

Schedule 2: Responsibilities 2018

Responsibility	Name	Role
Oversight of health and safety policy and procedures	David Chalmers/ Bev Dickson	Trustees
Liaison with Department of Conservation	David Chalmers	Trustee
Custodian of Personal Details Forms	Bev Dickson	Trustee
Register of volunteers - collation	Kate Tanner	Volunteer Coordinator
Register of volunteers – access in event of emergency	Marita Eisenlohr	Secretary
Register of volunteers - access in event of emergency	David Chalmers	Trustee
Register of volunteers - access in event of emergency	Bev Dickson	Trustee
Register of volunteers - access in event of emergency	Kate Tanner	Volunteer Coordinator
Register of volunteers - access in event of emergency	Bruce Kyle	Operations Manager
Register of volunteers – access in event of emergency	Ursula Ellenberg	Project Manager
Bird monitoring coordination	Moira Parker	Coordinator
Bird monitoring health & safety plan	Moira Parker	Coordinator
Lizard and invertebrate monitoring coordination	Ursula Ellenberg	Project Manager
Lizard and invertebrate health and safety plan	Ursula Ellenberg	Project Manager
Vegetation monitoring coordination	Moira Parker	Coordinator
Vegetation monitoring health and safety plan	Moira Parker	Coordinator
Community trapping coordination	Bruce Kyle/Kate Tanner	Operations Manager/Volunteer Coordinator
Community trapping health and safety plan	Bruce Kyle/ Kate Tanner	Operations Manager/Volunteer Coordinator
Possum shooting coordination	Bruce Kyle	Operations Manager
Possum shooting health and safety plan	Bruce Kyle/ Brendon Cross	Operations Manager/Trustee
Possum monitoring coordination	Moira Parker/Kate Tanner/ Bruce Kyle	Coordinator/Volunteer Coordinator/ Operations Manager
Possum monitoring health and safety plan	Moira Parker/Kate Tanner/ Bruce Kyle	Coordinator/Volunteer Coordinator/ Operations Manager
Possum poisoning coordination (contractors)	Bruce Kyle	Operations Manager
Possum poisoning health and safety plan (contractors)	Bruce Kyle	Operations Manager
Possum shooting coordination (contractors)	Bruce Kyle	Operations Manager
Possum shooting health and safety plan (contractors)	Bruce Kyle/ Brendon Cross	Operations Manager/Trustee
Possum trapping coordinator (contractors)	Bruce Kyle	Operations Manager
Possum trapping health and safety plan (contractors)	Bruce Kyle	Operations Manager
Track clearing coordinator	Bruce Kyle	Operations Manager
Track clearing health and safety plan	Bruce Kyle	Operations Manager
Vehicle use coordinator	Bruce Kyle	Operations Manager
Vehicle use health and safety plan	Bruce Kyle	Operations Manager
Investigation of hazards referred to the Board of Trustees	Dave Chalmers/ Bev Dickson	Trustees

Register of hazards reported and actions taken	David Chalmers/ Bev Dickson	Trustees
Investigation of work-related injuries, illnesses and near misses	David Chalmers/ Bev Dickson	Trustees
Register of work-related injuries and illnesses - collation	David Chalmers/ Bev Dickson	Trustees

Approved by Board of Trustees (dated & signed by Chair): 16/7/2018