

Kerikeri Peninsula Conservation Trust Safety Plan

Kerikeri Peninsula Pest Control Group will, as far as is reasonably practicable, carry out its activities with every effort made to enable members, other participants, members of the public and any other person in the vicinity, to return home safely each day.


The following process will be followed:

1. Appointment of Health and Safety Lead

Dean Wright has been appointed as the overall health and safety lead for our group to liaise with the designated Department of Conservation (DOC) relationship holder on matters of risk assessment and health and safety.

2. Preparation of Safety Plan

In preparing this safety plan our group has consulted with the designated DOC relationship holder to help identify potential high-risk hazards for the site/type of activity approved by DOC along with proposed control measures to minimize risk if it first can't be eliminated or substituted with a safer method (Appendix A).

High-risk activities are marked with a  symbol. Special attention will be given to these high-risk activities when undertaking any work on the site.

Our group takes full responsibility for the plan.

3. General standard of care

Our group will follow a general standard of care whereby:

In advance of an activity:

- Our group takes responsibility for the health and safety of its volunteers and members but will collaborate and consult with the designated DOC relationship holder;
- A team leader will be appointed for each activity;
- Hazards and level of risk will be identified in the safety plan;
- Details of the activity including dates, tasks, logistics, skills and other requirements will be conveyed to potential team members;
- An appraisal will be undertaken to check team members have the fitness and competency to do the work;
- Team essentials will be identified and conveyed to team members including bottle(s) of cold water; thermos of hot water; food (snacks and lunch); warm clothing; raincoat; sunhat; sunscreen; mobile phone; personal first aid kit; personal medication (including anti-histamine); clean boots/appropriate footwear; personal protective clothing and equipment such as high-vis vest, protective glasses, working gloves etc.; list of mobile phone numbers of team; coloured tape for marking hazards;
- Team members will be advised of emergency response information.
- A first aid kit, mobile phone and emergency contact list will be carried by the Team Leader or assigned Health and Safety person for all group activities.

At the beginning of the work activity, the team leader will:

- Lead an on-site job safety analysis¹ involving all team members to identify/confirm tasks required to perform the activity and ensure that everyone understands the hazards and risks at the site and the controls in place to reduce risk.
- Ensure that participants have the appropriate personal protective equipment and are adequately prepared for the tasks
- Identify any participants with pre-existing medical conditions, allergies or sensitivity (e.g. to herbicides) that need to be considered in undertaking tasks and ensure they are carrying any necessary medication;
- Point out where the first-aid kit is located on site;
- Ensure that participants are fit, healthy and competent to undertake the tasks, or where a person doesn't meet requirements, assign them to light duties where possible or work in tandem with another member;
- Ensure that new participants receive adequate induction and, if necessary, someone is assigned as their buddy;
- Ensure that communication channels/emergency procedures are in place.

During the work activity, the team leader will:

- Ensure safety procedures are being followed and Personal Protective Equipment (PPE) is being worn/used;
- Maintain an ongoing assessment of team safety;
- Rearrange or reschedule tasks if necessary to keep participants safe.

At the end of the work activity, the team leader will:

- Lead a debrief on safety aspects seeking feedback from participants and amend the safety plan if necessary to incorporate any agreed changes for future activities;
- Record any incidents and injuries involving participants on the Incident Reporting Form (Appendix C);
- Report any incidents incurring moderate or serious injuries to DOC as soon as possible;
- Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

4. Responsibilities of team members

Team members will take responsibility for health and safety for themselves and others by:

- Following safety procedures and instructions;
- Participating in identifying the tasks to be undertaken and associated hazards and risks, and devising mitigation measures at each site;
- Operating in a manner that ensures their own and others safety;
- Advising the team leader of any personal medical condition or disability that could affect the safety of self or others during the activity and carrying any personal medication required for their own safety;
- Being concerned for other members of the team and speaking up when necessary;

¹ The objective of this is to identify any hazards relevant to the activity, at the specific place, at the time and with the people involved. The level of risk assessment needed will be dependent on any changes from previous day(s), but in principal will be carried out no matter how familiar the team is with the site or activity, with the knowledge that the environment, weather or general working conditions can change.

- Operating a buddy system whereby they have another person in their vision or calling distance at all times;
- Raising any safety concerns with the team leader;
- Notifying the team leader of any incident involving injury or damage;
- Notifying the team leader at the start of the activity if they need to leave early and ensuring that someone in the team knows when they have left.

5. Working with sub-contractors

Contractors will furnish Kerikeri Peninsula Pest Control with their health and safety plan for review prior to any work commencing.

6. Review of safety plan

The safety plan will be reviewed on an annual basis or if an incident occurs or circumstances change, or new hazards are identified.

The date of the next scheduled review is 14 June 2024.

7. Our commitment

We recognise that any aspect of our work will entail some level of risk (likelihood of occurrence and degree of harm) to the safety of our group through exposure to a hazard (anything that can cause harm). We are committed to eliminating or minimizing those risks in so far as is reasonably practicable whenever we are undertaking work.

Our group acknowledges the right of DOC to monitor our work but accepts that in most cases DOC will not be able to actively monitor our day-to-day activities. As such, our group will undertake self-monitoring and report any significant safety issues to DOC. We further recognise that DOC has a right to intervene or suspend any unsafe work where they consider appropriate.

Signed by: Dean Wright

Position in Community Group: Co-ordinator

Date: 14th June 2023

HAZARDS AND RISK

APPENDIX A

This health and safety plan outlines potential hazards and risks that could occur in any setting related to the type of activity and place that our group is likely to be operating in together with **possible control measure to eliminate or minimise risk.**

Type of tasks being undertaken: _____





It is recognised that an on-site risk assessment/job safety analysis (Appendix B) will still need to be undertaken each time a team visits a site to review and identify any new hazards or change in risk no matter how familiar the team is with the site or work.

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
ENVIRONMENTAL CONDITIONS			
<u>Natural hazards</u> such as uneven or slippery ground, deep boggy ground, icy or frosty ground	Twisted ankle or knee, sprain, graze,	Low	<ul style="list-style-type: none"> • Not working in adverse weather conditions or otherwise avoiding steep, slippery or unstable ground • Being aware of physical limitations and acting accordingly • Notifying others in team when unexpected uneven ground/holes are discovered, or surface is slippery. Flag or cordon off where practicable • Looking for secure footing when working on steep banks.
<u>Adverse weather - cold</u> Wind, rain, hail, lightning, storm	Hypothermia, lightning strike	Low	<ul style="list-style-type: none"> • Preparing for adverse weather with appropriate clothing • Using weather forecasts to aid decisions prior to and during the field activity • Stopping activity if bad weather persists • Participants are aware of symptoms of hypothermia.
<u>Adverse weather – hot</u> Exposure to	Heat exhaustion, dehydration, sunburn, sunstroke, skin cancer	Low	<ul style="list-style-type: none"> • Preparing for adverse weather with appropriate clothing e.g. hat, long-sleeved garment • Using weather forecasts to aid decisions prior to and

sunlight/UV			<p>during the field trip</p> <ul style="list-style-type: none"> • Ensuring adequate water is carried by participants • Participants to come prepared with sunscreen • Watching for signs of heat exhaustion/fatigue • Providing for regular breaks in shade if possible.
<u>Falling objects</u> Being hit by an object (rocks, soil) falling from height	Bruising, concussion	Low	<ul style="list-style-type: none"> • Avoiding work at the bottom of exposed rocky slopes or cliffs • Avoid working on steep unstable ground after heavy rain
<u>Vegetation</u> Branches on ground Branches at head height Dead or dying trees still standing Branches or tree trunks hanging in vegetation Pollen or flowers Vines on ground Hidden sharp objects, broken glass Tree roots (perched)	Tripping, twisted ankle, bruising, poked in eye Bruising, concussion allergic reaction, hay fever, asthma tripping, twisted ankle, scratches, cuts tripping, twisted ankle, scratches, cuts	Low	<ul style="list-style-type: none"> • Stepping over branches on ground with care • Taking care standing up after kneeling on ground that here are no low branches to hit head on • Wearing safety glasses or moving to another place if low vegetation is a problem • Avoiding working in tall forest in high winds • Taking care leaning against dead trees as they could be weak and fall over • Being aware of any branches/tree trunks suspended in vegetation above where intending to work. • Avoiding weeding of privet when it is in flower or producing pollen • Watching out for vines like blackberry and honeysuckle that could cause tripping. • Being alert to hidden objects below ground vegetation and always wear gloves and closed footwear • Taking care after rain as exposed tree roots can be slippery when wet.
<u>Wasp and bee stings</u> Wasp nests, bee hives	Allergic reaction, anaphylactic shock	Low	<ul style="list-style-type: none"> • Where possible, identifying any wasp nests or bee hives, avoiding disturbance and moving away from area • Participants making others aware if they have an allergic

			<p>reaction, any remedies required and where personal medication is held.</p> <ul style="list-style-type: none"> • Alternative options being considered for high risk participants with serious allergic reactions.
<p><u>Working near poison bait stations</u> Contact with toxin</p>	Illness or possible death	Low	<ul style="list-style-type: none"> • No contact to be had with bait stations or bait • No young children in proximity to bait stations.
<p><u>Working near electric fences</u> Unexpected contact</p>	Shock	Low	<ul style="list-style-type: none"> • Where possible/practicable contact landowner to turn off electric fencing • Using wooden stick or rubber gumboot to hold down electric fence if needing to cross • Avoiding working too close to live fence to reduce danger of contact.
<p><u>Stock</u> Stressed stock or wandering stock</p>	Bruising, crushing	Low	<ul style="list-style-type: none"> • Avoid entering paddocks with stock without land manager's permission • Leaving gates as found
<p><u>Existing tracks and structures</u> Broken boardwalk, wire or plastic protrusions, trees across path</p>	Twisted ankle, lacerations	Low	<ul style="list-style-type: none"> • Pointing out any broken boards or protrusions on board walk to rest of team. Mark with coloured tape if practicable • Removing any loose obstacles from access track • Advising landowner of hazard so situation can be remedied in the interests of others safety.
<p><u>Drug plantation</u> Discovery of plantation/operation</p>	Injury from booby trapping, encountering drug growers	Low	<ul style="list-style-type: none"> • Watching for trip wires, cyanide paste on trees and stakes and traps. • Leaving any discovered drug plantation immediately and leave site undisturbed. • Responding in an appropriate non-confrontational manner if growers are encountered.


Hazard	Risk/possible outcome	Risk assessment*	Control measures
--------	-----------------------	------------------	------------------

		(High/Medium/Low)	
WATER			
<u>Water bodies</u> (e.g. ponds, lakes) 	Drowning	Low	<ul style="list-style-type: none"> No young children in proximity to water bodies. Looking for secure footing when working on steep banks. Identifying no-go zones.
<u>Flash flooding</u> along a narrow water course 	Broken bones, drowning	Low	<ul style="list-style-type: none"> Taking account of weather conditions prior to site visit that may increase water flow Not working in adverse weather conditions that could create increased water flow or dangerous conditions Refraining from working on flood plain after heavy rain Postponing work if necessary.
<u>Stream/river crossings</u> Slippery rocks, deep water holes, swift water 	Twisted ankle, sprain, graze Hypothermia from wet clothes, drowning	Low	<ul style="list-style-type: none"> Identifying the safest place to cross stream/river Having one person assisting others across if necessary Not crossing a stream with excess water - check weather forecasts and postpone work if necessary Not crossing if person doesn't have skills and experience to safely cross. Not using ropes unless adequately trained.
Use of boats 	Capsize or collision resulting in serious injury or drowning	Low	<ul style="list-style-type: none"> Lifejackets to be worn at all times. Skipper to be experienced in boat use and familiar with operating in the particular water environment. Only operate boat in suitable weather/water conditions. Skipper to oversee loading of boats to ensure correct load distribution. Passengers to be briefed by skipper on how to board/disembark and supervised accordingly.



Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
HAZARDOUS SUBSTANCES/FEATURES			
<u>Animal pest control – toxins</u> ingestion	Illness, death	Low	<ul style="list-style-type: none"> Restricting handling of toxic baits to certified approved handler Gloves being worn at all times handling bait, with spare gloves available in case of damage Any baits removed from site to be contained in appropriately labelled sealable bag and be disposed of correctly Washing hand thoroughly after use and before eating food No young children in proximity to bait stations.
<u>Weed control - herbicides</u> Use of chemicals, spillage, inhalation or ingestion	Headache, breathing difficulties	Low	<ul style="list-style-type: none"> Obtaining Growsafe qualifications for team members so there are qualified operators for using spray chemicals All chemical products to be kept in original container or if pre-prepared, labelled clearly and used under the supervision of person preparing the spray Always follow the safety precautions on product labels Wearing the recommended protective gear at all times Maintaining a suitable margin in vicinity of waterways to avoid contamination of water when spraying Having water available for hand washing plus hand sanitizer and hand wipes Recognising some people may be sensitive to herbicides. No young children in proximity to herbicides.
<u>Weed control -</u>	Cuts, stinging, poked in eye, infection from	Low	<ul style="list-style-type: none"> Learning to recognise thorny plants and stinging nettle and


<u>thorny, spiky or stinging plants;</u> <u>poisonous plants</u>	thorns		handling with care (whether plant dead or alive) <ul style="list-style-type: none"> • Wearing protective gloves • Taking care when weeding around spiky plants and using protective glasses if necessary • Having water available for hand washing and/or hand sanitizer.
---	--------	--	--

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
FIELD EQUIPMENT			
<u>Animal pest/predator control using traps</u>	Crushing, bruising, laceration, infections, leptospirosis	Low	<ul style="list-style-type: none"> • Training of all people operating traps • Keeping traps well maintained • Using setting tool if appropriate • Keeping body parts well clear of closing mechanism • Wearing gloves when handling dead animals • Washing hands thoroughly after use and before eating food • Carrying first aid kit and ensuring any wound is cleansed and treated appropriately • Treating self-setting traps as live and only installing CO2 canister when trap is set correctly • Not placing items in front of striker • Operating traps as per the manufacturers guidelines
Self-setting traps	Traps could fire on operator causing injury		
Skinning, cutting animals	Cuts, infection		<ul style="list-style-type: none"> • Ensuring knives are sharp and have a good handle grip • Carrying first aid kit and ensuring any wound is cleansed and treated appropriately.
<u>Hand tool use</u> Heavy objects, sharp blades, flying objects, entanglement	Bruising, lacerations, cuts, poked in eye	Low	<ul style="list-style-type: none"> • Having relevant personal protective equipment such as gloves, boots, (safety boots for specified activity), overalls, protective glasses. No open footwear permitted e.g., jandals, sandals • Being aware of the location of others and maintaining a safe distance of approx. 2 metres apart

			<ul style="list-style-type: none"> • Not carrying tools over shoulder or leave lying on ground in unsafe manner • Checking for loose heads on axes, slashers etc. before starting work • Watching out for falling branches when cutting tall vegetation.
<u>Planting (digging)</u>	Back strain, cuts, infection from soil	Low	<ul style="list-style-type: none"> • Using the right tool for the job and the right sized tool for the person • Having relevant personal protective equipment such as gloves, boots, overalls, protective glasses. No open footwear permitted e.g., jandals, sandals, crocs • Maintaining a safe working space between volunteers • Cover any minor cuts and scratches • Having periodic back stretches and frequent breaks • Providing hand washing facilities and hand cleanser.
<u>Chainsaw</u> Sharp blade, noise, fire, entanglement <u>Scrub-bar, weedeater and other motorised equipment</u> Flying objects, noise 	Laceration, amputation,	Low	<ul style="list-style-type: none"> • Confining chainsaw use to fully qualified persons • Insisting operator wear all appropriate safety clothing including helmet and gloves • Recognising the noise and safety factor of operating a chainsaw and other motorised equipment near others. • Have minimum of two people on site when equipment being used • Consider alternative safer methods
<u>Lifting and carrying</u>	Sprains and strains, back pain	Low	<ul style="list-style-type: none"> • Reinforcing the need for good lifting techniques • Carrying large heavy items by two people • Maintaining a safe working distance between volunteers

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
VEHICLES AND MACHINERY			

<u>Trailers</u> Injury to another person	Bruising, broken bones	Low	<ul style="list-style-type: none"> • Drivers to be experienced and familiar with the vehicle and trailer being towed • Ensuring trailer is correctly and safely attached to vehicle • Ensuring all loads carried on trailer are properly secured • Exercising caution when reversing and using another person to signal if vision is obscured.
<u>Vehicle use – general</u> Lose control of vehicle, collision, fatigue, goods moving inside vehicle 	Crushing, broken bones, death	Low	<ul style="list-style-type: none"> • All drivers appropriately licensed for the type and use of vehicle • Driving to conditions and within speed limits • Recognising fatigue and allowing someone else to drive where necessary • Taking care turning into entranceways • Packing goods securely in vehicle so they don't move.
<u>Working on roadside</u> 	Serious injury or death	Low	<ul style="list-style-type: none"> • Recognising that working on a roadside may require a traffic management plan • Wear high-vis vests when working near a road. • Avoiding parking on roadside if possible and restricting visibility • Being mindful of traffic at all times.

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
PEOPLE FACTORS			
<u>Public access</u> (when undertaking track maintenance)	Harm to member of public, tripping, bruising	Low	<ul style="list-style-type: none"> • Erecting a warning sign on sites having public access • Wearing high-vis vests • Minimising obstacles on track that could trip other users
<u>Working alone</u> 	Isolation, lack of assistance/treatment, hypothermia	Low	<ul style="list-style-type: none"> • Notifying other team member of intended route/location and sticking to it • Carrying personal first-aid kit and mobile phone and, if necessary, personal locator beacon • Having a scheduled time to communicate with 'responsible

			person' at home base
--	--	--	----------------------

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
PLANT NURSERY			
<u>Potting mix</u>	Legionnaires disease, back strain, bruising,	Low	<ul style="list-style-type: none"> • Using correct lifting techniques when moving bags of potting mix or trays of plants • Avoiding opening bags of potting mix in enclosed areas • Keeping potting mix damp to reduce dust • Always wearing gloves and wash hand thoroughly after use • Using dust masks when sweeping up dry mix • Keeping pathways clear of obstacles such as wheelbarrow, hose and plants at all time.

Hazard: Exposure to COVID-19

Risk: Spreading and contracting COVID-19, resulting in illness, hospitalisation or fatality

Actions we will take to reduce or eliminate the hazard.


- *Government requirements for COVID-19 alert levels (AL)* will be adhered to including travel restrictions and contactless transfer of materials.
- *Anyone who is sick will stay home.* Anyone who becomes sick during the day will self-isolate till they can go home. They will wear a face-mask for travel home.
- *Vulnerable people* (with underlying conditions or over 70) will stay home or agree to work with the measures needed to protect them.
- *Cough and sneeze into elbow or use tissue* and dispose of tissue.
- *Contact tracing* – A permanent record will be kept of everyone who worked, what time, where and their contact details.
- *Physical distancing* – People will work 2m apart and wear a face mask if they must be in contact closer than 1m (e.g. travelling in a vehicle). People will stay in tents where huts can not provide space for keeping the required physical distance.
- *Hygiene equipment will be available during all work activities and at all work sites;* soap, water and hand-towels, hand sanitiser, disinfectant and PPE disposal containers.
- *Hand Hygiene will be practiced regularly by everyone. Everyone will:*

- Wash hands regularly with soap and water for 20 seconds and dry, or clean with hand sanitiser. (All surfaces of hand will be covered and rubbed together, ensuring between fingers, fingertips, thumbs and up to wrist are cleaned)
- Complete hand hygiene prior to and after the work and using PPE and prior to eating.
- Gloves will be worn if people are handling the same equipment as others or equipment will be disinfected after use.
- *Surface hygiene of all shared equipment and surfaces (including touch points in vehicles)* will be carried out using surface wipes, bleach or surgical spirit (alcohol ethanol).

Contact tracing

A record will be kept of all people our volunteers will have contact with while conducting their work.

*Assessing Risk:

	Possible worse outcome using current knowledge	How to manage
High 	Extremely harmful to people, regardless of the frequency of occurrence	<p>The risk is unacceptable. Substantial improvement is required to reduce risk to an acceptable level.</p> <p>The work activity should be halted, or not commenced, until controls are implemented. If it is not possible to reduce the risk the work should not be undertaken</p>
Medium	Moderately harmful to people, regardless of the frequency of occurrence	Consider lowering the risks to an acceptable level
Low	Slightly harmful or temporary discomfort for people, regardless of the frequency of occurrence	Risk considered acceptable. No further action is necessary other than to ensure that the controls are maintained

JOB SAFETY ANALYSIS

APPENDIX B

Project Name			
Project Location			
Project Date			
Tasks being undertaken (<i>list in sequence they are carried out – including travelling to site</i>)			
Hazards or risks that differ from Safety Plan:			
<u>Task:</u>	<u>Hazards</u>	<u>Risk Level</u> H/M/L	<u>Control Measures</u>
Team briefing coverage:	<input type="checkbox"/> All participants competent for tasks <input type="checkbox"/> Correct Personal Protective Equipment being used <input type="checkbox"/> Communications/emergency procedures in place <input type="checkbox"/> Opportunity given for participants to express any concerns		
Team leader for day: Name: _____	<input type="checkbox"/> Team briefing delivered (as per general standard of care); <input type="checkbox"/> Clear expectations set for team members about the work and how it should be done; <input type="checkbox"/> Team members agree with health and safety plan.		
Confirm team briefing delivered	Signature: _____		

Team members present at health and safety briefing:	
Name	

INCIDENT REPORTING FORM

APPENDIX C

Date of incident: Time of incident: Site Location:	Injured person: Name of any witness: Task being undertaken:
Details of Incident: <i>(Describe what actually happened)</i>	What caused the physical injury? Slip or trip, moving object, lifting etc
Part of body injured:	
Severity of injury: <input type="checkbox"/> Near miss/unsafe act <input type="checkbox"/> Minor <input type="checkbox"/> Moderate requiring reporting to DOC <input type="checkbox"/> Serious injury requiring reporting to DOC	Medical treatment required: <input type="checkbox"/> None <input type="checkbox"/> First aid <input type="checkbox"/> Medical treatment(Doctor) <input type="checkbox"/> Hospitalisation
Notifiable event requiring reporting to WorkSafeNZ www.worksafe.govt.nz (only required if group is a PCBU i.e. has at least one paid employee) Y/N	
Safety Implications	
Immediate corrective action taken:	
Likelihood of reoccurrence:	
Amendments required to safety plan:	
Signed: Name:	Date:

COMMUNITY GROUP FIRST AID KIT

APPENDIX D

This is a list of **suggested minimum contents** for a first aid kit for the collective use of your community group when undertaking a group activity. You may wish to add to the contents or quantity to suit your circumstances. Volunteers with pre-existing medical conditions or allergies should carry their own medication.

In instances where volunteers are working individually or in remote locations it would be advisable for each person to carry their own personal first aid kit.

Always remember to replace any items used.

Item	Quantity	Checked
First Aid booklet	1	
Antiseptic wipes	8	
Antiseptic ointment	1	
Bandage – gauze 40mm	1	
Bandage crepe – 75mm and 100mm	2	
Cotton gauze squares 7.5 x 7.5mm	6	
Disposable gloves	2	
Eye pad – 60mm x 75mm	2	
Eye tissues	4	
Elastoplast – mixture of sizes, PVC and fabric	50	
Fabric dressing strip	1	
Non-adherent dressing (mixed sizes)	6	
Paraffin gauze	1	
Plastic bags for waste disposal	2	
Resuscitation aid (with mouthpiece)	1	
Roll of fabric strapping tape – 50mm	1	
Roll of micropore tape – 25mm	1	
Roll of sleek tape – 25 mm	1	
Saline solution – 30ml	4	
Safety pins or clasps	10	
Scissors	1	
Skin closures/Steri-strip	4	
Splinter probe	4	
Triangular bandage	2	
Thermal blanket	1	
Tweezers	1	
Wound dressing with bandage -#14 and #15	2	