

Instructions: Community groups, organisations and individuals can use this template to develop a health and safety plan for the activities they are undertaking on public conservation lands and assets.

Text that is in italics and highlighted yellow is to be replaced with the group's information.

Complete the tables in Appendix A, the first is about the hazards the Department has told you about, the second is the hazards that other people could be exposed to if they visit the site and the third is hazards that result from the activities being undertaken. Examples of hazards and actions to keep you safe are presented in each table to help you develop your own plan – delete these from the completed plan.

Answer the questions in Appendix B as a starting point for creating your Emergency Procedure. Talk with the DOC ranger about the geography of the area you are working in, the weather conditions, location of medical facilities, accessibility by any emergency service or LAND SAR in case of a medical emergency.

If you are engaging a contractor to do this work and no one else will assist, please notify the DOC ranger and ask them to obtain a health and safety template for groups with contractors from the National Volunteering Team.

Delete this "Instruction" section after you have completed the template.

[Enter your project or group name] Health and Safety Plan and Emergency Response

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

The following process will be followed:

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

[Enter name of individual] has been appointed the point of contact for health and safety matters relating to the activities authorised by the Department of Conservation (DOC).


[Enter name of individual] will:

- Notify the Department when the activity will be undertaken, if required, so that it can share this information to the public via visitor centres, website etc.
- Share information about the conditions of the agreement/authorisation, the agreed standards for the work and this health and safety plan with the team members
- Report any incidents incurring moderate or serious injuries to DOC as soon as possible
- When engaging a contractor, before work commences the contact will:
 - Notify the contractor of known hazards and risks associated with the site and the work.
 - Notify the contractor of the agreed scope of work, as prescribed in the agreement/authorisation
 - Notify the contractor of any conditions associated with undertaking the work as listed in the Community Agreement/Short-term authorisation
 - Provide the contractor with the operating procedures, guidelines and standards that are required to complete the activities

- Notify the contractor of relevant statues, regulations and by-laws affecting ore relating to the site, facilities or activity
- Ensure the contractors are competent to carry out the work
- Review and accept the contractor’s health and safety plan, through an email or letter stating acceptance

2. **Preparation of Health and Safety Plan and Emergency Response**

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

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

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

In preparing this Emergency Response our group has consulted DOC to help identify suitable processes for responding to an emergency during the activity (Appendix B).

3. **General standard of care**

Our group will follow a general standard of care whereby:

In advance of an activity:

- An onsite health and safety person will be appointed for each activity
- Hazards and level of risk will be identified, discussed and agreed how they will be managed
- Details of the activity including dates, tasks, logistics, skills and other requirements will be conveyed to potential team members
- Team members will have the fitness and competency to do the work
- Personal protective clothing (PPE) and emergency response equipment will be conveyed to team members
- Team members will be advised of emergency response information, including the contact information for the trusted contact
- Intentions and group member details will be provided to the trusted contact, along with instructions on what to do if the group is overdue.

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

- Lead an on-site Job Safety Analysis¹ and/or Toolbox Talk² involving all team members to identify/confirm tasks required to perform the activity and ensure that everyone understands the hazards and risks at the site and the controls in place to reduce risk – this includes environmental conditions and responding to an emergency situation.

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

² Refer Toolbox Talk Booklet provided

During the work activity, the onsite team leader will:

- Ensure safety procedures are being followed and PPE is being worn/used.
- Notify the trusted contact if our intentions change
- Report any incidents incurring moderate or serious injuries to DOC as soon as possible

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

- Notify the trusted contact that all team members are home safe
- Review the health and safety aspects of the work ensuring any improvements are incorporated into future activities.
- Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

4. Responsibilities of team members

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

- Following safety procedures and instructions
- Participating in identifying the tasks to be undertaken and associated hazards and risks, and devising mitigation measures at each site
- Operating in a manner that ensures their own and others safety
- Advising the team leader of any personal medical condition or disability that could affect the safety of self or others during the activity and carrying any personal medication required for their own safety
- Being concerned for other members of the team and speaking up when necessary
- Operating a buddy system whereby they have another person in their vision or calling distance at all times
- Raising any safety concerns with the onsite team leader
- Notifying the team leader of any incident involving injury or damage
- Notifying the team leader at the start of the activity if they need to leave early and ensuring that someone in the team knows when they have left

5. Review

This health and safety plan and emergency response will be reviewed if an incident occurs or circumstances change or new hazards are identified.

6. Our commitment

We recognise that any aspect of our work will entail some level of risk (likelihood of occurrence and degree of harm) We are committed to eliminating or minimising those risks in so far as is reasonably practicable whenever we are undertaking work.

