



# KAIPUPU POINT MAINLAND ISLAND SOCIETY

# **POLICIES & PROCEDURES**

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# 1. 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 safe and healthy work environment for all volunteers.

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

### *Responsibilities/competencies:*

- Be physically capable
- Complete the Volunteer Agreement (Appendix 1) and participate in the Volunteer induction process
- Undertake training and undertake performance reviews 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 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 a work environment that is free from risks to health and safety
- To provide appropriate orientation, training, support and supervision
- To provide safe equipment and tools as part of a safe work environment
- To keep volunteers informed of relevant policies and procedures
- To provide a clear job description
- To reimburse volunteers for approved work-related expenses (refer to Reimbursement procedure)
- Monitor worker health and workplace conditions to prevent injury and illness

## 2. 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 where risks to health and safety have been minimised
- The necessary information, training, instruction or supervision to do work safely
- A workplace with adequate and accessible facilities (such as toilets)
- Safe equipment such as vehicles, appliances and tools as part of a safe workplace
- Safe use, handling, and storage of potentially dangerous goods and materials
- Monitoring of worker health and workplace conditions to prevent injury and illness.
- Necessary 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 the KPMIS health and safety policy and procedures.

While volunteering for Kaipupu you must take reasonable care 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 as soon as possible
- providing feedback on health and safety issues
- reporting all accidents and incidents as soon as possible
- keeping the workplace tidy to minimise the risk of trips and falls
- using the personal protection equipment if it is required, and using it as instructed
- ensuring you notify someone to act as an emergency contact every time you are on Kaipupu. (family member/another volunteer/house mate)
- reporting to Port Security on entrance and exit of the commercial port area
- completing the Port Marlborough "port user" induction, and always following these procedures while on Port land.

### ***Procedures***

- The Biodiversity Manager will perform regular hazard checks on Kaipupu Wildlife Sanctuary (see Appendix 2 – Hazard Management)
- Volunteers will notify the Biodiversity Manager 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 shop and in the volunteer shed on Kaipupu, (see Appendix 3 – Emergency Procedures)
- All accidents/incidents are to be reported to the Biodiversity Manager as soon as possible and recorded on the accident/incident register (see Appendix 4 – Incident Report)

*Current version date:*

## 2.1 VOLUNTEER ACCESS PROCEDURE

Access to Kaipupu Wildlife Sanctuary on land is via Port Marlborough land, this area contains multiple hazards. The purpose of this policy is to provide procedures for volunteers and contractors visiting Kaipupu Wildlife Sanctuary via land.

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

- All volunteers must complete a Kaipupu Volunteer Form
- All people accessing Kaipupu Wildlife Sanctuary via land must complete a Port Marlborough induction prior to visiting the Sanctuary

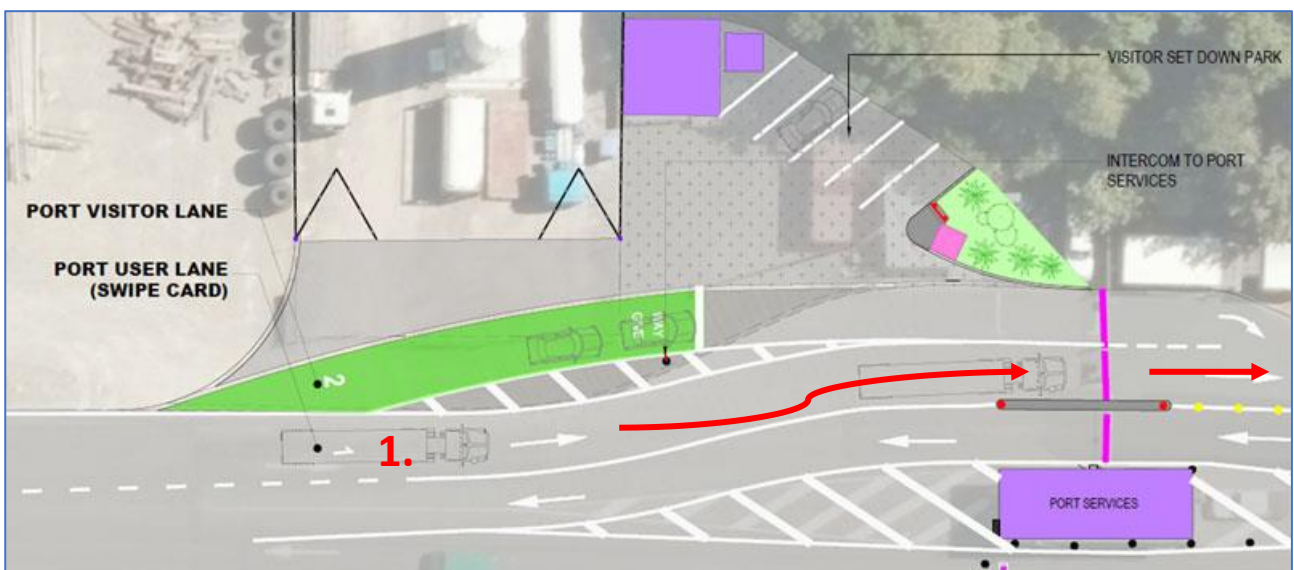
### **Procedures**

At the entrance of the Port, visitors are required to:

1. Drive on visitor lane 1, (Red arrow below) then swipe your Port access card to access the gate.
2. Make sure you always carry your Port ID access card, and Identification when entering.

