

**Application Form for rat and
possum control in the Habitat
Tuataewa Pest Control Area.**

September 2022

Name of applicant:

9(2)(a)

Company/organisation:

Habitat Tuataewa Inc.

Postal address:

9(2)(a)

Phone number:

Email address

Prepared by:

9(2)(a)

07 June 2022



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1. Introduction

It is proposed that the following pesticide uses will be applied:

1.1 Overview

- **Pesticide use #81** Cholecalciferol 8g/kg Hard paste in bait stations (Feracol)
- **Pesticide use #137** (Diphacinone 0.05g/kg) Blocks in bait stations (D-Block Extreme for the control of rats)

Permission is sought for toxic application starting on or after 03 September 2022 and ending on or before 30th November.

1.2 Treatment area

Kennedy Bay Block Part Coromandel Forest Park 44 ha.

1.3 Treatment block(s)

Kennedy Bay Block Part Coromandel Forest Park 44 ha.

1.4 Geographical location

HTPCA is located at Tuateawa 21 km NE of Coromandel Town; 6 km NE of Kennedy Bay; 5km SE of Little Bay.

1.5 Adjacent land tenure and uses

HTPCA covers approximately 300 ha of mainly private coastal land between the Tuateawa boat ramp in the south, Titimiri Point in the north, and the Tuateawa/Little Bay road in the west. ^{9(2)(a)}

A portion of the Kennedy Bay Block of the Coromandel Forest Park, administered by D.O.C., is included in the HTPCA

1.6 Nearby residential areas or facilities

The nearest residential areas are along Waihirere Drive and Tuateawa Road.

1.7 Community interests

There is a stony boat access and a Council Reserve in Tuateawa, these are 1km away from the intended baiting areas. There is a Coastal Walkway from Waihirere Drive above the Lux subdivision ending at the coast which is not

adjacent to the operational area. Pig hunting is allowed with permits, when the withholding periods have expired.

**1.8
Management
history**

Rats have been controlled since 1996, with an increased grid (150 x 75 m) since 1999. Baiting has been on a pulsed regime, once a year in spring to protect fledging birds.

Since 2009, a revised regime has been in place which has separated possum and rat control activities, involving less anticoagulant and less persistent rodenticides. Baiting has been restricted to the bird breeding season. Rat and possum abundance indices are monitored using standard procedures and control regimes are reviewed annually. Data pertaining to these activities is collated and reported by the baiting coordinator.

Possums are controlled mainly by kill traps set around the perimeter of HTPCA and on some internal lines. Trap locations have been plotted using GPS and kill data is collated and reported.

Rat traps and self setting rat traps have been added to most of our lines in the last few years.

A network of stoat traps is maintained within the HTPCA by Moe Hau Environmental Group. Additionally, since 2013, HT has purchased and is maintaining a further 100 stoat traps.

Feral cattle and goats are occasionally sighted.

2. Outcomes and targets

**2.1
Conservation
outcome(s)**

HT is concerned with the protection of bird species (kaka, kereru, tui, bell birds etc.) together with as pest-free an environment as possible.

Bird numbers have increased significantly since 1996, together with a conspicuous regrowth of native trees and bush.

**2.2
Target(s)**

The target is < 5% rat tracking maintained at or below this level for the bird breeding season. HT carries out rat track monitoring, possum chew-card monitoring and statistical analysis. A Rat and possum monitor will be carried out in August 2022 and the results are pending.

3. Consultation and consents

3.1 Consultation

The vast majority of Tuatēawa landowners have consistently given their permission for baiting/ trapping on their properties and approve our activities on the Kennedy Bay Part of the Coromandel Forest Park. Most are paid-up Members of Habitat Tuatēawa Inc. and actively involved as volunteer baiters, trappers and participants of other activities. Landowners are individually informed by the Co-ordinator at the start of each season as to the type of activity and any necessary precautions.

Ngati Porou, Ngati Whanaunga, Ngati Tamatera and Ruakatauri a Huarere will be contacted by letter or email. Police, doctors, TCDC, vets, schools, MEG and Pig Hunting Clubs will be informed about our operations and informed about the toxins used. Local DOC offices are fully aware of, and involved with, HTPCA activity.

3.2 Consents

The following documents are attached as Appendix 4:

- Communications notifying and seeking consent from local Iwi, all residents, holiday home owners and landowners in Tuatēawa.

4. Methods

4.1 Treatment block 1

Kennedy Bay
Block Part
Coromandel
Forest Park

Pesticides—bait station

Pesticide use #81
Cholecalciferol
8g/kg Hard paste
Bait stations (Feracol)

Target pest
Possums, Rats

Brand name of pesticide	Feracol paste
Lure/mask (& %)	
Type of pre-feed (lure/dye)	Ferafeed (Prefeed for Feracol)
Number of pre-feeds (if any)	1
Prefeed quantity when filled	330g per bait station
Toxic bait-number fills	2
Toxic bait quantity when filled	250g of Feracol paste
Describe pattern of bait stations (e.g., grid/contour/ spur-ridge)	150x 75 grid
Bait station spacing	150x75 metre
Bait station type	Philproof
Other details about this method All baits are 1.2 metres from the ground to avoid pig interference	

Pesticides—bait station

Pesticide use #137
Diphacinone 0.05g/kg
Block Bait stations
(D-Block Extreme for the
Control of Rats

Target pest
Rats

Brand name of pesticide	D-Block Extreme, Connovation Ltd.
Lure/mask (& %)	n/a
Type of pre-feed (lure/dye)	n/a
Number of pre-feeds (if any)	n/a
Prefeed quantity when filled	n/a
Toxic bait-number fills	2

Toxic bait quantity when filled	200g of Diphacinone in bait stations.
Describe pattern of bait stations (e.g., grid/contour/ spur-ridge)	150 x 75 m grid
Bait station spacing	75 m
Bait station type	Philproof
Other details about this method	
All bait are 1.2 metres from the ground to avoid pig interference	

4.2 Justification for proposed method

This method and pesticide have been selected because the application can be effected by our volunteers and toxic licences are not required. This approach has been developed in close consultation with DOC staff and involves existing best practices and approved toxins and baits.

4.3 Treatment Block 2
(treatment block name)

n/a

4.4 Justification for proposed method Kennedy Bay Block Part Coromandel Forest Park

We have been doing consistent possum trapping in our area over the last year but we know possums invade from the unprotected areas to the north. By using Choliciferol on the boundary line we hope to get some relief from the invasion. The RA line has also shown possum activity up and down the track, so we hope Choliciferol will be effective there too. The other lines will be treated with Diphacinone to lower the rat numbers.

5. Further information

Details of contractor or principle

If the operation will be contracted to another company, or if this application is being made on behalf of a principle organisation please provide the following details:

Company/organisation:	n/a
Contact person:	
Contact number:	

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**Further
information**

Provide any other information or comments you would like to have considered.

Our decision to go with two different baits is also partially financial. We can't afford to bait the whole area with Choliciferol. The three volunteers that are going to fill the 30 bait stations on the WHA/PA lines, are all locals, which makes the timing between filling stations easier, they live in Tuatawa and are not tied to coming up on the weekends only. Prefeeding, baiting and removal means 4 trips for these stations and as locals that is not a problem for them. Our other volunteers come from further afield and will do the Diphacinone baiting, only 3 trips all up, which is easier to do and organize.

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Insert the appropriate sheet of Department of Conservation (DOC) Performance Standards for each pesticide use proposed for the operation. Complete all areas shaded grey on the sheet. This includes retaining the additional performance standards and information needs in the grey boxes that you propose for the operation.

◆ INCLUDE ONE SHEET PER PESTICIDE USE ◆ COMPLETE SHADED AREAS ◆

Pesticide Use #81	Cholecalciferol 8g/kg Hard paste Bait stations (Feracol)	Target Pests: Possums, Rats
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Location of operation
Kennedy Bay Block Part Coromandel Forest Park 44 ha.

Caution Period
The estimated caution period for this operation is 3 months after bait removal. This estimated caution period cannot be less than 3 months .

Performance Standards
<i>Compulsory for <u>all</u> operations</i>
<ol style="list-style-type: none"> 1. The baits must be dyed green or blue. 2. Bait stations will be removed or made pesticide-free at the completion of the operation. 3. Where short tailed bats are present, the bait must be secured in a bait station that minimises spillage. If significant spillage occurs it must be cleaned up. 4. Bait stations must be prefed before using toxic bait. 5. The product must only be used as specified on the manufacturer's product label.
<i>Compulsory for this operation (delete those that you won't be applying to your operation)</i>
<ol style="list-style-type: none"> 6. Bait station design must prevent access to baits by inquisitive birds (e.g. kea, weka and kaka).

Information Needs
<i>Compulsory for <u>all</u> operations</i>
Nil

Operational Planning & Design Considerations

My approval dated July 2022 is subject to these performance standards being met. Compliance monitoring may occur.
 Nick Kelly Operations Manager Whititanga

◆ INCLUDE ONE SHEET PER PESTICIDE USE ◆ COMPLETE SHADED AREAS ◆

Pesticide Use #137	Diphacinone 0.05g/kg Block Bait stations (D-Block Extreme for the Control of Rats)	Target Pests: Rats
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Location of operation

Kennedy Bay Block Part Coromandel Forest Park 44 ha

Caution Period

The estimated caution period for this operation is **6 months** after bait removal and is subject to compulsory carcass monitoring. This estimated caution period cannot be reduced to less than 2 months and must be extended if the endpoints for monitoring have not been met at the end of the period.

Performance Standards

*Compulsory for **all** operations*

1. Only use at sites where either possums are at very low abundance or being controlled simultaneously; or excluded from bait stations.
2. A continuous supply of bait must be available to all rats for the duration of the operation (a minimum of 5 consecutive days).
3. The baits must be dyed green or blue.
4. Bait stations will be removed or made pesticide-free at the completion of the operation.
5. The product must only be used as specified on the manufacturer's product label.

Compulsory for this operation (delete those that you won't be applying to your operation)

6. Do not use where pigs are present/reduce pig numbers prior to operation; or
7. Place bait out of reach of pigs to prevent primary poisoning, and reduce possum numbers (or exclude possums from bait stations) to help reduce the risk of secondary poisoning of pigs.
8. Bait station design must prevent access to baits by inquisitive birds (e.g. kea, weka and kaka).

Information Needs

*Compulsory for **all** operations*

Nil

1. Field trial: Can D-Block Extreme applied using currently accepted best practice reduce ship rat abundance indices to target levels of below 5% of tracking tunnels tracked by rats? The Field Trials for Animal Pest Operations SOP [docdm-51573](#) applies.

Operational Planning & Design Considerations

My approval dated July 2022 is subject to these performance standards being met. Compliance monitoring may occur.

Nick Kelly Operations Manager Whititanga

Appendix 2: Maps

Figure 1



Figure 2

Appendix 3: Communication Record

A communication: "Habitat Tuatēawa Inc.'s Pest Control Plan for the Protection of fledging Birds, Spring 2022" will be sent via the Habitat Tuatēawa Inc. email newsletter listing.

Also, another communication: "Pest Control Operation near Tuatēawa, September 2022" will be handed as hard copy to Police, the local School and some IWI, and also via email to Doctors, Pig hunting clubs, MEG, TCDC, Veterinarians and other IWI by 9th of Aug. 2022

A communication plan is also attached.

Appendix 4: Consents

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Appendix 5: Assessment of environmental effects

Complete this section if an Assessment of Environmental Effects (AEE) is required by the DOC manager approving the permission. An AEE that has been prepared on the DOC RMA AEE template (docdm-96227) for a resource consent application can be attached instead if it covers all the pesticides uses in this application.

Effects on non-target native species

Target benefit species

The main target benefit species in this operation are:

- Pōhutukawa (*Metrosideros excelsa*)
- Northern Rātā (*Metrosideros robusta*)
- Kohekohe (*Dysoxylum spectabile*)
- Kamahi (*Weinmannia racemosa*)
- Hall's Tōtara (*Podocarpus laetus*)

These tree species are severely impacted by possum browsing, this defoliation is causing many of them to die. Both rats and possums prey on eggs and nestlings of native birds, frogs and lizards. They also eat insects, seeds and fruit so also indirectly effect native species by competing for food sources.

Other species which may benefit from this operation include:

- Tree Wētā (*Hemideina crassidens*)
- Archey's Frog (*Leiopelma archeyi*)
- Hochstetter's Frog (*Leiopelma hochstetteri*)
- Coromandel Striped Gecko (*Toropuku stephensi*)
- Pateke / Brown Teal (*Anas chlorotis*)
- North Island Kaka (*Nestor meridionalis*)
- Coromandel Brown Kiwi (*Apteryx mantelli*)
- Kereru / NZ Pigeon (*Hemiphaga novaeseelandiae*)
- Long Tailed Cuckoo (*Urodynamis taitensis*)
- Bellbird (*Anthornis melanura*)
- Tui (*Prosthemadera novaeseelandiae*)
- Morepork / Ruru (*Ninox novaeseelandiae*)
- North Island Tomtit (*Petroica macrocephala*)
- Grey Warbler (*Gerygone igata*)
- NZ Fantail / Piwakawaka (*Rhipidura fuliginosa*)

The Kennedy Bay Block area is ranked high in the Northern North Island Region for biodiversity by the Department of Conservation.

Non-target species

Non-target native species that may be present in the treatment area include: Pigs, Cattle, Goats, Cats, Dogs

- Giant Kōkopu (*Galaxias argenteus*)
- Banded Kōkopu (*Galaxias fasciatus*)
- Short-finned Eel (*Anguilla australis*)
- NZ Longfin Eel (*Anguilla dieffenbachii*)
- Redfin Bully (*Gobiomorphus huttoni*)
- Giant Bully (*Gobiomorphus gobioides*)
- Torrentfish (*Cheimarrichthys fosteri*)
- Freshwater Crayfish (*Paranephrops planifrons*)

To date bats have not been found within the Tuataewa area.

Effect of operation on native species

Philproof bait stations will be used to prevent access by inquisitive, non-target, native species (e.g. kaka). The bait stations are secured to tress in such a way to prevent bait from falling out onto the ground

Performance standards and information needs

The baits must be dyed green or blue. Bait stations will be removed or made pesticide-free at the completion of the operation.

The product must only be used as specified on the manufacturer's product label.

Philproof bait stations will be used to prevent access by inquisitive, non-target, native species (e.g. kaka). The bait stations are secured to tress in such a way to prevent bait from falling out onto the ground

Effects on non-target domestic and feral animals

Non-target species

Domestic and feral animals in or near the treatment area that may be affected by the proposed operation include the following:

- Feral Pigs
 - Feral Cats
 - Domestic Dogs
 - Domestic Cats
 - Cattle
 - Sheep
 - Feral Goats
-

Effects of operation on domestic and feral animals

Cholicalciferol can be lethal to domestic dogs, if they directly eat the bait or scavenge on the stomach contents of animals killed by the bait. Larger animals, such as cattle, would need to eat a substantial amount of bait for the dose to be lethal. Pigs are at risk from eating bait directly from bait stations or from bait that has been pulled out by possums and rats. The likelihood of pigs being poisoned from eating possum carcasses is low, although the stomach contents of dead possums could be lethal.

Performance standards and information needs

Adjoining landowners have been consulted and are aware of the risks of bait being laid close to their properties. They will be notified 24 hours before the operation begins.

Warning signs will be placed at all entrance points, they will clearly state these baits (and carcasses) are "deadly to dogs". These signs will remain in place until the caution period is over.

Further information**Further information**

Habitat Tuatēawa (Inc.) is a Community organisation managed and operated by local people for the benefit of our environment and the protection of native species.

References

The following published references were used in developing this AEE:

Appendix 6:

If you need to add further appendices please copy and paste the entire heading above and then change the appendix number and title. This will ensure that the formatting is retained and the text will be transferred to the Table of Contents.

After completion of this form please remember to update the Table of Contents (right click on the table of contents for the 'update field' option).

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Application for DOC permission to use VTAs: assessment report

Applicant name:	9(2)(a)
Operation name:	Habitat Tuateawa
Approving manager:	Nick Kelly Operations Manager Whitianga
Assessor:	9(2)(g)(ii)
Date received:	20/07/2022
Overview:	<p>This document assesses the actual and potential environmental effects of controlling Possums and rats in the Coromandel State Forest Park Kennedy Bay Block. It is proposed that the following pesticide uses will be applied:</p> <ul style="list-style-type: none"> • Pesticide use #81 Cholecalciferol 8g/kg hard paste in bait stations (Feracol) • Pesticide use #137 (Diphacinone 0.05g/kg) Blocks in bait stations (D-Block Extreme for the control of rats <p>Kennedy Bay Block is Pt of the Coromandel State Forest Park (44 ha), The total operation area is 44 ha of PCL.</p>
Applicant type: <i>Delete the incorrect options.</i>	External individual or organisation – National performance standards for pest operations docdm-1492976 will apply.
Application form	DOC-7108959
DOC Permission ID	<i>Record doccm number of the DOC permission letter and decision support memo (if applicable)</i>
Public Health Permission ID (if applicable)	n/a

Step 1 Confirm application is complete Are all documents (listed below) provided?

DOC Application form complete:
Are all sections of the DOC Application Form completed to a standard that you can assess them? Where are the information gaps? Is the operational information for treatment blocks clearly separated in each section of the application form where differences exist

The Application form was completed. Habitat Tuateawa have been carrying out these operations now for the past 8 years, parts of the application are lacking some information
This is a private operation; the work will be carried out by Habitat Tuateawa members which are all volunteers
The application includes the following documents

<p>between them? Does the proposed application meet the grouping standard (see Applying for DOC permission for external agencies or Operational planning for animal pest operations SOP ? Where required, was the AEE section completed?</p>	<ul style="list-style-type: none"> • AEE DOC - • Operational Map
<p>Are all the proposed pesticide uses and trap systems accepted for use? Check the Status List category and if any compulsory restrictions apply. If any compulsory information needs apply, consider if the operation is designed to provide the required information.</p>	<p>Pesticides use #81 Cholecalciferol 8g/kg Hard paste in bait station is accepted for use. No compulsory restrictions apply.</p> <p>Pesticides Use# 137 Diphacinone 0.05g/kg blocks in bait stations is accepted for use. No compulsory restrictions apply.</p>
<p>Performance standards sheets Is there a performance standard sheet for each pesticide use and trap system proposed?</p>	<p>Yes -the performance standard sheets for this operation are #81 DOC-CM-2934 and #137 DOC-CM-2679511</p>
<p>DOC permission map(s) (image file or files) Does the map or maps meet the minimum standards (as stated in Appendix 2 of the DOC Application Form), including showing proposed warning sign locations and normal points of entry where warning signs must be A3?</p>	<p>Map showing boundary of treatment area is attached to the AEE and meets the required standard. It shows Conservation land, signage location (for A3 warning signage) There are no DOC recreational facilities in the treatment area.</p>
<p>DOC Pesticide Summary shapefiles (not applicable to DOC operations or possum hunters using cyanide paste) Are the pesticide control methods clearly assigned to each treatment block? Do operational boundaries and warning sign locations match the DOC permission map(s)?</p>	<p>All information will match in the DOC pesticide summary. The assessor will enter DOC pesticide summary.</p>
<p>Consultation record including conditions of landowner consents Was level of consultation adequate? All required owner/occupier consents obtained? Are conditions of consent evident in their application?</p>	<p>The AEE and Consultation records showed that all key parties were notified on the effects of the proposed operation and recorded in the consultation record.</p> <p>No adjacent landowner consent was necessary.</p> <p>It appears that no feedback has come back to Habitat Tuateawa. This operation is well supported by the community which also have a bait station network around the houses in the Tuateawa community I have asked the applicant to complete the outcomes section of the Consultation record</p>
<p>Public health permission/ proof of application Proof of application for public health permission is adequate to process the application, as long as the public health</p>	<p>Not required for these two toxins</p>

<i>permission and associated application form is sighted prior to approval.</i>	
Other (specify, e.g. RMA consent)	Not required
Your confirmation email and subsequent correspondence <i>Include dates and nature of requests for further information. Save correspondence to doccm and record numbers here.</i>	When this application was received I was on sick leave and did not get a chance to send a confirmation email the application was received on the 10/06/2022. When return to work made contact with ^{9(2)(a)} by phone just to confirm I had received the application. I have talked to ^{9(2)(a)} by phone just to confirm some of the methods
Step 2 Capture treatment blocks in the Pesticide Application	
Your publication of the proposed operation on the DOC Pesticide Summary (not applicable to DOC operations or possum hunters using cyanide paste) <i>Include date and note any issues.</i>	Yes, assessor will input propose operation into the DOC pesticide App
Step 3 Evaluate control method <i>Is the proposed method suited to the pest problem, treatment area and consultation outcomes?</i>	
Your assessment of the control method <i>Include relevant points from the 'Choose your control method' part of Current Agreed Best Practice, where available.</i>	I am happy with the cholecalciferol part of the operation. But the using of Diphacinone D Blocks could fail one if possum numbers are too high and two they do not keep a continues supply of bait in the bait station for a 5 day period Habitat Tuatēawa do run kill traps in this area for possum control
Label directions <i>Check the product label to ensure that the proposed method detail complies with the label content.</i>	Best Practice for Controlling Rats with D-Blocks PO Box 58613 (shopify.com)
Summary of any technical advice received on the proposed control methods.	No technical or community relations advice received on the risk assessment.
Summary of any Community relations and Pou Taīrangahau advice received.	The person involved in AEE process has a close involvement with local community and iwi used in determining level of consultation.
Step 4 Identify and assess risks and adverse effects <i>Are you satisfied that all risks and adverse effects have been identified?</i>	
Are there any gaps in the applicant's assessment of these (where the AEE section was supplied)?	This is the 8th year this group have run this operation and their application is getting better DOC is still having to do the maps and give some assistance
Relevant points from the DOC Pesticide Information Reviews	
Summary of any technical or community relations advice received	

Other resources consulted (<i>specify</i>)	
Your assessment of technical risks and adverse effects (<i>e.g. the pesticide use, use pattern, site factors</i>)	The only risk for this area is Dogs. Dog deaths have been reported after eating cholecalciferol bait during several possum control operations. Papa Aroha operation 2014 one dog died, and another was very sick from eat possum carcasses that had travelled out of the operational area and onto private property. All the residents are aware or are involved with this operation, So dogs will be well controlled. Pig deaths could be a problem, but all bait stations have been raised and pig number in this area are low.
Your assessment of non-technical risks (<i>e.g. high public use, consultation outcomes</i>)	Public usage of this area is very low with no recreation opportunities or facilities. Pig hunting is the only activity carried out in this area and mainly be local hunter who are aware of this operation.
Step 5 Calculate estimated caution period and evaluate if risks and adverse effects are at an acceptable level <i>Will risks be managed adequately with the performance standards proposed for this operation? Include dates and outcomes of any discussion with the applicant.</i>	
Estimated caution period for all the pesticide use(s) <i>Does this differ from the recommended caution period in the Caution period calculator?</i>	The estimated caution period for this operation is Cholecalciferol 3 months Diphacinone 6 months These caution periods are recommended in the caution period calculator
How well does the proposed operation manage potential risks to native fauna? <i>(i.e. as proposed in the Application form or performance standards)</i>	The control method specifications (bait size, lure, colour, application rate) and proposed performance standards are adequate to manage risks to native fauna.
How well are other potential risks managed? <i>(i.e. as proposed in the Application form or performance standards)</i>	Dogs: The applicant offered landowners whose property consent to lay toxin were offered dog muzzles (none requested). Bait being placed in station (a minimum of 1.2m above ground) should prevent dogs and Pig's ease of access to bait. There are no stations next to farmland that domestic stock could gain access. Because this is an ongoing project all the local residents are aware of this operation keep a close watch over domestic animals
Are you satisfied with the proposed warning sign locations and normal points of entry?	Yes – sites as depicted on map target the key a potential access points. Sign register as been provided and is a operational requirement.

Summary of any technical or community relations advice received	No technical or community relations advice received on the risk assessment.
Public health permission, including application form sighted (if not provided at time of application) <i>Consider if public health permission has any impact on DOC permission conditions.</i>	N/A
Other resources consulted (<i>specify</i>)	
Which additional performance standards should be applied and why? <i>Consider impacts of conditions from other consents. Consider if the additional performance standards specific and auditable, and can be justified.</i>	Monitoring: Careful recording of the amount of toxin used and retrieved to provide information to allow better estimates of future needs. Any sick or dead threatened native non-target animals in operational area send samples for residue testing. -Reason: limited information of effect of toxin on non-target and site hold some threaten (frog) non target for which information would benefit.
Step 6 Make a recommendation Should the application be approved or declined?	
What key points should the approving manager have drawn to their attention?	This is the Eighth time Habitat Tuatēawa have carried out this operation. I would suggest that a audit be carried out this time to ensure the group is meeting all the standards. My only concern is not keeping a continuous supply of Diphacinone bait for the five day period in the bait stations
Is approval or decline recommended? <i>If declined, summarise reasons. If approved, is a readiness check recommended (DOC operations only – see Pre-Operational Step 7 of the Operational planning for animal pest operations SOP)?</i>	Approval recommended.
Step 7 Prepare documents and advise manager	
For recommended approval: <i>Attached correct draft letter of permission, decision memo (if applicable) DOC Performance Standards sheet(s) and map(s) of operational boundaries.</i>	
For recommended decline: <i>Attach draft letter of decline including a summary of reasons.</i>	

Record of permission decisions that differ from the assessor recommendation

Record of permission decision
Only complete this section where the manager has made a decision that differs from the assessor's recommendation. For example, where the manager decides on different operational timing or warning sign locations or rejects a recommendation to approve or decline the application.
Where required, complete this in Section 7 (Approving or declining DOC permissions), Step 2. Record the difference between the decision and recommendation and summarise the reason(s) for the decision.

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COMMUNITY ACTIVITY TEMPLATE

Habitat Tuatēawa Inc.

Animal Pest Control



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COMMUNITIES for CONSERVATION

Department of Conservation
Te Papa Atawhai

Activity Name and Location

Animal Pest Control in the Tuatēawa, Coromandel area using the methods of; trapping and ground-based toxin operations. Target pests include rats, possums, mustelids and feral cats.

Community Group Experience

The group has been operating in the conservation space since 1994, at that time the vision was to protect the native species in the surrounding forest (Kennedy bay block). Over time this has evolved into a project which not only performs pest control, including pre and post-monitors, but also native species monitoring four times a year.

In 2012 the group became an incorporated society, which has enabled wider possibilities when applying for funding.

Alignment with DOC Goals

Intermediate Outcomes

- New Zealanders connect and contribute towards conservation.
- New Zealanders and our visitors are enriched by outdoor experiences.
- The diversity of our natural heritage is maintained and restored.

Stretch Goals

The anticipated outputs and outcomes will support the Coromandel District Office in contributing to the following Stretch Goals:

90% of New Zealanders' lives are enriched through connection to our nature.

50% of international holiday visitors come to New Zealand to connect with our natural places.

50% of New Zealand's natural ecosystems are benefiting from pest management.

Proposed Programme of Work

Goals and Objectives

- Goal 1 To restore the native flora and fauna in and around the Tuatēawa region
- Objective 1 *Reduce animal pest densities (possum, rat and mustelid) to low enough levels that native bird populations can increase and thrive within the Coromandel Forest Park.*

Tasks to be Undertaken

The Group:

1. Install a trapping network for possums, rats and mustelids, that sufficiently covers the entire reserve area.
2. Check and maintain all traps to ensure the highest level of efficiency and probability of success
3. Collect and maintain trapping data, and openly share this information with DOC and the public.
4. Ensure the baiting regime follows the guidelines to ensure efficacy and safety.
5. Apply for community funding to source the requirements of this activity.
6. Monitor progress and success through annual pest monitoring and bird counts, and openly share the data with DOC and the public.
7. Attend annual meetings between DOC and the Group
8. Maintain correspondence with all necessary parties.

The Department:

1. Attend annual meetings between DOC and the Group.
2. Provide technical support with trapping and pesticide operations.
3. Provide support to enable pest control data collection

Resources

Resources contributed by the Department:

1. DOC triangle track markers for the purpose of marking tracks used in the trapping network
2. Monthly supply of hens eggs for all DOC200 traps
3. Access to, and assistance with, the Walk the Line mobile application, and desktop trapping application (for trapping data collection and management).
4. Pest monitoring tools to allow annual monitoring of possums, rats, mustelids and mice (specifically, tracking tunnels, waxtags and tracking cards)

Resources contributed by the Group:

1. Any physical resources needed for pest control work (traps, bait, tools, track maintenance equipment, bait stations, toxin etc)

The Department's Standard Operating Procedures (SOP's) and Standards

Pest Control Planning:

- Choose your control method for possums (DOCDM-799088)
- Choose your control method for rats (DOCDM-799089)
- Choose your control method for stoats (DOCDM-799087)
- Choose your control method for ferrets (DOCDM-799084)

Kill Trapping:

- Best practice – Kill Trapping for Rat Control (DOCDM-29390)
- Best practice – Stoat Control - Kill Trapping (DOCDM-29448)
- Best practice – Ferret Control - Kill Trapping (DOCDM-29433)
- Goodnature A12 Possum Trap Success Guide
- Goodnature A24 Rat and Stoat Trap Success Guide
- DOC200 set Guidelines (DOCDM-29855)
- DOC150 set Guidelines (DOCDM-29856)
- Victor Trap set Guidelines (DOCDM-103712)

Toxin Use:

- Bait stations using cholecalciferol for possum control - DOCDM-29794
- Bait stations using 1st generation anticoagulants for rat control - DOCDM-29378
- Bait stations using 2nd generation anticoagulants for rat control - DOCDM-29380
- Bait stations using 1080 cereal pellets for rat control - DOCDM-29384
- Bait stations using Feratox™ for possum control – DOCDM-29789
- Hand laying of cyanide paste for possum control – DOCDM-29808

Pest Monitoring:

- Possum Monitoring Guidelines:
http://www.npca.org.nz/images/stories/NPCA/PDF/a1_possum%20monitoring_2015-nov_lr.pdf
- DOC's Intro to Animal Pest Monitoring (DOCDM-340712)
- DOC's tracking tunnel guide (DOCDM-1199768)

Risk Assessment and Management

Risk	Level of Risk	Measures
Science The activity is ineffective.	Low	Maintain the database. Plan each season in advance. Request technical advice when needed.
Health and Safety Injuries in the field	Medium	The group will follow processes agreed to in the agreed working arrangement (AWA)
Resources Necessary resources are not provided, or are not agreed upon	Low	Before any additional resources are provided to or received by the group (i.e. training, ranger time), both parties must first come to an agreement.

Key Contacts

Department of Conservation

9(2)(g)(i)


Habitat Tuatēawa

9(2)(a)


Note:

If any of the party's details specified in this section change the party whose details change must, within five working days of the change, provide the other party with the changed details.

Habitat Tuataewa



SAFETY MANUAL

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This Manual will be reviewed on an annual basis in October by the designated persons on the Habitat Tuataewa Committee.

This Manual is an advisory document to assist the Habitat Tuatēawa community group in undertaking practical conservation activities in a safe and environmentally friendly manner.

IN ACT 1982



Acknowledgements:

In putting this manual together thanks go to the following:

"In Safe Hands" tool kit;

The Moehau Environmental Group;

Mountain Safety Publications:

Manual 12 Bushcraft, Manual 27 Managing Risks;

Scouting NZ Risk Management Form;

Duke of Edinburgh's Hillary Award Risk Management Form

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Abbreviations used:

HT	Habitat Tuataewa
PCBU	Person conducting a Business or Undertaking
PPE	Personal Protective Equipment
PLB	Personal Locator Beacon
WHS	Work, Health & Safety
ATV	All Terrain Vehicle
EPIRB	Emergency Position Indication Radio Beacon

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What Is Habitat Tuatēawa . . .

Habitat Tuatēawa Inc is a community group focused on conserving our natural environment at Tuatēawa on the north-eastern coast of the Coromandel Peninsula.

A Tuatēawa 'Kiwicare Group' was created in 1999 to control pests in order to protect a small kiwi population which persisted in the area. This group maintained a pest control regime in the vicinity of the Tuatēawa sub-division for several years.

In 2003 Habitat Tuatēawa was established and in 2014 was registered as an incorporated society.

By 2015 Habitat Tuatēawa is still controlling opossums, stoats and rats using a network of traps and bait stations across more than 400 hectares of indigenous forest, rough pastureland and coastal area surrounding and including the Tuatēawa subdivision.

Purpose of this health and safety manual

To help Habitat Tuatēawa meet its obligations under the Health and Safety in Employment Act 2015.

Duty of Care – what the law says . . .

"In law, a duty of care is a legal obligation which is imposed on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm other" or themselves.

Habitat Tuatēawa's response is to identify the reasonably foreseeable ways in which people might be injured or harmed and to take all reasonably practical steps to prevent harm or injury occurring.

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How does Habitat Tuatēawa Manage Health and Safety Rules Effectively?

Policy

Habitat Tuatēawa (HT) Committee's function . . .

- To ensure staff and others know about health & safety risk processes and procedures as outlined in this manual
- To ensure staff and others receive the right health and safety risk training and are aware of the risks on induction
- To hold and maintain the risk register
- To inform others in the Habitat Tuatēawa environment of any known risks and controls in place
To assess risks that are reported to the HT Committee
- To consult with workers/volunteers on the most effective controls to manage risks
- To regularly review and monitor risks and the controls there are in place

Contractors/Volunteers should . . .

- Take reasonable care of their own health and safety
- Take reasonable care that their acts are not a risk to the health and safety of others
- Take reasonable steps to eliminate risks when they are first identified
- Report any risks to the HT Committee, including those that have already been eliminated
- Seek support from health and safety experts on health and safety risk matters if required
- Comply with the HT Committee's policy and procedures
- Comply with any reasonable instructions in relation to risks given by the HT Committee or the PCBU¹
- Inform others of known risks
- Cease or refuse to carry out work if they believe the work would expose them to serious risk.

Health and Safety is everyone's business and everyone is expected to share the commitment to avoid accidents and incidents which may cause injury to themselves or others.

To do this HT will manage health and safety risks effectively. The four steps below describe how HT will do this.

- 1 **Identifying Hazards:** finding out what situations and things could cause death, injury or illness.
- 2 **Assessing Risks:** understanding the nature of the risk that could be caused by a hazard, what the consequences could be and the likelihood of it happening.
- 3 **Controlling Risks:** implementing the most effective control measures that are reasonably practicable in the circumstances.
4. **Reviewing Control Measures:** ensuring control measures are working as planned.

Health and Safety will be included as an agenda item for all Committee meetings and a contribution to hazards identification and control is expected from everyone.

It is the aim of Habitat Tuatēawa to have zero accidents or incidents in any year.

¹ PCBU - Person Conducting a Business or Undertaking

Induction Procedures

Contractors and Employees

From time to time the Habitat Tuatēawa Committee engages contractors and staff to undertake pest control and track maintenance. The Committee is required to take all practicable steps to ensure staff and contractors' safety.

All contractors and staff will sign an induction form to ensure they have been fully briefed on Health & Safety procedures as per the Health & Safety Manual and been given a copy of this document.

All contractors and new staff will be advised of:

- a) Specific hazards they may be exposed to in the workplace and related hazard controls;
- b) Emergency and evacuation procedures.

Contractors' Responsibilities:

Contractors should provide a copy of their Health & Safety plan including a training register and task analysis for work being performed.

Contractors and staff shall work in a safe manner and comply with the requirements of this H & S Manual.

Contractors and staff have to mitigate any hazards they create in the workplace.

Contractors and staff shall report accidents and incidents to the HT Committee and any new hazards they discover in the workplace. An officer of the HT Committee has the authority to halt an activity if an identified hazard threatens the safety of any person.

The HT Committee or designated officer is responsible for ensuring contractors hold appropriate licenses to handle toxins and/or necessary skills or experience to carry out a specific project.

Volunteers

The HT Committee will take all practicable steps to maintain a safe working environment for volunteers who will also be given a copy of this manual to read.

Volunteers will be advised of:

- a) All specific hazards they may be exposed to in the work place and related hazard controls;
- b) Emergency and evacuation procedures;

A nominee from the HT Committee will brief volunteers to ensure that they understand the nature of the work they are offering to take part in. If a volunteer or participant decides that they are not suited to the work or task, their decision will be accepted without question or criticism.

Volunteers will be issued with an emergency kit.

Volunteers' Responsibilities:

Volunteers shall:

- Ensure that they understand the nature of the work, associated hazards, hazard controls and emergency and evacuation procedures;
- Consider their own experience, skills, physical fitness and personal equipment in relation to the work proposed and shall decide whether they are suited to that work;
- Provide their own personal equipment, including personal protective gear where required;
- Work in a safe manner and comply with the requirements of the Safety Plan (Manual);
- Report accidents and incidents to the HT Committee or designated person;
- Advise the HT Committee of any new hazards they discover in the workplace;

- Not light fires except in an emergency.

Hazard Identification and Control

- Habitat Tuatēawa intends to systematically identify and control all hazards where possible in the workplace. Hazards will be recorded in the Hazard Register.
- Significant hazards will be eliminated where possible, otherwise isolated where possible, otherwise minimised. A significant hazard is one which can cause serious harm.
- Where hazards can only be minimised HT will ensure:
 - That good work practices are followed;
 - That volunteers, contractors and sub-contractors are properly trained and/or supervised;
 - That any new work location/activity/equipment/chemical/toxin is assessed and appropriate safety controls are established before use.
- The **Hazard Register** is reviewed annually or whenever required because of changing conditions and updated.
- All volunteers and contractors are informed of changes to the Hazard Register.
- All volunteers and contractors are informed of emergency and evacuation procedures. (See pp 9-11)

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Field Work

Check List before going into the field

The following equipment must be carried during any kind of field work:

- Habitat Tuatēawa emergency kit (Appendices page 30)
- Day pack
- Topographical map with tracks marked on it
- Sturdy footwear (boots preferable)
- At least one bar of energy food
- Sufficient drink for planned activity (water bottle)
- Communication device(s)
- Suitable clothing (thermal or wool good) plus lightweight windbreaker
- Head covering (hat/beanie)
- Recommended – compass, GPS (PLB), small torch/headlight

Safety Training

- All persons working in the field will be supplied with a Habitat Tuatēawa emergency kit and from time to time the HT Committee will offer a refresher Outdoor Safety briefing. (See Appendix 1)
- All persons working in the field will be reasonably fit and understand the benefits of wool and polypropylene as opposed to cotton and synthetic clothing, and the benefits of tramping boots as opposed to gumboots, sneakers, shoes or jandals.

A List of Safety Prompts for Lone Workers is Provided in Appendix iv.

The purpose of this is to alert people of the possible risks and the management of these risks. A Habitat Tuatēawa Volunteer Register will be kept by the Committee.

Field Worker/Party Intention Procedures

IMPORTANT

All volunteers and staff must register their intentions **BEFORE** they enter the field and **CHECK OUT** when they have safely returned, regardless of the destination or duration of the exercise. This is to be done through the HT Trapping Co-ordinator or a HT Committee member.

There are procedures to follow for registering intentions . . .

1. Fill in an activity intention form before the baiting or trapping season begins. pp22-23
2. Inform the HT Trapping Co-ordinator or a Committee member who is familiar with emergency procedures of your intentions by phone or in person each time trap lines, baiting lines or special projects are visited.
3. When the person(s) has safely returned from the field either contact the HT Trapping Co-ordinator or HT Committee member by phone or in person.

NOTE: FIELD WORKERS SHOULD HAVE FINISHED THEIR LINE AND BE OUT OF THE BUSH BY 4.00PM (1600hrs) or earlier.

Emergency Procedure & Response Plan

Set in place Emergency Procedures when there is failure to report in or sign out at conclusion of field work by 4.00pm (1600hrs) or earlier.

If a person fails to call in at the end of the project the HT Trapping Co-ordinator or HT Committee member is to try to contact the worker on the number(s) on their INTENTION Sheet.

If no contact can be made then an Emergency Co-ordinator is appointed from the following list. Work through the list from top to bottom until somebody accepts the job.

NAME	HOME PHONE	MOBILE
9(2)(a)		

The Emergency Co-ordinator should then:

- 1 Commence recording all actions, communications and decisions in chronological order as in a log.
- 2 Remain within listening range of the telephone/mobile phone.
- 3 Alert at least one HT Committee member or local that a worker has failed to return. (This is the reason why field workers should have logged out by 4.00pm (1600hrs) or earlier, allowing for enough daylight for a search to be mounted.)
- 4 Alert the police in Coromandel that a worker has failed to check in, and a search party is going to check area where person was working.
- 5 Assemble at least four (4) people (a 'rescue team') from the list above or from local residents. Each person should have appropriate attire and gear. A check of the area to be carried out where the worker said he/she would be working.
- 6 Wait three hours to give the 'rescue team' time to call in. If there is no response then initiate formal Search & Rescue. Advise the SAR Co-ordinator of
 - the safety equipment that the lost person(s) is carrying
 - the size and capability of the 'rescue team' that has been dispatched.
- 7 An incident report should be completed every time the emergency procedures are used, regardless of whether harm has occurred.

EMERGENCY SERVICES CONTACTS

111 will access emergency services . . . Police, Fire, Ambulance

9(2)(a)



Injured/Lost/Stranded

In the unlikely event of a serious injury or medical emergency the following procedures are to be used:

- Stop work/activity
- Stabilise the situation/emergency
- Determine whether rescue or self-help is the best(safest) option

If opting to be rescued:

- Signal for help – phone or whistle
- Keep warm – arrange a shelter, insulate yourself from the ground, wear a dry layer of polypropylene or wool against your skin, use black polythene bag from emergency kit as emergency blanket (See Appendices 1,2,3)
- Drink water
- Prepare to attract attention of rescuers – sound (whistle) or visual cues
- If mobile, move to the best local shelter/rescue site

If opting for self help

- Remain in place until dark. Arrange a shelter and insulate yourself from the ground – keep warm. Use material in Emergency Kit – black polythene bag & thermal blanket. Use whistle from time to time.
- Remember that people will come looking for you after 4.00pm

Evacuation

If an accident occurs in the outdoors, evacuation of the injured person may be necessary.

See EMERGENCY PROCEDURE AND RESPONSE PLAN (p.9)

Evacuation Procedure if another person is present

1. Provide 1st Aid
2. Assess the mobility of the patient. If the patient is unable to walk out with help then contact Emergency Services Ph 111. Describe location and condition of patient. Move to a position where there is phone coverage.
3. Advise HT Co-ordinator or pre arranged contact person by phone if possible.
4. Stabilise patient and make them comfortable.
5. Stay with patient unless it is necessary to go for help
6. Remember that people will come looking for you after 4.00pm
7. Act on advice from Emergency Services

Evacuation Procedure if person alone

1. Contact Emergency Services if possible (Ph 111)
2. Contact HT Co-ordinator or pre-arranged contact person if possible by phone
3. Remember that people will come looking for you after 4.00pm
4. Activate personal locator beacon (PLB) if necessary and available. Leave PLB switched on until advised to turn it off by Emergency Services.

Incident and Near Miss Reporting

All accidents, incidents and near misses must be reported to the HT Health & Safety Officer as soon as practicable. These will be recorded in the "HT Accident Register".

All accidents will be investigated as to their cause and possible avoidance for the future by the Health & Safety Officer following the procedure in the Accident Register.

A report of the incident will be given to the HT Committee and the safety management system may need to be reviewed as a result of an investigation.

Any "Serious Harm" incidents will be reported to the Ministry of Business Innovation and Employment (Worksafe) as soon as possible and within 7 days of the event.

New hazards identified in the accident/incident investigation will be included in the Hazard Register and all volunteers and contractors informed.

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HABITAT TUATEAWA HAZARD REGISTER

General Hazards when Working in Habitat Tuateawa

Specific Track Hazards

The content of this risk register has been put together by the Habitat Tuateawa Committee and signed off by

9(2)(a)

Signature of authorised person(s)

_____ on _____

Name

Date

Signature of authorised person(s)

The Hazard Register has been reviewed by:

_____ on _____

Name

Date

Signature of authorised person(s)

_____ on _____

Name

Date

Signature of authorised person(s)

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Hazard Register: Working in the Bush – General

E = Eliminate I = Isolate M = Minimise

Hazards identified	Potential harm	Significant Hazard (Yes/No)	Hierarchy (E/I/M)	Hazard controls	Training Required (Yes/No)
Weather	Hyperthermia, Hypothermia, Dehydration, Sunburn	Yes	M	<p>Carry clothing and wet weather gear to suit your work-plan, intended route, weather forecast and back-country experience.</p> <p>Make sure everyone in party is equipped with warm clothes, rain coat and communication device.</p> <p>Carry a warm hat at all times and a scarf and gloves if forecast is poor.</p> <p>Use a broad rimmed hat and sunscreen if spending time in direct sunlight.</p> <p>Be aware of, and plan to avoid dehydration.</p> <p>Carry sufficient food to keep you going.</p> <p>Keep symptoms of hypothermia in mind (shivering, numb extremities, loss of coordination).</p>	
Getting lost	Hypothermia, Anxiety	Yes	M	<p>HT will provide maps of trap-lines and GPS coordinates and will ensure that people working in the bush understand the requirements of this Health and Safety Plan.</p> <p>All people working in the bush shall:</p> <ul style="list-style-type: none"> be competent in bush navigation or go with someone who is; obtain local information if new to the area; have an adequate level of physical fitness for the activity and terrain; wear suitable footwear and clothes; avoid bluffs, creeks and gullies; rest, eat food and take particular care if fatigued; check the security of hand ropes before relying on them; have up to date basic first aid training (recommended); take appropriate equipment as listed for work in the bush, also HT Safety Kit; contact their co-ordinator before going into the bush and when out; carry a PLB if working alone (recommended); 	Yes
Flooded rivers and streams	Drowning, Various injuries	Yes	M	<p>All people working in the bush shall be able to recognise dangerous river/creek conditions (cf Mountain Safety Council Handbook "Bushcraft"), or shall go with someone who can.</p> <p>Check weather forecast when planning trip.</p> <p>Do not attempt to cross dangerous rivers/creeks. Seek alternative route or wait for flood to abate</p>	Yes

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Hazard Register: Working in the Bush – General cont.

E = Eliminate I = Isolate M = Minimise

Hazards identified	Potential harm	Significant Hazard (Yes/No)	Hierarchy (E/I/M)	Hazard controls	Training Required (Yes/No)
Insect stings	Allergic reaction, anaphylactic shock etc	Yes	M	Susceptible people shall carry personal medication and advise their companions. When a wasp nest is located, move quickly away from the area. Mark location of nest so HT Committee can organise the poisoning of the nest.	No
Hunters in the vicinity	Gunshot wounds	Yes	M	(Liaise with DOC goat cullers and agree working areas and times.) Wear Hi-Vis vest if hunters are known to be working in the area.	No
Tracks	Breaks and sprains, falls, slips, trips, gouge injuries, eye damage	Yes	M	Identify dangerous or confusing sections of track wherever possible. Mark confusing sections of track properly.. Wear strong footwear with ankle support. When track cutting, cut scrub flush with ground or tree trunk. Do not leave sharp stakes. Carry trapping/baiting map. It is recommended that clear glasses be worn. Take extreme care at all times. Maintain a good level of fitness.	No
Difficult terrain	Breaks and sprains, falls	Yes	M	Wear strong footwear with ankle support. Get plenty of rest before working in the bush. Stick to tracks wherever practicable. Carry map and compass, and GPS if available, plus HT Safety Kit. Take extreme care at all times. If you feel unsafe on the terrain, do not continue. Go back the way you came or find another route. Maintain a good level of fitness. Be aware of waterfalls.	No
Falling objects (rocks, trees, branches, epiphytes)	Head injury, crushing, entrapment	Yes	M	Be aware and keep a look out for overhead hazards. Stay close together when walking with others in areas where rocks may be dislodged. Rest stops should be away from dead trees, epiphytes, cliffs.	No
Sticks, twigs, sharp leaves	Eye damage	Yes	M	Be aware and keep a look out for hazards close to face. Wear clear glasses/goggles	No
Marijuana cultivators	Injury from booby traps, assault	Yes	M	Leave marijuana patches alone, re-route tracks if necessary. Do not confront growers.	No

NOTE: Kauri Die Back ... It is recommended that footwear be treated with a disinfectant solution before entering the bush and when exiting the bush. A simple squeeze bottle with solution would be ideal. Let's protect our bush.

Hazard Register: Predator Trapping

E = Eliminate I = Isolate M = Minimise

Hazards identified	Potential harm	Significant Hazard (Yes/No)	Hierarchy (E/I/M)	Hazard controls	Training Required (Yes/No)
Hand caught in trap	Broken fingers, lacerations	Yes	M	Operators trained in proper setting techniques. Use setting tool when appropriate. Traps on public tracks to be contained in boxes or a minimum of 5 metres off the track. DOC20 box lids to be screwed down.	Yes
Trap breaks during setting	Broken fingers, lacerations	Yes	M	Inspect traps and setting tools for damage, loose fastenings. Avoid dry firing. Use catch safety when testing trap sensitivity.	No
Dead animals/bait could be infective	Infection, blood poisoning, leptospirosis	Yes	M	Wear gloves whenever handling dead animal matter. Cover broken skin while working. Use a new pair of gloves each time. Collect used gloves in a sealed plastic bag. Take care not to contaminate hands when removing gloves. Carry HT safety kit and a water bottle. Promptly clean, disinfect and dress any contaminated wound. Wash hands after work and before eating or smoking. Seek medical advice if feeling unwell after handling animals. Place dead animals in TWO sealed plastic bags. Carry dead animals in a separate section of back pack.	No

Hazard Register: Pesticides

E = Eliminate I = Isolate M = Minimise

Hazards identified	Potential harm	Significant Hazard (Yes/No)	Hierarchy (E/I/M)	Hazard controls	Training Required (Yes/No)
Ingestion, inhalation or skin absorption of toxin.	Sickness or death	Yes	M	Toxins are to be used only with a DOC permit and permit conditions will be observed. Operator to hold Approved Handler Certificate and Controlled Substances Licence where required. Observe legislative requirements for storage, transport, handling, signs, notification and application. Refer DOC SOP for Safe Handling of Pesticides (DOCDM-22730). Refer ERMA booklet: Health & Safety in Animal Pest control: working with Vertebrate Toxic Agents	Yes

Hazard Register: Hand Tools and Power Tools

E = Eliminate I = Isolate M = Minimise

Hazards identified	Potential harm	Significant Hazard (Yes/No)	Hierarchy (E/I/M)	Hazard controls	Training Required (Yes/No)
Slashers, axes, machetes etc.	Cuts, Falling on sharp edge	Yes	M	<p>Take extreme care at all times when using cutting tools.</p> <p>Be aware of your feet and legs when swinging cutting tools.</p> <p>Be alert to deflection by vines on backswing, glancing blow, etc.</p> <p>Check firm head/handle connection.</p> <p>Cover, sheathe or hold sharp edge away from body when walking.</p> <p>Be aware of the locations of others when using cutting tools.</p> <p>Carry first aid kit.</p> <p>Keep cutting tools sharp-use care, proper technique and appropriate equipment when sharpening cutting tools.</p>	No
Chainsaw	Cuts, lacerations, crushing, hearing loss, eye injury, vibration injury, impact from falling objects, burns, fire.	Yes	M	<p>Operators shall have appropriate training, experience and physical fitness.</p> <p>Minimum team size two people.</p> <p>Wear appropriate safety equipment.</p> <p>Be aware of other people working near you.</p> <p>Use PPE</p>	Yes
Power tools and hammers, saws etc	Cuts, lacerations, crushing, hearing loss, eye injury, vibration injury.	Yes	M	<p>Take extreme care using power tools, hammers and saws.</p> <p>Wear appropriate safety equipment.</p> <p>Be aware of other people working around you.</p> <p>Keep thumbs clear of hammers.</p> <p>Carry the tool so that if you fall it is not going to damage you.</p>	No
Manual Handling	Muscle strain, back strain	Yes	M	<p>Use warm up stretches before commencing manual handling tasks.</p> <p>Anything over 25kg should be lifted by 2 people (20kg is weight of bag of cement).</p> <p>Reduce weights lifted or carried, or the force applied, when working on uneven or slippery surfaces. When lifting off ground use bent knees and keep back straight.</p>	No

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Hazard Register: Vehicles

E = Eliminate I = Isolate M = Minimise

Hazards identified	Potential harm	Significant Hazard (Yes/No)	Hierarchy (E/I/M)	Hazard controls	Training Required (Yes/No)
Stopping on Roadsides	Getting struck by vehicle	Yes	M	<p>Only stop on roadsides when it is absolutely necessary.</p> <p>Choose the safest available parking place.</p> <p>Do not park if you feel that it is an unsafe place.</p> <p>Turn your headlights on.</p> <p>Wear a high visibility vest over your other clothing</p>	No
Coromandel Roads	Vehicle accidents	Yes	M	<p>Only licensed drivers to drive vehicles.</p> <p>Drive at a speed that enables you to stop in half the distance of road visible to you.</p> <p>Watch out for camper vans, boat trailers & cyclists.</p> <p>Keep as far to left as possible.</p> <p>If in doubt, stop.</p> <p>Be aware of driver fatigue, rest when appropriate.</p> <p>Watch out for stock on roads. Slow down or stop when stock are encountered.</p>	Yes
Rolling ATV or Gator	Crush injuries, head injuries	Yes	M	<p>Take extreme care when using ATV, Gator.</p> <p>Know and stay within the limitations of the machine.</p> <p>Take care when loading or unloading onto/off a ute or trailer, and do so on flat ground only.</p> <p>Be careful when refuelling and do not do so in areas of high fire risk.</p> <p>Carry passengers only if absolutely necessary and only on moderate terrain.</p> <p>Make sure any leads are securely fastened. Make sure vehicle is road worthy ie check steering, brakes, lights.</p> <p>Wear appropriate PPE.</p>	Yes

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Specific Track Hazards

Track 1 WHA: Main track, well signposted

Track 2 TH3: Steep

Track 3 WAI: Steep, along cliff

Track 4 JT: Steep

Track 5 MR: Sidling across hill, steep, rope to climb up

Track 6 LT: Steep

Track 7 TOT: Steep

Track 8 BRR: Steep

Track 9 PSS: Steep

Track 10 PU: Steep

Track 11 TH4: Steep

Track 12 PA: Main track

Track 13 TH5: Steep, big boulders

Track 14 MUT: Steep, rope to climb up

Track 15 MY: Rocky

Track 16 LUX Pines: no hazards

Track 17 LUX Shag: no hazards

Track 18 Sub1: along Tuateawa Rd., no hazards

Track 19 DL: along beach, no hazards

Track 20 LUX: In subdivision, no hazards

Track 21 Sub2: along Waihirere Dr., no hazards

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Habitat Tuatēawa Documentation

- **Volunteer Registration Form** page 21-22
- **Field worker Register** page 23
- **Register of Injuries** page 24
- **Accident/Incident Reports** page 25-26
- **Serious Incident Investigation Report** page 27-28

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HABITAT TUATEAWA

VOLUNTEER REGISTRATION FORM for Trappers, Baiters, Special Projects

Mr, Miss, Ms, Mrs	First Name	Last Name
Street Address		
Town/Suburb	Postcode	Country
Telephone (home)	Telephone (work)	
Mobile	Email	
Date of birth / / (Day/month/year)		
Emergency contact person		Relationship (eg parent, partner)
Telephone (home)	Telephone (work)	
Mobile	Email	
Do you have any special dietary requirements or food allergies? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide further info:		
Do you have any medical conditions, allergies or past injuries that may affect your participation? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes - please discuss with Project Manager and complete the questions on next page.		

CONDITIONS OF PARTICIPATION

I agree to comply with the following terms that refer to my participation in all projects and activities:

- 1) I have notified the Habitat Tuataewa Committee of any relevant medical conditions and pre-existing injuries and I consent to the Committee or Co-ordinator rendering or authorising such medical treatment as necessary and accept responsibility for all associated expenses.
- 2) I am a volunteer and not an employee of the HT Committee.
- 3) I will not smoke, consume or store alcohol or illicit drugs while working on a project site.
- 4) I shall respect the rights, feelings and property of all others associated with projects.
- 5) I shall co-operate with the Project Manager/HT Committee/Co-ordinator to ensure a safe, happy and hygienic team environment.
- 6) My placement on all projects is at the discretion of the Project Manager/HT Committee/Co-ordinator.
- 7) Photographs or videos taken of me on a project may be used by the HT Committee for promotional purposes.

I understand that failure to comply with any of these conditions may result in the Project Manager/HT Committee/Co-ordinator requesting me to leave.

SIGNATURE _____ DATE _____

Office use only –to be initialled and dated by the Project Manager who undertakes each step

Initialled and dated

1 All declared pre-existing medical conditions discussed with volunteer _____

2 Safety briefing provided _____

MANAGEMENT PLAN FOR PRE-EXISTING OR MEDICAL CONDITION

1. What is the medical condition, allergy, disability or past injury?

2. Information about the Condition/Injury

a) How serious is the condition if aggravated? (Tick one or more of the following)

- Potentially life threatening
- Could require own medication
- Could require medical (doctor, hospital) treatment
- Could require rest or time off work

b) In your own words tell us how we recognise that your conditions has recurred or been aggravated.

c) When was the most recent episode? _____

3. What actions, triggers or situations do you need to avoid?

4. What is the management plan to minimise any aggravation to the condition/injury?

Eg self medication, avoidance of allergy triggers (specify) etc

5. What is the emergency plan if serious aggravation does occur?

Volunteer

Signature _____ Name _____ Date _____

HT Committee member or Co-ordinator

Signature _____ Name _____ Date _____

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HABITAT TUATEAWA Register of Injuries

Name of injured person _____ Gender Male Female

Residential Address _____

Contact Phone Number _____

Position eg Volunteer _____

Date & Time of Injury _____ Date ____/____/____ Time _____ am/pm

Nature of injury, including body parts affected _____

Cause of Injury _____

Name of witness/es _____

Contact Phone number(s) _____

Treatment administered _____

Name of First Aid attendant _____

Was the person referred for further treatment Yes No

Was an **Accident Incident Report** form completed? Yes No

PROJECT MANAGER ACKNOWLEDGEMENT

Name _____

Signature _____ Date ____/____/____

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HABITAT TUATEAWA ACCIDENT/INCIDENT REPORT

Type of Incident

Near Miss Medical Treatment Case Other Significant Event First Aid Case

If Medical Treatment Case, where was treatment obtained? _____

Work Site Details

Project Location _____

Project Manager _____

Incident Details

Incident/Injury _____ Day _____ Date _____ Time _____

Injured Person _____ Male Female

Type of Injury _____

Body Part Injured _____

Location of Accident/Incident _____

Witness/es _____

Task undertaken by injured party _____

What safety instructions and/or training were given prior to project? _____

What Personal Protective Equipment (PPE) was injured person wearing at time of incident? _____

Describe the incident/accident, identifying the cause _____

ACCIDENT/INCIDENT REPORT (cont)

What action has been taken at the work site level to prevent a recurrence? _____

Date action(s) implemented _____

Did the injury relate to a pre-existing injury or medical condition? Yes No

If Yes, was this condition disclosed to the group? Yes No

Was an appropriate entry made in the Register of Injuries? Yes No

Further action recommended by Project Manager

Signed _____ Date ____/____/____

Injured Person (Please print) _____

Signed _____ Date ____/____/____

Project Manager (Please print) _____

Reported to Committee Meeting held on / /

Comments _____

Signed (Chairperson) _____ Date ____/____/____

HABITAT TUATEAWA SERIOUS INCIDENT INVESTIGATION REPORT

Date of Incident _____ Location of Incident _____

Brief Description of Incident _____

Injured Person _____ Male Female

Type of Injury and Body Part Affected _____

Project Manager _____

What Happened

Injured Person's Account _____

Witness/es Account _____

Basic Activity Undertaken _____

Was the activity listed as part of an approved project? Yes No

Was project application sighted by investigator? Yes No

Was the activity addressed on the Risk Assessment? Yes No

Was the Risk Assessment sighted by the Investigator? Yes No

What relevant training had the injured person received? _____

Who provided the training and what qualifications did they have to do so? _____

What additional instruction was provided in relation to the activity? _____

Who provided additional instruction? _____

Was the injured person under direct supervision? Yes No

How far from the incident was the supervisor? _____ metres

What activities were other volunteers engaged in at the time of the incident? _____

What personal protective equipment (PPE) was being worn by the injured person? _____

Did the injured person have a pre-existing injury or medical condition relevant to this incident? Yes No

If Yes, had this condition been disclosed to the project manager? Yes No

If Yes, had a personal management plan been developed and documented? Yes No

SERIOUS INCIDENT INVESTIGATION REPORT (CONT)

What other factors may have contributed to this incident? _____

Does this incident require notification to the Department of Labour? Yes No
If Yes, has this been done? Yes No
If Yes, when? _____ Date ____/____/____

Review

Was this a reasonable or appropriate activity to be undertaken by the injured person? Yes No
Reasons _____

What additional training or instruction might have prevented the incident?

Training _____

Instruction _____

Could closer supervision have prevented this incident? Yes No
If Yes, how could this have been accomplished? _____

What additional PPE might have prevented or minimised the injury? _____

What additional management strategies could have been employed? _____

If this activity is proposed again, what will be done differently to avoid a recurrence? _____

Comments

Investigator recommendations _____

Investigator Name _____ Position _____

Signature _____ Date ____/____/____

HT Chairperson: _____

Signature _____ Date ____/____/____

Director O H & S _____

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Signature _____ Date ____/____/____

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Appendices

1. Emergency Kit	page 30
2. Bush Survival	page 31
3. Emergency Shelters	page 32
4. Safety Prompts	
4.1 Safety Prompts for Lone Workers	page 33-37
4.2 Safety Prompts for Habitat Tuatēawa Core Business	page 38-40
• Working with Chemicals	p39
• Handling Animal Traps	p39
• Surveying & Data Collection	p40
4.3 Safety Prompts for Track Maintenance	page 41-44
4.4 Safety Prompts for Environmental Enhancement	page 45-49

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EMERGENCY KIT

Contents:

1 x emergency pouch

pencil & notepaper

1 x survival blanket

1 x matches & striker

1 x triangular bandage

1 x crepe bandage

1 x whistle

1 x black polythene bag

sticking plasters

3 x pieces of rubber

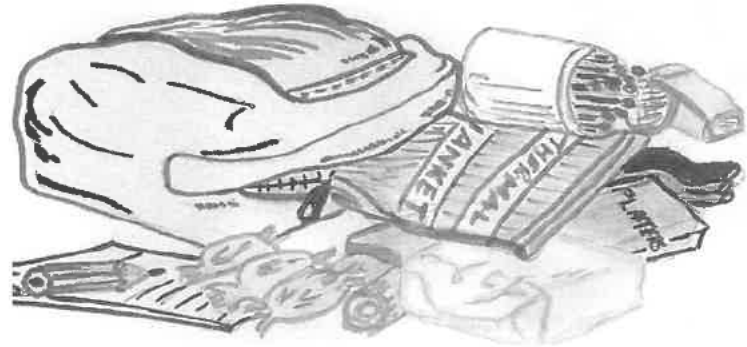
1 x pair latex gloves

1 x non adherent absorbent dressing

1 x packet of 2 swabs

2 x antiseptic swabs

1 x insect repellent



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BUSH SURVIVAL

What to do if Lost or Stranded:



- Stop, stay calm and plan ...
Panic will not help – the bush is either for you or against you.
Use your brain and use any bush craft skills you have.
- Stop ...think how you can use what gear you have with you.
- Keep warm ...
Find or build a shelter – protection from the wind or rain may be your most immediate need.
Use all the clothing you have with you – try to keep dry.
Light a fire and keep it going.
- Drink plenty of water
- Attract attention and aid searchers – eg use the whistle in your emergency kit, put green leaves on your fire
- Ration your food

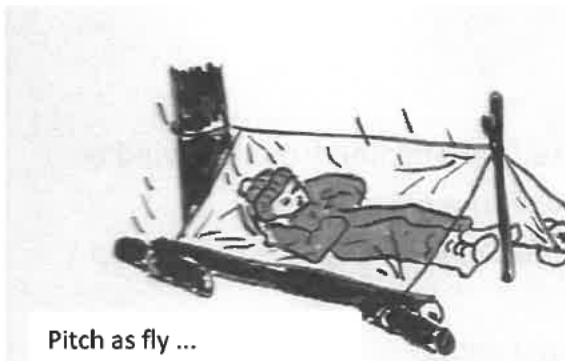
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EMERGENCY SHELTERS

- Before building a shelter look for a natural shelter, eg a cave or fallen tree.
- If you have a large plastic sheet or black polythene garden bag it may be used in a number of ways to provide shelter quickly:



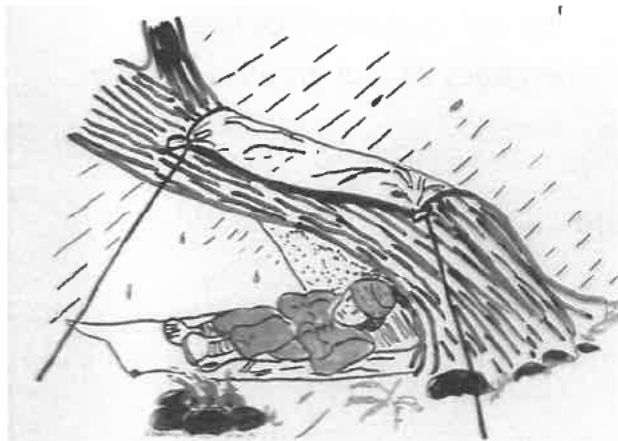
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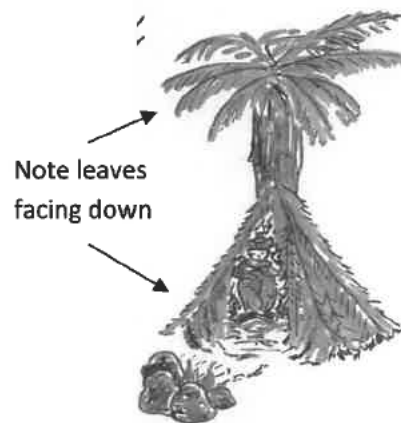
Pitch as fly ...



...wear it ...



... pitch over a low-lying tree trunk, fallen log or over a bent sapling.



Note leaves facing down

...wear it and take shelter under a punga... or use as a ground sheet ...

THE OFFICE

Safety Prompts for Lone Workers

- Lone worker
- Slips, Trips, Falls
- Working in Hot Conditions
- Working in Cold conditions
- Bites & Stings
- Use of Vehicles

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Lone Worker

Associated Risks

Difficulty obtaining emergency assistance resulting in potential for injury, illness or vehicle breakdown going unnoticed for some time.

Risk Management Strategies

- Assess risks to identify foreseeable events.
- Exclude tasks too difficult or dangerous to be carried out by a lone worker.
- Ensure the lone worker is competent to deal with the requirements of working alone.
- Seek medical advice if there is doubt of the capacity of the lone worker to be given information regarding emergency services.
- Worker to carry personal first aid kit.
- Worker to have a First Aid certificate.
- Prearranged intervals and effective methods of contact between lone worker and Project Manager have been established and documented.
- A reliable method of communication e.g. landline, mobile.
- Additional emergency communication device such as an EPIRB or a SPOT GPS Messenger.
- Communication protocols and escalation process in the event a lone worker does not check in.
- If there is a specific reason to fear harm to the lone worker e.g. reports of fire or flood in the work area, the communication protocols and escalation process time frames should be reduced based on the perceived risk.
- Use app such as GetHomeSafe.

Lone Worker - Slips, Trips & Falls

Associated Risks

Twist injuries to ankles and knees; impact injuries, especially to backs, legs, hands, wrists, head and face. A sprained ankle while not life threatening may present a major evacuation problem at a remote location.

Risk Management Strategies

- Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments etc.
- Remove trip hazards from the worksite by filling holes, removing unnecessary objects etc.
 - Flag, or cordon off, immovable trip hazards.
- Allow at least 2 metres 'visibility space' between participants when walking along tracks.
- Ensure that footwear is firmly laced.
- Exercise additional caution when walking downhill, e.g.: walk across the slope, have a strong leader control walking speed.
- Avoid carrying heavy, or awkward sized, objects on uneven ground.
- Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries.

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Lone Worker - Working in Hot Conditions

Associated Risks

Dehydration; heat exhaustion; sunstroke; sunburn; skin cancer; cramps; skin irritation; falls or tool use injuries associated with fatigue.

Risk Management Strategies

- Maintain hydration by providing adequate water and regular drink breaks.
- Take advantage of, or create, shaded work areas.
- Schedule, or reschedule, work to avoid heavy exertion during the most intense heat of the day.
- Reinforce the need for long trousers and long sleeves, broad brimmed-hats and sunglasses.
- Provide and encourage the regular use of a sunscreen on any exposed skin.
- Closely monitor participants for signs of fatigue, particularly those who are less fit, inexperienced or unacclimatised.

Lone Worker – Working in Cold Conditions

Associated Risks

Hypothermia; dehydration as a result of excessive perspiration under heavy clothing; loss of dexterity and fine motor functioning leading to reduced tool control.

Risk Management Strategies

- Make ample food and fluids available, including warm drinks if possible.
- Demonstrate and encourage simple warm up stretches before commencement, and after breaks.
- Rotate tasks to avoid prolonged exposure.
- Identify shelter area and use this during periods of inactivity.
- Structure work to avoid the coldest times of the day.
- Encourage participants to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level.
- Wear a warm hat (the head is a major heat loss area).

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Lone Worker - Soil Borne Diseases & Infections

Associated Risks

Soil borne diseases such as Tetanus or Legionellosis; infection of existing wounds; gastric infections; respiratory complaints e.g. asthma.

Risk Management Strategies

- Prior to project commencement, check with local health authorities if there are known soil borne diseases in the project area (e.g.: Melioidosis in tropical Australia).
- Identify any participant in higher risk categories (diabetics, lung or kidney disease or any open cuts or sores) and deploy them on an alternate task.
- Avoid skin contact with wet soil or muddy water, by restructuring the task or by using impervious PPE.
- Cover any minor cuts or scratches.
- Avoid activities that produce dust.
- Wear appropriate PPE e.g. glasses, respirators, gloves.
- Provide adequate washing facilities and ensure participants wash thoroughly before eating or drinking.

Lone Worker - Bites & Stings

Associated Risks

Spider bites; insect stings (wasps, bees); reactions to stinging plants; allergic reactions.

Risk Management Strategies

- Ensure that all participants are appropriately dressed e.g.: long sleeves and trousers, sturdy footwear, thick socks.
- Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites.
- Provide insect repellent.
- Redeploy to another task or location, any participants who have known allergies to bites or stings.
- Conduct a visual inspection of the worksite to identify and flag high-risk areas e.g. wasps nests, stinging plants

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Lone Worker - Use of Vehicles

If any project activity requires the use of / or travel in, a motor vehicle, then the Group should develop a specific risk assessment. Travel in vehicles is the highest risk activity in which participants are involved.

Associated Risks

Potentially fatal road accidents; head impact injury while entering or exiting vehicles; hand crush injuries from vehicle doors; travel sickness; fatigue.

Risk Management Strategies

- Undertake a pre and post departure vehicle check prior to departing to, and returning from, each project.
- Comply with all road laws and vehicle seating capacity.
- Drive in a manner that ensures that all occupants are safe, and feel safe. Vehicle occupants must advise the driver immediately if they feel unsafe.
- Wear seat belts.
- Do not carry chemicals, unsecured tools, equipment or baggage in vehicle.
- Do not allow arms, heads or any objects to protrude from the vehicle.
- Maintain conditions which optimise the comfort and concentration of the driver e.g.: minimise distractions, maintain ventilation, take regular breaks.

INFORMATION ACT 1982

RELEASED

Safety Prompts for HT Core Business

- Surveying and Data Collection
- Working with Chemicals
- Handling Animal Traps

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Core Business -Working with Chemicals

Associated Risks

Poisoning; irritation or burning to skin or eyes; loss of respiratory function; back, arm or shoulder strains (see Manual Handling). Chemicals may also present a risk of fire or explosion.

Risk Management Strategies

- Read and retain the relevant Material Safety Data Sheet (MSDS).
- Check that there are no leaks in containers, and that spray equipment is operating correctly.
- Wear appropriate PPE as advised on the MSDS. Note that the use of certain PPE may accelerate the onset of heat stress.
- Rotate tasks to avoid prolonged periods of exposure.
- Explain and demonstrate how to use, carry and store correctly.
- Maintain safe working distance to avoid splash or spray drift contamination.
- Provide adequate washing facilities as directed by the MSDS.

Core Business - Handling Animal Traps

Associated Risks

Crush injuries to fingers/wrist (bruising/breaks), severe cuts, infections (from handling bait/ carcasses, lone worker risks), risks to third parties (unintended animals/humans). (See also Lone Worker).

Risk Management Strategies

- Ensure all handlers are competent (must demonstrate).
- Provide laminated written instructions.
- Develop set routine (SOPs) and follow.
- Wear rubber medical gloves when handling traps, baits and carcasses.
- Position traps to minimize risk of third party harm.
- Dispose of carcasses appropriately.
- Use of lone worker apps such as 'GetHomeSafe'.
- Use of buddy system to register time out alone.

Core Business - Surveying & Data Collection

Associated Risks

Exposure to weather; becoming lost; hay fever and asthma; being unable to communicate in the event of an emergency. (See also Bites and Stings; Working in Hot/Cold Conditions, Lone Worker.)

Risk Management Strategies

- Ensure that all participants know the boundaries of the survey area and remain within them at all times.
- Set times at which teams must return or report to the Project Manager.
- Ensure footwear is suitable for walking, and sufficiently sturdy for the terrain.
- Instruct that any participant who becomes lost should find the nearest shelter and remain there while using an agreed distress signal e.g. three whistle blasts.
- Ensure that all participants have means of communicating an emergency signal (eg: whistle, radios) and fully understand the signals to be used if required.
- If the survey involves collecting scats, ensure that this is done hygienically e.g. by using gloves, tongs etc.
- Work in pairs as a minimum group size.

INFORMATION ACT 1982

RELEASED UNDER

Safety Prompts for Track Maintenance

- Track Construction & Maintenance
- Use of Swinging Tools
- Working with/near Chainsaws
- Using a Machete or Cane Knife
- Manual Handling

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Track Maintenance - Using Swinging Tools

Associated Risks

Impact injuries to feet, legs, hands and head; blisters; back and shoulder strains; foreign particles in eyes. (See also Manual Handling.)

Risk Management Strategies

- Ensure that suitable work boots, with reinforced toes, are being worn.
- Demonstrate and encourage simple warm up stretches before commencement and after breaks.
- Maintain safe working distance of at least 3 metres; for short handled tools (eg: hammer), 2 metres.
- Explain and demonstrate how to use, carry and store tools correctly.
- Maintain tools in good condition.
- Establish a firm footing before swinging tools.
- Rotate tasks even if participants are not experiencing discomfort.
- Adjust the duration of work periods to take account of the physical capacities of the participants.
- Wear appropriate PPE e.g. hard hat, glasses and gloves.

Track Maintenance – Track Construction & Maintenance

Associated Risks Hand and foot impact injuries related to tool use; ankle and knee strains from trips and falls; back and shoulder strains; exposure to weather changes; bites and stings; spikes from branches; hand crush injuries from handling rocks; emergency evacuation difficult in remote locations. (See also Manual Handling, Bites and Stings; Using Swinging Tools; Working in Hot or Cold Conditions; Soil Borne Diseases and Infections.)

Risk Management Strategies

- Arrange delivery of tools and materials so as to minimise distance over which items need to be carried.
- Demonstrate and encourage warm up stretches before commencement and after breaks.
- Maintain tools in good condition.
- Maintain safe working distance of at least 3 metres.
- Arrange emergency communication and explain this to all participants.
- Rotate tasks even if participants are not experiencing discomfort.
- Wear appropriate PPE.
- Ensure that footwear is suitable for walking, and sufficiently sturdy for the terrain.

Track Maintenance - Working with/near Chainsaws

Associated Risks

Hand injury; foreign objects in eyes; noise damage to hearing; serious laceration injuries and postural or overuse strains. (See also Manual Handling; Use of Power Tools.)

Risk Management Strategies

- Chainsaws only to be used by licensed operators.
- Place warning signs at appropriate boundaries of the work area.
- Wear appropriate PPE e.g. hard hat, ear muffs, safety boots, face guards, fellers trousers/chaps.
- Clear other workers and debris from the immediate area of the operator and the fall zone.
- Appoint a 'spotter' to guard against any other participant or third party straying into the work area.
- Always engage chain brake when not cutting.
- Start the saw with it resting on the ground. DO NOT DROP START.

Track Maintenance - Using a Machete or Cane Knife

Associated Risks

Wrist arm and shoulder sprains, back strain, jarring injuries, cuts to limbs.

Risk Management Strategies

- Use only when an alternate tool is not practicable (e.g. loppers, hand saws, secateurs or similar).
- Ensure machetes are kept sharp.
- Team leaders only to sharpen (sharpen away from blade).
- Ensure handle and wrist strap are securely fastened.
- Only assign machetes to volunteers who have previously demonstrated high levels of responsibility.
- Limit the number of machetes to be used to an amount that can be adequately supervised.
- Team Leader to maintain direct supervision.
- Demonstrate correct use, including appropriate cutting angle (to avoid blade bouncing off target) and safe working distance (5 metre buffer zone).
- Use only for cutting soft vegetation (small branches, vines, grasses etc) not hard wood.
- Ensure appropriate PPE is worn, including gloves, long pants, sturdy boots and shin pads.
- Rotate tasks or take regular breaks to maintain concentration and reduce repetitive strain injury.
- Cover blade with a sheath or split hose when not in use, and store in an appropriate place.

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Track Maintenance - Manual Handling Associated Risks

'Manual Handling' describes any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object. Injuries resulting from a single event of overexertion, or as a consequence of sustained application of force i.e.: overuse. These injuries are characterised by discomfort or persistent pains in muscles, tendons and soft tissues, most commonly in the back, neck, shoulders and wrists.

Risk Management Strategies

- Use warm up stretches before commencing manual handling tasks and after breaks.
- Reduce the amount of manual handling by: – restructuring the task; – using mechanical aids e.g. crowbar; – carefully planning the workplace layout; – having heavy materials delivered as near as possible to the work site.
- Set weight limits for lifting that take account of the skill and physical stature of the team members. (Do not allow demonstrations of strength.)
- Reduce the weights lifted or carried, or the force applied, when working on uneven or slippery surfaces.
- Explain and demonstrate proper individual, pair and group lifting techniques.
- Avoid, or limit the duration of, tasks that require the adoption of biomechanically unsound postures e.g. slouching or over reaching.
- Rotate tasks, even if participants are not experiencing discomfort.
- Check that equipment to be used is appropriate for the tasks to be undertaken and properly maintained.

INFORMATION ACT 1982

RELEASED UNDER

Safety Prompts for Environmental Enhancement

- Working near Roadsides
- Litter Collection
- Collecting Sharps
- Working near Water
- Weeding
- Tree Planting
- Kauri Die Back see www.kauridieback.govt.nz
- Myrtle Rust

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Weed Eradication & Planting - Working near Roadsides

Associated Risks

Exhaust fumes or dust causing eye and respiratory irritation; excessive noise; collision or impact injuries; potentially dangerous litter; communication difficulties. (See also Litter Collection)

Risk Management Strategies

- Eliminate or minimise the need for participants to work near roadsides.
- Make contact with Police and local council to discuss project.
- Place signs e.g.: SLOW DOWN, WORKERS NEAR ROADSIDE etc, and/or witches hats to indicate to drivers that there are workers ahead. (Note: This should not be done without proper training and authorisation by the appropriate roads management authority).
- Wear high visibility vests.
- Maintain direct and continual supervision.
- Check that all participants understand the signals to be used, and that the signals are clear and unambiguous.
- Work upwind or out of fume and dust range.

Foreshore - Litter Collection

Associated Risks

Hand laceration or spike injuries; bites and stings; injuries related to bending or lifting; spike or gastric related infections including hepatitis, AIDS etc. (See also Manual Handling; Bites and Stings; Working near Roadsides; Working in Hot/Cold Conditions.)

Risk Management Strategies

- Ensure that adequate washing facilities are available, and are used by participants.
- Look carefully at litter items or piles that might be a refuge for spiders.
- Check objects for spikes or sharp edges.
- Wear gloves when handling litter; eye protection may also be necessary.
- Use tongs to pick up any objects that are known, or suspected, to be dangerous e.g.: syringes.
- Place any syringes in a proper 'sharps' container.
- Maintain a safe working distance to avoid the inadvertent scratching or spiking of other participants

Foreshore - Collecting Sharps

Associated Risks

Needlestick injuries; infections including hepatitis, AIDS etc. (See also Litter Collection).

Risk Management Strategies

- Use tongs to pick up sharps.
- Wear gloves and sturdy footwear. Eye protection may also be necessary.
 - Determine a search strategy i.e. gain local knowledge of area, conduct a visual inspection of the site and flag any sharps for collection, minimise the number of persons involved in a search.
 - Rake through known areas of disposal.
 - Maintain a safe working distance to avoid the inadvertent scratching or spiking of other participants.
 - Provide soap and water on site. • Withdraw team if necessary to allow for professional removal of sharps.
 - Put all sharps in approved sharps containers for disposal. Disposal to be in accordance with local health authority/council regulations.

Creeks & Foreshore - Working near Water

Associated Risks

Drowning; risks associated with water/wetland habitat e.g mosquitoes; illness arising from water borne disease or pollution; exposure to cold winds; sun glare and ultraviolet reflection. (See also Bites and Stings, Working in Hot/Cold Conditions.)

Risk Management Strategies

- Maintain a safe distance between participants and water that is deemed dangerous because of depth, current, murkiness, turbulence, difficulty of escape etc.
- Refrain from working on steep, slippery or unstable banks.
- Fence, flag or tape off high risk areas.
- Identify non-swimmers and ensure that they are deployed away from higher risk areas.
- Where there is an inadvertent possibility of the need to rescue someone from the water, ensure there are rescue aids readily accessible e.g. rope, long pole, flotation device. Where there is a current, these aids must be positioned downstream of the most likely entry point.
- Formulate an emergency response plan that is based on non-contact rescue strategies.
- Do not facilitate recreational swimming unless in a supervised and/or controlled area.
- Provide adequate washing facilities e.g. soap and clean water.

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Environment - Weeding

Associated Risks

Spikes and scratches to face and eyes; spike injuries to hands; back and shoulder strains; exposure to chemicals; laceration or impact injuries from cutting tools; hay fever and asthma. (See also Bites and Stings; Manual Handling; Working with Chemicals; Using Swinging Tools; Soil Borne Diseases and Infections.)

Risk Management Strategies

- Wear eye protection where potential for eye injury is identified.
- Wear PPE e.g. safety glasses.
- Wear gloves whenever hands are working at ground level.
- Demonstrate and encourage warm up stretches.
- Comply with all MSDS directions if using chemicals.
- Maintain a safe working space between participants.
- Provide adequate washing facilities.

Environment - Plant Propagation

Associated Risks

Muscle aches and strains from overuse or unnatural posture; hand injuries; eye injuries; soil borne disease. (See also Soil Borne Diseases and Infections, Working in Hot/Cold Conditions; Manual Handling.)

Risk Management Strategies

- Avoid prolonged standing on hard surfaces.
- Have eye protection available, and use as required.
- Rotate tasks, even if participants are not experiencing discomfort.
- Take regular breaks for stretching and gentle exercise.
- Provide adequate washing facilities.
- Wear gloves when handling soil.

Environment - Tree Planting

Associated Risks

Hand and knee spike injuries; tool impact injuries to feet and hands; soil borne infections; muscle strain from bending, posture; soft tissue overuse injuries. (See also Bites and Stings; Slips, Trips and Falls; Using Swinging Tools, Working in Hot/Cold Conditions, Manual Handling, Soil Borne Diseases and Infections.)

Risk Management Strategies

- Wear gloves when handling soil and tree guard stakes.
- Conduct a visual inspection of the site, and remove potential risks such as broken glass, wire etc.
- Use kneeling mats or padding if there is a danger of spike injuries from glass, stones etc.
- Rotate tasks, even if participants are not experiencing discomfort.
- Take regular breaks and encourage gentle stretching.
- Provide adequate hand washing facilities.
- Maintain a safe working space between participants.
- Additional PPE as required.

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Pre-Operational Notification

Plan

Group	Name	Contact details	Issues	Purpose of notification	How	Who's responsible
Police	Coromandel Police	9(2)(a)			email of letter of notification	9(2)(a)
Vet	Whitianga Vets, Anexa FVC TCH				email of letter of notification	
TCDC	Coromandel Service Centre				Hardcopy of letter	
Area School	Te Kura Kaupapa Maori O Harata				email of letter of notification	
Pig Hunting Club	Grant Davvy				email of letter of notification	
School	N/A					
Play group	N/A					
Medical centre	9(2)(a)				email of letter of notification	
Rudolf Steiner Kindergarten	N/A					
MEG (Moehau Environment Group)	MEG	9(2)(a)			email of letter of notification	
Community Pre-school	N/A					
ARC Tourism operator	N/A					
Residents, Home- and land owners	over 100 email contacts				email of newsletter to all Tuatēawa residents, home- and land owners	
9(2)(g)(ii)	9(2)(a)			Iwi	email of letter of notification	

Plan

Group	Name	Contact details	Issues	Purpose of notification	How	Who's responsible
	9(2)(a)					9(2)(a)
9(2)(g)(ii)				lwi	email of letter of notification	
9(2)(g)(ii)				lwi	email of letter of notification	
9(2)(g)(ii)	Office in Coromandel			lwi	Hardcopy of letter of notification email of letter of notification	
	9(2)(a)				email through HT Inc. Newsletter email through HT Inc. Newsletter	
Landowners adjoining Forest Park					email through HT Inc. Newsletter email through HT Inc. Newsletter email through HT Inc. Newsletter email of letter of notification email of letter of notification	
	9(2)(a)					

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Plan

Group	Name	Contact details	Issues	Purpose of notification	How	Who's responsible
		9(2)(a)			email through HT Inc.Newsletter email through HT Inc.Newsletter email of letter of notification email of letter of notification email of letter of notification email through HT Inc.Newsletter email of letter of notification email of letter of notification	9(2)(a)

RELEASED

Record

Target dates	Actual Date	Outcome	Reference
09.Aug.2022	08.08.22		
09.Aug.2022	08.08.22		
09.Aug.2022	12.08.22		
09.Aug.2022	08.08.22	supportive	
09.Aug.2022		Thanked us by email, this address to be used in future	
09.Aug.2022	08.08.22		
09.Aug.2022	08.08.22		
09.Aug.2022	08.08.22	Only possitive, supportive replies from HT members and Owners on email list	
09.Aug.2022	08.08.22	supportive	

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Record			
Target dates	Actual Date	Outcome	Reference
09.Aug.2022	08.08.22		
09.Aug.2022	08.08.22	thanked us for Notification by email	

09.Aug.2022	09.08.22	
09.Aug.2022	08.08.22	
09.Aug.2022	08.08.22	
09.Aug.2022	08.08.22	Habitat Tuatēawa member and baiter
09.Aug.2022	09.08.22	Habitat Tuatēawa member
09.Aug.2022	08.08.22	Habitat Tuatēawa member
09.Aug.2022	08.08.22	Habitat Tuatēawa member, trapper and baiter
09.Aug.2022	08.08.22	supportive
09.Aug.2022	08.08.22	Not supportive of HT

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Record			
Target dates	Actual Date	Outcome	Reference
09.Aug.2022	08.08.22	Habitat Tuateawa member	
09.Aug.2022	08.08.22	Habitat Tuateawa member	
09.Aug.2022	08.08.22		
09.Aug.2022	08.08.22		
09.Aug.2022	08.08.22	Trapper and helps with baiting	
09.Aug.2022	08.08.22	Habitat Tuateawa member, trapper and baiter	
09.Aug.2022	08.08.22		
09.Aug.2022	08.08.22		