Our group acknowledges the right of DOC to monitor our work, but accepts that in most cases DOC will not be able to actively monitor our day-to-day activities. As such, our group will undertake self-monitoring and report any significant safety issues to DOC. We further recognise that DOC has a right to speak up and discuss any unsafe work practices and work together with us to address them.

Signed by: _____

Position in Community Group: _____


Date: _____


HAZARDS AND RISK

APPENDIX A

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


Type of tasks being undertaken:




Hazards associated with site/asset that the Department of Conservation has told us about			
Hazard	Risk/possible outcome	How dangerous is the risk?	What actions will the group take to reduce or eliminate the hazard?
<p><u>Stream/river crossings</u></p> <p>Slippery rocks, deep water holes, swift water</p> <p>There are a number of unbridged river crossing that may become hazardous during periods of very heavy rain. If in doubt postpone travel.</p>	<p>Twisted ankle, sprain, graze</p> <p>Hypothermia from wet clothes, drowning</p>	 <p>Med/high</p>	<ul style="list-style-type: none"> Identifying the safest place to cross stream/river Having one person assisting others across if necessary Not crossing a stream with excess water - check weather forecasts and postpone work if necessary Not crossing if person doesn't have skills and experience to safely cross. Not using ropes unless adequately trained.
<p><u>Working near poison bait stations</u></p> <p>Contact with toxin</p>	<p>Illness or possible death</p>	<p>N/A</p>	<ul style="list-style-type: none"> No contact to be had with bait stations or bait
<p><u>Stock</u></p>	<p>Bruising, crushing</p>	<p>Low</p>	<ul style="list-style-type: none"> Avoid entering paddocks with stock without land manager's permission

<p><u>Stressed stock or wandering stock</u></p>	<p>Stock may be present if walking out via Coppermine Creek Track</p>		<ul style="list-style-type: none"> Leaving gates as found
<p><u>Existing tracks and structures</u> Broken boardwalk, wire or plastic protrusions, trees across path</p>	<p>Twisted ankle, lacerations</p>	<p>Low</p>	<ul style="list-style-type: none"> Pointing out any broken boards or protrusions on board walk to rest of team. Mark with coloured tape if practicable Removing any loose obstacles from access track Advising landowner of hazard so situation can be remedied in the interests of others safety.
<p><u>Drug plantation</u> Discovery of plantation/operation</p>	<p>Injury from booby trapping, encountering drug growers</p>	<p>Low</p>	<ul style="list-style-type: none"> Watching for trip wires, cyanide paste on trees and stakes and traps. Leaving any discovered drug plantation immediately and leave site undisturbed. Responding in an appropriate non-confrontational manner if growers are encountered.
<p><u>Hunters in vicinity</u> <u>accidental shooting</u></p> 	<p>Injury, death</p>	<p>Med</p>	<ul style="list-style-type: none"> Avoiding popular hunting areas at key times Wearing high-vis vests when working in forest.
<p><u>Contaminated Soil</u> Past land-use activities that may have contaminated the soil, such as landfills, mines, demolished buildings and fuel/chemical storage Excavation and disturbance of soil.</p>	<p>Human health risk from ingestion, inhalation and contact with contaminated soils, dust and water.</p>	<p>Low to high</p>	<ul style="list-style-type: none"> Avoid contact with soil and water. Wear appropriate PPE Wash hands before eating and drinking. Eat, drink and have breaks off site. Rinse off equipment Sometimes there is accidental discovery of contamination in soil or water. If there is a smell, oily sheen, discolouration or obvious rubbish present stop soil disturbance work. Restrict access and contact DOC staff.

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Hazards created by the activities that others could be exposed to when they access the site/asset			
Hazard	Risk/possible outcome	How dangerous is the risk?	What actions will the group take to reduce or eliminate the hazard?
<p><i>Falling objects</i></p> <p><i>Being hit by tools/ objects being dropped from heights</i></p>	<p><i>Bruising, concussion</i></p>	<p><i>Low</i></p>	<ul style="list-style-type: none"> <i>Avoid having people working below those people working on trusses/roof</i> <i>Put signage out at entrance ways to the site notifying people of the activities</i> <i>Tape off areas to prevent access</i>

Hazards associated with activities we will be undertaking			
Hazard	Risk/possible outcome	How dangerous is the risk?	What actions will the group take to reduce or eliminate the hazard?
<p><i>Trailers</i></p> <p><i>Injury to another person</i></p>	<p><i>Bruising, broken bones</i></p>	 <p><i>High</i></p>	<ul style="list-style-type: none"> <i>Drivers to be experienced and familiar with the vehicle and trailer being towed</i> <i>Ensuring trailer is correctly and safely attached to vehicle – correct towball sizing for trailer, double shackles crossed over fixing.</i> <i>Ensuring all loads carried on trailer are properly secured</i> <i>Exercising caution when reversing and using another person to signal if vision is obscured.</i> <i>Check to ensure trailers are not overloaded to have weight distributed correctly over axles/ wheels and forward.</i>

