

Health and safety plan for contractors undertaking possum trapping

This plan has been developed to help protect against hazards associated with possum trapping carried out on residential and rural properties. Under the Health and Safety at Work Act 2015 the Otago Peninsula Biodiversity Group (OPBG) will make every effort to enable their contractors, members, participants, members of the public and people in the vicinity to return home safely each day. As a contractor, you are responsible for taking all practicable steps to ensure your own safety and that of others associated with your work, such as volunteers, employees and property owners.

Hazards and their management

Three main categories of hazard are considered in this safety plan:

1. Environment: may include the terrain, water bodies (e.g. streams), weather conditions, fire and vegetation.
2. Resources and equipment: may include the use of traps.
3. People: may include failure to follow instructions, undisclosed or unrecognized medical conditions, wearing clothing that is inadequate for the conditions, and inadequate fitness or agility for the task being performed. Account also needs to be taken of risks to residents and pets on a property.

The attached Hazard Identification Form lists the hazards that have been identified by OPBG in each of these categories and the actions that should be taken to eliminate or minimise each hazard. In most cases the actions listed are intended to minimise the hazard involved.

Safety briefing

As a contractor working for the Otago Peninsula Biodiversity Group you will be given a safety briefing before starting work by the team leader (Trustee, Project Manager, Operations Manager or other designated person). The briefing will identify the significant hazards and the techniques or behaviours intended to eliminate or minimize them. In all cases you are expected to follow the reasonable directions of the team leader in charge of the work.

If you will be working alone you will be expected to act as the team leader by identifying the significant hazards and the control measures you will take to eliminate or minimize them.

In the event of an incident

- Stay calm, think things through before acting
- Call out, ask for assistance from residents or neighbours
- Assess the situation, ensure the scene is safe for you and others, check for potential hazards
- Reassure the injured person, administer first aid
- Call for medical assistance

Other persons assisting you

As a contractor you are obliged to brief anyone working for you on the Health and Safety Plan for this work; for example, advice on suitable clothing and footwear, identification of the hazards and actions that should be taken to reduce the risks associated with each hazard.

Incident/near-miss reporting

Report all incidents involving injury and near-miss incidents to the team leader coordinating your work. The information you report will assist the OPBG in identifying a safety problem and how it might be addressed, both for your safety and the safety of others.

Feedback on this safety plan

Any comments you have on this plan, including changes to suggested actions or the identification of additional hazards, will be welcomed and will help OPBG to improve its safety planning. Please provide feedback to the team leader coordinating your work or any of the following safety contacts.

Contacts

Team Leader	
Name	Bruce Kyle, Operations Manager
Phone	027 438 76178
Trustees, Health and safety	
Name	David Chalmers, Trustee
Phone	027 248 1970
Name	Bev Dickson, Trustee
Phone	03 478 0670

Adopted by the Otago Peninsula Biodiversity Trust Board: 17/8/16

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Amendments approved by the Otago Peninsula Biodiversity Trust Board: 19/11/2018

OPBG Hazard Identification Form			Activity: Possum trapping
Responsibility: Operations Manager <i>Bruce Kyle</i>			Review period: Annually
Hazard	Significant Y/N	Action E/M	Actions
Environment			
Steep terrain	Y	E	Avoid if possible
Slippery surfaces	Y	M	Wear suitable footwear
Elevated trap sites (e.g. tree branch)	Y	M	Limit to the height at which trap can be operated without straining or risking a fall
Deterioration in weather	N	M	Check forecast when arranging time to visit property; wear suitable clothing
Dogs	Y	M	Avoid areas where aggressive dogs are known to reside. The following website has good information to prepare yourself in case you find yourself in threatening situation with a dog http://www.dogsafety.govt.nz/Grownups-Dealing-with-Dogs-Reading-Dog-Behaviour
Equipment			
Timms trap			
Spring mechanism	Y	M	Provide manufacturer's instructions Provide training Provide hand held hook for releasing trigger
Cutting bait (e.g. apples)	N	M	Prepare bait at home on stable surface
Removal of possum carcass	Y	M	Wear gloves; dispose of or wash after use Provide plastic bags for disposing of carcasses
Live trap			
Cutting bait (e.g. apples)	N	M	Prepare bait at home on stable surface
Carrying firearms	Y	M	Carry unloaded firearm in cab of vehicle or preferably in a rack or locked container or canopy while in transit
Using firearms	Y	M	Noise: use ear plugs or ear defenders Avoidance of "accidental" shooting: All persons in possession of firearms must hold a Firearms Licence Firearms should be safety checked regularly All operators should have basic first aid training Permission should be gained from property owners for the use of firearms and information sought on hazards in the area in which they may be used
Removal of possum carcass	Y	M	Wear gloves; dispose of or wash after use Provide plastic bags for disposing of carcasses
People			
Medical conditions	Y	M	<ul style="list-style-type: none"> • Complete personal details form and give to OPBG coordinator • Carry identification card listing: <ul style="list-style-type: none"> ○ Name ○ Address ○ Phone number ○ Medical conditions including medicines, allergies etc.

			<ul style="list-style-type: none"> ○ Emergency contact person details ● Have an emergency strategy ● Be honest with yourself and others if a task looks too difficult ● Important Contact Numbers: (to be carried on person) <ul style="list-style-type: none"> ● Emergency - 111 ● Healthline Health Advice - 0800 611 116 ● Poison Control Centre – 0800 764 766 <p>AED Locations - https://aedlocations.co.nz</p>
Working alone	Y	M	<ul style="list-style-type: none"> ● Advise responsible person of intentions (e.g. location, route, completion time and who to contact if you fail to return) before setting out ● Stick to intentions ● Advise responsible person when you return ● Wear high-visibility clothing ● Carry mobile phone and/or PLB ● Carry personal first-aid kit including antihistamine
Lack of fitness/agility	Y	M	Work within personal limits
Property owner recruitment	Y	M	<p>Explain procedures for siting, setting and clearing traps</p> <p>Explain risks (e.g. those to children)</p> <p>Provide written information</p> <p>Obtain signed agreement on planned activities</p>
Property owner operation of traps	Y	M	<p>Provide manufacturer's instructions</p> <p>Provide training</p> <p>Provide hand held hook for releasing trigger</p> <p>Provide plastic bags for disposing of carcasses</p>
Young children on property	Y	M	Site traps above 1.5 metres
Pets on property	Y	M	Provide guidelines on selection of baits; delayed activation of traps
			Key: E=Eliminate M=Minimise

* All workers have the right to remove themselves from any situations that they consider unsafe.

Otago Peninsula Biodiversity Group 'Contractor Trapping' Health and Safety Plan

Training Record - to be signed and returned to your team leader/OPBG officer co-ordinating your work.

I _____ have read and understand the Contractor Trapping health and safety plan provided by OPBG and confirm that I have been given appropriate training for my work.

Please sign below:

Signature	Date
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Trained by:

Signature	Date
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