

Habitat Tuateawa



SAFETY MANUAL

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This Manual will be reviewed on an annual basis in October by the designated persons on the Habitat Tuateawa 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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CONTENTS

Abbreviations used:.....	3
What Is Habitat Tuatēawa	4
Purpose of this health and safety manual	4
How does Habitat Tuatēawa Manage Health and Safety Rules Effectively?.....	5
Induction Procedures	6
Hazard Identification and Control	7
Field Work.....	8
Field Worker/Party Intention Procedures	8
Emergency Procedure & Response Plan.....	9
Injured/Lost/Stranded	10
Evacuation	10
Incident and Near Miss Reporting	11
HABITAT TUATEAWA HAZARD REGISTER	Error! Bookmark not defined.
GENERAL HAZARDS WHEN WORKING IN HABITAT TUATEAWA.....	Error! Bookmark not defined.
SPECIFIC TRACK HAZARDS	Error! Bookmark not defined.
Hazard Register: Working in the Bush – General	13
Hazard Register: Working in the Bush – General cont.....	15
Hazard Register: Predator Trapping	16
Hazard Register: Pesticides.....	16
Hazard Register: Hand Tools and Power Tools.....	17
Hazard Register: Vehicles.....	18
I. Specific Track Hazards	19
Declaration	20
Habitat Tuatēawa Documentation	21
Appendices	32
i Emergency Kit	p30
ii Bush Survival	p31
iii Emergency Shelters	p32
iv Safety Prompts (Standard Safety Practices)	pp33-49

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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 Tuateawa . . .

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

A Tuateawa '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 Tuateawa sub-division for several years.

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

By 2015 Habitat Tuateawa 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 Tuateawa subdivision.

Purpose of this health and safety manual

To help Habitat Tuateawa 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 Tuateawa'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



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)

102

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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 Tuatēawa 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 _____

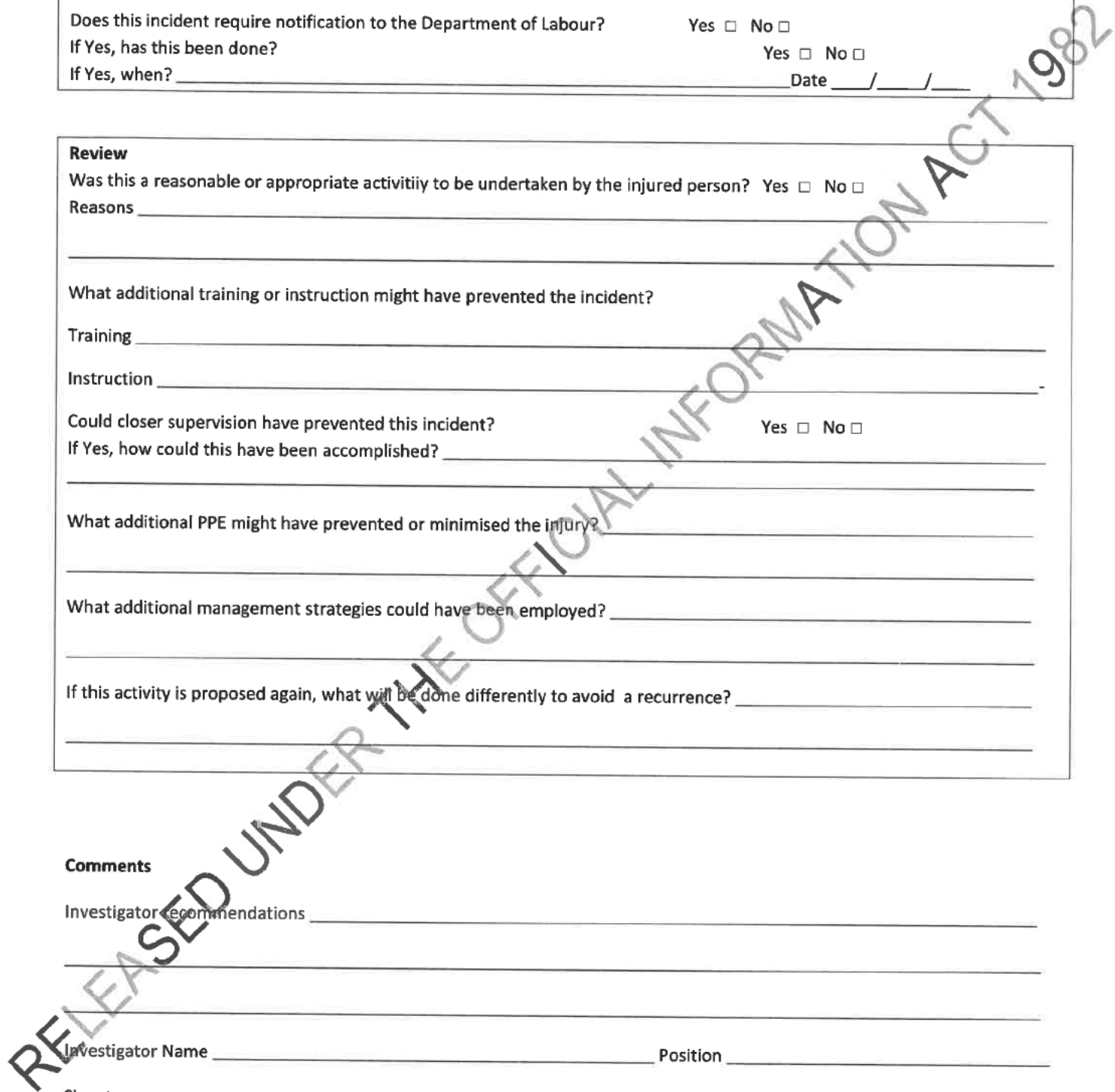
Investigator Name _____ Position _____

Signature _____ Date ____/____/____

HT Chairperson: _____

Signature _____ Date ____/____/____

Director O H & S _____



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

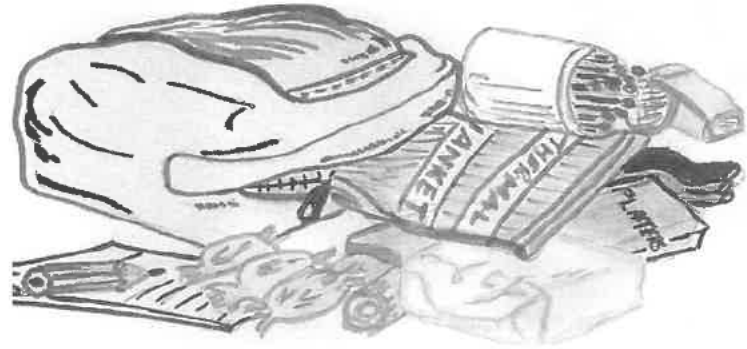
1 x pair latex gloves

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

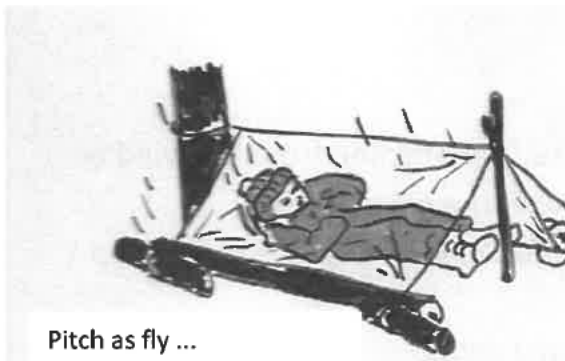
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EMERGENCY SHELTERS

- 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:



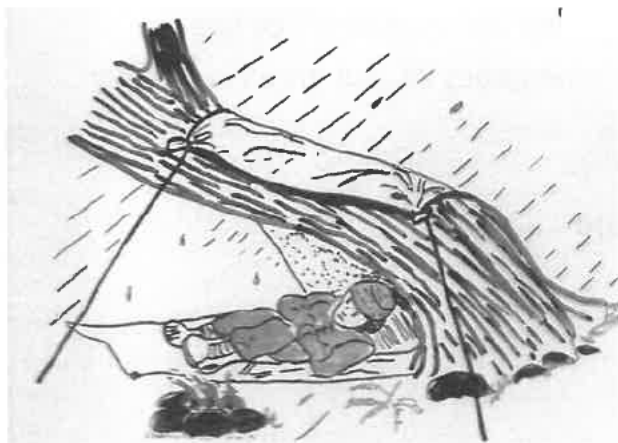
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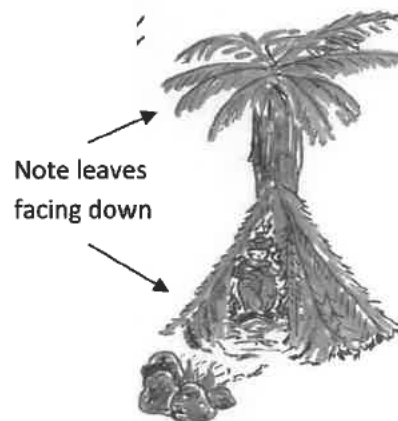
Pitch as fly ...



...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 ...

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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.

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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.

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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.

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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.

982

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)				email of letter of notification	

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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 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	

UNDER THE OFFICIAL INFORMATION ACT 1982

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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		