<p><u>Cleaning products, paint and solvents</u></p>	<p>Headache, breathing difficulties</p>	<p>Low</p>	<ul style="list-style-type: none"> • Following manufacturer's instructions • All chemical products to be kept in original container with instructions for use • Having a well-ventilated room when using products indoors.
<p><u>Working alone</u></p> 	<p>Isolation, lack of assistance/treatment, hypothermia</p>	<p>Med</p>	<ul style="list-style-type: none"> • Notifying other team member of intended route/location and sticking to it • Carrying personal first-aid kit and mobile phone and, if necessary, personal locator beacon • Having a scheduled time to communicate with 'responsible person' at home base
<p><u>Working on roadside</u></p> 	<p>Serious injury or death</p>	<p>Med</p>	<ul style="list-style-type: none"> • Recognising that working on a roadside may require a traffic management plan • Wear high-vis vests when working near a road. • Avoiding parking on roadside if possible and restricting visibility Being mindful of traffic at all times.
<p><u>Helicopter use General</u></p> 	<p>Injury/fatality when working around helicopters</p>	<p>High</p>	<ul style="list-style-type: none"> • Using authorised aircraft concessionaire and correct type of aircraft for the operation • Always wear high-viz and appropriate PPE around helicopters regardless of operation. • Briefing by pilot on safety around helicopters and following their instructions at all times


			<ul style="list-style-type: none"> • Only essential people working around the machine for loading or unloading • Secure loose items around any loading area
<u>Helicopter use - Slingloads</u>	<u>Serious injury or death</u>	<u>High</u>	<ul style="list-style-type: none"> • All PPE including helmet, high vis vests. • No loose items. All clothing etc to be secured in and around helicopter. • Ensure radio comms with pilot ground to air (Fletch can provide) • Ensure loads correct weights for helicopter. • Loads to be secure for flying, appropriately packaged. • Confirm loads on site with pilot prior to flying. • Ensure loading site is secure (temporary blockage of entrance road eg) • All staff to have views helicopter HSE video for slingload operations (see Fletch) • No unnecessary people around loading operations. • Only use strops, fadges and nets supplied by helicopter company. • Allow time to arrive and get organised prior to helicopter arriving
<u>Construction Activities</u>	<u>Helicopters – loose material around work site/loading zone</u>	<u>High</u>	<ul style="list-style-type: none"> • Ensure there are no loose materials around work sites that can ‘fly around’ and hit aircraft rotors
<u>Construction tools</u>	<u>Burns, cuts injury</u>	<u>Mod</u>	<ul style="list-style-type: none"> • Ensure all tools are appropriate for the job. Shape blades etc • Ensure all guards are in place and operation correctly. Test occasionally. • Always use appropriate PPE – earmuffs, protective glasses, steelcap footwear • Ensure suitable experienced people using tools or under supervision. • Ensure use of generators are in use well away from work space. <ul style="list-style-type: none"> • Appropriate tools will be used for the current weather conditions/emergency response practicalities (e.g. in misty/high wind conditions non-powered tools will be used)

<u>Falling objects</u> Being hit by tools/ objects being dropped from heights	Bruising, concussion		<ul style="list-style-type: none"> Avoid having people working below those people working on trusses/roof
General safety around work site	Trips, bruising, concussion	Med	<ul style="list-style-type: none"> Keep work site tidy, store tools, material in agreed locations to avoid trips and falls. Have a nominated site supervisor to inform any visitors to site of site safety inductions, identification of hazards.
Machinery - Digger	Concussion, sprains	Med/low	<ul style="list-style-type: none"> Only qualified and experienced digger operator to use digger Other people to keep clear of working machinery.
Lifting heavy objects	Strains	Med	<ul style="list-style-type: none"> Be aware of personal limitations when lifting heavy objects (work as a team)
Scaffolding	Falls/falling objects	Med	<ul style="list-style-type: none"> Ensure it is installed/used to manufactures specifications

Other hazards to consider in the backcountry			
Hazard	Risk/possible outcome	How dangerous is the risk?	What actions will the group take to reduce or eliminate the hazard?
<u>Adverse weather - cold</u> Wind, rain, hail, lightning, storm	Hypothermia, lightning strike	Low	<ul style="list-style-type: none"> Preparing for adverse weather with appropriate clothing Using weather forecasts to aid decisions prior to and during the field activity Stopping activity if bad weather persists Participants are aware of symptoms of hypothermia.
<u>Adverse weather – hot</u>	Heat exhaustion, dehydration, sunburn, sunstroke, skin cancer	Low	<ul style="list-style-type: none"> Preparing for adverse weather with appropriate clothing e.g. hat, long-sleeved garment Using weather forecasts to aid decisions prior to and during the field trip

