

# INTRODUCTION

## Committee & Contact Details

Kaipupu Point Mainland Island Society Inc (Kaipupu Wildlife Sanctuary)  
P.O. Box 186  
Picton 7250

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### Management Committee

Pete Hamill (Chairperson)  
Barry Maister  
Melissa Kellie (Treasurer)  
Nicky Jenkins (Secretary)  
Chrissy Powlesland (Marketing)  
Gerald Harper (Maintenance)  
James Wilson (Pest Team Leader)  
Andrew John (Education)  
Robin Cox  
Rose Prendeville (Port Marlborough)

**Project Coordinator:** Rachel Russell

**Pest Team Coordinator/Health & Safety Manager:** Trudy Nicholas

### Maintenance Team:

Alan Izard  
Vince Cowie  
Paul Mann  
Dave Nichols

## Mission Statement

To enrich the community through the restoration and guardianship of an indigenous Marlborough Sounds wildlife sanctuary, in which the natural ecosystems, native flora and fauna flourish in a predator-free environment that can be appreciated by all.

## **VOLUNTEER POLICY**

Kaipupu Point Mainland Island Society (KPMIS) recognises and values all volunteers and the unique contributions that each volunteer makes. KPMIS will take all reasonable steps to provide a healthy and safe work environment for all volunteers.

The following Policies and Procedures outline the responsibilities of KPMIS and our volunteers when undertaking volunteer roles on Kaipupu Point Sounds Wildlife Sanctuary.

### **Job Description**

This job description describes the purpose, safety responsibilities, required knowledge, skills, competencies and experience required for Kaipupu Point Mainland Island Society volunteers.

#### *Purpose:*

To safely and informatively volunteer at Kaipupu Point Sounds Wildlife Sanctuary.

#### *Responsibilities/competencies:*

- Be physically capable
- Complete the Volunteer Agreement (Appendix 1) and participate in the Volunteer induction process
- Undertake training as required
- Take all reasonable steps to ensure own safety and that of other volunteers
- Follow Health and Safety procedures as set out in the Health and Safety Policy
- Knowledge of emergency response plan
- Be aware of safety roles and responsibilities
- Be willing to undertake performance reviews
- Be assessed as to the risk to the operations of anyone being impaired by drug and alcohol use
- Be aware of procedures for recording and reporting incidents
- Participate in the development of ongoing safety objectives
- Be able to carry out plans that are developed to meet safety objectives

#### *Responsibilities of Kaipupu Point Mainland Island Society*

- To provide appropriate orientation, training, support and supervision
- To keep volunteers informed of relevant policies and procedures
- To provide a clear job description
- To reimburse volunteers for approved work related expenses

**Version/Review** Version 1. Review annually

**For more information:** Appendix 1 – Volunteer Registration Form, Appendix 2 – Hazard Management, Appendix 3 – Incident Report Form, Appendix 4 – Emergency Evacuation Procedures

## HEALTH & SAFETY POLICY

As a volunteer organisation we value the contribution of all volunteers and the purpose of this policy is to make sure that our volunteers have a safe and healthy environment to work in.

Kaipupu Point Mainland Island Society (KPMIS) is committed to providing and maintaining a safe working environment for all volunteers and visitors. Kaipupu Point Mainland Island Society will take responsibility for health and safety procedures, however volunteers, contractors and visitors to the Sanctuary need to be aware of their responsibilities and comply with the Society's Health and Safety policy.

*KPMIS will do this by providing:*

- a work environment free from risks to health and safety
- the necessary information, training, instruction or supervision to do work safely
- a workplace with adequate and accessible facilities (such as toilets, drinking water)
- safe equipment such as vehicles, appliances and tools as part of a safe work-place
- Safe use, handling, and storage of potentially dangerous goods and materials
- monitoring of worker health and workplace conditions to prevent injury and illness.
- required safety gear.

### ***Responsibilities of the volunteer***

Familiarise yourself and follow the instructions given to you by KPMIS as part of the health and safety policies and rules. You must cooperate with any reasonable health and safety policy or procedure. You must take reasonable care -- you should do what a reasonable person would do under the circumstances by:

- only doing tasks that have been assigned to you
- only doing tasks you have been trained to do, or are familiar with
- not doing tasks you think are unsafe
- reporting hazards and risks to your organisation
- providing feedback on health and safety issues
- reporting all accidents and incidents
- keeping the work place tidy to minimise the risk of trips and falls
- using the personal protection equipment if it is required, and using it as instructed