If you do not have your Port card with you:

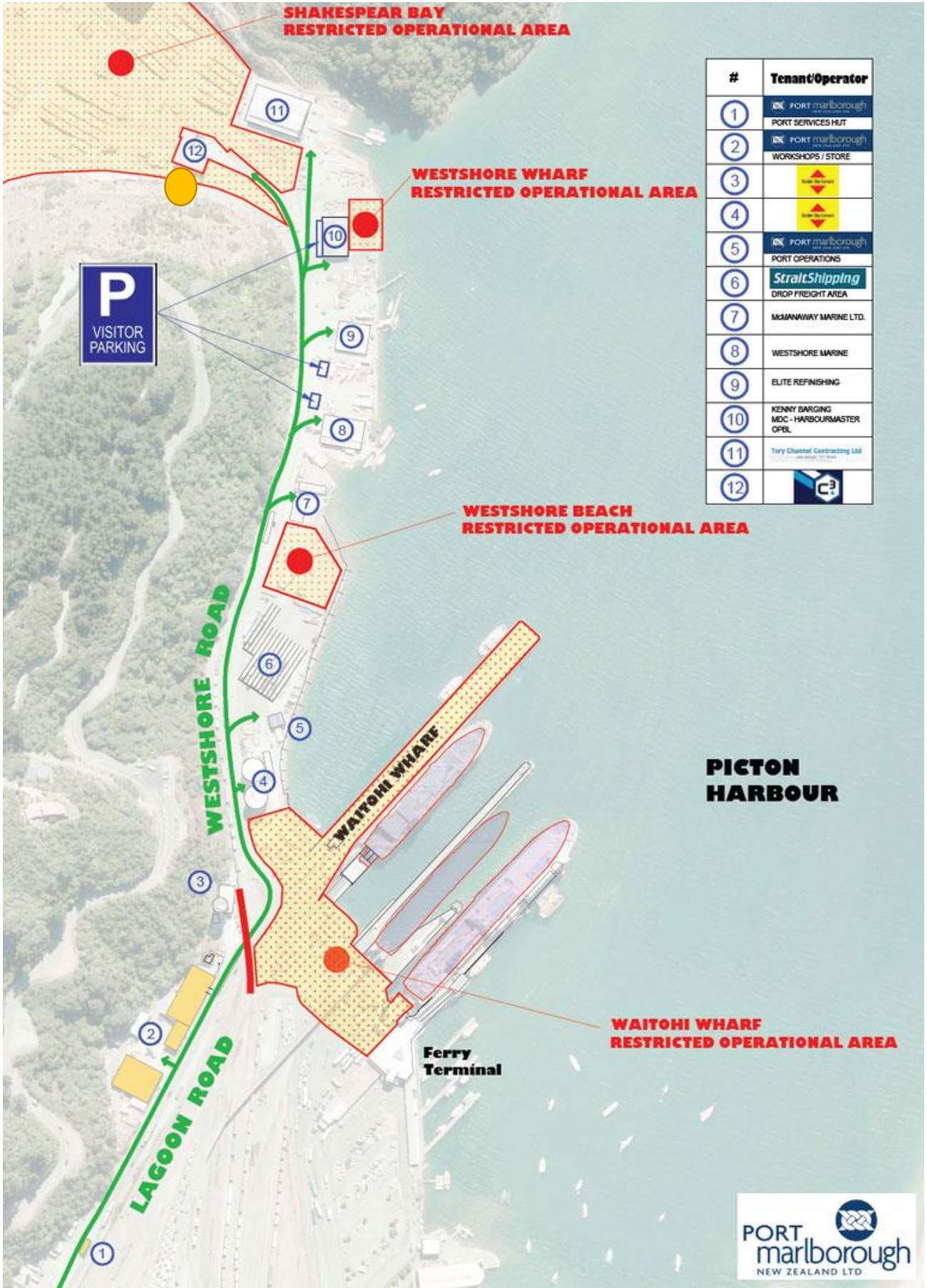
3. Drive on the visitor lane (Lane No. 2), highlighted green in the image below
4. Stop at the intercom, push the red button to talk to Port Security.
5. Tell them who you are and that you are heading to Kaipupu. Bring your Port Access ID Card.
6. Carry a photo ID to gain access (e.g. a driver's licence). Ensure that their passengers carry a photo ID



- All volunteers must wear hi-vis when in the port area (supplied by KPMIS)
- The speed limit in the port area is **30km/hr**
- Park in the allocated parks for Kaipupu Wildlife Sanctuary. If these carparks are full then you can use the carparks under the hill next to Shakespeare Bay security booth (yellow circle on next page) All volunteers must wear Hi-Vis while walking from this car park to the Kaipupu access gate.
- In case of emergency or if assistance is required immediately call **Port Services on 03 520 3350**
- All incidents/accidents must be immediately reported to Port Marlborough via Port Services.
- When exiting the Port area, slow down at the Port Services building and they will lift the security arm.

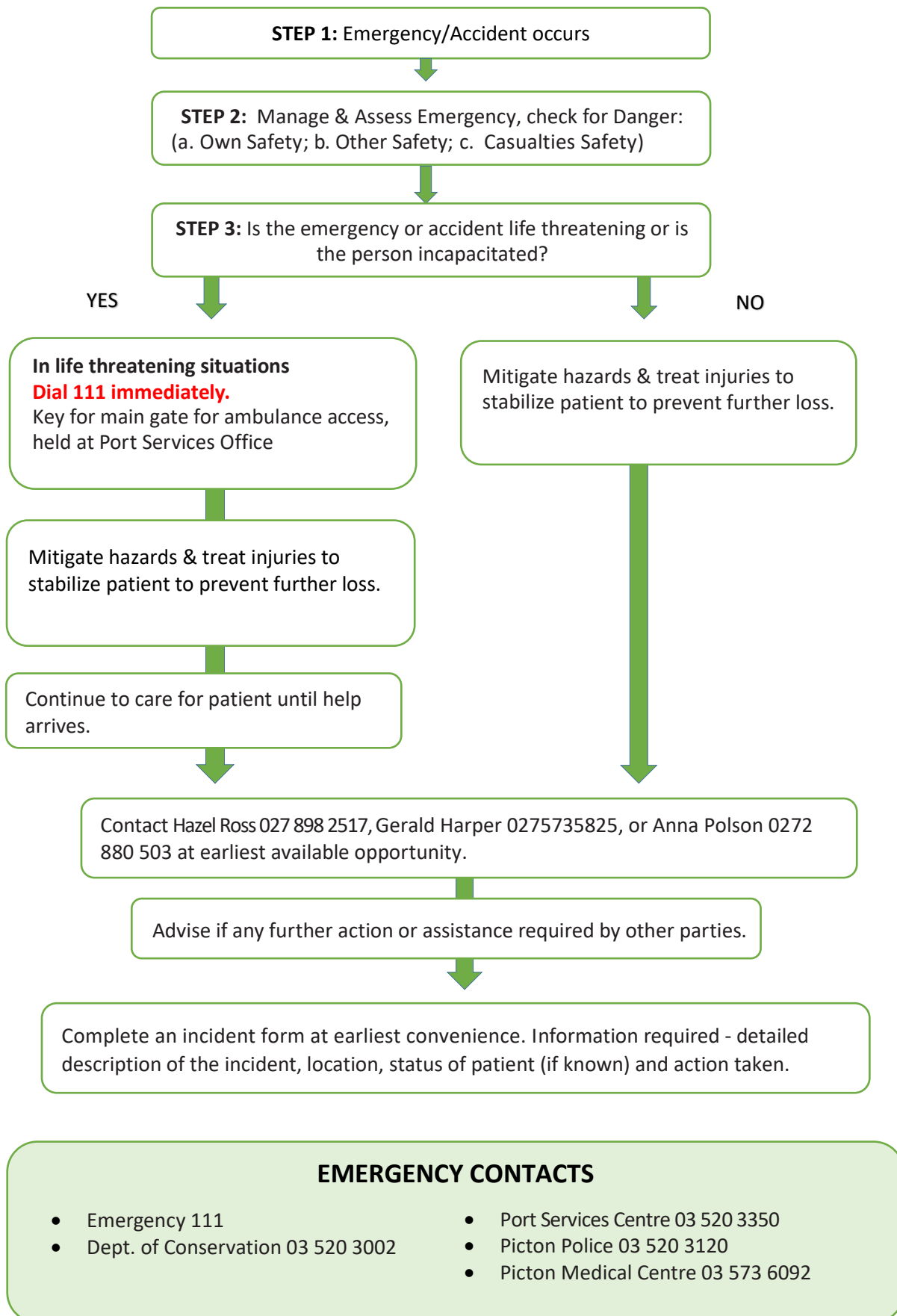
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## 2.2 EMERGENCY FIELD PROCEDURES



