



SUPPORTERS of TIRITIRI MATANGI Inc.

HEALTH and SAFETY MANAGEMENT PLAN

Version: 3.7
Approval Date: 10 March, 2024
Signature:

INTRODUCTION

The Supporters of Tiritiri Matangi (SoTM) is a non-profit community conservation organisation. Tiritiri Matangi Island is managed by the Department of Conservation (DOC) in collaboration with SoTM, to further the restoration of the Island and maintain it as an open sanctuary for endangered native species. Guiding visitors, providing an education programme and supporting research projects are important features of the Supporter's activities.

A Community Agreement between DOC and SoTM describes the health and safety expectations of SoTM when carrying out its authorised activities. Section 6 of the agreement outlines these expectations and a copy of section 6 is provided on page 5 of this plan.

This plan has been prepared to meet the obligations of SoTM under section 6 of the Community Agreement.

SoTM operates under a Concessionary Agreement with DOC to provide and promote a range of resources and activities all year round. It is a condition of this concession that SoTM provides a safety plan for guiding and for the shop and visitor centre. The SoTM Management Committee is committed to ensuring the health and safety of all visitors, volunteers, researchers and contractors coming to the Island to engage in any of its activities. The purpose of this Plan is to ensure that SoTM takes all reasonable steps to ensure their safety, and meets its obligations for its employees under the Health & Safety at Work Act (2015). This plan is supplemented by policies and procedures that define and characterise the roles of key members within the organisation, and their responsibilities.

Island Conditions

The island has a number of steep slopes and cliffs, particularly along the east side. Only properly trained climbing and abseiling teams will access these. The Arches contain a number of unstable rock bridges to be avoided or treated with extreme care. Much of the coast has a rocky foreshore, slippery when the tide recedes, and cutting off access to some bays and inlets as the tide rises. Rainfall is usually below average for the Auckland region creating dry conditions with a high fire risk. Smoking is not permitted, except on the concrete pad at the Wharf landing and at the concrete apron outside the Visitor centre.

Risk Management procedures

Hazard Identification

Committee members and project supervisors need to be aware of existing hazards on the Island. They also need to report, and manage when appropriate, any new ones they become aware of. Staff and volunteers are encouraged to report any new hazards of which they become aware. All hazards are to be reported to and recorded by the visitor centre staff in the first instance. The attached schedule outlines the hazards that have been identified and the procedures in place to minimise the risks for SoTM led activities. Staff and/or volunteer team leaders can stop any work tasks due to safety reasons and any staff member or volunteer can refuse to undertake a job/ task due to safety reasons.

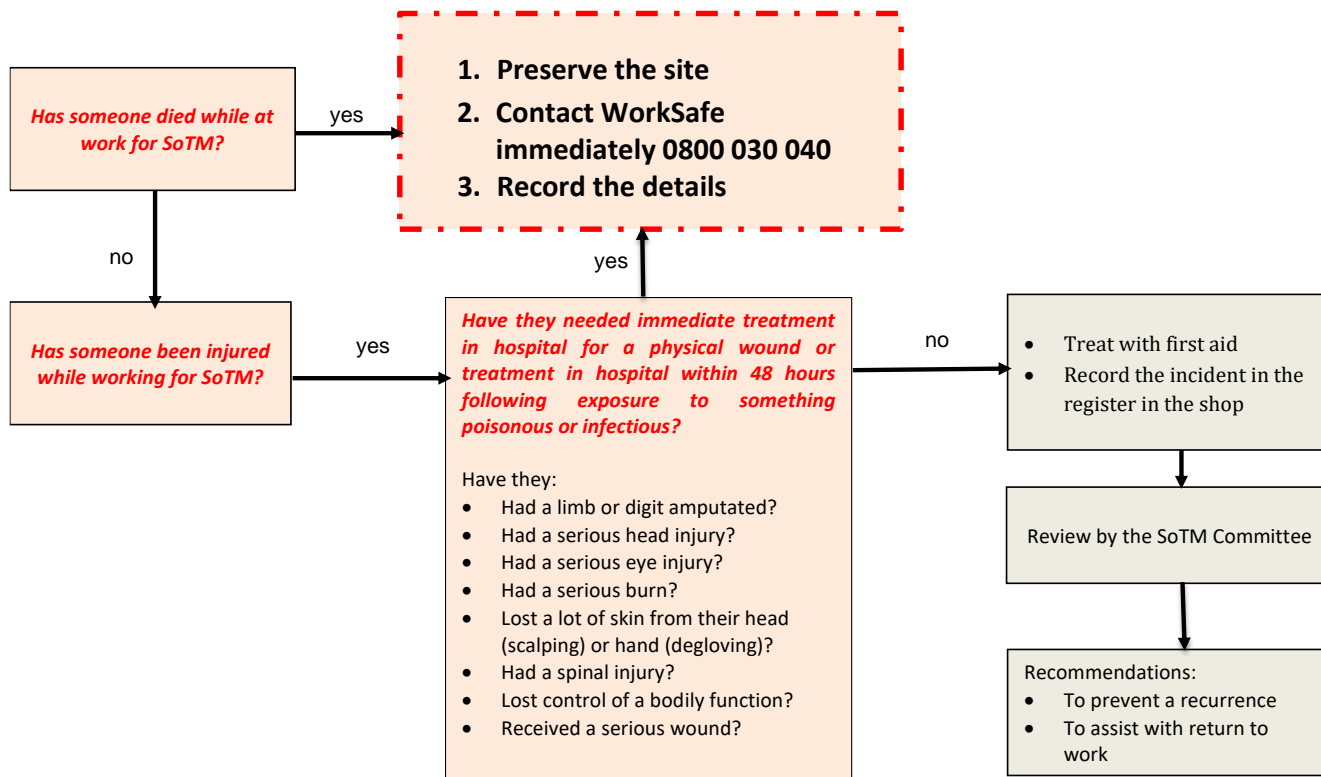
Volunteer Working

All volunteers and project supervisors must have read and signed all relevant H & S Plans and be made aware of the Incident Plan.

Accident Reporting

All committee members, employees and volunteers are required to report any accidents, or incidents which could have led to an accident. These are recorded in the Accident Register (held in the Office of the Guide Co-ordinator) and will be investigated to discover the cause and determine if any corrective actions are required. If serious harm has occurred, the accidents must also be reported to DOC and WorkSafe New Zealand within 24hrs (see below for reporting algorithm). All reports will be reviewed with DOC at quarterly meetings. All incidents are recorded in the sub-committee's and Operations Manager's monthly reports for the main committee to review. A Health & Safety Officer is appointed and is responsible for the upkeep of the Health & Safety Management Plan and for providing the main committee with a regular report on H&S activities, including audits.

Incident Plan: If a serious incident occurs, dial 111 for an urgent response.



Maintenance

Property and equipment owned by SoTM will be kept in a safe working condition. The Infra-structure Sub-committee will arrange regular inspection and ensure a maintenance schedule is followed. Faulty or unsafe equipment should not be used and the details should be reported so that appropriate action can be taken.

Training

Volunteers will be trained as appropriate. Only persons nominated by the appropriate sub-committee are permitted to carry out any medium-high risk activities. Guiding volunteers receive an annual training refresher.

Contractors

Contractors working for SoTM must supply a Safety Plan to the Infrastructure or Special Project Subcommittee of SoTM, before starting work. The relevant Subcommittee will provide the induction to Island and the special working conditions to the Contractor. The Safety Plan must identify and have appropriate controls in place for all high risk work, including, but not limited to hot works, use of harmful substances, working at heights, use of off road vehicles. The contractor as an employer has obligations toward the safety of their employees working on an Island project. However, SoTM needs to be sure the contractor has the competency to undertake the work and the appropriate safety planning is in place to manage hazards arising from the work. This would include: Relevant liability and indemnity insurances, the employees have the training and competency to undertake the work; the identification and management of hazards; the reporting of incidents; and, that site briefings and inspections are carried out and records kept. This may involve both SoTM and DOC. Contractors must submit an emergency plan in the event of an accident or incident. Contractors are required to provide investigation reports for any notifiable or serious incidents involving their workers, volunteers or SoTM staff.

Investigation of incidents

Any incidents or near misses will be reported by the staff to the SoTM Committee for investigation and analysed to identify the causes. Improvements will be made to the safety plans if necessary.

Emergency Procedures

All staff and volunteers are required to familiarise themselves with the emergency procedures for the island. These procedures form part of the induction to the island, are included in the training given to staff, contractors and volunteers. The full response details to different types of emergencies can be found on the flip chart hanging on the wall of the Office in the Visitor Centre, in the DOC office and in the implement shed. In the event of a natural disaster, such as a fire, weather event, tsunami or volcanic eruption, or man-made event, such as chemical spill, the alarm will be raised, by a combination of the following: Airhorn – someone will be tasked with driving along Ridge Road blasting the air horn, or by being told in person or via phone or text message or UHF radio. You (and everyone in your group) are to make your way as safely and swiftly as possible to the closest road and continue along the road towards the lighthouse area.

1. Gather at the assembly point – this is the lawn area between shop, main house and the implement shed.
2. Ensure that you have been accounted for. There will be someone who at the assembly point checking you off.
3. Follow any instructions that are given and don't wander off. Where appropriate, you may be asked to assist in the response.

Drug and Alcohol-Related Risks

SoTM will operate a workplace free from drug or alcohol impairment. While the SoTM employees and volunteers are likely to be at low risk of impairment, the nature of the SoTM-led activities require that guides and staff are not impaired by alcohol or drugs.

Complaints

Feedback from visitors is provided via the SoTM website where there is a feedback form. Feedback is reviewed initially by the shop/guiding staff and provided to the area of responsibility for follow up. Feedback that highlights serious issues is escalated to the Chair of SoTM for overall review

Annual Review of Safety Performance

There will be an at least an annual review of identified hazards and risks as well as incidents and accidents to identify learnings and the effectiveness of evaluated controls. Review can be more frequent following a critical incident. The results of these reviews are communicated to staff following the review and may form part of the safety briefing to volunteers if appropriate.

Plan Format and Components

This plan is held in two formats, the first is this composite document and the second is in individual sections for each of six activities:

- guiding,
- the Visitor Centre,
- wildlife monitoring and management,
- maintenance and construction work,
- weed surveillance and control, and
- volunteer supplementary projects.

The volunteer agreement form, which is to be signed by participants, is at the end of the sections.

Clause 6, COMMUNITY AGREEMENT (pursuant to section 53(2)(i) Conservation Act 1987)

6 Health and Safety

6.1 The Supporters of Tiritiri Matangi must exercise the rights granted by this Agreement in a safe and reliable manner to provide and maintain, as far as is reasonably practicable, a safe working environment for its members (including any employees, volunteers and contractors) while carrying out the Activity.

6.2 The Supporters of Tiritiri Matangi must appoint a person or persons to take responsibility for health and safety with whom the Director-General will communicate and deal on all health and safety matters relating to the Activity.

6.3 The Supporters of Tiritiri Matangi must:

- (a) ensure that its members (including any volunteers and contractors), agents, and invitees are competent to carry out the work and will receive appropriate supervision when carrying out the Activity.
- (b) ensure that all contracts between the Supporters of Tiritiri Matangi and any contractor contains, at a minimum, the same requirements as clauses 5.1 and 6.4 of this Schedule.
- (c) unless otherwise agreed, take its share of responsibility for the safety of members and the public while carrying out any activity on site.

6.4 The Supporters of Tiritiri Matangi must:

- (a) prepare and provide to the Director-General a Safety Plan which meets the Department's requirements relating to the Activity.
- (b) not commence the Activity until the Safety Plan has been reviewed and accepted by the Director-General.
- (c) schedule an annual review of its Safety Plan, and if any amendments are made ensure these are reviewed and accepted by the Director-General. This review is in addition to any review required by the Director-General under clause 6.6 of this Schedule.

6.5 The Director-General will:

(a) check and provide advice to help the Supporters of Tiritiri Matangi complete or improve its Safety Plan.

(b) support the Supporters of Tiritiri Matangi to be able to identify and manage risks associated with the Activity.

6.6 If, in the opinion of the Director-General, or on notification by the Supporters of Tiritiri Matangi to the Director-General of a safety incident or risk on the Site, circumstances warrant a review of the Safety Plan, the Supporters of Tiritiri Matangi must review the Safety Plan and, the Director-General must, where appropriate, review and accept it. Supporters of Tiritiri Matangi must carry out the Activity in accordance with any amendment(s) to, or replacement of, the accepted Safety Plan.

6.7 The Supporters of Tiritiri Matangi must: Supporters of Tiritiri Matangi

- (a) take all practicable steps to protect the safety of all persons present on the Site, including eliminating any dangers to the public caused by the Supporters of Tiritiri Matangi activities and erecting signs warning the public of any dangers that remain and of which the [Group/Organisation] is aware.
- (b) record and report to the Director-General any notifiable event as defined by the Health and Safety at Work Act 2015, such as a death or an injury which requires immediate hospitalisation or collapse of a structure that exposes people to serious risk, within 24 hours of its occurrence and within 3 days for less serious incidents.
- (c) be satisfied that any facility or equipment provided by the Director-General to enable the Activity to be carried out meet the safety requirements of the Supporters of Tiritiri Matangi and if not, advise the Director-General accordingly.
- (d) not bring on to the Site or any land administered by the Department any dangerous or hazardous material or equipment which is not required for purposes of the Activity; and if such material or equipment is required as part of the Activity, the Supporters of Tiritiri Matangi must take all practicable steps to ensure that the material or equipment is treated with due and proper care.



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Section 1: VISITOR GUIDING (sign off once per year or at major version changes)

Activity or Location	Potential Hazard	Nature of Risk	Risk level	Plan for Hazard Control	Minimum Competency
EMERGENCY	Various	Sudden illness. Accidental injury. Soft tissue injury (ligament, tendon, muscle damage), bee/wasp sting, asthma, epilepsy, diabetes, heat exhaustion broken bone, heart problem, concussion, severe bleeding.	low	<p>If a serious incident occurs, dial 111 for an urgent response.</p> <p>The guide will:</p> <ul style="list-style-type: none"> • Ascertain where possible from visitors, if there are any medical conditions which may preclude the tour or require special assistance from the guide • Carry an SoTM bumbag containing a basic First Aid kit and a simple map card • Phone the DOC ranger or the Visitor Centre to ask for assistance – the numbers are in the bumbag. • If unable to raise anyone by phone, give the map card to a runner from the group and point out the quickest route to the lighthouse complex • Send the runner to the lighthouse complex for assistance from the Duty Ranger and/or the Shop or Guiding Manager • Stay with the patient until assistance arrives • Render first aid (if hold a current FA certificate) or enlist the service of any FA certified person who may be present on the island (the ranger or shop or guiding manager can assist with this). 	Completed Basic Guide Training

				<p>The caller or runner will:</p> <ul style="list-style-type: none"> Summon assistance from the Department of Conservation Ranger or SoTM's Shop or Guiding Manager, who will organise any further necessary assistance <p>Notes:</p> <ul style="list-style-type: none"> Cell phone coverage is patchy but worth trying, text messages may be successful if voice contact is not possible <p>Additional First Aid supplies are available at the shop, and a defibrillator is stored on the outside wall of the Visitor Centre to provide help to cardiac arrest patients.</p>	
Guiding on designated routes	Various	Any observed hazard perceived to be significant.	Yes	The Guiding Manager or volunteers have the authority to cancel or halt guiding if circumstances change or a hazard is noted. If guiding is halted, visitors should be calmly escorted to the Visitor Centre or the wharf by the most direct route.	Completed Basic Guide Training
	Various	Illnesses, surgery, lack of fitness	No	The Guiding Manager will offer visitors a choice of available routes, explaining the approx. duration and degree of difficulty of each. Visitors will be encouraged to disclose anything which might prevent them completing the route with ease. Transport to the Visitor Centre may be arranged if necessary.	Completed Basic Guide Training
	Drugs and alcohol	Overdose, accidental injuries	No	<p>While on duty, staff and volunteers will not consume drugs or alcohol.</p> <p>Where visitors appear to be at risk because of their drug or alcohol use, consult with the Guiding Manager or the Duty Ranger who will take appropriate steps to ensure visitor safety.</p>	Completed Basic Guide Training
	Adverse weather - hot	Exposure to direct sunlight/UV. Heat exhaustion. Sunburn, dehydration.	med	Guides should anticipate adverse weather and be prepared for it. Always carry water supply. Use sunscreen and hat. Before setting off, check group to be guided and give advice on their preparation. Consult with Guiding Manager if concerned about preparedness of any member of group.	Completed Basic Guide Training

	Adverse weather - cold	Wind, cold, rain (flooding), lightning storm, hail. Hypothermia	med	Guides should anticipate adverse weather. Carry extra clothing and take shelter if necessary. Be aware of the effect that adverse weather can have on tracks and visitors. Before setting off, check group to be guided and give advice on their preparation. Consult with Guiding Manager if concerned about preparedness of any member of group.	Completed Basic Guide Training
	Coping with pushchairs, mobility aids, health problems, disabilities and physical limitations	Falls, heat exhaustion, over-exertion, unable to complete walk to Lighthouse.	low	Check if members of the group have pushchairs, mobility aids, disabilities or physical limitations. Advise visitors about boardwalks, steps, steep areas and uneven terrain. Choose the appropriate route and adjust the speed of the walk, encouraging rests if necessary. Contact Shop or Guiding Manager to organise transport if a visitor is unable to complete the walk	Completed Basic Guide Training
	Getting separated from the group or lost	Disorientation, falls, exposure, unable to find way back to Lighthouse or Wharf	low	Count the number of people in your group before you leave the wharf. If it is a large group (10+), appoint someone to be 'Tail End Charlie'. Instruct children not to run ahead. Adjust the pace to fit the group's abilities. Stop and wait for the group at track junctions. If a member of your group wishes to leave the guided walk ensure he/she knows which route to take. Check numbers again at the walk's conclusion.	Completed Basic Guide Training
	Coping with language, hearing and cognitive difficulties	Falls, slips, head/face/eye injuries, getting separated.	low	Check that all members of the group understand basic English instructions before you leave the wharf. Take time to point out hazards to group members, particularly to non-English speakers. Point out hazards en-route to non-English speakers	Completed Basic Guide Training
	Ingestion of plants	Accidental poisoning, allergies.	low	Exercise caution if mentioning any folk-medicinal uses of plants. Warn the group not to consume leaves or any other parts of plants.	Completed Basic Guide Training
Wharf and Road	Trolley, vehicles & trailer	Injuries caused by collision with moving trolley or vehicles.	low	Advise visitors to be aware of and stand clear of the trolley and moving/turning vehicles. Where possible provide barriers to separate pedestrians and vehicles.	Completed Basic Guide Training

Foreshore	Slippery rocks, low overhanging tree branches, tidal zone	Slips, head/face/eye injuries, path is inaccessible at high tide and an alternative track needs to be considered.	Med	The Hobbs Beach Track includes a section of Hobbs Beach. Ensure that the clearly marked access points to the beach from the track are used. As high tide may make Hobbs Beach impassable, the Guiding Coordinator will decide on the day whether the track can be used for guiding. Avoid taking the group over stretches of rock. Advise the group to take care when walking around or underneath overhanging trees, particularly when on Hobbs Beach.	Completed Basic Guide Training. Ensure an alternative track has been identified for use if the Guiding Coordinator decides that the Hobbs Beach Track cannot be used.
Tracks	Mud, loose stones, steep incline, steep drops, overhanging branches, protruding roots, trees on track	Fall, slips, over-exertion, contusions, head/face/eye injuries	low	If possible avoid sections that have become muddy or slippery, otherwise warn visitors to take extra care. Advise care over areas with loose stones. Slow the pace for steep inclines and, possibly, bypass 'Coronary Hill'. Alert the group to overhanging branches and steep drops	Completed Basic Guide Training
Boardwalks	Elevated sections, steps, damaged boards, loose wire mesh, overhanging branches	Falls, trips, contusions, head/face/eye injuries	low	Advise the group to take care on all boardwalks and steps. Draw attention to overhanging branches. Point out that there may be sections with drops to the side/s, damaged boards or loose anti-slip mesh. Promptly report any areas which require maintenance to SoTM's Shop Manager or Guiding Manager after the walk's conclusion.	Completed Basic Guide Training
Tracks and boardwalks	Track clearing, maintenance work	Falls, trips, contusions, head/face/eye injuries	low	Ask the group to walk in single file past obstacles, equipment or workers. Ask workers to stop until the group has safely passed. If there is a detour, alert people to uneven ground or overhanging branches. Assist group members over any obstacles	Completed Basic Guide Training
Lighthouse complex	Steep steps, cliffs	Falls, slips	low	<u>This area is not included in the guided walk;</u> however, as it is the end destination, it is recommended that guides advise their parties there are hazards. In particular, guides should mention the cliffs, the steps up to the lighthouse and the watchtower steps	Completed Basic Guide Training



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Section 2: VISITOR CENTRE, SHOP, OFFICE & COURTYARD (sign off once per year or at major version changes)

<i>Activity or Location</i>	<i>Potential Hazard</i>	<i>Nature of Risk</i>	<i>Risk level</i>	<i>Plan for Hazard Control</i>	<i>Minimum Competency</i>
EMERGENCY	Various	Sudden illness. Accidental injury. Soft tissue injury (ligament, tendon, muscle damage), bee/wasp sting, asthma, epilepsy, diabetes, heat exhaustion broken bone, heart problem, concussion, severe bleeding.	low	If a serious incident occurs, dial 111 for an urgent response. In the event of a serious incident, assistance will be sought either by use of cellphone or deployment of a runner to the DOC ranger or Shop or Guiding Manager. The leader would stay with the patient until assistance arrives, and administer first aid, or enlist the service of any trained first aider present. Additional first aid supplies are available at the shop, and a defibrillator is stored on the outside wall of the Visitor Centre to provide help to cardiac arrest patients. Subsequently, details of the incident should be recorded in the Hazards and Incidents register on the Health & Safety SoTM shared drive.	
Kitchen Tea Urn - Filling or emptying.	Spilling hot water Touching hot sides of urn	Splashing skin or clothes - scalding and blistering. Burns from contact with hot metal	med	Maintain safe counter location adjacent to side wall Display warning sign Keep guard up around urn Use small container for filling Turn off, leave to cool and empty water from tap before lifting urn.	

Carrying hot drinks	Colliding with other people	Scalds from slopped drinks Stains to clothing	med	Avoid and discourage carrying drinks into shop area when crowded with visitors	
	Wet floor patches	Injury from slip or fall	low	Mop and dry spillages as soon as possible. Put up warning sign if still slippery	
Monitoring visitors	Unsupervised children	Knocking over, bruising, concussion falls, fractures	low	Tell child to go to and stay with adult Tell adult to supervise child	Competent volunteers to monitor and advise
Monitoring visitor numbers	Overcrowding	Panic attacks	low	VC designed to accommodate 50 people only Exits are all clearly marked Keep fire exits clear at all times Monitor crowd numbers on busy days Render assistance to anyone distressed	Competent volunteers to monitor and advise
Setting out or stacking metal chairs	Fractured chair frames Unstable chair stacks	Catastrophic collapse when in use causing injury to seated person. Falling stack injuring legs or feet	low	Immediately remove any chair with cracks to joints. Stacks not to exceed 5 chairs. Keep stacks inside or outside against courtyard wall.	
Using the passageway between shop and Centre	Constricted access	Colliding with obstacle or person Bruising, stumbling, Snagging clothes, scratching skin	low	Ensure shop display stands do not hinder free flow through doorway	
Handling heavy supplies boxes and equipment	Loss of grip and control	Back strain, muscle strain, crushed fingers or toes	low	Use 2 people for moving heavy objects Adopt correct straight back crouch. Use trolley	
Using electrical appliances	Worn cable, faulty connection	Electric shock	low	Use DOC electrician to check VC equipment when inspections of DOC equipment are undertaken	

Negotiating walkways overlaid with loose wires	Tripping over loose wires	Stumbling, falling causing flesh wounds or broken bones	low	Where possible run free cables against wall or secure furniture In other locations secure beneath heavy mat and/or gaffer tape	
Use of office work-stations	Relative positions of seating and desk facilities	Muscle strain, RSI	low	Use adequate wrist support with computer mouse or keyboard Maintain good chair posture Comply with good work practices	
Erecting and dismantling displays	Movement of display structures	Injury from toppling boards Muscle strain from incorrect handling. Knocking into others with large or heavy objects causing cuts, bruising, falling or other injury.	low	Not to be undertaken when visitors present. Minimum of two people to handle large items Be watchful of others working nearby	
Fire precautions	Faulty smoke detectors	Failure to warn of smoke or fire risking entrapment, lung damage and burning	low	Check function regularly (monthly) Replace batteries when required. Replace unit if fails to sound with charged battery	
Fire precautions	Use of Fire Extinguishers	Blocked access Malfunctioning	low	Avoid placing objects on or around extinguishers Maintain visible and open access to extinguishers Re-locate where necessary for ease of access Check capability when DOC annual check is made	
Fire precautions	Emergency evacuation procedure	Failure to be aware of procedure and give adequate assistance to clear premises in an emergency	low	Maintain signage advising location of assembly area Centre Manager and principal volunteer workers in Shop and Centre to be made aware of emergency exit routes and location of assembly area.	Centre Manager and principal volunteers will assist and regulate evacuation.
Changing light bulbs	Unstable access to ceiling level	Injury from falling	low	Task for two people. Use ladder. Dispose of used bulbs off the Island.	See Standard Operating Procedure for working at heights (Biodiversity subcommittee)

Using Courtyard	Uneven surface	Twisting ankle, tripping, falling Cuts, bone fractures	low	Fill holes; level and maintain an even surface area	
Using Plastic chairs	Sudden collapse from Splitting or buckling	Jarring, bruising, concussion, flesh wounds	low	Monitor condition when chairs are being set out Remove any chairs with cracks or splits in structure	
Managing sun sails	Un-tethered sails flapping in the wind.	Face and eye injury	low	Only trained and authorised personnel to handle sails. Regular inspection when sails are up, particularly at attachment points and shackles, and maintain when necessary. Scheduled annual service of sails during off season.	
Surrounding vegetation	Encroachment onto seating areas	Irritation or scratching to skin or eyes from leaves and twigs	low	Inspect courtyard shrubs and trees during growing season and prune back where necessary to create adequate clearance of courtyard	Competent in pruning techniques
Stairs to Lighthouse plateau	Steep incline with narrow treads	Congestion, tripping, falling	med	Display a sign at top and bottom of stair-run warning of steep flight and requesting give way to any already using stair way in the other direction	
Stairs to watchtower	Limited space on steps and balcony	Congestion, tripping, falling	med	Restrict numbers using steps and balcony to five at any one time. Place sign at foot of stairway advising restriction.	



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Section 3: WILDLIFE MONITORING AND MANAGEMENT (sign off once per year, at major version changes or before commencing one-off projects)

Team leaders: Various, depending on species.

Nature of tasks:

Locating nests during the breeding season; visiting nest boxes.
 Night-time surveys for nocturnal species.
 Watching nests to determine progress.
 Accessing nests in order to band chicks or carry out egg-swaps.
 Catching adult birds for banding and translocation.
 Banding birds.

<i>Activity or location</i>	<i>Potential hazard</i>	<i>Nature of risk</i>	<i>Risk level</i>	<i>Plan for Hazard Control</i>	<i>Minimum competency</i>
EMERGENCY	Various	<p>Sudden illness. Accidental injury.</p> <p>Soft tissue injury (ligament, tendon, muscle damage), bee/wasp sting, asthma, epilepsy, diabetes, heat exhaustion, broken bone, heart problem, concussion, severe bleeding.</p>	low	<p>If a serious incident occurs, dial 111 for an urgent response.</p> <p>Not to work alone where possible. If working alone at night, must have predetermined call checks. A designated member working with each group will carry a cellphone and first aid kit. In the event of a serious incident, assistance will be sought either by use of cellphone or deployment of a runner, preferably not the team leader.</p> <p>The leader would stay with the patient until assistance arrives, and administer first aid, or enlist the service of any trained first aider present. Additional first aid supplies are available at the shop, and a defibrillator is stored on the outside wall of the Visitor Centre to provide help to cardiac arrest patients.</p>	

				Subsequently, details of the incident should be recorded in the Health & Safety register in the SoTM shared drive.	
All off-track work	Various, as listed below	Injury or getting lost in the bush	low-high	Complete the intentions book in the implement shed or luggage trailer before departure, giving mobile phone number and expected time of return. Remember to sign back in on your return. Carry your phone with you at all times and turned on. Carry a first aid kit in your pack for minor mishaps.	Volunteers are trained in bush work by team leaders, and should be familiar with the Island, including being shown all unformed tracks they will be using.
Visiting nestboxes	Unformed tracks are narrow, uneven, sometimes slippery	Risk of falling – sprains, cuts, fractures	Med	Routes are marked with flagging tape and pruned regularly to minimise hazards. Use suitable footwear with good grip, be aware of immediate surroundings, move with care.	
	Rocky foreshore – slippery when tide out, tides can restrict exits	Risk of falling – sprains, cuts, fractures Being cut off by tide		Wear sturdy footwear, plan using tide timetables	
Following birds to find nests	Branches and twigs	Scratches and punctures to skin, eyes, ears, etc.	high	Work in pairs when possible. Be aware of immediate surroundings, wear suitable clothing and headgear, move along marked access tracks where possible. Eye protection and long sleeves are recommended.	
	Dense and uneven grass and vines	Tripping – sprains, cuts, fractures	high	Use suitable footwear, be aware of surroundings, move with care.	
	Wet, muddy conditions	Slipping – sprains, cuts, fractures	high	Use suitable footwear with good grip, move with care, holding onto branches where possible	

	Cliffs (where nesting territories are close to the coast)	Falling	med	Ensure induction includes where tracks are close to cliff/tricky areas. Stay well back from cliff edges, do not follow birds into hazardous terrain.	Only trained abseilers to access cliffs (e.g. if necessary for nest access).
	Wasps and bees Favourite nest locations are amongst flax bushes	Stings or allergic reaction	low	Volunteers to use insect repellent. Specific prescribed anti-histamines to be carried by any individuals with a known history of allergic reaction. Identify at risk team members at group briefing - allergies, likely reactions, appropriate medication and treatment prior to departure. Where possible avoid areas or times of year when wasp activity is high. Carry epipens/ anakits especially in high risk areas. Avoid wasps' and bees' nests if locations are known (and advise others).	Competent team members. Knowledge of use Anakits or Epipens to be shared when 'at risk' person present.
	Hot weather	Sunburn, dehydration	med	Use sun-screen if working in open areas, always carry water. Take breaks, volunteers to be aware of first signs of heat exhaustion	
	Adverse cold weather (cold, rain, storm)	Wind, cold, glare, rain (flooding), lightning storm, hail. Hypothermia	med	Prepare for adverse weather. Carry extra clothing and take shelter if necessary. Check weather forecasts to aid decisions prior to and during the field trip. Be aware of the effect that adverse weather can have on topography and other aspects of the work sites.	
Night-time monitoring (e.g. for kiwi, morepork, petrels)	Darkness	Tripping on uneven ground, walking into things, becoming disoriented in the dark	med	(see working alone controls) Use a torch; stay out of the bush if possible, work in pairs or groups if entering bush, stay away from cliff edges. Team leader must check in all night-time participants in night-time surveys at the end of a night's work.	In addition to being familiar with the Island, volunteers are thoroughly briefed on the hazards of night-time work by team leaders.
Nest watching	Keeping still for long spells (up to two hours)	Muscle stiffness	low	Maintain comfortable posture, move from time to time. If sitting, use a mat.	

<p>Accessing Nests (excluding those in nest boxes)</p>	<p>Nests in high trees <i>(Nests up to two meters above ground)</i></p>	<p>Danger of falling, with possible consequences of sprains, cuts, fractures</p>	<p>High</p>	<p>Refer to DOC guidelines: <i>Ladder to be in sound condition, to AS/NZS 1892:1996 and labelled as such. If not labelled then tested and rated to at least 120kg. Use in accordance with the manufacturer's instructions and for the purpose intended. Ladder to have adjustable legs if being used on uneven terrain. Ladder is secure and either tied off or footed. At all remote sites another person must be present to provide assistance. If fall restraint is considered an option, then it is likely that a ladder is not the most suitable piece of equipment for the job.</i></p> <p>Always work in group of three or four. Use ladder wherever possible in preference to tree-climbing. Secure ladder with ropes, have someone to hold ladder steady. Wear a hard-hat and eye protection. If ladder use is impossible, climb tree only if nest is two metres or less above ground (refer to DOC guidelines), use hard hat (always) and safety harness if handholds are sparse.</p>	<p>Volunteers should be experienced ladder-users. For access above two metres, where ladder use would require appropriate fall protection, engage the services of a DOC-approved tree-climber.</p> <p>Refer to Standard Operating Procedure Working at Heights (Biodiversity Subcommittee).</p>
<p>Tree-climbing</p>	<p>Nests in high trees <i>(Nests higher than two meters above ground)</i></p>	<p>Danger of falling, with possible consequences of serious bodily injury, suspension trauma, or death.</p>	<p>High</p>	<p>Follow DOC guidelines as documented in:</p> <ul style="list-style-type: none"> • One Page SOP; Working at Height – Roped Tree Climbing Docdm-1544989, and • Roped Tree Climbing Technical document Docdm-1324901. <p>Undertake a Job Safety Analysis (JAS) prior to every climb. Work in a team of two or more trained and competent climbers. Wear appropriate PPE as described in DOC guidelines above. Undertake buddy-checks on all gear & equipment set-up (e.g., anchors) before climbing. Always have three personal prusiks on each climber's harness (made to measure each climber - 1 toe to belly button & 2 nose to belly button).</p>	<p>DOC-approved tree climber. <i>Revalidation of skills are required within a three-year timeframe from a recognised instructor or provider. The relevant rescue technique (tree prusik rescue) should be practised within 3 months of initial training, again within 6 months or less, and at least annually after that, to maintain competence.</i></p>

				<p>Always have all rescue equipment on site, with a second climber ready to go into action to perform a rescue, if necessary.</p> <p>Carry two forms of communication that can transmit from climbing location e.g., PLB, cell phone, walkie talkie.</p> <p>Ensure that equipment used is always safe and to the required standard (maintain a logbook of equipment use including when regular safety checks are undertaken).</p>	<p>Refer to Standard Operating Procedure Working at Heights (Biodiversity Subcommittee).</p>
Catching birds for banding and translocation	Use of mist-nets and associated equipment	Tripping on and walking into guy ropes, being hit by poles, resulting in bruises, cuts, other minor injuries.	med	<p>All equipment to be handled with awareness of other people. Indicate guy ropes and furred nets with flagging tape, especially at night and when netting on tracks.</p>	<p>Team should be led by experienced mist-netter recognised by DOC Banding Office.</p>
Banding chicks and adult birds	Handling birds and nest material	Exposure to infection, scratches and cuts from sharp bills and claws.	med-high	<p>All handling and banding to be carried out in accordance with standards set out in the New Zealand National Bird Banding Scheme Bird Bander's Manual.</p>	<p>All personnel handling birds should be properly trained. Banding to be carried out only by a fully-qualified bander accredited by DOC Banding Office.</p>



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Section 4: MAINTENANCE & CONSTRUCTION (sign off once per year, at major version changes or before commencing one-off projects)

<i>Activity or location</i>	<i>Potential Hazard</i>	<i>Nature of Risk</i>	<i>Risk level</i>	<i>Plan for Hazard Control</i>	<i>Minimum Competency</i>
EMERGENCY	Various	<p>Sudden illness. Accidental injury.</p> <p>Soft tissue injury (ligament, tendon, muscle damage), bee/wasp sting, asthma, epilepsy, diabetes, heat exhaustion, broken bone, heart problem, concussion, severe bleeding.</p>	low	<p>If a serious incident occurs, dial 111 for an urgent response.</p> <p>A designated member working with each group will carry a cellphone and first aid kit. Ascertain where possible from volunteers, if there are any medical conditions which may preclude the work or require special working conditions. In the event of a serious incident, assistance will be sought either by use of cellphone or deployment of a runner, preferably not the team leader. The leader would stay with the patient until assistance arrives, and administer first aid, or enlist the service of any trained first aider present. Additional first aid supplies are available at the shop, and a defibrillator is stored on the outside wall of the Visitor Centre to provide help to cardiac arrest patients. Subsequently, details of the incident should be recorded in the Hazards and Incidents register in the SoTM shared drive.</p>	

Handtool use - manual and electric	Sharp blades or points. Heavy objects. Motorised movements. Noise, dust, flying debris. Cord entanglement. Vibration.	Loss of control from extended use. Crushing from impacts. Cuts, abrasions. Eye and lung irritation.	med	Recommended relevant PPE includes gloves, safety boots, overalls, leg protection, protective glasses if considered necessary by supervisor. Be aware of the location of others and work at least 3 metres apart. Do not carry tools over the shoulder. Correct sharpening procedure used and tools maintained regularly. Where necessary, warning signs in area of operations where public have access. Check for loose heads on axes, slashers, grubbers etc.	Competent in use. Provided with adequate training or supervision.
Use of Power tools and workshop appliances	Moving parts. Noise, dust, vibration. Flying debris. Entanglement	Cuts, hearing damage, eye injury. Lung irritation. Electric shock.	high	Check tools and machinery before use. Employ circuit breakers. Wear appropriate protective gear - safety glasses, ear muffs, gloves, shin guards, etc. PPE to be worn. Equipment safety features to be in place and used. Electrical tools to be tested and tagged annually.	Provided with adequate training or supervision.
Ladder use	Instability	Falls, serious injury (head or other)	med	Use of ladder to comply with NZ safety standards AS/NZS 1892.1.1996, with no defects. Securely placed. Trained volunteers or staff only to use	Competent in use. Second person in attendance.
Use of trailers	Loose materials, overloading, jack-knifing. Sliding on wet, steep terrain.	Physical harm to bystanders or vehicle passengers due to insecure load, unskilled handling or over-weight loads.	Med	Trailer safety check before using including tyre pressure. Connect trailer with appropriate safety equipment to towing vehicle using rated shackles. No passengers riding on the trailer. Load to 50% of the weight of the vehicle maximum and keep within weight limits of the towing vehicle. Make sure load is secure and not uneven on the trailer. Be aware of people when reversing the trailer. When passing pedestrians, be aware that they may not realize presence of trailer. Start braking earlier when using a trailer.	Current driver's licence. Trained and approved drivers only to take a trailer off a formed road onto a track.
Use of LUV's Yamaha Vikings "Lil Red" Honda	Sudden jolts on uneven terrain. Branches catching the sides of the vehicle	Striking head on roll cage. Crushing injuries from tip or roll	Med	Vehicle safety check before starting. All passengers must be in designated seats with seatbelts and helmets on. Maximum speed 20km/h on Tiri formed roads. Use 4WD unless at the wharf. Slow down when passing pedestrians.	Trained and assessed as competent to drive to a level according to usage restrictions. Driving experience to be gained under

	Different types of braking when going downhill. Rolling over Collision with wildlife.			No passengers in tray. Drive to conditions: Summer-winter, flat-hilly, dry-wet. Be aware of takahe and other wildlife and if driving at night, be aware of tuatara and other nocturnal wildlife. Reduce speed and use 4-wheel drive when on tracks. Keep body parts inside the cab. Secure loose gear. If using on the beach, check tide and vehicle limitations.	supervision of competent operator.
Tractor use	Tipping over. Sliding, rolling, bouncing with loss of control. Load falling off.	Crushing injuries from tip or roll	Med	Vehicle safety check before starting. Wear seat belt and only one person in the cab. If loading or unloading with forks, nominate a spotter to assist the driver and keep onlookers away. Check for hazards before reversing. Do not carry passengers.	Must have done an approved tractor course to drive the tractor
Mower use	Falling off Slope rollover Contact with moving parts. Flying debris.	Back strain. Impact. Crushing. Cuts, burns. Noise. Eye damage.	med	Wear eye and ear protection, dust mask, safety footwear. Wear seatbelt. Check area prior to mowing for obstacles. Stop motor when fuelling. No smoking. Guards on machine correctly fitted and adjusted.	Training and supervision given to new users. Experienced and competent users.
Outside work in exposed locations	Hot weather (sun, heat)	Exposure to direct sunlight/UV. Heat exhaustion. Sunburn, dehydration.	low	Expect adverse weather and be prepared for it. Always carry water supply. Use sunscreen and hat. Take breaks. Note weather forecasts prior to setting out.	
Outside work in exposed locations	Adverse cold weather (cold, rain, storm)	Wind, cold, glare, rain (flooding), lightning storm, hail. Hypothermia	med	Prepare for adverse weather. Carry extra clothing and take shelter if necessary. Check weather forecasts to aid decisions prior to and during the field trip. Be aware of the effect that adverse weather can have on topography and other aspects of the work sites.	
Painting work	Chemical fumes. Old lead paint.	Toxic - inhalation, skin absorption or eye irritation.	Med	Wear appropriate PPE. Read labels for awareness of solvent and chemical hazards. Adequately ventilate work areas.	Competent in use.
Staple Gun use	Fuel cell leak. Misuse of tool.	Cuts, laceration, puncture wounds to skin, face, eyes.	low	Wear eye and ear protection. Point away from operator and others at all times. Remove fuel cell before clearing jams.	Training and supervision given to new users. Experienced and competent users.

Timber use	Lifting. Splinters. Impregnated Chemicals	Skin injuries. Falling. Crushing. Back strain.	low	Wear gloves when practical. Wear dust mask for sawing and sanding, and eye protection where there is a risk of flying dust and debris. Use correct lifting techniques.	Competent person
Work near insects	Wasp and bee stings	Allergic reaction, anaphylactic shock etc.	low	Volunteers to use insect repellent. Specific prescribed anti-histamines to be carried by any individuals with a known history of allergic reaction. Identify at risk team members at group briefing - allergies, likely reactions, appropriate medication and treatment prior to departure. Where possible avoid areas or times of year when wasp activity is high. Carry epipens/anakits especially in high risk areas. Avoid wasps' and bees' nests if locations are known (and advise others).	Competent team members. Knowledge of use Anakits or Epipens to be shared when 'at risk' person present.



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Section 5: WEED SURVEILLANCE AND CONTROL (sign off once per year, at major version changes or before commencing one-off projects)

Team leaders: Weed volunteers work under the guidance of the Weed Programme Manager, who also provides training. Some activities in the programme are organised by the weeding volunteer co-ordinator. Volunteers are sometimes working alone or in pairs or small groups. They must take responsibility for their own safety and that of those with whom they come into contact.

Nature of tasks:

Identifying and, where appropriate, controlling invasive weeds at known locations (including known seed banks). Locating, identifying and, where appropriate, controlling new outbreaks of invasive weeds.

<i>Activity or location</i>	<i>Potential Hazard</i>	<i>Nature of risk</i>	<i>Risk level</i>	<i>Plan for Hazard Control</i>	<i>Minimum competency</i>
EMERGENCY	Various	<p>Sudden illness. Accidental injury.</p> <p>Soft tissue injury (ligament, tendon, muscle damage), bee/wasp sting, asthma, epilepsy, diabetes, heat exhaustion, broken bone, heart problem, concussion, severe bleeding.</p>	Low	<p>If a serious incident occurs, dial 111 for an urgent response.</p> <p>Volunteers working alone will always carry a (charged) cellphone and first aid kit. (see above for a check in schedule if working alone) If working in a pair or group, at least one member will carry a cellphone and first aid kit. It is recommended that volunteers carry their own spare battery packs in case cellphones need to be recharged.</p> <p>In the event of a serious incident, assistance will be sought either by use of cellphone or deployment of a runner. One person (the team leader if there is one) would stay with the patient until assistance arrives, and administer first aid, or enlist the service of any trained first aider or medic present. Additional first aid supplies are available at the shop, and a defibrillator is stored on the outside wall of the Visitor Centre to provide help to cardiac arrest patients.</p>	

				Subsequently, details of the incident should be recorded in the Accident Report Book, located in the SoTM office.	
General	Hot weather	Sunburn, dehydration	Med	Use sun-screen if working in open areas, always carry water. Take breaks, volunteers to be aware of first signs of heat exhaustion.	Volunteers are trained in bush work by the Weed Programme Manager or volunteer co-ordinator, and should be familiar with the Island, including being shown all unformed tracks they will be using.
	Adverse cold weather (cold, rain, storm)	Wind, cold, glare, rain (flooding), lightning storm, hail, hypothermia	Low-med	Prepare for adverse weather. Carry extra clothing and take shelter if necessary. Check weather forecasts to aid decisions prior to and during the trip. Be aware of the effect that adverse weather can have on topography and other aspects of the work sites.	
	Vehicle use	Overtaking, collision, loss of control in slippery conditions	Med	<p>Vehicle safety check before starting.</p> <p>All passengers must be in designated seats with seatbelts and helmets on.</p> <p>Maximum speed 20km/h on Tiri formed roads. Use 4WD unless at the wharf.</p> <p>Slow down when passing pedestrians.</p> <p>No passengers in tray.</p> <p>Drive to conditions: Summer-winter, flat-hilly, dry-wet.</p> <p>Be aware of takahe and other wildlife and if driving at night, be aware of tuatara and other nocturnal wildlife.</p> <p>Reduce speed and use 4-wheel drive when on tracks.</p> <p>Keep body parts inside the cab. Secure loose gear. If using on the beach, check tide and vehicle limitations.</p>	Drivers must hold full driving licence and have been signed off by island rangers as competent in use of specific vehicles.

All work away from formed tracks	Various, as listed below	Injury while off track, or getting lost on the bush	Low	Complete the intentions sheet in the implement shed or luggage trailer before departure, giving mobile phone number and expected time of return. Remember to sign back in on your return. Carry your phone (and preferably a spare battery pack) with you at all times and turned on. Carry a first aid kit in your pack for minor mishaps.	Volunteers are trained in bush work by team leaders, and should be familiar with the Island, including being shown all unformed tracks they will be using.
	Dense and uneven grass and vines	Tripping – sprains, cuts, fractures	High	Use suitable footwear, be aware of surroundings, move with care.	
	Branches and twigs	Scratches and punctures to skin, eyes, ears, etc.	High	Work in pairs when possible. Be aware of immediate surroundings, wear suitable clothing and headgear, move along marked access tracks where possible.	
	Wet, muddy conditions	Slipping – sprains, cuts, fractures	High	Use suitable footwear with good grip, move with care, holding onto firm branches or trunks where possible.	
	Cliffs	Falling	Med	Stay well back from cliff edges, do not enter hazardous terrain to control or look for weeds.	Only experienced abseilers working under contract to access cliffs for weeding purposes.
	Wasps, bees and other potentially dangerous invertebrates	Stings, bites and/or allergic reaction	Low	Volunteers should use insect repellent. Specific prescribed anti-histamines to be carried by individuals with a known history of allergic reaction. If working in pairs or groups, ensure all present are made aware of who is at risk. Where possible avoid areas or times of year when wasp activity is high. Those known to be allergic must carry their own epipens/anakits. Avoid wasps' and bees' nests if locations are known (and advise others).	Knowledge of use of Anakits or Epipens to be shared when 'at risk' person present.

Weed control	Use of equipment	Various as listed below	Med	All equipment used for weeding activities to be kept in safe working condition. Cellphone and first aid kit to be carried at all times.	Volunteers trained in proper use of equipment by weed programme manager.
	Cutting and digging implements	Cuts, scratches, bruises, muscle strain	Med	Use correct techniques when cutting or digging weeds, be aware of immediate surroundings, including objects that might impede actions. Ensure others are not close enough to be at risk.	
	Herbicide sprays and associated equipment	Contact with hazardous chemicals through skin or eyes, inhalation of spray drift. Muscle strain through lifting heavy objects.	Med	Always follow manufacturers' instructions when working with herbicides. Wear personal protection (gloves, overalls, eye protection, face mask). Spray only when conditions are suitable and not in the vicinity of other people. Use correct techniques when lifting heavy objects – bend knees to protect back.	Anyone using herbicides on the Island must have the appropriate certification. Certification to be recorded by Weed Programme Manager.
	Herbicide paste	Contact with hazardous substance through skin	Low	Wear gloves when applying herbicide paste, follow manufacturers' instructions/guidelines.	



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Section 6: VOLUNTEER SUPPLEMENTARY PROJECTS (rubbish collecting, track maintenance, tracking tunnel monitoring, etc)
(sign off before commencing project)

<i>Activity</i>	<i>Potential Hazard</i>	<i>Nature of Risk</i>	<i>Risk level</i>	<i>Plan for Hazard Control</i>	<i>Minimum Competency</i>
EMERGENCY	Various	Sudden illness. Accidental injury. Soft tissue injury (ligament, tendon, muscle damage), bee/wasp sting, asthma, epilepsy, diabetes, heat exhaustion, broken bone, heart problem, concussion, severe bleeding.	low	If a serious incident occurs, dial 111 for an urgent response. A designated member working with each group will carry a cellphone and first aid kit. In the event of a serious incident, assistance will be sought either by use of cellphone or deployment of a runner, preferably not the team leader. The leader would stay with the patient until assistance arrives, and administer first aid, or enlist the service of any trained first aider present. Additional first aid supplies are available at the shop, and a defibrillator is stored on the outside wall of the Visitor Centre to provide help to cardiac arrest patients. Subsequently, details of the incident should be recorded in the Hazards and Incidents register of the SoTM shared drive.	
Working in unshaded areas	Hot weather (sun, heat)	Exposure to direct sunlight/UV. Sunburn. Heat exhaustion. Dehydration	med	Always carry water supply. Use sunscreen and hat. Note weather forecasts prior to setting out. Take breaks in shade.	
Working away from Visitor Centre	Incident preventing return	Fall. Sudden illness. Disorientation	low	Always sign intentions book before departure and note anticipated return time. Sign again on return. Carry mobile phone.	

Working away from Visitor Centre	Adverse cold weather (cold, rain, storm)	Wind, cold, glare, rain (flooding), lightning storm, hail. Hypothermia	med	Prepare for adverse weather. Carry extra clothing and take shelter if necessary. Check weather forecasts to aid decisions prior to and during the field trip. Be aware of the effect that adverse weather can have on topography and other aspects of the work sites.	
Travel through bush	Branches, twigs & roots	Cuts, punctures, trips or falls, or strains	med	Wear gloves, protective clothing where appropriate	
Travel through bush	Wasps and bees	Stings or Allergic reaction	low	Volunteers to use insect repellent. Specific prescribed anti-histamines to be carried by any individuals with a known history of allergic reaction. Identify at risk team members at group briefing - allergies, likely reactions, appropriate medication and treatment prior to departure. Where possible avoid areas or times of year when wasp activity is high. Carry epipens/anakits especially in high risk areas. Avoid wasps' and bees' nests if locations are known (and advise others).	Competent team members. Knowledge of use Anakits or Epipens to be shared when 'at risk' person present.
Travel in coastal areas	Sharp rocks Slippery surfaces Tidal bays	Slipping, tripping, falling. Cuts, sprains, fractures. Trapped by rising tide.	med	Wear shoes or boots with good grip. Check tide times before setting out.	
Weeding and pruning	Hand tools	Flying objects from digging or leverage. Cuts or punctures from sharp points or edges. Strains from extended use.	med	Hand tools carried and used with common sense and respect for other people and themselves. First aid kit carried to work site.	Competent in use. Basic introduction to the tool and its correct use. Supervision if required.
Collecting and moving rubbish	Sharp objects. Contaminated items.	Cuts and abrasions. Infection.	low	Use gloves if necessary. Identify object before grasping. Handle bags of rubbish with caution. Immediately treat any cuts, however minor, with antiseptic. Use good lifting techniques. Wash hands after handling rubbish.	

Monitoring tracking tunnels	Poison Bait	Ingestion from soiled fingers	low	Use gloves if necessary. Use hand sanitizer in field. Wash hands after completing handling	
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Volunteer Agreement Form

All volunteers need to be aware of the Health and Safety procedures that relate to the projects in which they engage.
 Project organisers are responsible for ensuring a copy of the relevant plan is read and signed before work is undertaken.
 All participants must inform the organiser if they have medical or fitness issues which might lead to a risk to their own or others' safety.

<i>Project description:</i>		<i>Project organiser:</i>	
<i>Name of Volunteer:</i>	<i>Signature:</i>	<i>Date:</i>	
Name of organiser or authorised deputy:	Signature, confirming volunteer has viewed Safety Plan:	Date:	

APPENDIX 1: VERSION CONTROL

Version Control	Reason for change	Date of issue	Signed off by
<i>Version 2.0</i>	Concessionaire Safety Plan audit requirement (Qualworx, Outdoors Mark certification)	12 August, 2019	Rachel Goddard
<i>Version 3.0</i>	Change from Memorandum of Understanding to Community Agreement at the request of Department of Conservation <ul style="list-style-type: none"> ○ Major change that requires a new version release. Section 4: Maintenance and Construction (version change from 1.2.2 to 1.3.0) <ul style="list-style-type: none"> ○ Removal of use of chainsaw clause; Removal of clause referring to Kawasaki Mule and Quad Bike; ○ Addition of following clauses: Use of trailers; Use of LUVs; Tractor use. 	11 August, 2020	Rachel Goddard
<i>Version 3.1</i>	Addition of instructions to the Emergency Procedures	22 November, 2020	Rachel Goddard
<i>Version 3.2</i>	Update of section 7: Extraordinary Health Alert to bring it in line with level 3.2 and transition to traffic light system.	8 November, 2021	Rachel Goddard
<i>Version 3.3</i>	Update section 7; Update section 4 to revise working with LUV, in line with DOC's operating policies.	22 August, 2022	Rachel Goddard
<i>Version 3.4</i>	Removal of section 7- Extraordinary Alert, Covid-19; Align the version numbering system; Addition of incident reporting responsibilities under 'Accident Reporting'; Addition to 'Hazard Identification'; Addition of Appendix 1 Health & Safety roles and responsibilities for guiding.	2 October, 2022	Rachel Goddard
<i>Version 3.5</i>	Addition of tree climbing under Section 3, Wildlife Monitoring and Management.	29 November, 2022	Rachel Goddard
<i>Version 3.7</i>	Change to Guiding section to include addition of Hobbs Beach to Hobbs Track	2 May, 2023	Rachel Goddard
<i>Version 3.7</i>	Changes to working at heights Archiving of Section 3 special: FRESHWATER MONITORING Addition of dial 111 in an emergency to main body plus each section. Addition of appendix 3: Location of Health & Safety Plan, approved and current version Addition of 2023 – 2024 Objective	12 November, 2023	Rachel Goddard

APPENDIX 2: Roles and Responsibilities as related to guiding

Role (staff unless otherwise specified)	Health & Safety Responsibilities
Operations Manager	<ul style="list-style-type: none"> • Ensure all staff are aware of Health and Safety, Child protection and other relevant requirements of their roles in accordance with appropriate legislation and regulations. • Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal requirements
Guiding Manager	<ul style="list-style-type: none"> • Trains the guiding volunteers in their H&S responsibilities at the time the volunteers are training to become guides. • Takes the guides through an annual assessment which includes a refresher on H&S. • Ensures that on guiding days, a qualified first aider who is on the island is identified.
Health and Safety Officer (volunteering role)	<ul style="list-style-type: none"> • Keeping the Health & Safety Management Plan up to date and reviewed annually. • Conducting regular audits of H&S processes on the island and report on these to the main committee. • Driving H&S activities with the committees and staff and making recommendations for improvement. • Submitting a report on H&S activities to the SoTM committee every month. • Writing and providing to the main committee an annual report on activities completed in the year and intentions for the coming year.

APPENDIX 3: Location of Health & Safety Plan, approved and current version

Location	Type	Accessed by
SoTM Google drive Health & Safety Shared Drive	pdf	Secretary & chair of SoTM, DOC ranger, operations manager, health & safety manager, shop manager, guiding manager (when onboarded), chairs of the Biodiversity, Infrastructure and Advocacy subcommittees
Guiding Manual	Pdf	Guiding manager, Operations manager, guiding volunteers
Website, Health & Safety section of the Guides section	Pdf	All guides and people with access to the Guides section of the website
Health & Safety folder in the SoTM implement shed	Paper copy	All volunteers working on the island
Attachment to an email	Draft copy – Word Final copy - Pdf	A draft copy is circulated to the SoTM Main Committee members and to the chairs of the Biodiversity, Advocacy and Infrastructure subcommittees for their approval. Once approved, a final copy is sent to the chairs of each of the subcommittees for circulation amongst their members.

APPENDIX 4: Health & Safety Objectives

	Objective	Achieved / Comments
2022 - 2023	<ul style="list-style-type: none"> Measurable increase (over 2020) in the reporting of incidents through improved awareness and ease of reporting. - Original objective was impacted by Covid-19 Implement training for staff and volunteers in first aid and track expiry dates. 	<ul style="list-style-type: none"> From Jan 2022 to November 2023, 17 incidents and 10 hazards have been captured. This is an increase compared to pre-Covid-19 recording of incidents where around 1 per year was recorded. This is largely due to the good work of the operations manager who was employed in 2022. Volunteers received first aid training in August.
2023 – 2024	<ul style="list-style-type: none"> Improve health & safety communication by <ul style="list-style-type: none"> bringing orphaned workers under subcommittees and ensuring that the groups of volunteers have a clear line of H&S communication responsibility and by annually presenting on health & safety to guides at guiding talks and 	

	<ul style="list-style-type: none">○ by introducing tool box talks for volunteers including guides.	
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