### ***Procedures***

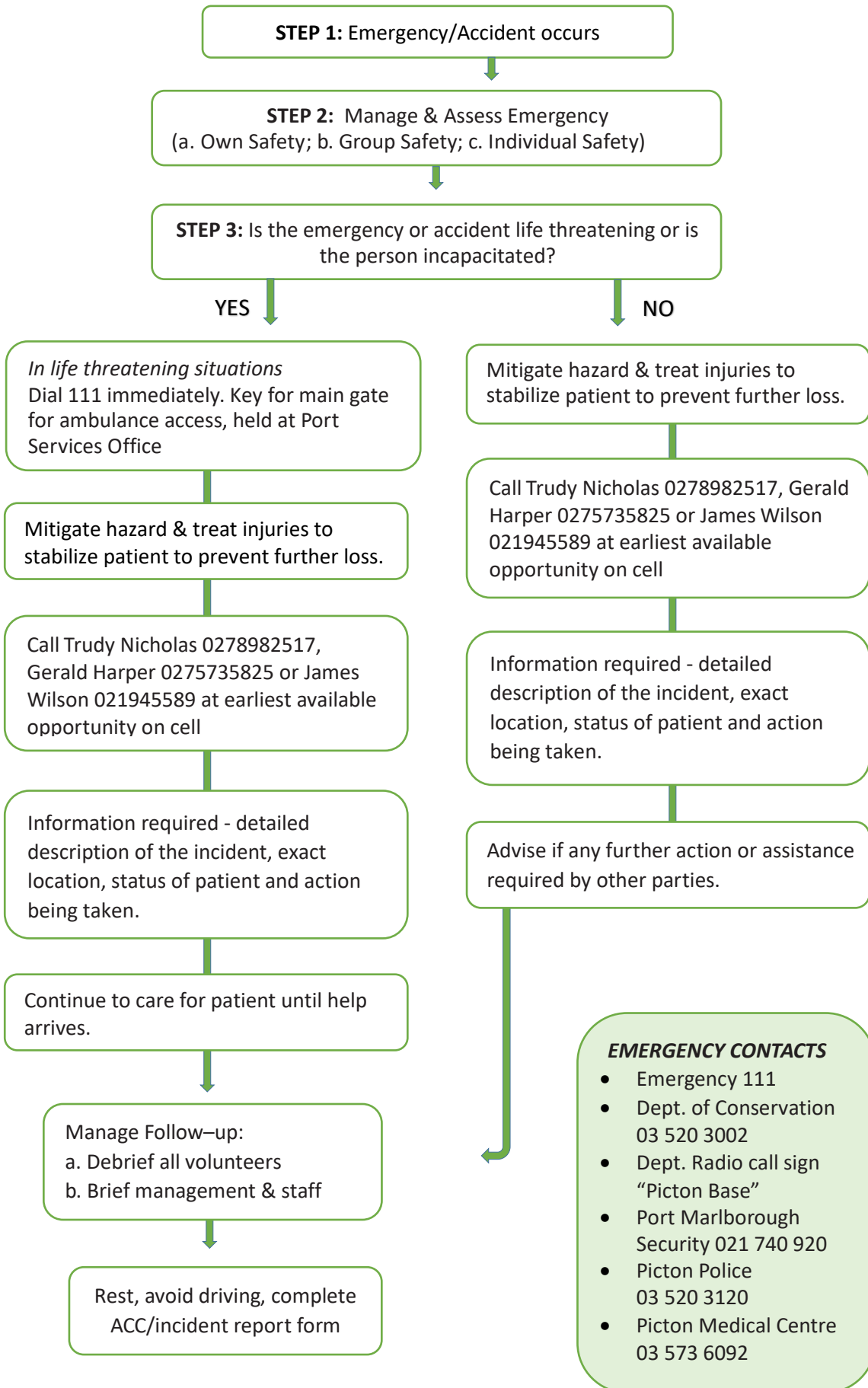
- The Pest Team Coordinator will perform monthly hazard checks on Kaipupu Point Sounds Wildlife Sanctuary (see Appendix 2 – Hazard Management)
- Volunteers will notify the coordinator immediately of any hazard so that action can be taken to eliminate or reduce the hazard
- A Hazard Report will be presented to the committee at every committee meeting
- Emergency procedures will be displayed at the Kaipupu Point Information Site and in the Volunteer Shed, and the emergency procedures followed (see Appendix 3 – Emergency Procedures)
- All accidents/incidents are to be reported to the Coordinator as soon as possible and recorded on the accident/incident register (see Appendix 4 – Incident Report)

***Version/Review*** Version 1. Review annually

***Links*** Health and Safety at Work Act 2015; Worksafe guidelines ([www.business.govt.nz/worksafe](http://www.business.govt.nz/worksafe))

**For more information:** Emergency Field Procedures

# EMERGENCY FIELD PROCEDURES



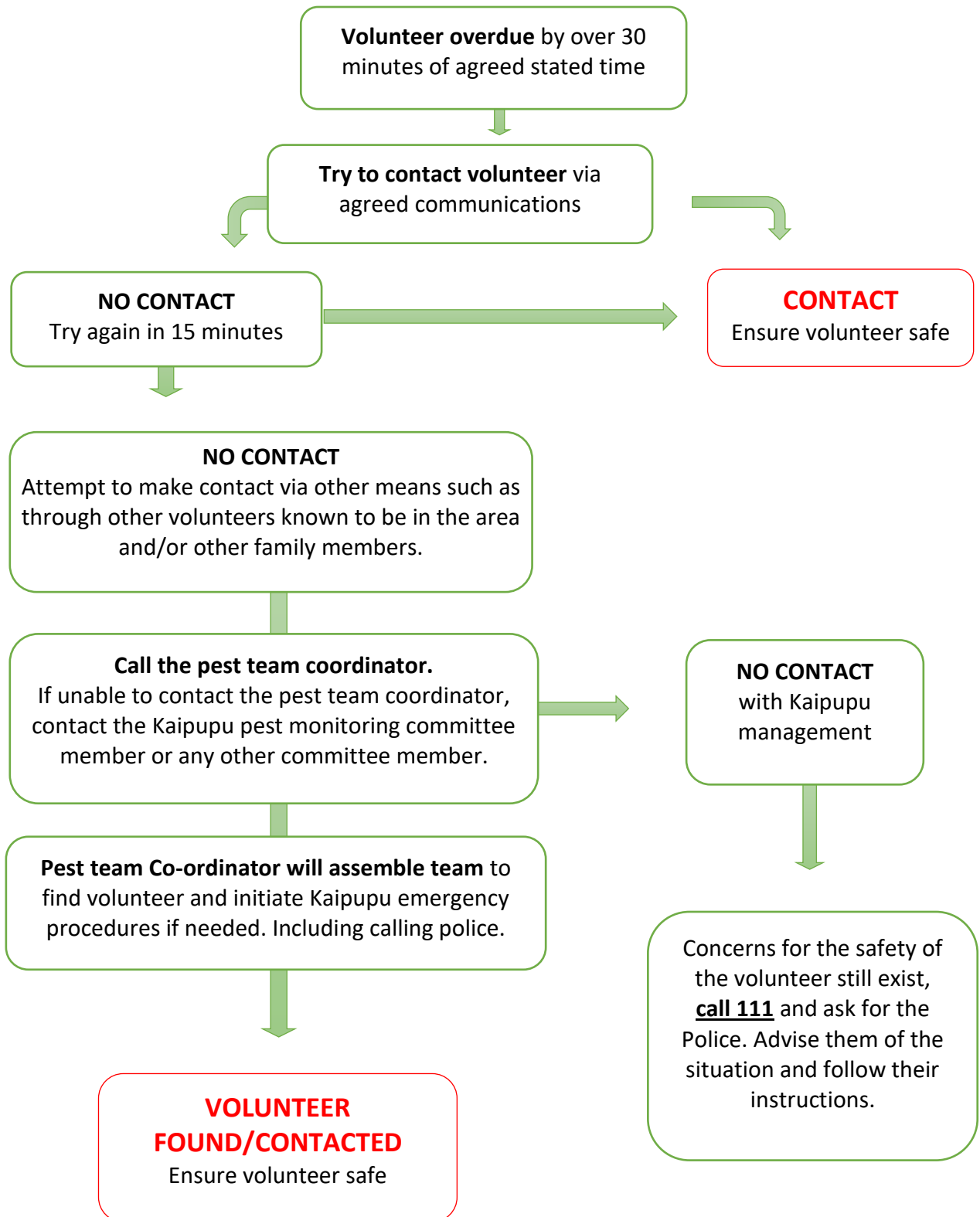
## **OVERDUE VOLUNTEER POLICY**

1. If more than 30 minutes late, try to contact the volunteer by mobile telephone or other communication if carried.
2. If there is no answer then, try again in 15 minutes.
3. If there is still no answer, attempt to make contact via other means such as through other volunteers known to be in the area and/or other family members.
4. If there is still no contact with the volunteer, call the pest team coordinator. If unable to contact the pest team coordinator, contact the Kaipupu pest monitoring committee member or any other committee member. The coordinator will then organise a team to find the overdue volunteer and initiate any emergency procedures needed.
5. If concerns for the safety of the volunteer still exist, call 111 and ask for the Police. Advise them of the situation and follow their instructions.

**Version/Review** Version 1. Review annually

**For more information:** Overdue Volunteer procedure, Get Home Safe App – Std. Operating Procedures

# OVERDUE VOLUNTEER PROCEDURES



# GET HOME SAFE APP – STANDARD OPERATING PROCEDURES

