tools are only to be used by volunteers experienced in the use of such tools and be suitably certified where applicable, or otherwise be in good condition and fit for use. Due care must be taken by volunteers using power tools for any persons who may be in the vicinity. Power tools are only to be used within the manufactures design specifications and according to the manufacturer's instructions. Electric power tools must not exceed 110 volt and all electric systems on site must conform to the current statutory regulations for use of electric power on site.
 16. Non-member volunteers are only permitted to use power tools on providing the IWAI Officer in Charge with a copy of a certificate of training in the use of the said power tool.
 17. The use of builder's plant, wood chippers, dumpers, compressors, mini diggers, etc is to be strictly restricted to persons trained and/or certified to use them.
 18. When working in a lock chamber or other such structures the safety officer must ensure that adequate means of evacuation are in place before any volunteer commences work. When volunteers are working in such environments another volunteer is to be designated solely to ensure that adequate means of evacuation are maintained at all times.
 19. No volunteer will be allowed to work in a lock chamber which is either filling or draining
 20. No volunteer is to interfere with any safety equipment

I -----(Print Name) a member of the -----Branch undertake
to abide by the above work party rules while participating in any work activity on the -----
-----Project

Signed:

Dated: