

FRIENDS OF ROTOITI Inc.

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Friends of Rotoiti (FOR) - Predator Control and Biodiversity Work

Description of the work

This safety plan relates to all work undertaken by the Friends of Rotoiti on public conservation land and will be used to develop Job Safety Analysis for those tasks.

Start date 5th October 2023

Review Date 1 October 2024

Emergency Plan	Emergency Contacts
<p>Contact Rotoiti Base (by phone or radio) in the event of an accident.</p> <p>Ensure personal safety first, provide first aid (if required), isolate hazards, ensure scene is secured if serious harm incident.</p> <p>Intentions trip board must be filled in and contact person informed on return.</p>	<p>Contact Visitor Centre before leaving for the trapping line (if the volunteer doesn't come into DOC VC first).</p> <p>Contact DOC base by radio (Channel 1 or as advised) or by phone (Visitor Centre 03 521 1086) before 4:30pm</p>

Document history
<ul style="list-style-type: none"> • Reviewed - 19 October 2019 by Wayne Sowman, Friends of Rotoiti with Jen Waite (Nelson Lakes Biodiversity Ranger) • Revised - May 2020 to incorporate COVID-19 controls • Reviewed – 12 November 2020 by Wayne Sowman, Friends of Rotoiti with Melissa Griffin (Senior Ranger, Biodiversity, DOC Rotoiti/Nelson Lakes) • Reviewed – 5 October 2021 By Wayne Sowman and Butch Goodwin (Friends of Rotoiti) with Melissa Griffin (Senior Ranger, Biodiversity, DOC Rotoiti/Nelson Lakes) and Sjaan Field (Ranger, Community, DOC Rotoiti/Nelson Lakes) • Reviewed – 10 November 2022 by Wayne Sowman, (Friends of Rotoiti) with Melissa Griffin (Senior Ranger, Biodiversity, DOC Rotoiti/Nelson Lakes) • Reviewed – 5th October 2023 by Wayne Sowman and Barry Thomas (Friends of Rotoiti) with Melissa Griffin (Senior Ranger, Biodiversity, DOC Rotoiti/Nelson Lakes)

1. Who is the spokesperson for health and safety matters?

Wayne Sowman, FOR Co-ordinator is the point of contact for health and safety matters for the Friends of Rotoiti relating to activities authorised by the Department of Conservation (DOC).

Wayne Sowman will:

- Notify the Department when the activity will be undertaken, if required, so that it can share this information to the public via visitor centres, website etc.
- Share information about the conditions of the agreement/authorisation, the agreed standards for the work and this health and safety plan with the team members
- Report any incidents incurring moderate or serious injuries to DOC as soon as possible
- If applicable - when engaging a contractor, before work commences the contact will:
 - Notify the contractor of known hazards and risks associated with the site and the work.
 - Notify the contractor of the agreed scope of work, as prescribed in the agreement or authorisation
 - Notify the contractor of any conditions associated with undertaking the work as listed in the Community Agreement/Short-term authorisation
 - Provide the contractor with the operating procedures, guidelines and standards that are required to complete the activities
 - Notify the contractor of relevant statutes, regulations and by-laws affecting ore relating to the site, facilities or activity
 - Ensure the contractors are competent to carry out the work
 - Review and accept the contractor's health and safety plan, through an email or letter stating acceptance

2. Preparation of Health and Safety Plan

When preparing this health and safety plan, our group consulted DOC 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 1).

High-risk activities are marked with a  symbol.

Special attention will be given to these high-risk activities when undertaking any activities on the site.

Our group takes full responsibility for the plan and for on-site safety of members and other people.

3. General standard of care

(a) Competent team members

FOR ensures all volunteers are competent to undertake the agreed activities. FOR will do this by:

- Training new volunteers by the Co-ordinator, Line Leads and/or DOC staff (refer to the induction form for details),
- Volunteers work alongside more experience members to learn the lines and activities,
- Induction of new volunteers is documented and the induction form for each volunteer is filed

- Volunteers attend a minimum of an annual training session and meeting,
 - Attendance at a two-yearly training session for anaphylaxis treatment (identifying and treatment of anaphylaxis, use of EpiPen and Anakit)
- (b) Personal protection equipment (PPE) lists
- ❖ Refer to Appendix 2 for activity-specific PPE

What is the groups plan for responding to an emergency?

Moderate injury-type emergency, e.g., sprained ankle,

- Provide initial first aid to make the patient comfortable, gather more information about the injury.
- Radio the DOC Office (for non-village lines) or phone the DOC office (village rat lines)

In the case of a very serious injury of health event, e.g., broken bone, cardiac event, serious asthma

- Call 11, radio the office or phone (03 521 1806)
- Have a good description of the injury or event, location, name of patient

At the beginning of the activity how will the group discuss the hazards and controls and decide how to monitor safety on site?

The Group undertake JSAs:

- each time they undertake the activity, or
 - every time there is a change in the conditions surrounding the activity.
- Examples include when there is a change in task, weather, personnel or other matter.

How will the group monitor the hazards and look out for each other during the activity?

- Trapping activities are generally undertaken in groups of at least two people.
- Training for new activities or new lines.
- New volunteers paired with more experienced volunteers.
- Benchmark volunteers' activities against DOC rangers.
- Encourage all volunteers to ask questions.
- Maintain a good working relationship with DOC staff.
- Work with DOC staff to ensure FOR have a good understanding of the Health and Safety system so FOR understand their obligations.

At the end of the activity how will the group learn from any incidents or near misses?

In the event of an incident or near miss, the Group would work with the DOC district office staff to undertake a review of the incident and determine any actions that could mitigate the events.

Serious injury or death events would be investigated in line with DOC procedures to determine any corrective actions.

4. Responsibilities of team members

How will each team member take responsibility for themselves and others during the activity?

Member

- Understand Health and Safety Plan and their responsibilities under the Plan
- Obtain an induction to learn the task

- Be prepared to speak up if the safety of self or others is under threat

5. Review of health and safety plan

The Health and Safety Plan will be reviewed if an incident occurs or circumstances change, or new hazards are identified.

The Health and Safety Plan will be reviewed in October each year with DOC Biodiversity staff (and other local DOC staff as required). October was chosen as it is prior to the main summer trapping season.

6. Our commitment

We recognise that any aspect of our work will entail some level of risk (likelihood of occurrence and degree of harm).

We are committed to eliminating or minimising 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 and 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 speak up and discuss any unsafe work practices and work together with us to address them.


Signed: _____


Name: Wayne Sowman
Friends of Rotoiti Co-ordinator

Date: 5th October 2023

APPENDIX 1 Hazard management for FOR’s field activities

Hazard Title	Hazard Description	Controls	Nelson Lakes controls (plan specific)
 4WD Use	<p>Vehicle sliding out of control. Vehicle rolling. Loose equipment within the vehicle. Rolling onto or crushing by vehicle. Vehicle being the cause of fire. Inadequate rated tow hook could cause serious injury.</p>	<p>Management Controls: Ensure vehicle is registered for towing weight and correct label is displayed.</p> <p>Ensure four wheel driving is incorporated into safety planning and JSAs, and fatigue is identified and managed.</p> <p>Staff to be briefed about any specific handling characteristics on new models of vehicle.</p> <p>Minimum Competencies: Experienced or supervised by someone who is. Driver to hold a licence valid for the vehicle and have proven experience.</p> <p>If vehicle to be engaged in 4WD for off-road use, NZQA unit standards #17976 and #17978 (or equivalents) are required. All staff to be assessed by a competent.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Keep body parts in cab while driving off road. • Secure loose gear that is inside the cab or on vehicle deck. • Ensure safe fuelling technique. • Assess rivers prior to crossing. 	<p>Vehicle to have VHF on when in or near vehicle and fire extinguisher fitted in appropriate place in cab.</p> <p>Use orange flashing light on vehicle, and wear Hi-viz while doing Rainbow Valley Rd and Mt Robert Rd</p> <p>Make sure Fob on so can GPS if late return.</p> <p>No going above first basin on skifield. Driving SOP.</p> <p>If using own vehicle compliance is the same as using a DOC vehicle.</p>

		<ul style="list-style-type: none"> • If used in an emergency implement lookouts. • Recognise the symptoms of fatigue and observe safe driving hours policy. • Arrange ETAs with local office. • Watch out for sun strike. <p>PPE: Wear seat belts</p>	
 Adverse weather (rain, cold, storm)	<p>Wind, cold, glare, rain (flooding), lightning storm, hail.</p> <p>Hypothermia, frostbite.</p> <p>Adverse weather could result in serious harm or fatality</p>	<p>Management Controls: Prepare for adverse weather and system to monitor staff</p> <p>Minimum Competencies: Person is competent to work in a variety and in extremes of weather conditions. Ensure staff are educated and briefed on symptoms of hypothermia.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Prepare for adverse weather. • Use weather forecasts to aid decisions prior to and during the field trip. • Carry extra clothing and shelter if required. • Ensure adequate water supply. • Be aware of the effect that adverse weather can have on topography and other aspects of the work sites. • Share the workload and monitor staff. Always ensure a team leader is appointed and a JSA has taken place. 	<p>First reconsider work – does it need to be done today?</p>

		PPE: PPE as directed by Team Leader for task	
 Adverse Weather (Sun, Heat)	<p>Exposure to direct sunlight/UV. Melanoma.</p> <p>Can lead to heat exhaustion, heat stroke, dehydration and hyperthermia.</p>	<p>Management Controls: Staff are aware of environment and educated on the effects of UV exposure heat exhaustion and heat stroke. Work is planned to reduce exposure where possible. Staff are educated and briefed on the symptoms of dehydration, heat exhaustion and heat stroke.</p> <p>Minimum Competencies: Person must be competent to work in a variety of weather conditions, including extreme conditions.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Carry water and keep hydrated. • Take regular breaks. • Expect adverse weather and be prepared for it. • Use weather forecasts to aid decisions prior to and during the field trip. • Share the work load and monitor staff. If symptoms of dehydration, heat exhaustion or heat stroke are observed, stop work immediately, move to a cool place and treat. If person vomits seek medical advice immediately. 	<p>Consider using sunglasses</p>


		<p>PPE: Adequate water supply. Sunscreen and hat and clothing.</p>	
<p>Animal Handling - dead or alive animals</p>	<p>Bites, scratches and lacerations from handling dead or alive animals and birds.</p> <p>Also infectious diseases and exposure to harmful pathogens.</p>	<p>Management Controls: Ensure that staff who may be in contact with dead or alive animals, animal urine and faeces are aware of the diseases/bacteria/viruses and related symptoms that they may be exposed to.</p> <p>MOH recommend vaccination for TB if likely to be exposed to infected animals, (e.g. possum, seals, mustelids etc...).</p> <p>Minimum Competencies: Staff to be appropriately briefed and familiar with animal and habitat. In house training where required. At least one person in the group to have a current first aid certificate.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Appoint a team leader and ensure job safety analysis is undertaken. • Practice a high standard of hygiene. • Cover broken skin before, and clean hands thoroughly with antibacterial wipes/lotion after handling animals. • Seek medical advice if feeling unwell after handling animals. • Carry first aid kit. <p>PPE: Wear disposable gloves.</p>	<p>Wash hands before eating</p>


		<p>Wear face masks if required. Other PPE as directed by your manager.</p>	
Bird & wildlife monitoring	<p>Harm from catching equipment/techniques. Infection/disease from bird bites, scratches & punctures. Psittacosis, salmonella etc. can be inhaled</p>	<p>Management Controls: Ensure that staff who may come into contact with dead or alive birds, urine and faeces are aware of the diseases/bacteria/viruses and related symptoms that they may be exposed to.</p> <p>Minimum Competencies: Trained in techniques and equipment use prior to undertaking catching or telemetry work. Staff to be briefed prior to species work.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Hands washed with anti-bacterial soap after handling birds. • All wounds cleaned immediately. • Personal first aid kit to be carried. • Ensure staff familiar with the animals encountered and their habits. • Handheld radio or cellphone to be carried. • ETAs, routes and locations logged with base. • Hand sanitiser to be carried. <p>PPE: Gloves</p>	<p>Consider use of eye protection when handling birds (esp. kiwi)</p>
Bluffs	<p>Falls off bluffs can result in serious injury of death</p>	<p>Management Controls: Where it is possible, mine shafts to be identified and advised to staff.</p>	<p>Don't work in situations that you are not comfortable with.</p>

		<p>Minimum Competencies: Competent in terrain</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Undertake JSA and appoint team leader prior to work. • Staff to be briefed on presence of bluffs in area and stay within intended area. • Walk slowly and cautiously through tight vegetation. • Carefully assess safe travel and escape routes. • If no safe routes are present avoid danger area. <p>PPE: Normal requirements depending on task being undertaken</p>	<p>If on your own in a bluff area, consider calling up base to give your approximate location and expected ETR out of the area.</p>
<p>Boat - adverse sea, river or lake conditions</p>	<p>Large swells or choppy lake/sea conditions; high/flooded rivers.</p> <p>Risk of swamping or capsize. Movement or jarring of boat could lead to strains, sprains or fractures.</p> <p>Shifting load could lead to boat instability or injury.</p> <p>Vessels with low bulwarks/gunwales could have a</p>	<p>Management Controls: Boat assessed to look for measures to reduce stresses from jarring (such as padded mats or improvements to seating). Agreed limits on operating conditions listed in the vessel's Vessel Operating Plan. Staff appropriately experienced and qualified.</p> <p>Minimum Competencies: Skipper holds appropriate license for vessel, operation and operating area and is listed in the Currently Approved Skippers section of the DOC</p>	<p>Personal boat use – when filling out the intentions board write that you are taking your own boat onto the Lake. Ensure you take a radio.</p>

	<p>tripping hazard that could lead to man overboard.</p> <p>Boat could become swamped by following sea or while using winch/lifting gear.</p> <p>Danger of broaching. Incorrectly stowed load could shift causing the boat to list or capsize.</p> <p>Shifting load could cause injury or knock a person overboard.</p> <p>Choppy conditions can cause sustained jarring.</p> <p>Excess speed can lead to boat leaping over crests leading to injury.</p> <p>It is impractical to raise bulwarks/gunwales.</p>	<p>Licensed Boat Operator Database doc-5674275</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Check weather forecast and obtain updates. • Only operate in suitable conditions and within the conditions listed in the vessel's Vessel Operating Plan / Certificate of Survey. • Skipper to oversee loading of boat to ensure correct load distribution and within load limits. • Brief passengers of jarring hazards during briefing. • Ensure passengers are well braced before commencing journey. <p>PPE: Lifejackets and any other equipment or clothing as directed by skipper and listed in Part B of the vessel operating plan.</p>	
<p>Boat - boarding, disembarking and manual loading/unloading</p>	<p>Vessel could be damaged, slips, trips and falls when getting on or off vessel.</p> <p>Gear dropped on someone or strains from lifting.</p> <p>Fractures, strains & sprains due to unstable and moving surfaces while loading, disembarking,</p>	<p>Management Controls: Staff to be trained in correct lifting techniques.</p> <p>Vessel should have sufficient handholds, stepping devices and application of non-skid material practically placed to minimise the risk of slips or falls.</p>	<p>All passengers should be briefed on safe boarding/disembarking practises.</p> <p>Use ladder on Kehu when appropriate.</p> <p>Personal boat use – when filling out the intentions board write that you are taking your own boat onto the Lake. Ensure you take a radio.</p>

	<p>loading stores and equipment, and overloading.</p> <p>Crushing of limbs between boat, wharf or pier or between dinghy and vessel.</p>	<p>Minimum Competencies: Other crew to be inducted and trained by a competent skipper.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Skipper and/or crew to be present at the boarding and disembarkation point to monitor and manage all aspects of getting people and things on and off the boat and to assist others where required. • Persons to be briefed by skipper on how to board/disembark and from what part of the vessel, the order of disembarking and how equipment will be loaded/unloaded and to follow instructions of the skipper and crew at all times. • Warn people not to try to fend off wharves or other vessels and to be aware of any tripping hazards such as mooring lines. Watch out for wakes / swells (e.g. from other boats or exposed wharves) and wait until passed. • Be aware that the vessel is likely to surge back and forth. Only small loads to be carried/handled and make sure of footing. • All bags and equipment to be securely stowed. • If backpacks are carried, waist belts must not be used. 	
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		<ul style="list-style-type: none"> Once onshore, get out of the way of the vessel. Assess personal safety before helping others in difficulty. If someone falls into the sea, the vessel must back away immediately, and the person must swim away from the landing site/wharf/platform and wait to be picked up by the vessel. <p>PPE: Life jackets to be worn including when disembarking, and any other equipment/clothing as conditions dictate or at the direction of the skipper.</p>	
 Falling objects (rocks, trees)	<p>Being hit by an object falling from height (e.g. rocks, trees, branches)</p>	<p>Management Controls: Identify areas of potential falling objects, discuss with staff</p> <p>Minimum Competencies: Competent in this terrain and can observe hazardous situations</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> Undertake job safety analysis. Review immediate vicinity for obviously weakened trees/windfall. As much as possible avoid work at bottom of rocky slopes or cliffs. Avoid working in forest when wind is high, during or directly after heavy snowfall when branches or trees are likely to come down. 	<p>Be prepared to stop work if wind conditions increase beyond safe levels.</p>

		PPE: Hard hats to be worn when falling hazards exist.	
 Firearm use - pest control and euthanasia	The use of firearms for pest control and euthanasia could lead to accidental shooting, explosion, ricochets causing injury or death.	<p>Management Controls: All firearm users are aware of and understand the Firearms Code and Firearms Manual.</p> <p>Minimum Competencies: Adequate training including Firearms Licence and close supervision required until person deemed competent. Sound knowledge of the Arms Code.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Identify a Team Leader and firearm shooters. • Ensure a JSA and Toolbox Talk is completed. <p>PPE: Sound moderators to be fitted or Class 5 or 3+ hearing protection to be worn for most firearms.</p>	<p>Volunteers undertaking pest control with firearms must provide their current firearms license before commencing the task.</p> <p>An INV must be issued if doing control near a hut.</p> <p>Notify senior ranger before projects using firearms undertaken.</p> <p>Wear Hi Vis when walking in the park with a firearm.</p>
Handsaw, hatchet and lopper use	<p>Lacerations, impacts, back strain and eye injuries whilst using handsaws, hatchets and loppers.</p> <p>Loss of concentration, error of judgement</p>	<ul style="list-style-type: none"> • Management Controls: Staff aware of safety procedures around hand tool use and tools are purchased fit for purpose and will maintained. Ensure Team Leader is appointed. JSA is carried out. 	

		<p>Minimum Competencies: Acknowledgment of prior experience or competency assessment by supervisor.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Keep hands clear of handsaw blades or lopper jaws. • Guard against back injuries by observing proper bending techniques when using hand tools below waist level. • Establish eye contact before passing or approaching another staff member. <p>PPE: Wear safety glasses when using hatchet and other PPE as advised by Team Leader</p>	
Hand tool use	<p>Use of variety of hand tools including manual/electric screwdrivers. hammer, grubber etc.</p> <p>Heavy objects.</p> <p>Flying objects.</p> <p>Extended use (loss of control).</p> <p>Sharp blades/objects.</p> <p>Impacts, entanglement.</p> <p>Vibration.</p> <p>Public access.</p>	<p>Management Controls: Correct sharpening procedure used, and tools maintained regularly, checking for loose heads on axes, slashers, grubbers etc. Ensure best practice guidelines are followed</p> <p>Minimum Competencies: Competent in use, i.e. completed the required training for the task or use of equipment, and/or assessed as competent by supervisor</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Team leader in place and job safety analysis undertaken. 	

	Hit by tool of flying objects	<ul style="list-style-type: none"> • Do not carry tools over the shoulder or leave tools lying around where people have access. • Be aware of the location of others and work at least 3 metres apart. • When transporting tools handle them appropriately or in containers with safety catchers on. • Return tool to be stored appropriately in a secure workshop. • Where necessary, warning signs in area of operations where public have access. <p>PPE: Recommended relevant PPE includes gloves, safety boots, overalls, leg protection, protective glasses, hearing protection, if considered necessary by team leader.</p>	
Helicopter Use	Loss of control as a result in overloading, insecure loads leading to an uncontrolled/unplanned loss of load or crash resulting in fatality. Rotorwash. Being hit by rotor or other objects. Objects hitting rotor. Alighting/disembarking aircraft. Noise. Dust/debris in eye. clothing entanglement	<p>Management Controls: NOTE: ROBINSON HELICOPTERS ARE NOT TO BE USED TO CARRY DOC STAFF. Only hire from the National Helicopter Panel. HeliOrder must be used when engaging a helicopter operator. Ensure helicopter has an audited safety management system and relevant CAA certification. Helicopter must be suitable for the type of work being undertaken.</p>	<p>All inexperienced passengers are to be appointed a minder who is experienced and competent around helicopters. This person will help the passenger in/out of the aircraft and direct them to/from aircraft in conjunction with pilot instructions.</p> <p>Pilots shall be informed of inexperienced passengers by staff organising flights.</p>

		<p>Staff are trained and competent. A Safety Plan must be in place for the work. All staff understand the JSA process.</p> <p>Night flying and/or the carriage of passengers at night is not permitted unless there are exceptional circumstances which must be approved and recorded by the Manager. If night flying is approved the helicopter must have night flying modified cabin and instruments and the pilot is night rated.</p> <p>For transporting external loads refer also to Hazard #470 - Helicopter - External Loads. Staff awareness of Helicopter STEP Operations SOP (doc-6191032) where required.</p> <p>Butane cannisters can be taken on board with passengers but only in the following quantities:</p> <ul style="list-style-type: none"> • Each cannister must be no larger than 500g, and • all cannisters combined must not weigh more than 1kg. <p>Personal protective clothing & equipment:</p> <p>Hearing protection must be worn. High visibility vest should be worn when travelling in or working around helicopters. Eye protection worn if required.</p> <p>Where there is potential for people to spend unforeseen time in remote locations,</p>	<p>A leader must be designated for all heli ops and the leader made clear to other staff and pilot during JSA/TT process.</p>
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		<p>they must carry suitable communications and survival gear.</p> <p>Safe work instructions: Appoint a Team Leader and ensure any inexperienced or not competent staff are directly supervised. Complete JSA/Toolbox Talk prior to flight and ensure a Pilot briefing occurs. Use of the Boarding Pass App (on mobile phones) is mandatory for DOC Team Leaders. If flying over water (more than 1km) the pilot briefing is to cover ditching and escape procedures. Pilots instructions to be followed at all times. When near helicopters any loose/light items must be secured or packed away to prevent them being blown by rotor wash or strong winds. Never reach up or chase any items that are blown away. Ensure appropriate communications are in place prior to any operation. Internal loads (people and equipment) are positioned as directed by the pilot (weights may be required by the pilot prior to flying). Advise the pilot of any hazardous goods are being carried (a CSL/Certified Handler Certificate may be required).</p>	
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Livestock, working around	Working around potentially dangerous livestock like bulls, stags, rams etc.	<p>Management Controls: Ensure a high level of staff awareness of potential confrontations. Keep close to vehicle.</p> <p>Minimum Competencies: Awareness of when to back away.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Keep close to vehicle. <p>PPE: As directed by Team Leader.</p>	

<p>Manual handling</p>	<p>Sprains and strains. Crushing. Slips, twisting, compression.</p>	<p>Management Controls: Seek alternatives to manual lifting/handling. Make sure staff are suited to the tasks and do not have serious disabilities.</p> <p>Minimum Competencies: Manual handling training recommended.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Minimise the need for lifting heavy loads by choice of equipment, position of equipment. • Seek assistance when lifting heavy or awkward loads. • Do not twist while lifting and use your legs to provide lift rather than your back. • Items are stored securely and will not fall. <p>PPE: Whatever is appropriate/required for the specific task and/or as directed by the Team Leader.</p>	<p>Carrying heavy objects (e.g. trap boxes)</p> <ul style="list-style-type: none"> • Know your limits • Ensure you have sturdy footwear • Take extra care when walking • Take break and ensure plenty of water is available
<p>Pest/predator control traps</p>	<p>Trap closing on operator. Breakage to trap causing injury. Bites, scratches from animals.</p>	<p>Management Controls: Keep traps well maintained.</p> <p>Minimum Competencies: Training of all people operating traps showing them how to hold & set to minimise accidental triggering and use safety catches.</p>	<p>Use safety clips when cleaning or calibrating traps. Also treat a trap as if it is set.</p>

		<p>Work Instructions:</p> <ul style="list-style-type: none"> • Use in accordance with trap best practice guidelines. • Use setting tool if appropriate & keep body parts well clear of closing mechanism. • Carry radio & first aid kit. • Be aware of sharp edges on mesh at ends of tunnels. wash hands before eating and/or at end of day. • Carry hand sanitiser. • Ensure animal is dead before removing from trap. <p>PPE: Wear gloves when handling animals.</p>	
Vehicle use - general	<p>Lose control of vehicle, collision. Driving into water at speed, brake failure. Fatigue, which can also be caused by hay fever. Goods moving inside the vehicle causing injury. Operating in smoke hazard during/at a fire and/or with lights and siren. All could lead to a crash causing injuries/fatalities to driver & other occupants of the vehicle, pedestrians or occupants of another vehicle.</p>	<p>Management Controls: All vehicle drivers must be briefed on, understand and agree to the conditions in the Departments Motor Vehicle Use and Safe Driving Policy DOC-2601221. Agreement recorded induction book, master list of authorised drivers.</p> <p>Review authorisation to drive after a driver has had an accident, been issued with an infringement notice when driving a DOC vehicle or developed a medical condition which may affect their ability to drive.</p> <p>Minimum Competencies: Hold a current and appropriate driver's license for the type</p>	<p>FOR Driving policy docCM-7404477</p> <p>FOR not to use any road in ice or snow conditions in winter e.g. Skifield road.</p> <p>Reminder to turn the vehicle off after two hours and have a 15 min break.</p>

		<p>of vehicle being driven. Read and understand the Departments Motor Vehicle Use and Safe Driving Policy.</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Five minute vehicle safety check completed prior to use. • Driving factored into safety planning of work and JSA/Toolbox Talk completed. Drive to traffic & weather conditions (refer to road condition reports if in doubt) and within speed limits. • Notify intentions and schedule times as appropriate. • Watch out for sun strike when driving. Pull over to use radio or cell-phone or use hands-free. Secure loose gear inside the vehicle or tie down on vehicle deck. • No persons to ride on the rear deck of a ute at any time. Ensure wheel nuts are tightened using a torque wrench (e.g. at local garage) as soon as possible after changing a tyre. <p>PPE: Seat belt</p>	
<p>Wasp nest poisoning with Permex dust</p>	<p>Exposure to toxin through ingestion, inhalation or skin absorption</p>	<p>Management Controls: No person with a known allergy is to undertake this task. Minimum Competencies: Has been observed as competent</p>	<p>Carry an Epipen or Anakit and be appropriately trained in its use.</p>

		<p>Work Instructions:</p> <ul style="list-style-type: none"> • Poison to be applied with spoon on an extended stick, puffer or compressed air (application by tube in the mouth not permitted). • Use according to product label instructions for wasp control <p>PPE: Gloves.</p>	
<p>Wasp poisoning with Vespex</p>	<p>Stings. Exposure to toxin through ingestion or skin absorption. Salmonella from chicken bait.</p>	<p>Management Controls: Follow appropriate Safe Handling sheet). Briefing by DOC staff on safe use.</p> <p>Minimum Competencies: Those working unsupervised meet requirements of section 4.1.1 and those working under direct supervision meet section 4.1.2 in Safe Handling of Pesticides SOP.</p> <p>Work Instructions: Use pesticides according to product label instructions for wasp control. Follow appropriate Safe Handling sheet #9 (docdm-104973) from Safe Handling of Pesticides SOP. Carry product label, MSDS and wasp 1st aid kit at all times. No person with a known wasp allergy is to undertake this task. Radio to be carried at all times.</p>	<p>Attend safety briefing with DOC staff before bait is put out each year.</p>

		Wash hands before eating, drinking etc PPE: Gloves. Wasp first aid kit	
 Wasp, bee, insect stings	Allergic reaction, anaphylactic shock etc.	Management Controls: Identify areas of possible wasp activity. Where possible avoid areas or times of year when wasp activity is high. Identify allergies within team members. Educate staff and have system in place for managing the risk. Carry Epipens or anakits. Minimum Competencies: Competent team members and team leader. Work Instructions: <ul style="list-style-type: none"> • Specific prescribed anti-histamines to be carried by any individuals with a known history of allergic reaction. • Identify at risk team members at staff briefing - allergies, likely reactions, appropriate medication and treatment prior to departure. • Use caution near any beehives, if on foot stay away from hives. • Team leader appointed and JSA undertaken prior to work. PPE: Wasp first aid kit	Refer to the local wasp sting & treatment policy
Night work with DOC staff	Walk on track in dark, slips, trips and falls.	Management Controls: Plan work in advance. Torch plus spare batteries carried.	DOC staff and Wayne to select those involved.

	<p>Getting lost. Getting cold.</p>	<p>Work in minimum pairs. Full briefing given by DOC team lead. Only good weather.</p> <p>Minimum Competencies: Competent team members</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • Carry spare torch somewhere accessible. <p>PPE: Torch plus spare, warm clothes</p>	<p>Must be known and competent.</p> <p>Working to Nelson Lakes' Biodiversity safety plan</p>
<p>Overnight hut/campsite operation</p>	<p>Hot liquids and fire risk while cooking or boiling water. Food poisoning due to poor hygiene and/or contaminated/aged food. Poor campsite location - camp subject to flooding, slips, tree falls. Cutting firewood. Fire/explosion from gas cookers or stoves. Carbon monoxide poisoning in confined space.</p>	<p>Management Controls: Areas identified where camping is excluded</p> <p>Personal protective clothing & equipment: As directed by Team Leader</p> <p>Safe work instructions: Locate camp away from potential hazards e.g. risk of branch or tree fall from large trees, epiphytes, dead material, prevailing winds, potential for rising waters and flood zones. Consider weather forecast and local knowledge of area when selecting campsite area. Do not camp on river islands and be aware of potential slips and avalanche routes. Check river levels. Ensure escape routes are planned. Ensure campsite safety is discussed in JSA and site reassessed if weather conditions change.</p>	

		<p>Light fire away from flammables ensure well contained within fireplaces and properly extinguished. Do not use burners in confined spaces without the correct ventilation (e.g. inside tents). Do not use stoves that are throwing a yellow flame or suspected to be faulty. Appliances to be checked for leaks by task leader including fittings seals. All appliances to be refuelled after cooling outside away from camp. Ensure good hygiene practices are used.</p>	
Night walks	<p>Walk on track in dark, slips, trips and falls. Getting cold.</p>	<p>Management Controls: Easy route planned in advance. Torch plus spare batteries carried by all. Only good weather. Medical conditions of all attending known.</p> <p>Minimum Competencies: Competent team members</p> <p>Work Instructions:</p> <ul style="list-style-type: none"> • All to carry appropriate PPE, given full briefing. • Don't allow group to spread out and if moving slow then cut short. <p>PPE: Torch plus spare, warm clothes all, first aid kit team lead.</p>	

APPENDIX 1: Personal Protective Equipment

<p>Village Traplines DOC-provided PPE</p> <ul style="list-style-type: none"> • Hi viz vest • Gloves and hand sanitiser • First aid kit / group • Epipen/Anakit (summer) <p>Provided by volunteer</p> <ul style="list-style-type: none"> • Sunscreen, sunhat, sunglasses • Water/fluids/food/snacks • Suitable clothing and footwear • Mobile phone 	<p>Whisky Falls DOC-provided PPE</p> <ul style="list-style-type: none"> • Hi Viz vest • DOC hand-held radio • First aid kit • Hook for DOC 200s • Gloves and hand sanitiser • Epipen/Anakit (summer months) • Life jacket (whilst in boat, if applicable) <p>Provided by volunteer</p> <ul style="list-style-type: none"> • Sunscreen, sunhat, sunglasses • Water/fluids/food/snacks • Suitable clothing and footwear
<p>Mt Robert/Speargrass If using a DOC vehicle</p> <ul style="list-style-type: none"> • Flashing roof light • Triangle for back of vehicle and sign • Ignition fob <p>DOC-provided PPE equipment</p> <ul style="list-style-type: none"> • Hi Viz vest • DOC hand-held radio • First aid kit • Hook for DOC 200s • Gloves and hand sanitiser • Epipen/Anakit (summer months) <p>Provided by volunteer</p> <ul style="list-style-type: none"> • Sunscreen, sunhat, sunglasses • Water/fluids/food/snacks • Suitable clothing and footwear 	<p>Rainbow Road Using a DOC vehicle</p> <ul style="list-style-type: none"> • Flashing roof light • Triangle for back of vehicle and sign • Ignition fob <p>DOC-provided PPE equipment</p> <ul style="list-style-type: none"> • Hi Viz vest • DOC hand-held radio • First aid kit • Hook for DOC 200s • Gloves and hand sanitiser • Epipen/Anakit (summer months) <p>Provided by volunteer</p> <ul style="list-style-type: none"> • Sunscreen, sunhat, sunglasses • Water/fluids/food/snacks • Suitable clothing and footwear
<p>Tophouse Road DOC-provided PPE equipment</p> <ul style="list-style-type: none"> • Hi Viz vest • First aid kit • Hook for DOC 200s • Gloves and hand sanitiser • Epipen/Anakit (summer months) <p>Provided by volunteer</p> <ul style="list-style-type: none"> • Sunscreen, sunhat, sunglasses • Water/fluids/food/snacks • Suitable clothing and footwear • Mobile phone 	<p>Travers – Sabine Circuit DOC-provided PPE</p> <ul style="list-style-type: none"> • Hi Viz vest • DOC hand-held radio • First aid kit • Hook for DOC 200s • Gloves and hand sanitiser • Epipen/Anakit (summer months) <p>Provided by volunteer</p> <ul style="list-style-type: none"> • Sunscreen, sunhat, sunglasses • Water/fluids/food/snacks

	<ul style="list-style-type: none">• <i>Suitable clothing, overnight gear, footwear</i>• <i>One PLB or InReach per group</i>