

Health and safety plan for volunteers undertaking possum monitoring

This plan has been developed to help protect against hazards associated with possum monitoring. Under the Health and Safety at Work Act 2015 the Otago Peninsula Biodiversity Group (OPBG) will make every effort to enable their members, participants, members of the public and people in the vicinity to return home safely each day. As a volunteer worker, you are responsible for taking all practicable steps to ensure your own safety and that of others associated with your work, such as homeowners and their families. This document should be read in conjunction with the OPBG instructions for undertaking possum monitoring.

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 use of hammer and nails.
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.

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

Before starting work you will be given a safety briefing by the team leader (Trustee, Project Manager, Volunteer Coordinator or other designated person). The briefing will identify the significant hazards and the control measures intended to eliminate or minimize them. In all cases you are expected to follow the reasonable directions of the team leader.

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.

As a volunteer, 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 assisting you with possum monitoring

You are obliged to brief anyone accompanying 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.

Feedback on this safety plan

Any comments you have on this plan, including changes to suggested control measures 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	Paula Cross, Operations Manager
Phone	021 242 4996
Community coordinators	
Name	Marcia Dale, Guardians
Phone	021 0237 5970
Name	Maggie Evans, Peninsula
Phone	021 242 4944
Trustees, Health and safety	
Name	David Chalmers, Trustee
Phone	027 248 1970
Name	Marita Eisenlohr, Trustee (Secretary)
Phone	021 1922 877
Duty Phone – 7 days	021 221 6106

Adopted by the Otago Peninsula Biodiversity Trust Board: 20/4/2016

Annual Review approved by the Otago Peninsula Biodiversity Trust Board: 21/06/2017

Annual Review approved by the Otago Peninsula Biodiversity Trust Board: 16/07/2018

Annual Review approved by the Otago Peninsula Biodiversity Trust Board: 17/02/2020

Amendments approved by the Otago Peninsula Biodiversity Trust Board: 20/4/2020

Amendments approved by the Otago Peninsula Biodiversity Trust Board: 19/7/21

Annual Review approved by the Otago Peninsula Biodiversity Trust Board: 20/6/22

Annual Review approved by the Otago Peninsula Biodiversity Trust Board:

OPBG Hazard Identification Form			Activity: Possum Monitoring
Responsibility: Operations Manager /Community Coordinators			Review period: Annually
Hazard	Significant Y/N	Action E/M	Actions
Environment*			
Steep terrain	Y	E	<ul style="list-style-type: none"> Avoid if possible Always use the three points of contact rule: ie. three limbs on stable ground (eg. with both feet on ground, use vegetation or other secure objects to hold on to).
Slippery, uneven surfaces	Y	M	<ul style="list-style-type: none"> Wear suitable footwear Consider using walking poles Watch out for vines, branches, rabbit holes, rocks and other potential trip hazards on track surface Carry first aid kit
Hazardous weather	N	M	<ul style="list-style-type: none"> Check forecast when arranging time to put out or check detection devices such as chew cards; plan activity according to forecast Wear suitable clothing; (ie. allow for extreme heat, cold, wind, rain, etc) Carry water to prevent dehydration If weather conditions change unexpectedly, do not hesitate to change plans and return early from the field
Animals <ul style="list-style-type: none"> Dogs Livestock Wasps/Bees 	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 Be aware of livestock Be aware of and avoid existing beehives Note wasp presence and avoid nests
Human excrement	N	M	<ul style="list-style-type: none"> Carry wet wipes, hand sanitizer and towels. Carry a trowel.
Tree-fall, branch-fall	Y	M	<ul style="list-style-type: none"> Avoid working in strong winds. Check Peninsula weather forecast before commencing activity (e.g. www.windy.com; www.windfinder.com).
Poisonous (sap), thorny, spiky or stinging plants	N	M	<ul style="list-style-type: none"> Learn to recognise plants that can cause harm (e.g. giant tree nettle, stinging nettle, hawthorn) Avoid or handle with care; cut back with loppers or other long handled equipment if possible Wear relevant protective clothing (e.g. gloves, sting resistant trousers, 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
Traffic	N	M	<ul style="list-style-type: none"> Avoid areas where there is heavy traffic Plan activity during quiet traffic periods Wear high-visibility vest/ clothing

Equipment			
Loss of torchlight due to batteries going flat	N	M	<ul style="list-style-type: none"> Ensure you have spare batteries
People			
Medical conditions	Y	M	<ul style="list-style-type: none"> Complete personal details form and give to OPBG Volunteer coordinator Carry OPBG 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 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"> 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 Wear high visibility clothing
Lack of fitness/agility	Y	M	<ul style="list-style-type: none"> Work within personal limits
Property owner	Y	M	<ul style="list-style-type: none"> Check with OPBG/owner/lessee about access to property (e.g. farmland) and use of boundary fences for attaching devices
General public	Y	M	<ul style="list-style-type: none"> Ensure OPBG Information signs are attached at the start and the end of the monitoring device line
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 70) <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 Possum Monitoring Health and Safety Plan

Training Record - to be signed and returned to your team leader.

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

Please sign below

	Date
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Trained by:

Signature	Date
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