



# Otago Peninsula Biodiversity Group Health & Safety Policy & Procedures

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2016

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## **1 Introduction**

The Otago Peninsula Biodiversity Trust (OPBT) is the governing body for the Otago Peninsula Biodiversity Group (OPBG). OPBT is committed to providing for the health and safety of contractors and volunteers undertaking work for OPBG. This policy document has been revised to align it with the Health and Safety at Work Act 2015 (hereafter referred to as the Act), which came into effect on 4 April, 2016.

The objective of OPBT as laid out in the rules of the Trust is to “sustain the natural environment of the Otago Peninsula”. In achieving this objective OPBT undertakes to “work to enhance the biodiversity of the Otago Peninsula, plan and implement pest eradication and control projects in partnership with landowners, and facilitate community participation and encourage local ownership of each project.” Because OPBT engages contractors and recruits volunteers to help undertake this work, it is considered to be a “person conducting a business or undertaking or PCBU” under the Act (s 17).

### **1.1 Policy statement**

OPBT is committed to ensuring a safe operating environment for volunteers and contractors engaged in OPBG activities. OPBT will demonstrate its commitment to health and safety by fostering a sensible and safe culture; ensuring all volunteers and contractors have received a health and safety briefing, enabling compliance with the OPBG Health and Safety Policy and Procedures, before OPBG activities commence.

### **1.2 Primary duty of care**

As a PCBU, OPBT “must ensure, so far as is reasonably practicable, the health and safety of: (a) workers who work for the PCBU, while the workers are at work in the business or undertaking; and (b) workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work. A PCBU must [also] ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking” (s 36).

The duties of a PCBU are set out in detail in section 36(3) of the Act. Of particular relevance to OPBT is the requirement to ensure, so far as is reasonably practicable: the provision and maintenance of a work environment that is without risks to health and safety; the provision and maintenance of safe systems of work; the safe use, handling, and storage of substances; the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

#### **1.2.1 Meaning of reasonably practicable**

Under the Act “the primary duty of care to ensure health and safety is limited by what is reasonably practicable. PCBU’s are not expected to guarantee the health or safety of their workers (or others affected by work carried out as part of the business or undertaking), but they must do what can reasonably be done to ensure health and safety” (Fact Sheet: Information for PCBUs that engage volunteers, WorkSafe New Zealand, March 2016). Under section 22 of the Act, ‘reasonably

practicable' means "that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including—

- (a) the likelihood of the hazard or the risk concerned occurring; and
- (b) the degree of harm that might result from the hazard or risk; and
- (c) what the person concerned knows, or ought reasonably to know, about—
  - (i) the hazard or risk; and
  - (ii) ways of eliminating or minimising the risk; and
- (d) the availability and suitability of ways to eliminate or minimise the risk; and
- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

### **1.3 Officers**

Under section 18(b) of the Act, an officer of a PCBU is a "person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking". As OPBT trustees perform their duties on a voluntary basis (i.e. they do not receive payment or reward, other than reimbursement for out of pocket expenses), they are considered to be "volunteer officers" (Fact Sheet: Information for officers who are volunteers, WorkSafe New Zealand, March 2016).

#### **1.3.1 Duty of volunteer officers**

Under section 44(1) of the Act, volunteer officers "must exercise due diligence to ensure that the PCBU complies with its health and safety duties. This means they must exercise the care, diligence and skill a reasonable officer would take in the same circumstances, taking into account the nature of the business or undertaking, the officer's position and the nature of the responsibilities they undertake" (Fact Sheet: Information for officers who are volunteers, WorkSafe New Zealand, March 2016). Due diligence includes:

- (a) acquiring knowledge of work health and safety matters and keeping up to date.
- (b) understanding the nature of the PCBU's operations and associated health and safety risks.
- (c) making sure the PCBU has appropriate resources and processes to eliminate or minimise risks to health and safety, and uses them.
- (d) making sure the PCBU has processes for receiving and considering information about incidents, hazards and risks, and for responding in a timely way.
- (e) making sure the PCBU has, and implements, processes for complying with the Act.

#### **1.3.2 Liability of volunteer officers**

While volunteer officers have the above duty to exercise due diligence, they cannot be prosecuted under the Act for failing to meet that duty (s 51). "They can, however, be prosecuted as 'other persons' at the workplace if they fail to take reasonable care of their own, or another person's health and safety while at the workplace, or fail to comply with reasonable instructions about health and safety given by the PCBU" (Fact Sheet: Information for officers who are volunteers, WorkSafe New Zealand, March 2016).

## 1.4 Overlapping duties

The Act recognises that more than one PCBU may have responsibility in relation to the same matter, thereby having “overlapping duties” (Special Guide: Introduction to the Health and Safety at Work Act 2015, WorkSafe New Zealand, March 2016, Section 3.8, p. 31). In this circumstance, PCBUs “must, so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with all other PCBUs who have a duty in relation to the same matter” (s 34). Overlapping duties may occur, for example, when OPBT engages a contractor to undertake possum control.

## 2 Management of work risk

“To meet health and safety duties, risks that arise from work must be effectively managed. Risks to health and safety arise from people being exposed to hazards. A hazard is anything that can cause harm” (Special Guide: Introduction to the Health and Safety at Work Act 2015, WorkSafe New Zealand, March 2016, Section 3.7, p. 30), including behaviour that “has the potential to cause death, injury or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects a person’s behaviour)” (s 16).

Under section 30 of the Act, “risks must be eliminated so far as is reasonably practicable. If a risk cannot be eliminated, it must be minimised so far as is reasonably practicable. PCBUs must take these steps to the extent within their ability to influence and control the matter to which the risks relate” (Special Guide: Introduction to the Health and Safety at Work Act 2015, WorkSafe New Zealand, March 2016, Section 3.7, p. 30).

“The processes or equipment put in place to eliminate or minimise risk are called control measures. For minimising risk, if the risk is well-known and if there are commonly accepted ways to manage it, these control measures should usually be used” (Special Guide: Introduction to the Health and Safety at Work Act 2015, WorkSafe New Zealand, March 2016, Section 3.7, p. 30).

In their guidelines on how to manage works risks, WorkSafe New Zealand (How to manage work risks, WorkSafe New Zealand, April 2016) describes a four-step risk management framework:

1. Identify hazards.
2. Assess the risks.
3. Manage the risks.
4. Monitor control measures.

Workplace New Zealand also recommends reviewing work activities on an ongoing basis to identify any new risks that might need to be managed and also to assess if current practices work or if there may be a better way to do these activities (How to manage work risks, WorkSafe New Zealand, April 2016).

### 2.1 Hazard management plans

A hazard management plan is considered best-practice in ensuring the safety and health of contractors and volunteers, and in meeting an organisation’s responsibilities under the Act. OPBT

will maintain hazard management plans for each area of activity undertaken by contractors and volunteers. The hazard management plans will consist of a **Health and Safety Plan** and a **Hazard Identification Form** for each of the areas of activity in which contractors and volunteer workers are engaged. See Schedule 1 for a list of health and safety plans (and attached hazard identification forms).

### 2.1.1 Health and safety plans

The health and safety plans will include sections on:

1. Hazards and their management.
2. Safety briefings.
3. What to do in the event of an incident.
4. Responsibilities toward other persons.
5. Incident/near-miss reporting procedures (see Section 4.5 below).
6. Feedback.
7. Contacts.

### 2.1.2 Hazard identification forms

Each hazard identification form will record the following information, as appropriate:

1. All hazards associated with the activity (environment, resources and equipment, people).
2. Where the hazards occur.
3. The consequences of exposure to a hazard.
4. The actions that will be taken to deal with a hazard (eliminate or minimise).
5. How often the actions will be monitored and their effectiveness reviewed.
6. When a hazard was last reviewed and how it is being dealt with.
7. The OPBG officer, generally a Trustee, responsible for the area of activity involved. This officer will be designated the team leader for the area of activity.

The hazard identification form will be attached to the corresponding health and safety plan.

## 2.2 Prioritising control measures

WorkSafe New Zealand recommends thinking about the consequences of exposure to the hazards identified and how likely they are to occur (i.e. the frequency with which people are exposed and the probability they could be harmed). They recommend that attention be focused on the risks that could cause permanent injury or illness or death to workers or others; even if this is not very likely (How to manage work risks, WorkSafe New Zealand, April 2016). OPBT's hazard identification forms use the term 'significant' to identify those hazards providing the most serious risks.

### 2.2.1 Internal auditing

An internal audit of at least of at least one area of activity will be undertaken each year (see Appendix 19 for audit form).

### 3 Contractors

Section 19(1) of the Act defines a worker as anyone who carries out work in any capacity for a PCBU, including work as a contractor or subcontractor, or as an employee of a contractor or subcontractor. Under section 47 of the Act, a worker must, while at work:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

When engaging contractors to undertake pest eradication and control projects or when engaging self-employed contractors as project and operational managers OPBT has the duties of a PCBU, as described in Section 1.2 above.

Contractors, including self-employed contractors, are PCBUs in their own right (Special Guide: Introduction to the Health and Safety at Work Act 2015, WorkSafe New Zealand, March 2016, Section 2.3, p. 20). Section 36(6) of the Act states that: "A PCBU who is a self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work."

It is important to note that "a PCBU cannot contract out of its duties, but can enter reasonable agreements with other PCBUs to meet duties. However, these PCBUs still retain responsibility to meet their duties. PCBUs should also monitor each other to ensure everyone is doing what they agreed" (Special Guide: Introduction to the Health and Safety at Work Act 2015, WorkSafe New Zealand, March 2016, Section 3.8, p. 31).

#### 3.1 Duty of OPBT toward contractors

When contracting out work, OPBT will:

1. Undertake an initial appraisal of the significant hazards and likely risks associated with the work to be contracted out.
2. Assess the capability of potential contractors with regard to health and safety management, and technical competence for the work involved.
3. Provide information to potential contractors regarding significant hazards associated with the work; seek a draft health and safety plan from potential contractors.
4. Incorporate an agreed health and safety plan in the contract awarded to the successful contractor
5. Monitor the contractor's performance throughout the duration of the contract; meeting with the contractor to plan for and resolve health and safety issues.
6. Conduct a post-contract review to determine the success or otherwise of the contract.

#### 3.2 Duty of contractors

When undertaking contracted work for OPBT, contractors will:

1. Acknowledge that they understand their obligations under the Health and Safety at Work Act 2015, and confirm their intention to comply with the Act at all times while working on the contract.
2. Acknowledge that OPBT has advised them of the emergency procedures, location of emergency equipment, health and safety plans, the nature of hazards and hazard controls relevant to the service being performed.
3. Will either:
  - a. Have a comprehensive health and safety management plan in place, which ensures their compliance with the Health and Safety at Work Act 2015 in connection with the contract, or
  - b. Comply with the OPBG Health and Safety Policy and Procedures, including such Hazard Management Plans as are relevant to the service being performed (see Section 2.1 above and Schedule 1).
4. Acknowledge that OPBT has the right to monitor and audit the Contractor's performance in relation to adhering to the procedures, safety, contract and legislative requirements from time to time during the progress of the contract.
5. Acknowledge that OPBT has the right to suspend work where OPBT is not satisfied that all practicable steps are being taken to ensure the health and safety of themselves and others in connection with the contract.
6. Advise OPBT immediately of any notifiable injury or illness, incident, or event; meet the requirements of the Health and Safety at Work Act 2015 in reporting notifiable events to WorkSafe New Zealand; and complete and submit an OPBG Accident/Incident (near-miss) Investigation Report.
7. Advise OPBT immediately of any new hazard created during the contract and take all practicable steps to avoid harm being caused to any person as a result of such hazards; and complete and submit a Hazard Identification Record.

### **3.3 Supervision and training of volunteers**

In some circumstances (e.g. community trapping), self-employed contractors (e.g. Project Manager and Operations Manager) may be required to supervise and train OPBG volunteers. In such circumstances, the self-employed contractors have the duties of a PCBU, as described in Section 1.2 above.

## **4 Volunteers, volunteer workers and other persons**

Under the Act a volunteer is "a person who is acting on a voluntary basis (whether or not the person receives out-of-pocket expenses)" (s 16). A volunteer worker is a volunteer who carries out work in any capacity for a PCBU (s 19(3)). OPBT recruits volunteers from the community to undertake various tasks including bird, rodent, lizard, invertebrate, vegetation and possum monitoring, community trapping, shooting of possums and track clearing. As this work is undertaken with the knowledge and consent of OPBT, occurs on an ongoing and regular basis (e.g. bird counting during specified weeks each year), and is integral to OPBT's "business", section 19(3) of the Act applies and means that OPBT owes its volunteer workers the same duty of care as it would other workers (with the exception of the duties in Part 3 of the Act: worker engagement and participation).

## 4.1 Register of volunteer workers

If OPBT is to meet its obligations to volunteer workers it needs to know who they are and what work they are engaged in. To this end OPBT will maintain a register of volunteer workers including their names, contact information (including local and next of kin), information that may be required in an emergency (e.g. health conditions) and the work in which they are involved. All existing volunteer workers and all new volunteer workers will be required to complete a **Personal Details Form**.

Volunteer workers will be asked to update their personal details annually. This requirement will apply only to volunteers who undertake work on a regular basis. Other persons who assist volunteer workers on a casual basis (e.g. a friend assisting on a one-off basis) will not be required to complete the above form. The volunteer worker will be responsible for briefing these persons on the health and safety plan and hazard identification form for the activity (see Section 2.1 above and Schedule 1).

## 4.2 Supervision and training

Good practice requires that volunteer workers are sufficiently experienced to do their work safely, or they need to be supervised by an experienced person. Volunteer workers also need adequate training in the safe use of equipment (e.g. traps) and substances (e.g. poisons) they may be required to use or handle. Supervision and training will be provided by OPBT Trustees, the Project Manager, Operations Manager or other experienced people co-opted for the purpose (e.g. volunteer coordinators) (as listed in Schedule 2). These officers or their delegates will be designated 'team leaders'.

OPBG volunteer workers are generally **self-supervised**, although their activities are coordinated by team leaders (as listed in Schedule 2). Team leaders will:

<b>Prior to recruitment</b>
<ul style="list-style-type: none"><li>• Provide potential volunteer workers with details of the activity, including tasks, logistics, skills and other requirements (e.g. clothing, personal protective equipment).</li><li>• Undertake an appraisal of potential volunteer workers to check their fitness and competency to do the work involved.</li></ul>
<b>At induction</b>
<ul style="list-style-type: none"><li>• Provide training in the safe use of equipment and substances. Where appropriate, written guidelines for undertaking the work involved will be provided along with instructions for using any equipment or substances involved (e.g. manufacturer's instructions for operating Timms traps).</li><li>• Conduct a safety briefing or 'toolbox talk' and provide written health and safety plans and hazard identification forms (see section 4.2.1 below).</li><li>• Obtain a completed 'Personal details form' from the volunteer worker (see section 4.1. above).</li></ul>
<b>Prior to a scheduled task</b>
<ul style="list-style-type: none"><li>• When advising volunteer workers of a scheduled task, remind them to review health and safety plans and hazard identification forms, and undertake an on-site risk assessment before commencing work.</li></ul>

When **not working under direct supervision**, volunteer workers will assume the role of team leader and will:

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Review relevant health and safety plans and hazard identification forms before undertaking a scheduled task.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Undertake an on-site risk assessment and identify hazards or risks that differ from the health and safety plan and hazard identification forms, and devise mitigation measures.</li> </ul> |

When working in **teams**, volunteer workers will be supervised by a designated team leader who will:

<b>In advance of activity</b>
<ul style="list-style-type: none"> <li>• Provide team members with details of the activity, including tasks, logistics, skills and other requirements (e.g. clothing, personal protective equipment).</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake an appraisal of potential team members to check their fitness and competency to do the work involved.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that new workers receive adequate induction.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide training, as necessary, in the safe use of equipment and substances. Where appropriate, written guidelines for undertaking the work involved will be provided along with instructions for using any equipment or substances involved (e.g. manufacturer's instructions for operating Timms traps).</li> </ul>
<ul style="list-style-type: none"> <li>• Provide written health and safety plans and hazard identification forms (see section 4.2.1 below).</li> </ul>
<ul style="list-style-type: none"> <li>• Advise team members of emergency response information (see sections 4.3; 5).</li> </ul>
<b>At beginning of activity</b>
<ul style="list-style-type: none"> <li>• Conduct a safety briefing or 'toolbox talk' before work commences.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead an on-site risk assessment involving all team members to ensure that everyone understands the hazards and risks, and control measures in place to mitigate the risk; complete <b>On-site Risk Assessment Form</b> (see Appendix 16).</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that team members are fit, healthy and competent to undertake the work. Where necessary, assign team members to light duties or to work in tandem with another worker. If necessary, assign newly inducted workers to a buddy.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that team members have the appropriate personal protective equipment and are adequately prepared for the work.</li> </ul>
<ul style="list-style-type: none"> <li>• Identify any participants with pre-existing medical conditions, allergies or sensitivity (e.g. to herbicides) that need to be considered in undertaking tasks and ensure they are carrying necessary medication.</li> </ul>
<ul style="list-style-type: none"> <li>• Indicate where the first-aid kit will be stored during the task (e.g. team leader's backpack).</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that communication channels/emergency procedures are in place.</li> </ul>
<b>During activity</b>
<ul style="list-style-type: none"> <li>• Ensure safety procedures are being followed and personal protective equipment is being worn/used.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain an ongoing assessment of team safety.</li> </ul>
<ul style="list-style-type: none"> <li>• Rearrange or reschedule tasks if necessary to keep participants safe.</li> </ul>
<b>At end of activity</b>
<ul style="list-style-type: none"> <li>• Lead a debrief on health and safety aspects of the work; seek feedback from team members; complete an 'Hazard Identification Record' if new hazards or risk are identified (see section 4.2.2)</li> </ul>
<ul style="list-style-type: none"> <li>• Complete an 'Accident/Incident (near-miss) Investigation Report' for any injuries or incidents occurring to team members (see section 4.5).</li> </ul>
<ul style="list-style-type: none"> <li>• Notify WorkSafe New Zealand of any 'notifiable event' as soon as possible (see section 4.5.1).</li> </ul>

#### 4.2.1 Providing information for volunteers

OPBT will provide volunteer workers with written **Health and Safety Plans** and **Hazard Identification Forms** relevant to the areas of activity in which they are engaged (as listed in Schedule 1).

#### 4.2.2 Involving volunteer workers in safety planning and decisions

It is not a requirement of the Act to involve volunteer workers in safety planning and decisions (s 14) but as good practice OPBT will involve experienced volunteer workers in the development, monitoring and review of health and safety plans and hazard identification forms. Opportunities to discuss health and safety matters will also be provided at meetings of all volunteer workers. Health and safety plans will also invite volunteer workers to provide feedback on health and safety matters using **Hazard Identification Records**. OPBT will maintain a register of hazard identification records, recording the hazard identified and the action taken to eliminate or minimise it.

### 4.3 Duties of volunteer workers

Volunteer workers have the same duties as other workers, as described in section 45 of the Act.

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

For volunteer workers, meeting these requirements might involve advising someone of their whereabouts, wearing appropriate clothing for the work they are undertaking, not undertaking work that is unsafe, following guidelines and health and safety plans issued by OPBT and reporting work-related hazards, illnesses and injuries to whomever is coordinating their work. All existing volunteer workers and all new volunteer workers will be required to sign an agreement that they acknowledge the risks associated with the activity in which they are engaged and that they undertake to meet the above obligations (see reverse of **Personal Details Form**).

### 4.4 Duties of other persons

Section 46 of the Act identifies the duties of 'other persons' at a workplace. For OPBT, examples of other persons include casual volunteers and property owners. Under section 46 of the Act, an 'other person' must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations.

Other persons "can be held legally responsible if they cause someone harm and did not take reasonable care" (Special Guide: Introduction to the Health and Safety at Work Act 2015, WorkSafe New Zealand, March 2016, Section 7.2, p. 63).

#### 4.4.1 Casual volunteers

Volunteer workers may sometimes be accompanied by other persons, such as family or friends, when undertaking tasks such as bird and vegetation monitoring. The volunteer worker must brief those accompanying them on the above requirements of the Act, and on the relevant health and safety plan.

#### 4.4.2 Property owners

Property owners who agree to trapping or poisoning being undertaken on their property have an obligation to warn contractors and volunteers of hazards on the property. Property owners will be required to complete and sign a **Landowner/occupier Access Consent Form**. If a property owner volunteers to undertake trapping on their property using OPBG traps they have an obligation to comply with health and safety plans provided by OPBT.

### 4.5 Reporting injuries and illnesses

OPBT will maintain a register of all notifiable events that occur to and are reported by contractors and volunteer workers (s 57). Under section 25 of the Act a notifiable event means: a death, a notifiable illness (including contracting a serious infection due to carrying out work that involves handling or contact with animals, their hides, skins, wool or hair, carcasses or waste products) or injury (including the amputation of any body part, a serious head injury, a serious eye injury, a serious burn, loss of bodily function, serious lacerations or skin separating from underlying tissue) or a notifiable incident (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; for example, the escape, spillage, or leakage of a substance). The contractor or volunteer worker involved (and/or their coordinator) will be required to complete and submit an **Accident/Incident (near-miss) Investigation Report**.

The register will record:

1. Those involved, the date and place.
2. The sequence of events leading up to the injury, illness or near miss.
3. The hazards involved.
4. The controls that were in place and why they didn't work.
5. What future action needs to be taken to prevent a similar incident or injury.

#### 4.5.1 Notification of notifiable events

OPBT will notify WorkSafe New Zealand of any notifiable event as soon as possible after becoming aware that such an event has occurred (s 56). As required by the Act, notification (a) will be given by telephone or in writing (including by email, or other electronic means); and (b) by the fastest possible means in the circumstances.

Feedback on the findings of any investigation will be provided to those contractors and volunteer workers working in the area of activity concerned and to the wider OPBG membership as appropriate.

## 5 Preparing for emergencies

In workplaces it is considered good practice to plan ahead for emergencies, including evacuation procedures. Since most OPBT voluntary activities are undertaken outdoors, emergencies that volunteers might encounter would include land-slips, flooding or fires and occur on private or public land. In such circumstances, direct contact with emergency services would be the preferred course of action. OPBT will:

- Include advice in health and safety plans to carry mobile telephones.
- Where appropriate (e.g. vegetation monitoring in remote locations), make available personal locator beacons and other emergency equipment such as survival blankets and first aid kits.

## 6 Summary of roles and responsibilities

The following table summarises the roles and responsibilities of the OPBT, Project Manager, Operations Manager, contractors, volunteer coordinators and volunteer workers; and identifies the various forms associated with those roles and responsibilities. The OPBT will assign health and safety roles and responsibilities to specific personnel annually and maintain a schedule of those personnel (see Schedule 2).

### 6.1 Oversight

OPBT will elect one of its Trustees to oversee implementation of the health and safety policies and procedures.

### 6.2 Liaison with Department of Conservation

OPBT will appoint an overall health and safety lead to liaise with the Department of Conservation (DOC) on matters of risk assessment and health and safety relating to contracts or agreements between OPBT and DOC.

<b>Roles</b>	<b>Responsibilities</b>	<b>Sections</b>	<b>Documents/forms</b>
<b>Trustees</b>			
	(i) Overall responsibility for the health and safety of all contractors and volunteers.	1, 1.1, 1.2	OPBG Health & Safety Policy & Procedures
	(ii) Exercise due diligence in relation to health and safety.	1.3.1	
	(iii) Develop and maintain a hazard management plan for each area of activity undertaken by contractors and volunteers; review each plan at least annually.	2, 2.1	Hazard Identification Form; Health and Safety Plan
	(iv) Manage the engagement of contractors.	3, 3.1	
	(v) Coordinate the activities of volunteers.	4	
	(vi) Maintain a register of volunteers undertaking work for OPBG. Ensure all volunteers complete a Personal	4.1	Personal Details Form; Register of Volunteers

	Details Form; which will be held in a locked filing cabinet in the office of the Project Manager. The Secretary will compile the register in a spreadsheet, with copies held by the Chair, Secretary, Project Manager and Operations Manager. Private information (e.g. health conditions) will be kept confidential unless disclosure is required in the event of an emergency.		
	(vii) Provide volunteer workers with written Health and Safety Plans and Hazard Identification Forms for each area of activity in which they are engaged.	4.2.1	Health and Safety Plans and Hazard Identification Forms
	(viii) Ensure that any volunteers they are coordinating have completed a personal details form and have received a health and safety briefing before commencing the activity in which they will be engaged.		
	(xi) Involve volunteers in safety planning and decisions. Investigate and maintain a register of hazard identification records, recording the hazard identified and the action taken to eliminate, isolate or minimise it.	4.2.2	Hazard Identification Record; Register of Hazard Identification Records
	(x) Investigate and maintain a register of all work-related injuries, illnesses and near misses that occur to and are reported by contractors and volunteers. Provide feedback to contractors, volunteers and the wider OPBG membership as appropriate.	4.5	Accident/Incident (near-miss) Investigation Report; Register of Work-related Injuries, Illnesses and Near-misses
	(xi) Notify WorkSafe New Zealand when notifiable events occur.	4.5.1	
	(xii) Prepare for emergencies by providing advice in health and safety plans and making available safety equipment.	5	Health and Safety Plans
	(xiii) Assign health and safety roles and responsibilities annually and maintain a schedule of the personnel undertaking those responsibilities.	6	Schedule of roles and responsibilities
	(xiv) Election of a Trustee to oversee implementation of the health and safety policies and procedures. The Trustee's duties will include but not be limited to: ensuring that health and safety plans are reviewed at least annually; conducting investigations into events resulting in	6.1	

	injury or illness, and health and safety concerns reported to the Trustees; advising WorkSafe NZ of events resulting in serious harm; advising the Board of Trustees on health and safety matters.		
	(xv) Appoint an overall health and safety lead to liaise with the Department of Conservation (DOC) on matters of risk assessment and health and safety relating to contracts or agreements between OPBT and DOC.	6.2	
<b>Contractors</b>			
	(i) Comply while at work with the requirements of the health and safety plan incorporated in their contract with OPBT.	3.2	
	(ii) Participate in training as required.	3.3	
	(iii) When seeking access to private property, provide the owners with information regarding disclosure of hazards and if access is agreed to, ensure that an access consent form is completed.	4.4.2	Landowner/occupier Access Consent Form
	(iv) Report all injuries and illnesses to the Project Manager (or Operations Manager, as appropriate) as soon as possible after the event occurs.	4.5	Accident/Incident (near-miss) Investigation Report
<b>Project Manager</b>			
	(i) Manage and/or implement health and safety policies and procedures as directed by the Trustees.		OPBG Health & Safety Policy & Procedures
	(ii) Ensure that any volunteers they are coordinating have completed a personal details form and have received a health and safety briefing before commencing the activity in which they will be engaged.	4.1, 4.2	Personal Details Form; Health and Safety Plan and Hazard Identification Form
	(iii) When seeking access to private property, provide the owners with information regarding disclosure of hazards and if access is agreed to, ensure that an access consent form is completed.	4.4.2	Landowner/occupier Access Consent Form
	(iv) Report all injuries and illnesses to the OPBT as soon as possible after the event occurs.	4.5	Accident/Incident (near-miss) Investigation Report
	(v) Refer any concerns regarding health and safety to the OPBT.		
<b>Operations Manager</b>			
	(i) Implement health and safety policies and procedures as directed		OPBG Health & Safety Policy & Procedures

	by the Trustees.		
	(ii) Ensure that any volunteers they are coordinating have completed a personal details form and have received a health and safety briefing before commencing the activity in which they will be engaged.	4.1, 4.2	Personal Details Form; Health and Safety Plan and Hazard Identification Form
	(iii) When seeking access to private property, provide the owners with information regarding disclosure of hazards and if access is agreed to, ensure that an access consent form is completed.	4.4.2	Landowner/occupier Access Consent Form
	(iv) Report all injuries and illnesses to the OPBT as soon as possible after the event occurs.	4.5	Accident/Incident (near-miss) Investigation Report
	(v) Refer any concerns regarding health and safety to the OPBT.		
<b>Volunteer co-ordinators</b> (includes Trustees and others who have agreed to undertake this role)			
	(i) Ensure that the volunteers they are coordinating have completed a personal details form and have received a health and safety briefing before commencing the activity in which they will be engaged.	4.1, 4.2	Personal Details Form; Health and Safety Plan and Hazard Identification Form
	(ii) When seeking access to private property, provide the owners with information regarding disclosure of hazards and if access is agreed to, ensure that an access consent form is completed.	4.4.2	Landowner/occupier Access Consent Form
	(iii) Report all injuries and illnesses to the OPBT as soon as possible after the event occurs.	4.5	Accident/Incident (near-miss) Investigation Report
	(iv) Refer any concerns regarding health and safety to the OPBT.		
<b>Volunteer workers</b>			
	(i) Complete and sign a Personal Details Form, including the agreement that they acknowledge the risks associated with the activities for which they have volunteered.	4.1	Personal Details Form
	(ii) Comply at all times with the requirements of the health and safety plan for the activity in which they are engaged, including participation in any training required.	4.2.1	Health and Safety Plan and Hazard Identification Form
	(iii) Report all injuries and illnesses to	4.5	Accident/Incident (near-miss)

	the officer coordinating their work as soon as possible after the event occurs.		Investigation Report
	(iv) Refer any concerns regarding health and safety to the officer coordinating their work.		

## 7 Review

The policies and procedures contained in this document, and all of the associated health and safety plans and hazard identification forms, will be reviewed annually on or about the anniversary of their approval by the Board of Trustees. They may be reviewed at any time if circumstances dictate, such as the identification of a new hazard or as a result of an investigation into an accident or incident.

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Adopted by the Otago Peninsula Biodiversity Trust Board: 20/07/2016

Revisions approved by the Otago Peninsula Biodiversity Trust Board: 19/4/2017

Revisions approved by the Otago Peninsula Biodiversity Trust Board: 20/9/2017