Emergency field procedures updated 04/05/2018; Reviewed 02/09/19

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## 2.3 EMERGENCY PROCEDURES

<b>Event</b>	<b>Action</b>	<b>Review</b>
Earthquake	<p>Drop, cover and hold until shaking stops</p> <p><i>When the shaking stops:</i></p> <ol style="list-style-type: none"> <li>1. Ensure personal safety first</li> <li>2. Check those around you and offer help if necessary (following Emergency Field Procedures)</li> <li>3. Evacuate Sanctuary, walking calmly and quickly to closest exit point (Volunteer entrance/jetty at Dolphin Bay)</li> <li>4. Listen to radio for instructions from Civil Defence.</li> </ol>	
Fire	<ol style="list-style-type: none"> <li>1. Check your own safety and move to an immediate safe location</li> <li>2. Determine as much of the following information as possible: <ul style="list-style-type: none"> <li>Where – the exact location of the fire (Kaipupu Point, Lagoon Road, Picton)</li> <li>What – can you see (smoke – what colour, flames etc.)</li> <li>When – Are you seeing the fire now?</li> </ul> </li> <li>3. Contact the fire service – Dial 111</li> <li>4. Alert any visitors or volunteers as you exit the Sanctuary (through the closest exit point)</li> <li>5. If possible, contact either the Biodiversity Manager, or the Kaipupu Manager</li> </ol>	<p><b>Completed 12/09/19.</b> Extra information added: Fire Emergency Response Plan</p> <p><b>Updated April 2020:</b> In line with new fire response plan</p>
Land slide/Slip	<ol style="list-style-type: none"> <li>1. If landslide or debris flow danger is imminent, quickly move away from path of the slide.</li> <li>2. If you can't get out of the way of the landslide, run for the nearest shelter and take cover.</li> <li>3. After landslide, check those around you and offer help if necessary (following Emergency Field Procedures)</li> <li>4. Evacuate Sanctuary, calmly and quickly to closest exit point (Volunteer entrance/jetty at Dolphin Bay)</li> <li>5. Alert the Health and Safety manager of hazard and if any injuries.</li> </ol>	
Flood	<ol style="list-style-type: none"> <li>1. If possible, evacuate the Sanctuary using nearest exit point (Volunteer entrance/jetty at Dolphin Bay)</li> <li>2. If you can't evacuate, move to higher ground</li> <li>3. Contact Health and Safety manager to inform them of your current location and situation</li> </ol>	
Volcanic Activity	<ol style="list-style-type: none"> <li>1. Evacuate the Sanctuary, calmly and quickly to closest exit point (Volunteer entrance/jetty at Dolphin Bay)</li> <li>2. If you can't evacuate, seek shelter and if caught in ash falls wear a handkerchief or cloth over nose and mouth.</li> <li>3. Contact Health and Safety manager to inform them of your current location and situation</li> </ol>	



# KAIPUPU WILDLIFE SANCTUARY

PICTON - MARLBOROUGH - NZ

- EMERGENCY VEHICLE ACCESS
- EMERGENCY PEDESTRIAN ACCESS
- MAIN WALKING TRACK
- VEHICLE ACCESS POSSIBLE
- EMERGENCY ACCESS ROUTE (NEED TO CONTACT PORT MARLBOROUGH)





## 2.4 FIRE EMERGENCY RESPONSE PLAN

### **General information**

Kaipupu Point Mainland Island Society are responsible for managing Kaipupu Wildlife Sanctuary. The Society is a volunteer organisation with two part time contractors. The Sanctuary is public land (DOC Reserve/Port Marlborough) and as such is open 24 hours/7 days per week, however most visitors/volunteers visit the Sanctuary during daylight hours. Volunteers are usually present in higher numbers from Friday to Monday and visitor numbers are highest between October and March.

### **Fire Prevention**

The Kaipupu Point Manager (KPM) will be responsible for liaising with DOC, FENZ and MDC in monitoring the fire risk and passing subsequent information on to volunteers, KPMIS committee members and Biodiversity Manager (BM). When the KPM is on leave the BM will take on this responsibility.

Fire indices are available at <https://fireweather.niwa.co.nz/indices> using Koromiko weather station indices.

There are 3 scenarios where the Sanctuary will be closed off to the public due to fire danger:

1. Internal fire within Kaipupu Wildlife Sanctuary – Evacuate Sanctuary
2. External fire within 1 km of the Sanctuary – Evacuate Sanctuary
3. When the Fire Service Drought Code reaches:

#### ***When the Drought Code reaches 300 the following will occur:***

- i. KPM to liaise with DOC who will notify concessionaires of potential closure and fire risk
- ii. Install fire danger signs
- iii. Stop all equipment that may cause sparks
- iv. KPM will notify all operators, volunteers and landowners of fire risk

#### ***When the Drought Code reaches 400, in consultation with DOC, FENZ, MDC, it is likely that the following will occur:***

- i. KPM to liaise with DOC who will notify concessionaires of closure. DOC will also put out a INV (Important Notice for Visitors) to Visitor Centres
- ii. Kaipupu Wildlife Sanctuary is closed to all. BM to advise volunteers. KPM to advise all water taxi companies and members of public via social media. Signage will be placed at jetty area and volunteer entrance.
- iii. KPM will advise Port Marlborough and DOC that the Sanctuary is closed. Port Services staff to be advised.
- iv. No mowing or use of chainsaw (or other equipment that may cause sparks) is to be used.
- v. KPM to maintain regular contact with the Rural Fire Authority to assess risk level.

#### ***If a fire is discovered inside the Sanctuary***

Current version date:

- Check your own safety and move to an immediate safe location
- Determine as much of the following information as possible:
  - Where – the exact location of the fire (**Kaipupu Point, Lagoon Road, Picton**)
  - What – can you see (smoke – what colour, flames etc.)
  - When – Are you seeing the fire now?
- Contact the fire service – **Dial 111**
- If possible, contact either the Kaipupu Point Manager or Biodiversity Manager

***Information needed by Emergency Services when they arrive***

If called to an emergency, the first crew that arrives needs to know the following details, so they can assess the situation and decide how to deal with it:

What has happened?

Where exactly is the incident located?

Has the site been evacuated, and is everyone is safe and accounted for?

What is the current situation, and what are the immediate hazards?

What actions have already been taken to respond to the incident – by those on site or elsewhere?

***Accessing the site***

Vehicle access to Kaipupu Wildlife Sanctuary is via Port Marlborough, the key contact for access is Port Services Centre 03 520 3350 which operates 24 hours a day.

**Contact List – Emergencies**

Port Service Centre 03 520 3350

Anna Polson (Kaipupu Point Manager) 0272 880 503

Hazel Ross (Biodiversity Manager) 027 898 2517

Gerald Harper (Committee Member) 027 573 5925

## 2.5 LONE AND OVERDUE WORKER – POLICY AND PROCEDURE

### **2.5.1 Responsibility of KPMIS**

Kaipupu Point Mainland Island Society requires, promotes and encourages all means of ensuring the safety of staff and volunteers while personnel are on the Sanctuary.

### **2.5.2 Responsibility of Volunteers**

Volunteers have a responsibility to take reasonable care that their actions do not put themselves or others at risk. They must comply with all safety instructions provided by the Sanctuary Manager. Working alone increases the potential consequences of hazards due to the difficulty in obtaining emergency assistance and the potential for injury, illness or breakdown to go unnoticed for some time. The consequences can be potentially fatal if protocols are not established and followed in the management of risk and communication with the lone worker.

### **2.5.3 General Principles**

A person is deemed to be working alone when they cannot be seen or heard by another person, and when they cannot expect a visit from another worker or member of the public for some time.

- No worker should engage in isolated work if they have a medical condition that is deemed to be potentially life threatening.
- No worker should engage in any work deemed 'High' or 'Extreme' risk without specifically consulting the Sanctuary Manager before work is planned. Refer to the risk matrix in Table 1, before undertaking any work on Kaipupu.
- It is recommended that the lone worker have a first aid qualification.
- Lone workers must be reminded of the need for compliance with the organisation's safety policy at all times e.g., the wearing of PPE while in Port areas.
- The experience and competencies of the person must be considered and be equal to the task.
- Emergency contact details for every person who works at the Sanctuary must be recorded with Sanctuary Manager and updated as required. Emergency contact details are to be physically stored in the Kaipupu trapping shed and the Picton Environment Centre shop to be readily accessible in an emergency. Emergency contact details are also to be stored online on the Infoodle database.
- Lone workers must adhere to the need for compliance with the Kaipupu's Health & Safety Policy & Procedure at all times.

### **2.5.4 Preparation**

As far as is reasonably practicable, workers/volunteers should avoid working alone. Where it is deemed necessary that a worker/volunteer operates alone, appropriate risk assessment must be conducted considering:

- The length of time a person will be working alone.
- The location of the work site.
- The specific nature of the work being undertaken, including whether any high-risk work is planned. E.g. Following major storm damage, track slippage, clearing large trees that fall.
- Expected or likely weather conditions.
- A known and understood communication process between the lone worker, their designated contact person and the Sanctuary Manager is required, for use in an emergency situation.

### **2.5.5 Designated Contact person and their Details**

Every person who works at the Sanctuary, whether they work with others or alone, must supply the name and contact details of their Designated Contact Person to the Sanctuary Manager. It is the responsibility of each volunteer and worker to keep this information current, but the Sanctuary Manager will also contact all volunteers and workers annually during September to ensure that this information is kept up to date.

Once known to the organization, each Designated Contact Person will receive details (including a card) from Kaipupu Administration with the information to be used in the unlikely but possible event of the of the overdue person being in need of the emergency services.

### **2.5.6 Communication and Escalation Process**

Using the Work Record sheet, with track details etc. the lone worker is required to record the time they leave the shed and the time they expect to be back on the white board in the shed, to be wiped off as volunteer leaves Kaipupu (*This ensures that others on the sanctuary at the same time are aware of each other's presence, and when they leave*).

- A reliable method of communication (e.g. mobile phone, GPS satellite phone or Personal Locator Beacon (PLB) must be carried at all times when working alone. (PLB's are available in the trapping shed)
- Workers must report their planned activity including track details or other location, and expected times of return, **to their Designated Contact Person** every time they are on Kaipupu
- **In the event a lone worker does not check in with their designated contact person within 60 minutes of their expected and agreed finish time, the contact person is advised and requested to begin the actions listed on their Kaipupu Sanctuary Contact Card. (See below for details)**



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**KAIPUPU SANCTUARY**  
**OVERDUE/LONE WORKER PROCEDURE FOR DESIGNATED CONTACT PERSON**

**In the event that you cannot connect with:**

Name:.....Phone.....

WITHIN 60 MINUTES of an agreed check in time, **please ring and give known details, to the Kaipupu Biodiversity Manager, Hazel Ross Ph; 027 898 2517**

**Or, if not available,** one of the Kaipupu Committee Members listed below,

Gerald Harper 027 573 5925

Judith Manning 021 022 73250

Anna Polson 027 288 0503

**To alert them of the situation**

**It is then the responsibility of the above named Kaipupu person to establish what else might be known about the situation on Kaipupu, and if necessary, ring:**

**EMERGENCY SERVICES 111**

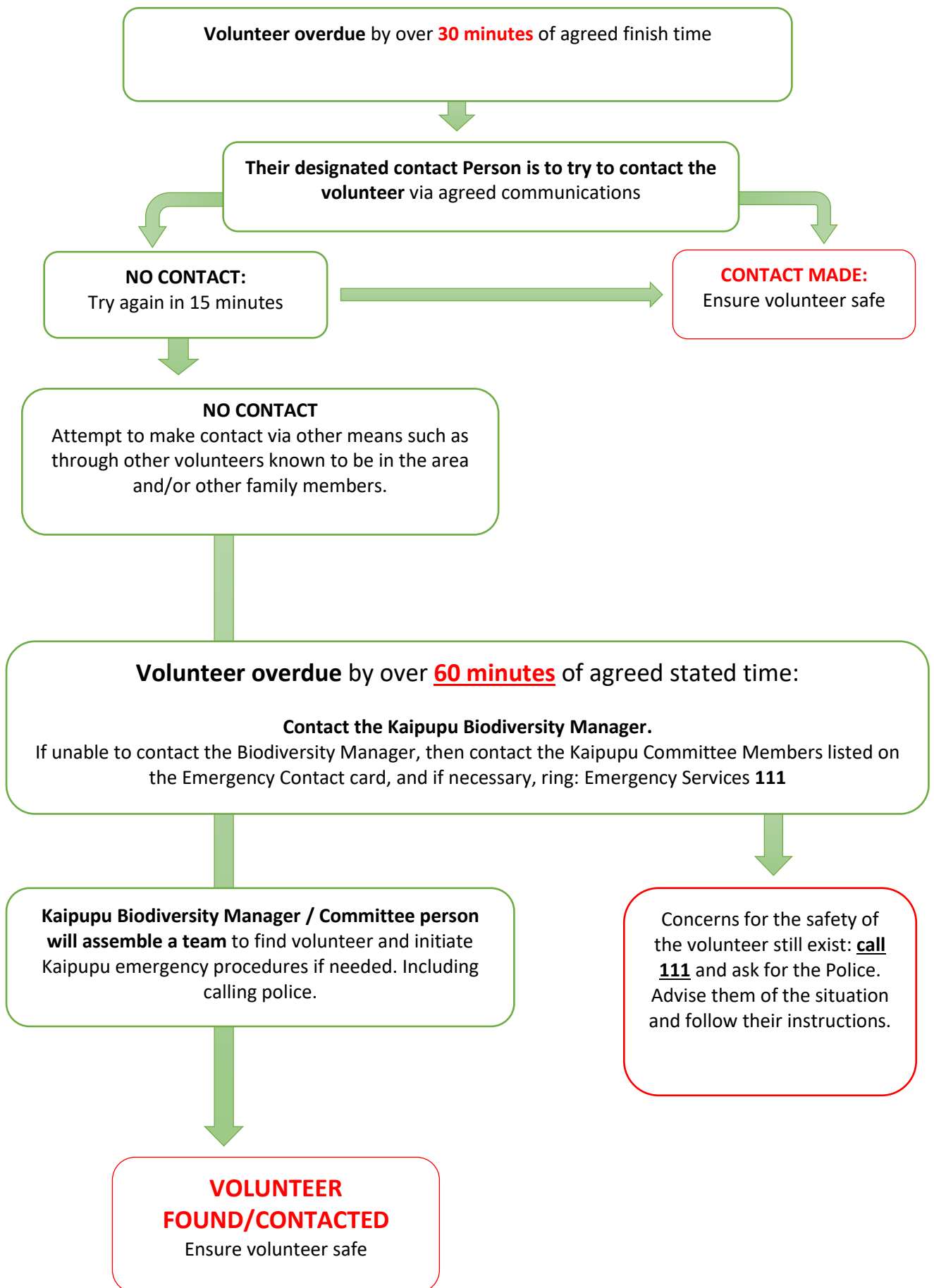
**To: Give the Kaipupu Jetty GPS coordinates 41 deg 16.4185 S – 174 deg 0.207 E and the Coastguard Jetty Number - Q6300. And explain the general location of the Kaipupu Mainland Island to 111, if required.**

**In the unlikely event that the Sanctuary Manager or one of the alternative Kaipupu people named above cannot be contacted, it is advised and requested that the Designated Contact Person make the 111 call themselves with the above Kaipupu GPS & Jetty information.**

<b><i>Version/Review</i></b>	<b><i>Amendments made</i></b>	<b><i>Date created</i></b>	<b><i>Review date</i></b>
Version 1			
Version 1.1	Revised policy, included responsibilities	20/12/16	20/12/16
Version 2	Revised and updated Policy – changes to Lone Worker Policy		10/09/21
	Contact number updated		18/05/2022

*Current version date:*

## 2.6 OVERDUE VOLUNTEER PROCEDURES



## 2.7 Risk Matrix

Use this Risk Matrix before undertaking any work on Kaipupu, and consider the risk of each task you intend to do.

Do not engage in any work deemed 'HIGH' or 'EXTREME' risk without specifically consulting the sanctuary manager.

- An example of High Risk includes chainsaw work where there is a possible likelihood of a major consequence.
- An example of Medium Risk includes Pest Trapping, where there is the Unlikely potential of a Moderate consequence.

		Consequence					Likelihood
<b>Almost Certain</b> Expected to occur in most circumstances	<b>Almost Certain</b>	Medium	High	High	Extreme	Extreme	
<b>Likely</b> Would probably occur reasonably often	<b>Likely</b>	Medium	Medium	High	High	Extreme	
<b>Possible</b> Will probably occur	<b>Possible</b>	Low	Medium	Medium	High	Extreme	
<b>Unlikely</b> Could occur at some time	<b>Unlikely</b>	Low	Low	Medium	Medium	High	
<b>Rare</b> May occur only in exceptional circumstances	<b>Rare</b>	Negligible	Low	Medium	Medium	High	
<b>Safety of Staff or Third Parties</b>		<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>	
<b>Risk to human lives and wellbeing (employees, volunteers, contractors, general public).</b>		Minor first aid or no medical treatment required.	Reversible/temporary disability requiring medical attention.	Moderate or potentially irreversible disability requiring medical or hospital attention.	Single fatality or irreversible disability requiring medical or hospital attention.	Multiple fatalities or significant irreversible effects to 5 or more people.	

Table 1. Risk Matrix

# Kaipupu Volunteer Registration Form

First name (s)

Last name

Address

Telephone (Home)

(Mobile)

Email address

Date of birth

What is the best way to communicate with you?

## EMERGENCY CONTACT DETAILS

**Next of kin or other person to be notified in case of an emergency or overdue worker.**

Name

Last name

Telephone (Home)

(Work)

(Mobile)

Address

**What is your current employment status? e.g. full time, part time, unemployed, retired**

**What is your availability for volunteering?**

**Do you have any medical conditions that might affect your ability to carry out tasks at Kaipupu Wildlife Sanctuary? This information is kept strictly confidential.**

YES / NO

If yes, please give details

Do you have any known allergies?

YES / NO

Are you allergic to Bees, Wasps, or Nuts?

YES / NO

**What skills or previous work experience do you have that might benefit the Sanctuary?**

(Please check all that apply)

First Aid Certificate

Wildlife Monitoring / Handling

Governance / Committee

Trapping, Pest Control

Research / data recording

Promotions / Marketing / Events

Maintenance / Building

Education

Retail / Shop management

Track Maintenance

Guided tours/public speaking

Office Administration/Computing

Weed Control / Monitoring

Knowledge of NZ fauna

Other (please specify):

Gardening/ Propagation/Nursery

Knowledge of NZ flora

I wish to participate as a volunteer on Kaipupu Wildlife Sanctuary volunteer projects and I agree to undertake the required inductions and orientation.

Signature

Date:

Current version date:



## APPENDIX 2 – HAZARD MANAGEMENT

Hazard	Hazard Description	Hazard Control to minimize risk
Working/ Travelling through bush	When working in the shrub land you may be walking near/through sharp stunted bushes. There is potential to fall over onto sharp sticks or stumps causing puncture wounds.	Consider wearing tough or protective clothing over parts of body vulnerable to puncture wounds. Protective goggles should be worn by volunteers when working over problem areas.
Fieldwork in adverse weather	Wind, Rain, Cold.	Wear appropriate clothing for the weather conditions e.g. Rain jacket, waterproof trousers, and waterproof boots. Have warm dry clothes to get changed into at the end of the tasks.
Sun Exposure	Exposure to direct sunlight/ UV radiation.	All staff/ volunteers working outside to use sunscreen, protective clothing including hat and UV resistant glasses if appropriate. Meal breaks and tea breaks to be taken at regular intervals for intake and maintaining fluid levels
Chainsaw.  General use.	Handling/ carrying sharp object, handling fuel, fitting /adjusting chain. Sharpening chain. Fueling/refueling. Starting motor. Loss of balance. Kickback/traction/recoil. Dangerous trees. Vibration. Inadequate protection or entanglement causing injury. Fire or accident. Noise. Physical harm due to equipment failure.	Only operate a chainsaw if you have been signed off, or you are under direct supervision from someone who has been signed off to operate a chainsaw on Kaipupu.  The Biodiversity Manager must be notified <u>every time, before operating a chainsaw on Kaipupu.</u>  PLB and First aid kit.  Correct fuelling procedures, stop motor, no smoking, use funnel. Restart saw 3m from fuelling point on cleared area. Use approved fuel containers. Drop starting method of saw prohibited. Decompression switch fitted. Do not carry fuel while operating saw. Before working check operation of chain brake.  Safety clothing to standards, snug fitting, correctly worn. Wear Chaps and Hi-Vis vest Long hair to be tied up. Minimum working distance from others is 3m. Signs and sentries as required in public places.
Hand tool use	Manual handling. Heavy objects. Flying objects. Extended use (loss of control). Sharp blades/objects. Impacts, entanglements. Public access in vicinity of workplace.	Wear personal protection equipment including gloves, safety boots, overalls if considered necessary by supervisor and protective glasses if conditions dictate. Adopt correct posture when working take regular breaks and stretching. Appropriate working distance between individuals and wear leg protection when using a grubber. Tools carried with cutting edge turned down and out or covered, avoid carrying dangerous tools over the shoulder. Tools to be correctly sharpened and maintained. When taking a break make sure the tool is placed in a manner that protects the cutting edge. Warning signs to be displayed in the working area where public have access. Ensure that the work team is physically fit and that sufficient water is available and is being taken by workers. A First Aid kit is to be available with the working party.

Manual handling	Sprains and strains. Crushing. Slips, twisting and compressions.	Minimise the need for lifting heavy loads by choice of equipment or positioning of same. Reinforce the need for good lifting techniques. Back exercises/warmup time. Stress the need for people to take care in difficult situations or conditions. Wear safety boots and helmets if working under overhead loads. Make sure that staff/volunteers are suited to the task in hand Radio contact if required. First Aid kit to be available.
Handling live animals; Traps	Scratches and bites. Disease caught from trapped animals e.g. Leptospirosis. Trap closing on operator	Sedate animals when appropriate. Use protective clothing (gloves) or animal restraint equipment. Ensure personal hygiene is robustly carried out and protective clothing is disinfected or destroyed. Minimize contact with diseased animals and report their presence. Operators to carry personal first aid kits. All operators to cover all open wounds with potentially infectious animals. When setting use setting tool if one is provided. Traps to be cleared and oiled as appropriate before being place in storage. Staff/volunteers are to take suitable equipment to humanely dispatch any caught animals.
Rat Handling	Leptospirosis - spread predominately by rat urine – transferable to humans via contact with mucus membranes (eyes mouth) and open cuts and sores.	Staff/volunteers should as a minimum precaution wear surgical gloves. Staff/volunteers should also wipe their hands with antibacterial wipes after handling each rat and thoroughly scrub their hands or elsewhere that may have come into contact with urine or similar. At the end of the day wash with an antibacterial agent before meals is highly recommended. Clothing used during the day should be washed immediately.
Use of ropes (for accessing tracks)	Slips, twisting and compression. Sprains and strains. Broken bones. Rope Burn. There is potential to fall onto sharp sticks or stumps causing puncture wounds.	Staff/volunteers should ensure that they are not putting their full weight on the ropes. Ensure that the ropes have an appropriate anchor point. Ropes will be checked annually and replaced every five years as required.
Weed killers. including Glyphosate (Roundup). Grazon. Vigilant	Absorption, inhalation, ingestion.	Avoid skin and eye contact. Wear the appropriate PPE such as overalls, rubber gloves and respirators recommended by the manufacturer or on the label on the product. Have knowledge of symptoms of poisoning and first aid procedures. Wash hands before eating, drinking and using the toilet.
Poison. Cereal Pellets. (Ground Application)	Exposure to toxin through inhalation, ingestion or skin absorption	Follow Safe Handling of Pesticides S.O.P. Before proceeding with a ground application process engage the expertise of Dept. of Conservation for Staff/volunteer advice and training.
Wasp nest poisoning with Actellic dust, Finitron or Fipronil	Exposure to toxin through ingestion, inhalation or skin absorption. Stings.	Poison to be applied with spoon on an extended stick, puffer or compressed air. Use according to product label instructions for wasp control. Carry product label, Material Safety Data Sheet (MSDS) and wasp1st aid kit at all times. No person with a certified allergy is to undertake this task. Radio to be carried at all times. Safety clothing to include overalls, gloves and dust mask. Wash hands before eating, drinking etc.

Wasps, bee, insect stings.	Allergic reaction, anaphylactic shock etc.	Staff/volunteers to use insect repellent. Specific prescribed antihistamines to be carried by any individuals with a known history of allergic reaction. Supervisor to notify party members of allergies, likely reactions, appropriate medication and treatment prior to departure. Use caution near beehives and wasp nests.
Public crowds	Trip hazards, falls, fire. Personal medical emergency. Weather extremes.	Avoid positioning large crowds on narrow access ways, over ramps or steps. Cover any electrical wires so they cannot be snagged or tripped over. Place barriers for any drops or ledges or steps where crowds will congregate. Fire Wardens to be on duty if required. Fire extinguishers placed around the venue in obvious positions. Enforce a No Smoking rule. Ensure First Aid Kits available.
Covid-19	Contracting Covid-19 or passing it on to someone else.	Stay home if you are unwell or have been in contact with a covid case. Wear a mask when in close contact with others. Wash and sanitize your hands.

### APPENDIX 3 – INCIDENT REPORT

1. Incidents will be reported and recorded, including context and details
2. Incidents will be investigated, and the underlying causes identified.
3. Incidents resulting in serious harm will be reported to Work Safe NZ as soon as possible and within seven days
4. Serious harm incidents will prompt a review of the Safety Procedures.
5. A regular review of all incidents will take place to identify any trends.

Incident Record no.	
Name	
Date/Time	
Context and location	
Details	
Personnel	
Contributing factors	
Corrective action	
Recommendations for action	
Signed	

Current version date:

# APPENDIX 5 – MONITORING TRACKS



VERSION: MAY 2020



Current version date: