

Puketi Forest Trust

Health and Safety Plan

Introduction

The Puketi Forest Trust (PFT) is a volunteer community organisation formed with the mission:

To restore Puketi Forest to a complete, healthy, living forest essential to the spiritual, cultural, historical, economic and social well-being of local communities and to maintain it in perpetuity for future generations.

The activities of PFT are located mainly in Puketi Forest. Puketi Forest is part of the Northland Conservation Park administered by the Department of Conservation. PFT operates in Puketi Forest under a Management Agreement with the Department of Conservation.

The main work activities of PFT are:

1. Control of mammalian pests in Puketi Forest and Puketi Forest Reserve using traps and toxins.
2. Establishment and maintenance of tracks in the forest for pest control access.
3. Re-introduction of native species.
4. Monitoring pests and native wildlife in the forest.
5. Promoting the trust and its objectives through public open days in the forest, displays and stalls at country fairs.

The purposes of this Health and Safety Plan are:

1. To help PFT meet its obligations under the Health and Safety at Work Act 2015.
2. To ensure as far as reasonably practicable the health and safety of trust members, volunteers, contractors and other persons involved in or affected by work of PFT.
3. To establish procedures for managing workplace risks and dealing with incidents, accidents and emergencies.

PFT does not have any employees at this time. If people are employed, this Health and Safety Plan will be updated to include employees.

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

This plan is for the benefit of PFT volunteers, contractors and other affected people and is intended to be regularly reviewed and updated. Everyone involved in PFT activities is encouraged to contribute to its development. If you have suggestions, concerns or advice on hazards, please contact one of the trustees.

Health and Safety Policy Statement

Puketi Forest Trust is committed to maintaining a safe and healthy working environment for volunteers, contractors and other people in the workplace.

PFT will take all practicable steps to ensure the safety of people in the workplace by:

1. Providing and maintaining a safe working environment.
2. Ensuring that all people at or in the vicinity of the workplace are not exposed to unmanaged or uncontrolled hazards arising from activities of PFT.
3. Developing and implementing emergency and evacuation procedures.

To achieve this, PFT will:

1. Systematically identify and control all hazards in the workplace. All practicable steps will be taken to eliminate, isolate or minimise significant hazards to prevent injury or damage.
2. Provide information, instruction, training and supervision to ensure the safety of all contractors, volunteers and other persons affected by PFT activities.
3. Inform other persons of hazards arising from activities of PFT.
4. Inform volunteers and contractors of emergency and evacuation procedures.
5. Require all contractors and volunteers to report hazards or hazardous practices to a PFT team leader or other appropriate person.
6. Record all accidents and incidents in the workplace and take all practicable steps to prevent similar events from occurring again.
7. Ensure volunteers and contractors are given reasonable opportunities to participate in processes for improvement of health and safety in the workplace.
8. Periodically review this health and safety plan to ensure that all activities are covered and update it as necessary.

The "workplace" of PFT includes all locations where volunteers and contractors carry out activities for or on behalf of PFT. Most of these locations are public open space in which members of the public may wander freely and in which DOC staff and contractors may be working separately from PFT activities. PFT does not have exclusive occupation or control of this "workplace".

The health and safety obligations of PFT are limited to hazards that may affect volunteers and contractors of PFT while engaged in PFT activities and to hazards arising from PFT activities that may affect other people.

PFT has no obligation to other people with regard to hazards that do not arise from PFT activities even though they may be in the PFT "workplace". Notwithstanding, if PFT volunteers or contractors discover any significant and unusual hazards, they shall advise PFT and the Department of Conservation, landowner or other appropriate person.

Trustees of the Puketi Forest Trust are responsible for maintaining this Health and Safety Plan and ensuring that it is reviewed regularly and kept up to date and is implemented.

The trustees may delegate implementation of this plan or parts of it to individual trustees or members of PFT.

Review

The trustees will review and, as necessary, revise this plan at least annually and at any time if:

1. a control measure does not control the risk it was implemented to control;
2. there is a change in the workplace or activities that is likely to give rise to a new or different risk to health and safety;
3. a new hazard or risk is identified or;
4. as otherwise required by Regulation 8 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (see page 12 below).

Hazard Identification and Control Procedures

PFT intends to systematically identify and control all hazards in the workplace. Hazards will be recorded in the hazard register.

Significant hazards will be eliminated where possible, otherwise isolated where possible, otherwise minimised. A significant hazard is one which can lead to a notifiable injury or illness. Refer to page 11 for a definition of notifiable injury or illness.

Where hazards can only be minimised, we will ensure:

1. Good work practices are followed.
2. Volunteers, contractors and subcontractors are properly trained and/or supervised.
3. Personal protective equipment is used when necessary.
4. Where appropriate and with the person's consent, health monitoring is undertaken in relation to exposure to significant hazards.
5. Any new work location/activity/equipment/machinery/chemical/toxin is assessed and appropriate safety controls are established before use.
6. Any new hazards identified are assessed and included in the hazard register.
7. The hazard register is reviewed annually and whenever required by changed conditions, and updated.
8. Volunteers and contractors are informed of changes to the hazard register.

Procedures:

1. Identify all hazards in the workplace. Enter these in the hazard register.
2. Identify the potential harm of each hazard. Determine whether it is a significant hazard.
3. Evaluate the hazard to determine whether it can be eliminated, isolated or minimised.
4. Identify hazard controls, i.e. the machine guards, work practices, or safety equipment needed for safe operation.
5. Identify training required if any for each hazard.
6. Periodically check that hazard controls and other safety requirements are in place.
7. Periodically review hazard assessment and controls for appropriateness.
8. Identify all chemicals and hazardous substances, including safe handling and emergency procedures. Obtain Safety Data Sheets and make these available where hazardous substances are stored, handled or used.

Job Safety Analysis

Job safety analysis focusses on a particular activity, at this place, this time, and with these people.

Led by the team leader with participation of all team members.

Process:

1. Break the job down into a series of steps/tasks.
2. Identify potential hazards (use the hazard register, observation on the job, personal experience)
3. Assess the risk level of each hazard (use risk matrix below)
4. Decide hazard control measures (eliminate, isolate or minimise, based on hazard register, best practice guidelines, experience).

Risk Matrix

LIKELIHOOD	Almost certain <i>Expected to occur in most circumstances.</i>	Medium	High	High	Extreme	Extreme
	Likely <i>Will probably occur reasonably frequently.</i>	Medium	Medium	High	High	Extreme
	Possible <i>Will probably occur.</i>	Low	Medium	Medium	High	Extreme
	Unlikely <i>Could occur at some time</i>	Low	Low	Medium	Medium	High
	Rare <i>May occur only in exceptional circumstances.</i>	Negligible	Low	Medium	Medium	High
	CONSEQUENCE:	Insignificant	Minor	Moderate	Major	Catastrophe
	Risk to human lives and wellbeing (employees, volunteers, contractors, public).	Minor first aid or no medical treatment required.	Reversible/ temporary disability requiring medical attention.	Moderate or potentially irreversible disability requiring medical or hospital attention	Single fatality or irreversible disability to one or more people.	Multiple fatalities or significant irreversible effects to 5 or more people.

Team Leaders

The trustees may appoint team leaders for specific activities.

The team leader's responsibilities are to:

1. Determine the details of the activity including dates, tasks, duration, number of participants (volunteers and/or contractors), skills and equipment.
2. Job Safety Analysis - assess the hazards of the activity and decide appropriate hazard controls and protective equipment, first aid requirements and emergency/evacuation plan.
3. Check that participants have suitable fitness and competency.
4. Brief participants including when, where, what they will be doing and what to bring.
5. Check that the first aid kit is complete and nominate a first aider.
6. Provide a job safety briefing at the start of the activity and at subsequent times if needed.
7. Provide opportunity for participants to contribute to job safety analysis.
8. Check that participants feel comfortable taking part in the activity and allow them to withdraw if they wish, or to do modified tasks if this is appropriate.
9. Check that participants have the right equipment and skills.
10. Arrange buddies for less experienced or less confident volunteers.
11. During the activity, ensure safe procedures are being followed, maintain an ongoing assessment of team safety and modify the programme in consultation with the team if necessary.
12. Record and report any accidents or incidents.

Volunteers

PFT will take all practicable steps to provide and maintain a safe working environment for volunteers.

PFT will make this Health and Safety Plan available to all volunteers.

Volunteers will be advised of:

1. Specific hazards they may be exposed to in the workplace and related hazard controls.
2. Emergency and evacuation procedures.

PFT will brief volunteers to ensure that volunteers understand the nature of the work they are offering to take part in and will assist volunteers to decide whether they are suited to the work.

If a volunteer decides they are not suited to the work or are able to perform only part of the task, that decision will be respected and accepted without question or criticism.

Volunteers' Responsibilities:

Volunteers shall:

Ensure that they understand the nature of the work, associated hazards and hazard controls, and emergency and evacuation procedures.

Consider their own experience, skills, physical fitness and personal equipment in relation to the work proposed and shall decide whether they are suited to the work.

Use personal protective equipment provided to them by PFT, and provide their own personal equipment including personal protective equipment where required.

Work in a safe manner and comply with the requirements of this Health and Safety Plan.

Report accidents and incidents to their team leader or a PFT trustee as required in this Health and Safety Plan.

Advise their team leader or a PFT trustee of any new hazards they discover in the workplace.

Not light fires except in designated fireplaces.

Understand that they are liable under the Forest and Rural Fires Act 1977 for fire fighting costs and consequential losses from any fire they are responsible for.

Tasks requiring a licence or training certificate shall only be carried out by people holding the appropriate qualifications, who shall provide copies of their qualifications if requested.

Volunteer Induction

The purposes of volunteer induction are to introduce a volunteer to the activities and procedures of the Trust and for a representative of the Trust to assess the interests and abilities of the volunteer so that they may be matched to appropriate tasks.

Volunteers will be inducted by an assessor designated by the trustees.

The induction will cover:

1. Description of the Trust's activities and volunteer tasks.
2. The volunteer's interests and the tasks they would like to do.
3. Volunteer's previous experience.
4. Level of fitness.
5. Existing skills.
6. Health and safety.
7. Existing injuries and medical conditions.
8. Instruction on work procedures.
9. Communications on the job (cell phone, PLB, DOC radios).
10. Provision of maps, other information and equipment for the task.
11. Equipment to be provided by the volunteer.
12. Introduction to work mates and contacts for key people.

People with limited experience in the kind of activities we do may not be able to accurately assess their fitness and skills in the bush. In most cases a volunteer should be accompanied into the bush for on the job assessment.

A volunteer should not work on their own in the bush until assessed competent for this.

Record the induction, including the volunteer's details and assessment of suitable tasks.

Contractors and Subcontractors

From time to time PFT engages contractors and has the role of "principal".

As a principal we are required to take all practicable steps to ensure the contractor's safety and the safety of the contractor's employees.

PFT will give contractors a copy of this Health and Safety Plan.

Contractors will be advised of:

1. Specific hazards they may be exposed to in the workplace and related hazard controls.
2. Emergency and evacuation procedures.

Contractors' Responsibilities:

Contractors shall work in a safe manner and comply with the requirements of this Health and Safety Plan.

Contractors are responsible for any hazards they create in the workplace.

Contractors must have their own health and safety plans and must show that they comply with their own responsibilities under the Health and Safety at Work Act 2015.

Contractors and their staff must hold current first aid and other training certificates relevant to their work.

Contractors shall not start work until they have provided copies of their health and safety plan and training certificates and evidence of current insurance policies.

Contractors shall carry communications equipment appropriate to the job and location, e.g. cell phone, PLB, radio.

Contractors shall report accidents and incidents to PFT as required in this Health and Safety Plan.

Contractors shall advise PFT of any new hazards they discover in the workplace.

Working Alone

A person is working alone if they cannot be seen or heard by another person and they cannot expect to be visited by another worker or member of the public for some time.

A person should only work alone if they are experienced in the work and competent in bush skills.

High risk activities shall not be undertaken by lone workers.

People with potentially life threatening medical conditions shall not work alone.

Lone workers should have first aid training.

Lone workers must use the 2 minute form or equivalent.

Lone workers must have at least two forms of communication, e.g. cell phone/radio and PLB.

Working with School Groups

The school has primary responsibility for the wellbeing of students, including:

1. Preparing students for the excursion.
2. Ensuring that students are appropriately dressed for the activities to be undertaken.
3. Obtaining parental permission for student participation.
4. Staffing the excursion at an appropriate staff-student ratio.
5. General discipline and supervision of the students.
6. Monitoring students with special needs and pre-existing medical conditions.
7. Providing first aid for the students.
8. Toilet arrangements.
9. Ensuring that students are accounted for during and after the excursion.

The Trust representative will:

1. Liaise with the organising teacher in advance.
2. Ensure the teacher is familiar with the location and facilities.
3. Advise the school of hazards specific to the location and activity.
4. Advise on appropriate clothing and footwear and any special equipment required.
5. Agree with the teacher on communications procedures and equipment to be carried.
6. Confirm that the proposed programme is realistic.
7. Meet the school group on arrival and provide a project and safety briefing.
8. Demonstrate traps in the area and advise students not to interfere with them.

First Aid

A first aid kit will be available at every PFT activity.

At least one person in every group will have a first aid certificate.

A person will be nominated as the first aider for the activity and will take charge of the first aid kit.

Participants will be informed of the first aider and the location of the first aid kit.

The contents of the first aid kit will be appropriate to the activity and the size of the party. A suggested list is attached. The first aid kit will not include medications. Participants shall supply and administer their own personal medication requirements.

The contents of the first aid kit will be checked before each activity and used items will be replaced at the end of the activity.

Emergency and Evacuation Procedures

The Puketi Forest Trust does not occupy any buildings or premises. Where PFT activities take place in buildings or enclosed premises, the emergency and evacuation procedures of the occupier of those premises will be followed.

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

Outdoor Evacuation Procedure – Other Person Present:

1. Provide first aid.
2. Assess the mobility of the patient. If the patient is unable to walk out, contact Emergency Services (phone 111).
3. Advise supervisor or other pre-arranged contact person by phone/mobile radio.
4. Stabilise the patient and make comfortable.
5. Stay with the patient unless it is necessary to go for help.
6. Act on advice from Emergency services.

Outdoor Evacuation Procedure – Person Alone:

1. Contact Emergency Services if possible (phone 111). Note phone coverage is not available in parts of Puketi Forest.
2. Contact supervisor or other pre-arranged contact person by phone/mobile radio if possible.
3. Activate personal locator beacon (PLB) if necessary. Leave PLB switched on until advised to turn it off by Emergency services.

Search and Rescue Procedures:

If a person or party has not returned from the forest within a reasonable period after the expected return time, the supervisor or pre-arranged contact person shall initiate search and rescue as follows:

1. Attempt to contact the person by phone or mobile radio.
2. Arrange someone to check the vehicle parking place if possible.
3. Collate information about the missing party –
 - number of people, names, approx. ages
 - planned location/route in the forest
 - level of fitness and equipment carried
 - party's means of communication
 - vehicle description & plate number, parking location
 - expected time of return.
4. Advise LSAR through police (phone 111).
5. Contact one or more of the following people for local information:

Ian Wilson	401 9056
Department of Conservation (office hours)	407 0300
Dan O'Halloran (after hours)	407 7659
Dave Wilson	401 9331
Scott Candy	401 9664 / 027 252 7949

Accident and Incident Recording, Reporting and Investigation Procedures

All accidents and all incidents that had potential to cause harm (near misses) must be notified to a PFT trustee as soon as practicable.

All incidents and non-serious harm accidents will be investigated and recorded in the Accident/Incident Register.

Any death, notifiable injury, notifiable illness or notifiable incident that results from PFT activities will be reported to Worksafe NZ and to DOC or the landowner as appropriate.

Refer to page 11 for a definition of notifiable injury or illness.

If a notifiable event occurs, PFT will:

1. Take all reasonable steps to ensure the site is not disturbed until authorised by Worksafe.
Exceptions: to help an injured person;
essential to make the site safe or to minimise the risks of a further notifiable event;
by or under direction of a police officer.
2. Instigate Emergency and Evacuation procedures.
3. Investigate and record details of the event.
4. Advise Worksafe as soon as possible by either:
 - a. Phone (0800 030040)
 - b. Online reporting (www.worksafe.govt.nz)
 - c. In writing (healthsafety.notification@worksafe.govt.nz)Get report forms and details of the information required from www.worksafe.govt.nz
5. Advise DOC or other landowner.
6. Keep records of the event for five years from notification.
7. Include new hazards identified in the accident/incident investigation in the hazard register and inform all volunteers and contractors.

Definitions (from the HSW Act 2015):

Notifiable injury or illness, in relation to a person, means—

- a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
 - i. the amputation of any part of his or her body:
 - ii. a serious head injury:
 - iii. a serious eye injury:
 - iv. a serious burn:
 - v. the separation of his or her skin from an underlying tissue (such as degloving or scalping):
 - vi. a spinal injury:
 - vii. the loss of a bodily function:
 - viii. serious lacerations:
- b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:
- c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:
- d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
 - i. with micro-organisms; or
 - ii. that involves providing treatment or care to a person; or
 - iii. that involves contact with human blood or bodily substances; or
 - iv. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
 - v. that involves handling or contact with fish or marine mammals:

Notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—

- a) an escape, a spillage, or a leakage of a substance; or
- b) an implosion, explosion, or fire; or
- c) an escape of gas or steam; or
- d) an escape of a pressurised substance; or
- e) an electric shock; or
- f) the fall or release from a height of any plant, substance, or thing; or
- g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- h) the collapse or partial collapse of a structure; or
- i) the collapse or failure of an excavation or any shoring supporting an excavation; or
- j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- l) a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel.

Extract from: Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

8 Duty to review control measures

1. A PCBU must review and, as necessary, revise control measures implemented under regulations so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.
2. Without limiting subclause (1), the PCBU must review and, as necessary, revise a control measure in the following circumstances:
 - (a) if the control measure does not control the risk it was implemented to control so far as is reasonably practicable;
 - (b) before a change at the workplace that is likely to give rise to a new or different risk to health and safety that the measure may not effectively control;
 - (c) if a new relevant hazard or risk is identified;
 - (d) if the PCBU obtains a health monitoring report in relation to a worker under [regulation 38](#) that contains—
 - (i) test results that indicate that the worker has been exposed to a substance hazardous to health at a concentration that may cause harm and has an elevated level of that substance or its metabolites in his or her body; or
 - (ii) advice that test results indicate that the worker may have contracted a disease or an illness or suffered an injury as a result of carrying out work that involves a health hazard that triggered the requirement for health monitoring; or
 - (iii) a recommendation that the PCBU take remedial measures, including a recommendation as to whether the worker can continue to carry out the work that involves a health hazard that triggered the requirement for health monitoring;
 - (e) if the results of exposure monitoring carried out under [regulation 30](#) determine that the concentration of a substance hazardous to health at the workplace exceeds a relevant prescribed exposure standard;
 - (f) if the results of engagement with workers undertaken by the PCBU under the Act or regulations indicate that a review is necessary;
 - (g) if a health and safety representative requests a review under subclause (4).
3. Without limiting subclause (2)(b), a *change* at the workplace includes—
 - (a) a change to the workplace itself or any aspect of the work environment; or
 - (b) a change to a system of work, a process, or a procedure.
4. A health and safety representative may request a review of a control measure if the representative reasonably believes that—
 - (a) a circumstance referred to in subclause (2)(a), (b), (c), or (d) affects, or may affect, the health and safety of a member of the work group represented by the health and safety representative; and
 - (b) the PCBU has not adequately reviewed the control measure in response to the circumstance.

Hazard Register

Workplace / Location / Activity: **Working in the Bush - General**

Hazards identified	Potential harm	Significant hazard (Yes/No)	Hierarchy (E / I / M)	Hazard controls	Training required (Yes/No)	Controls checked (by/date)	Review (by/date)
Dehydration	Reduced ability to think clearly, confusion, disorientation, more prone to falls.	Yes	M	Carry adequate drinking water. Drink regularly. Be aware of and learn to recognise the effects of dehydration.	No		
Getting lost	Hypothermia, anxiety	Yes	M	PFT shall provide maps of trap lines and ensure that people working in the bush understand the requirements of this Health and Safety Plan. All people working in the bush shall: Be competent in bush navigation and familiar with the contents of the Mountain Safety Council Handbook "Bushcraft" or go with someone who is. Obtain local information if new to the area. Have an adequate level of physical fitness for the activity and terrain. Wear suitable footwear and clothes. Avoid bluffs, creeks and gullies. Rest, eat food and take particular care if fatigued. Check the security of hand ropes before relying on them. Up to date first aid training. Take equipment as listed for day work in the bush. Fill out the Two Minute Form before you go into the bush. Carry a PLB if working alone. If staying out overnight, fill out the hut book and check in daily with a designated person at an agreed time.	Yes		
Rough terrain, steep slopes, slippery rock surfaces.	Falls, broken bones, head injury	Yes	M	Have an adequate level of physical fitness for the activity and terrain. Wear suitable footwear and clothes. Avoid bluffs, creeks and gullies. Rest, eat food and take particular care if fatigued. Check the security of hand ropes before relying on them. Up to date first aid training. Take equipment as listed for day work in the bush. Fill out the Two Minute Form before you go into the bush. Carry a PLB if working alone. If staying out overnight, fill out the hut book and check in daily with a designated person at an agreed time.	Yes		
Pest control traps and toxins on trees.	Hand injuries, poisoning	Yes	M	People working in the bush shall familiarise themselves with the way traps and toxins are laid and the areas in which they are located, and shall keep watch while walking through the bush. - Observe warning signs - Ask the supervisor. Avoid areas where cyanide paste is laid, or be familiar with cyanide first aid and carry amyl nitrite.	No Yes		

E = Eliminate I = Isolate M = Minimise

Hazard Register

Workplace / Location / Activity: **Working in the Bush – General (continued)**

Hazards identified	Potential harm	Significant hazard (Yes/No)	Hierarchy (E / I / M)	Hazard controls	Training required (Yes/No)	Controls checked (by/date)	Review (by/date)
Flooded rivers and streams	Drowning, various injuries	Yes	M	All people working in the bush shall be able to recognise dangerous river conditions (refer Mountain Safety Council Handbook "Bushcraft") or shall go with someone who can. Check weather forecast when planning trip. Do not attempt to cross dangerous rivers. Seek alternative route or wait for flood to abate.	Yes		
Insect stings	Allergic reaction, anaphylactic shock etc.	Yes	M	Susceptible people shall carry personal medication and advise their companions.	No		
Hunters in the vicinity	Gunshot wounds	Yes	M	Liaise with DOC goat cullers and agree working areas and times. Wear Hi-Vis vest if hunters are known to be working in the area.	No		
Falling objects (rocks, trees, branches, epiphytes)	Head injury, crushing, entrapment	Yes	M	Be aware and keep a look out for overhead hazards. Site campsites and rest stops away from dead trees, epiphytes, cliffs.	No		
Working with helicopters	Injuries from rotors, skids, suspended loads	Yes	M	Obtain specific training before working with helicopters. Refer to DOC SOP for Helicopter Safety docdm-208219. Do not approach a helicopter until the rotors have stopped moving and the pilot has indicated. Follow the pilot's instructions.	Yes		

E = Eliminate I = Isolate M = Minimise

Hazard Register

Workplace / Location / Activity: **Camping/Hut Use**

Hazards identified	Potential harm	Significant hazard (Yes/No)	Hierarchy (E / I / M)	Hazard controls	Training required (Yes/No)	Controls checked (by/date)	Review (by/date)
Gas and liquid fuel cookers	Burns	Yes	M	Maintain cookers in good condition.	No		
	Hut/tent fire	Yes	M	Follow manufacturer's instructions for use.			
	Carbon monoxide poisoning	Yes	M	Check for leaks. Set cooker and pots in a stable position and keep flammable materials away. Refuel outside after cooling. Do not use cookers or gas lights inside a tent. Ensure ventilation when using a cooker or gas light in a hut.			
Contaminated or spoiled water or food.	Food poisoning, gastric infections, giardia, etc.	Yes	M	Take water from clean sources, or boil, filter or sterilise with tablets. Practice good personal hygiene. Take food that will keep for the planned duration. Store properly.	No		
Inharmonious living environment.	Stress, personal conflict.	No	M	Be mindful of the effect of your activities on other occupants and be considerate. No consumption of illegal drugs. No smoking in huts or confined areas. Alcohol shall only be consumed in moderate quantities.	No		

E = Eliminate I = Isolate M = Minimise

Hazard Register

Workplace / Location / Activity: **Off Road Vehicle Use**

Hazards identified	Potential harm	Significant hazard (Yes/No)	Hierarchy (E / I / M)	Hazard controls	Training required (Yes/No)	Controls checked (by/date)	Review (by/date)
4WD	Skidding, rolling, collision.	Yes	M	All drivers to be licensed and experienced in off road 4WD driving. Seat belts to be worn. Maximum speed 30km/hr on Pirau Rd and Mokau Road. Secure loads. No passengers on outside of vehicle. Slow down and keep left on bends. Obtain a copy of and conform to the current DOC protocol when driving on Pirau and Mokau Roads.	Yes		
ATV/Quad	Skidding, rolling, collision.	Yes	M	Operator to be trained in ATV use. Refer DOC SOP for ATV use (docdm-425085). Wear a helmet. Follow manufacturer's weight limits and passenger limits.	Yes		

E = Eliminate I = Isolate M = Minimise

Hazard Register

Workplace / Location / Activity: **Predator Trapping**

Hazards identified	Potential harm	Significant hazard (Yes/No)	Hierarchy (E / I / M)	Hazard controls	Training required (Yes/No)	Controls checked (by/date)	Review (by/date)
Hand caught in trap	Broken fingers, lacerations	Yes	M	Operators trained in proper setting techniques Use setting tool when appropriate. Post signs at public track entrances to warn other people of traps. Traps on public tracks to be contained in boxes or a minimum of 5 metres off the track. DOC200 box lids on public tracks are to be screwed down. Post signs at start of non-public trap lines advising the public not to proceed.	Yes		
Trap breaks during setting	Broken fingers, lacerations	Yes	M	Inspect traps and setting tools for damage, loose fastenings. Avoid dry firing.	Yes		
Dead animals/bait could be infective	Infection, blood poisoning, leptospirosis.	Yes	M	Wear gloves. Cover broken skin while working. Carry first aid kit including disinfectant and water bottle. Promptly clean, disinfect and dress any contaminated wound. Wash hands after work and before eating. Seek medical advice if feeling unwell after handling animals. Recommended reading "Zoonoses in New Zealand" by Wilks & Humble.			

E = Eliminate I = Isolate M = Minimise

Hazard Register

Workplace / Location / Activity: **Pesticides**

Hazards identified	Potential harm	Significant hazard (Yes/No)	Hierarchy (E / I / M)	Hazard controls	Training required (Yes/No)	Controls checked (by/date)	Review (by/date)
Ingestion, inhalation or skin absorption of toxin.	Sickness or death	Yes	M	<p>Toxins are only to be used with a DOC permit and permit conditions will be observed.</p> <p>A hazard register is included below for Feratox cyanide capsules for possum control. Additional hazard registers will be prepared if other pesticides are to be used.</p> <p>Operator to hold Approved Handler Certificate and Controlled Substances Licence where required.</p> <p>Observe all legislative requirements for storage, transport, handling, signs, notifications and application.</p> <p>Refer DOC SOP for Safe Handling of Pesticides (DOCDM-22730)</p> <p>Refer EPA booklet: Working Safely in Animal Pest Control: Working with Vertebrate Toxic Agents</p>	Yes		

E = Eliminate I = Isolate M = Minimise

Hazard Register

Workplace / Location / Activity: **Use of Feratox Cyanide Pellets for Possum Control**

Hazards identified	Potential harm	Significant hazard (Yes/No)	Hierarchy (E / I / M)	Hazard controls	Training required (Yes/No)	Controls checked (by/date)	Review (by/date)
Ingestion (pellets or pellet contents taken by mouth whether swallowed or not)	cyanide poisoning – injury or death	Y	M	<p>Feratox will only be used with a DOC permit and permit conditions will be observed.</p> <p>All operators and persons in control of Feratox will hold Approved Handler Certificate and Controlled Substances Licence for potassium cyanide and will observe all legislative requirements for storage, transport, handling, signs, notifications and application.</p>	Yes		
Inhalation of fumes from damaged pellets, pellets in fire or pellets exposed to water or acid.	cyanide poisoning – injury or death	Y	M	<p>References:</p> <p>All operators and persons in control of Feratox will have copies of the following documents and be familiar with their contents:</p> <p>Feratox Safety Data Sheet latest revision (09/02/2009)</p> <p>DOC SOP for Safe Handling of Pesticides (DOCDM-22730)</p> <p>EPA booklet: Working Safely in Animal Pest Control: Working with Vertebrate Toxic Agents (April 2014)</p>			
Absorption of pellet contents through skin.	cyanide poisoning – injury or death	Y	M	<p>Storage:</p> <p>Keep pellets in tightly closed original container until deployed.</p> <p>Store in secure locked cupboard with key not accessible to unauthorised persons.</p> <p>Store away from acids, food and food containers or utensils.</p> <p>Stored quantity of Feratox pellets will not exceed 100kg (Refer EPA booklet page 19).</p> <p>A copy of the Safety Data Sheet will be kept at the place of storage.</p> <p>Tracking:</p> <p>Tracking records will be kept as detailed on page 25, EPA Booklet.</p>			

			<p>Transport:</p> <p>Transport in locked container not visible from outside vehicle.</p> <p>Container to be clearly labelled to identify contents.</p> <p>A copy of the Safety Data Sheet will be carried in the transport vehicle driver's door pocket.</p> <p>No more than 5 kg of Feratox pellets will be transported in one vehicle (Maximum allowed as tools of trade, see EPA booklet page 22).</p> <p>Feratox will not be transported in a passenger compartment or in the same compartment of the vehicle in which acids or food, food containers or food utensils are carried.</p> <p>Personal Protective Equipment:</p> <p>Handling Feratox in undamaged unopened packages or in pre-bagged baits or Strikers: Boots and overalls.</p> <p>Pre-bagging or making up baits as they are laid in treatment area: Boots, overalls, latex or nitrile gloves. Amyl nitrite immediately available.</p> <p>Handling or cleaning up significant quantity (more than 10 pellets outdoors, any quantity indoors) of damaged or deteriorated pellets: boots, overalls, latex or nitrile gloves, respirator, goggles or glasses. Amyl nitrite immediately available.</p> <p>Signs:</p> <p>Warning signs will be placed around the treatment area. (Refer EPA booklet page 13 and DOC signage requirements).</p> <p>Field Operations and Pre-Bagging:</p> <p>Open pellets container in well ventilated area, hold away from face while opening.</p> <p>Prepare baits in well ventilated area.</p> <p>Wash hands after handling pellets before eating, drinking, smoking or chewing.</p> <p>In the field, carry Feratox pellets or baits in a pack that is not used to carry food or drink. Pack labelled on outside to identify contents.</p> <p>Carry Safety Data Sheet in pack.</p> <p>Feratox baits will not be laid within 60 metres of public roads, tracks or buildings (public or private).</p>			
--	--	--	---	--	--	--

			<p>Procedure for Feratox misapplied, lost, spilled or stolen: Report incident immediately to PFT supervisor. Report incident within 24 hours to: Department of Conservation The nearest Police station Each owner or occupier of the land on which the Feratox may have been misapplied, lost or spilt The local Medical Officer of Health Record actions taken to notify affected parties and recover it. Use a log-book to specify the timing and who was involved for each action.</p> <p>First Aid: Refer Safety Data Sheet Section 4.</p> <p>Disposal: Unused Feratox pellets in sound condition (coating unbroken and not affected by moisture) shall be returned to original container and correct storage as above. Unwanted Feratox pellets in sound condition shall only be passed on or sold to individuals holding the appropriate controlled substance licence (for cyanide), in its original packaging with manufacturer's label attached and MSDS available. Dispose of damaged or unwanted Feratox pellets by burying under a good covering of earth to prevent access.</p>			
--	--	--	---	--	--	--

E = Eliminate I = Isolate M = Minimise

Hazard Register

Workplace / Location / Activity: **Hand Tools and Power Tools**

Hazards identified	Potential harm	Significant hazard (Yes/No)	Hierarchy (E / I / M)	Hazard controls	Training required (Yes/No)	Controls checked (by/date)	Review (by/date)
Chainsaws	Cuts, lacerations, crushing, hearing loss, eye injury, vibration injury, impact from falling objects, burns, fire.	Yes	M	Operators shall have appropriate training, experience, physical fitness, PPE, Refer DOC SOP for chainsaw use docDM 208042. First aid trained to unit standards 6400, 6401, and 6402. Base unit standards of 6916 and 6917 required for all chainsaw work. Tree felling unit standards 17763 and 17766 required where tree is not laying on the ground, plus assessment as outlined in the SOP. For windthrow clearance refer to the DOC SOP for windthrow (docdm-210414). At least one member of each team should hold unit standard 43 (maintain a chainsaw). Minimum team size two people.	Yes		
Slashers, axes, machetes etc.	Cuts Falling onto sharp edge	Yes	M	Be alert to deflection by vines on backswing, glancing blow, etc. Check firm head/handle connection. Cover, sheathe or hold sharp edge away from body while walking. Carry first aid kit.	No		

E = Eliminate I = Isolate M = Minimise

Accident/Incident Investigation

Name of organisation:

PARTICULARS OF ACCIDENT

Date of accident	Time	Location	Date reported
M T W T F S S			

THE INJURED PERSON

Name		Address		
Age	Phone number			
Date of accident		Length of employment — at plant on job		
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

DAMAGED PROPERTY

Property/ material damaged	Nature of damage
	Object/substance inflicting damage

THE ACCIDENT

Description

Describe what happened (space overleaf for diagram — essential for all vehicle accidents)

Analysis

What were the causes of the accident?

HOW BAD COULD IT HAVE BEEN?

Very serious Serious Minor

WHAT IS THE CHANCE OF IT HAPPENING AGAIN?

Minor Occasional Rare

Prevention

What action has or will be taken to prevent a recurrence?

Tick items already actioned

By whom

When

Use space overleaf if required

TREATMENT AND INVESTIGATION OF ACCIDENT

Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident investigated by	Date	Worksafe advised YES / NO	Date

Two Minute Form

Take a couple of minutes to fill out this form before you go into the bush and leave it with someone reliable. **And contact them as soon as you get back!**

Name: _____ Date: _____

Home phone: _____ Number in party: _____

Party members: _____

Proposed route/location: _____

Date/time expected back: _____

Vehicle type: _____ Plate number: _____

Parked at: _____

<p>Gear carried (tick): Cell phone: <input type="checkbox"/>. No: _____ Personal locator beacon: <input type="checkbox"/>.</p> <p>Mobile radio: <input type="checkbox"/>. Channel: _____ First aid kit: <input type="checkbox"/>. Map and compass: <input type="checkbox"/>. Whistle: <input type="checkbox"/>.</p> <p>Wet weather gear: <input type="checkbox"/>. Warm clothes: <input type="checkbox"/>. Torch & batteries: <input type="checkbox"/>. Food for _____ days. <input type="checkbox"/>.</p> <p>Bivvy bag/survival blanket: <input type="checkbox"/>. Tent/fly: <input type="checkbox"/>. Sleeping bag: <input type="checkbox"/>. Firearm: <input type="checkbox"/>.</p>

First person to contact if overdue: _____

Phone: _____

OR: _____ Phone: _____

OR: _____ Phone: _____

In an emergency phone 111

Print this form at A5 size.

First Aid Kit

Suggested contents for a party of up to 20 people

Item	Quantity
First Aid booklet	1
Antiseptic wipes	10
Antihistamine ointment	1
Bandage – gauze 40mm	1
Bandage – crepe 75mm and 100mm	2
Gauze swabs 75x75mm – packet of 2	10
Disposable gloves	2 pair
Eye pad	2
Eye tissues	4
Elastoplast fabric dressing strip	1
Resuscitation aid with mouthpiece	1
Roll of micropore tape 25mm	1
Roll of sleek tape 25mm	1
Saline solution 30ml	4
Safety pins or clasps	10
Scissors	1
Skin closures/steristrip	4
Splinter probe	1
Sterile dressings - nonadherent 75x50mm	4
Triangular bandage	1
Thermal blanket	1
Tweezers	1
Waterproof plasters	50
Wound dressing	2

Equipment List – Day Work in the Bush

Suitable footwear – well fitting boots or strong shoes
 Warm clothing
 Wet weather gear
 First aid kit
 Emergency shelter – bivvy bag or survival blanket
 Map and compass
 Torch with spare batteries
 Pocket knife
 Whistle
 Cell phone or mobile radio.
 Personal locator beacon (PLB) if working alone.
 Spare food
 Water bottle
 Personal medications if required
 Pack

Reference Documents

Introduction to the Health and Safety at Work Act 2015 – Special Guide (March 2016). Worksafe New Zealand. <http://www.worksafe.govt.nz/worksafe/hswa/hswa-guidance>

Bushcraft: Outdoor Skills for the NZ Bush. Published by the NZ Mountain Safety Council. Revised and re-published frequently. <http://shop.mountainsafety.org.nz/shop/books-manuals>

Department of Conservation Standard Operating Procedures (SOP):

Chainsaw Use DOCDM-1473489

Helicopter Safety DOCDM-1099947

Safe Handling of Pesticides docDM-22730

Safe use of All Terrain Vehicles (ATV) docDM-425085

Working Safely in Animal Pest Control: Working with Vertebrate Toxic Agents Published by EPA New Zealand April 2014. <http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/hsno/hsno-guidance-pages/vertebrate-toxic-agents-vtas>

Zoonoses in New Zealand A Combined Veterinary and Medical Perspective. 2nd Edition 1997 By C.R. Wilks and M.W. Humble . Publication No. 178 Published by the Foundation for Continuing Education of the New Zealand Veterinary Association