<p>Exposure to sunlight/UV</p>			<ul style="list-style-type: none"> • Ensuring adequate water is carried by participants • Participants to come prepared with sunscreen • Watching for signs of heat exhaustion/fatigue • Providing for regular breaks in shade if possible.
<p>Falling objects Being hit by an object (rocks,) falling from height</p>	<p>Bruising, concussion</p>	<p>Low/medium</p>	<ul style="list-style-type: none"> • Avoiding work at the bottom of exposed rocky slopes or cliffs • Avoid working on steep unstable ground after heavy rain
<p>Vegetation Branches on ground Branches at head height Dead or dying trees still standing Branches or tree trunks hanging in vegetation Pollen or flowers Tree roots (perched)</p>	<p>Tripping, twisted ankle, bruising, poked in eye Bruising, concussion allergic reaction, hay fever, asthma tripping, twisted ankle, scratches, cuts tripping, twisted ankle, scratches, cuts</p>	<p>Low/medium</p>	<ul style="list-style-type: none"> • Stepping over branches on ground with care • Taking care standing up after kneeling on ground that there are no low branches to hit head on • Wearing safety glasses or moving to another place if low vegetation is a problem • Avoiding working in tall forest in high winds • Taking care leaning against dead trees as they could be weak and fall over • Being aware of any branches/tree trunks suspended in vegetation above where intending to work. • Being alert to hidden objects below ground vegetation and always wear gloves and closed footwear • Taking care after rain as exposed tree roots can be slippery when wet.

*Assessing Risk:

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

EMERGENCY RESPONSE

APPENDIX B

1. Intentions

The trip leader will identify a trusted contact who is responsible for raising the alarm if the group does not return by the specified date and time or make contact to advise of a change to their intentions.

The trip leader will provide the trusted contact with sufficient information to inform the Police as to the groups/individuals plans, medical conditions and personal details. The trusted contact will hold this information only for the purpose of responding to an emergency situation and will dispose of it after everyone has returned home.

Tools that may assist with preparing intentions

- [MSC outdoor Intentions Form](#)
- [Safe home app](#) (email option is free, cost applies to text)
- [Land safety code](#)

2. Communications and Alerts

The group/individual will carry (*insert cell phone, sat phone, radio, inreach*) to communicate with the trusted contact or emergency services whilst undertaking the activity. Spare batteries will be carried where applicable.

The group/individual will carry (*insert inreach, PLB, EPIRB*) to activate the emergency services in case of a medical emergency or becoming lost in a remote location. Spare batteries will be carried where applicable.

3. Evacuation and responding to emergencies

Consider the geography of the area you are working in; the terrain, the weather, proximity to medical treatment, access for emergency services/Land SAR. Identify and outline here how the group/individual will respond to an emergency and what evacuation method will be used depending on varying conditions (e.g. if high winds prevent a helicopter flying in for evac, or the injury is in dense bush a few kilometres from the road end or on an island).

Resources that may help are listed below, it is also advised that at least one individual in the group has training in first aid and emergency response in the outdoors.

- <https://www.mountainsafety.org.nz/learn/skills/emergency/>
- <https://www.mountainsafety.org.nz/learn/skills/first-aid/>

4. Emergency equipment

Consider what equipment your group and individuals should be carrying in case an emergency should arise (the resources above may help).

JOB SAFETY ANALYSIS

APPENDIX C

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

Team members present at health and safety briefing:	
Name	

INCIDENT REPORTING FORM

APPENDIX D

Project name: Onsite lead: Date of incident: Time of incident: Site Location:	Injured person: Name of any witness: Task being undertaken:
Details of Incident: <i>(Describe what actually happened)</i>	What caused the physical injury? Slip or trip, moving object, lifting etc
Part of body injured:	
Severity of injury: <input type="checkbox"/> Near miss/unsafe act <input type="checkbox"/> Minor <input type="checkbox"/> Moderate injury requiring reporting to DOC <input type="checkbox"/> Serious injury requiring reporting to DOC, is it a notifiable event? Yes/No	Medical treatment required: <input type="checkbox"/> None <input type="checkbox"/> First aid <input type="checkbox"/> Medical treatment (Doctor) <input type="checkbox"/> Hospitalisation
Notifiable event requiring reporting to WorkSafeNZ www.worksafe.govt.nz (only required if group is a PCBU i.e. has at least one paid employee) Y/N	
Safety Implications	
Immediate corrective action taken, and who and what agencies were notified (if applicable)?	
Likelihood of reoccurrence:	
Amendments required to safety plan:	
Signed: Name:	Date: