

Health and safety plan for workers undertaking possum shooting

This plan has been developed to help protect against hazards associated with possum shooting 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 workers (employees, volunteers, trustees, contractors), participants, members of the public and people in the vicinity to return home safely each day. As a worker, you are responsible for taking all practicable steps to ensure your own safety and that of others associated with your work, such as other workers 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, firearms and vehicles.
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 worker you will be given a safety briefing at the start of 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 isolate 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.

If you are a volunteer worker, you are required to complete a Personal Details Form before undertaking any work for OPBG. In this form you acknowledge that you have received training for the activity that you are volunteering for.

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

As a worker 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

Manager	
Name	Matthew Montgomerie, Manager
Phone	021 987 332
Team Leader	
Name	Micaela Kirby-Crowe, Operations Manager
Phone	021 242 4996

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

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Revision approved by the Otago Peninsula Biodiversity Trust Board: 16/8/21

Amendments approved by the Otago Peninsula Biodiversity Trust Board: 13/2/23

OPBG Hazard Identification Form			Activity: Possum shooting
Responsibility: Operations Manager <i>Micaela Kirby-Crowe</i>			Review period: Annually
Hazard	Significant Y/N	Action E/M	Actions
Environment			
Steep terrain	Y	E	Avoid if possible
Slippery, uneven surfaces	Y	M	<ul style="list-style-type: none"> Wear suitable footwear. Watch out for vines, branches, rabbit holes, rocks and other potential trip hazards on track surface. Have first aid kit on site to treat minor injuries.
Obstructions, holes, unstable or stinging vegetation, water bodies	Y	M	<ul style="list-style-type: none"> Note all hazards during dry run before dark so they can be avoided while hunting after dark Be observant, move with care Wear protective clothing and safety glasses if advised
Night shooting	Y	M	OPBG Night Shooting SOP must be read before undertaking night shooting.
Deterioration in weather	N	M	Check forecast when arranging time to visit property; wear suitable clothing
Dogs	Y	M	<ul style="list-style-type: none"> 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
Human excrement	N	M	<ul style="list-style-type: none"> Carry wet wipes, hand sanitizer and towels. Carry a trowel.
Treefall, branch-fall	Y	M	<ul style="list-style-type: none"> Avoid working in strong winds. Check Peninsula weather forecast (e.g. www.windfinder.com).
Poisonous (sap), thorny, spiky or stinging plants	N	M	<ul style="list-style-type: none"> Learn to recognise such plants (e.g. giant tree nettle, stinging nettle, hawthorn) Avoid or handle with care; cut back with loppers or other long handled equipment Wear relevant protective clothing (e.g. gloves, sting resistant trousers, gators, protective glasses) Carry water (e.g. drinking water) and soap for washing off stinging nettle hairs, etc. Carry antihistamines for itching and swelling; hydrocortisone cream for inflammation For further information on stinging nettle symptoms and treatment go to: http://www.health.govt.nz/your-health/conditions-and-treatments/accidents-and-injuries/bites-and-stings/stinging-nettles

Equipment			
Carrying firearms	Y	M	<ul style="list-style-type: none"> When in transit in a vehicle, carry the firearm unloaded (unable to fire) in a case or gun slip in the cab of the vehicle, or preferably in a locked container Unload the firearm whenever there is a person in front of the shooter (e.g. opening gates or retrieving kill)
Using firearms	Y	M	<ul style="list-style-type: none"> All persons in possession of firearms must hold a current NZ Firearms Licence Observe the seven rules of firearm use: <ol style="list-style-type: none"> Treat every firearm as loaded Always point firearms in a safe direction Load a firearm only when ready to fire Identify your target beyond all doubt Check your firing zone Store firearms and ammunition safely Avoid both alcohol and drugs when handling firearms For further information on the seven rules go to: https://www.police.govt.nz/advice-services/firearms-and-safety/firearms-safety/arms-code/seven-firearms-safety-rules Firearms should be in a good, well-maintained condition, using high quality ammunition Information should be sought from property owners on particular hazards in the area in which firearms are to be used Wear appropriate clothing for conditions; trigger finger must not be gloved Correct, unimpaired visual aids (glasses, contact lenses) must be worn if appropriate Wear Hi Viz and reflective clothing Use ear plugs or ear defenders if using an unsuppressed rifle
Removal of possum carcass from cage trap	Y	M	<ul style="list-style-type: none"> Wear gloves; dispose of or wash after use Have 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. Emergency contact person details Have an emergency strategy Be honest with yourself and others if a task looks too difficult

			<ul style="list-style-type: none"> • 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 • AED Locations - https://aedlocations.co.nz
Working alone	Y	M	<ul style="list-style-type: none"> • It is strongly recommended that people shoot in pairs • 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 • Carry mobile phone and/or PLB • Carry personal first-aid kit including antihistamine
Lack of fitness/agility	Y	M	Work within personal limits
Communication with Property owner	Y	M	Explain procedure for possum shooting; obtain written approval for shooting possums on their property (Email or text message sufficient).
Communication with Police	Y	M	Ensure Operations Manager has advised Police of the activity, its location and timeframe (Email or text message sufficient).
Covid19			
Covid19 – risk of spread through contact with people or objects	Y	M	<p>Follow current government guidelines for each Alert Level (https://covid19.govt.nz)</p> <ul style="list-style-type: none"> • To minimise the risk of spreading COVID-19 • To protect at risk people (those with underlying medical conditions or above the age of 65) <p>General safety measures to control the spread of COVID-19 at all levels:</p> <ul style="list-style-type: none"> • Stay at home if sick • Regularly disinfect surfaces • Cough/sneeze into elbow • Wash and dry hands regularly • Do not touch your face • Maintain physical distancing of at least 1m while working • Maintain your bubble with people you are not normally in contact with, i.e. 2m distancing • Disinfect shared tools and equipment* at the start and end of each day and between users • Travel to the work location in your bubble or alone • Record visits and contacts during tasks through the GHS app or work diary <p><i>* do not disinfect traps or bait stations handle with gloves.</i></p>
			Key: E=Eliminate M=Minimise

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

Otago Peninsula Biodiversity Group

'Workers Undertaking Possum Shooting' 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 undertaking Possum Shooting 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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