

Schedule 2: Responsibilities 2025

Responsibility	Name	Role
Oversight of health and safety policy and procedures	Marita Eisenlohr	Trustee/Secretary
Liaison with Department of Conservation	Paula Cross	Manager
Custodian of Personal Details Forms	Paula Cross	Manager
Register of volunteers - collation		Community Engagement
Register of volunteers - contact in event of emergency	Marita Eisenlohr	Trustee/Secretary
Register of volunteers - contact in event of emergency	Paula Cross	Manager
Bird monitoring coordination		Community Engagement
Bird monitoring health & safety plan		Community Engagement
Lizard and invertebrate monitoring coordination	Paula Cross	Manager
Lizard and invertebrate health and safety plan	Paula Cross	Manager
Vegetation monitoring coordination	Paula Cross	Manager
Vegetation monitoring health and safety plan	Paula Cross	Manager
Community trapping coordination		Community Engagement
Community trapping health and safety plan		Community Engagement
Worker trapping coordination	Paula Cross	Manager
Worker trapping health and safety plan	Paula Cross	Manager
Track clearing coordinator	Paula Cross	Manager
Track clearing health and safety plan	Paula Cross	Manager
Vehicle use coordinator	Paula Cross	Manager
Vehicle use health and safety plan	Paula Cross	Manager
Investigation of hazards referred to the Board of Trustees	Paula Cross	Manager
Register of hazards reported and actions taken	Paula Cross	Manager
Investigation of work related injuries, illnesses and near misses	Paula Cross	Manager
Register of work related injuries and illnesses - collation	Paula Cross	Manager
Dispatching live animals	Paula Cross	Manager

Approved by the Board of Trustees: 20th January 2025