

# Health and safety plan for volunteer toxin use

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This plan has been developed to help protect against hazards associated with volunteer toxin use 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 contractors, volunteers, participants, members of the public and people in the vicinity to return home safely each day. As a volunteer you are responsible for taking all practicable steps to ensure your own safety and that of others associated with your work.

## 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 poisons and other substances.
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 volunteer for the Otago Peninsula Biodiversity Group you will be given a safety briefing before starting work by the designated team leader for the toxin operation concerned. 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.

## 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.

## 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.

## Contact

<b>Community Coordinators</b>	
Name	Paula Cross, Operations Manager
Phone	021 242 4996
Email	operations@opbg.nz
Name	
Phone	
Email	
<b>Manager</b>	
Name	Paula Cross, Operations Manager
Phone	021 242 4996
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OPBG Hazard Identification Form			Activity: Volunteer Toxin Use
Responsibility: Community Coordinators <i>Marcia Dale/Maggie Evans</i>			Review period: Annually
Hazard	Significant Y/N	Action E/M	Actions
<b>Storage</b>			
Child, unauthorised person or pet having access	Y	E	<ul style="list-style-type: none"> <li>Store in locked cupboard, room or storage area, out of reach of children or pets</li> <li>Remove toxin containers from vehicle immediately when returning from fieldwork</li> <li>Under no circumstances leave toxin containers in vehicle when transporting pets or young children</li> </ul>
<b>Mixing and handling</b>			
Poisoning from inhalation, ingestion, absorption	Y	M	<ul style="list-style-type: none"> <li>Hazchem signage displayed</li> <li>Wear suitable respirator</li> <li>Have adequate ventilation</li> <li>Wear gloves and wash hands before eating or smoking</li> <li>Wear appropriate footwear, overalls, face shields and gloves</li> <li>Wash down vehicles and equipment after using toxins</li> <li>Toxins or harmful substances shall not be on or above any shelf which any food, drink or medicine is stored</li> <li>No packing and preparation of poison in any room, or on any table or bench that is used for packing, preparing or consuming any food or drink</li> <li>Correct labelling of containers; no removal or defacing of any label or tag on a poison container or package</li> <li>Emergency/first aid and equipment located appropriately</li> </ul>
<b>Applying</b>			
Accidental poisoning of persons or animals	Y	M	<ul style="list-style-type: none"> <li>Read Material Safety data sheets and take out into the field</li> <li>Carry water and hand cleanser to wash hands</li> <li>Double bag toxin inside secure pack compartments</li> <li>Store food in a separate secure compartment to toxin, preferably in the top compartment</li> <li>Wear PPE according to MSDS for the toxin</li> </ul>
Poisoning from remains of bait; transfer of disease from carcass	Y	M	<ul style="list-style-type: none"> <li>Always wear gloves when handling carcasses</li> <li>When handling carcasses wash hands before eating, drinking or smoking</li> </ul>

			<ul style="list-style-type: none"> <li>• If carrying out internal inspections of carcasses use disposable rubber gloves</li> <li>• Always cover open wounds, skin cuts, splits and grazes with waterproof adhesives</li> <li>• If exposed to animal urine, bleed cuts; flush fresh or old cuts and grazes with water</li> <li>• Wear PPE according to MSDS</li> </ul>
<b>Environment</b>			
Steep terrain	Y	E	Avoid if possible; follow three points of contact rule
Slippery surfaces	Y	M	Wear suitable footwear; assess safety; move with care
Obstructions, holes, unstable or stinging vegetation, water bodies, fences	Y	M	<ul style="list-style-type: none"> <li>• Be observant, move with care</li> <li>• Wear protective clothing (including hat and gloves) and safety glasses if advised</li> <li>• Remove pack before negotiating fences; take your time</li> </ul>
Infection from urine and faeces	N	M	Wear suitable dust mask, coveralls, gloves
Deterioration in weather	N	M	<ul style="list-style-type: none"> <li>• Check forecast when arranging time to visit property; carry suitable wet weather clothing</li> <li>• If weather conditions deteriorate unexpectedly, do not hesitate to change plans and return early from the field</li> </ul>
Animals <ul style="list-style-type: none"> <li>• Dogs</li> <li>• Livestock</li> <li>• Wasps/Bees</li> </ul>	Y	M	<ul style="list-style-type: none"> <li>• Avoid areas where aggressive dogs are known to reside.</li> <li>• The following website has good information to prepare yourself in case you find yourself in a threatening situation with a dog <a href="http://www.dogsafety.govt.nz/Grownups-Dealing-with-Dogs-Reading-Dog-Behaviour">http://www.dogsafety.govt.nz/Grownups-Dealing-with-Dogs-Reading-Dog-Behaviour</a>.</li> <li>• Be aware of livestock.</li> <li>• Be aware of and avoid existing beehives.</li> <li>• Note wasp presence and avoid nests.</li> </ul>
Tree/branch-fall	Y	M	<ul style="list-style-type: none"> <li>• Avoid working in strong winds, especially under macrocarpas. Check Peninsula weather forecast (e.g. <a href="http://www.windy.com">www.windy.com</a>, <a href="http://www.windfinder.com">www.windfinder.com</a>)</li> </ul>
Poisonous (sap), thorny, spiky or stinging plants	N	M	<ul style="list-style-type: none"> <li>• Learn to recognise such plants (e.g. giant tree nettle, stinging nettle, hawthorn)</li> <li>• Avoid or handle with care; cut back with loppers or other long handled equipment</li> <li>• Wear relevant protective clothing (e.g. gloves, sting resistant trousers, protective glasses)</li> <li>• Carry water (e.g. drinking water) and soap for washing off stinging nettle hairs, etc.</li> <li>• Know how to use inner tree nettle bark to relieve pain</li> <li>• Carry antihistamines for itching and swelling; hydrocortisone cream for inflammation</li> </ul> <p>For further information on stinging nettle symptoms and treatment go to:</p>

			<a href="http://www.health.govt.nz/your-health/conditions-and-treatments/accidents-and-injuries/bites-and-stings/stinging-nettles">http://www.health.govt.nz/your-health/conditions-and-treatments/accidents-and-injuries/bites-and-stings/stinging-nettles</a>
<b>Equipment</b>			
Field equipment	Y	M	<ul style="list-style-type: none"> <li>• Keep field equipment stowed and secure when not in use</li> <li>• Keep GPS securely clipped or stowed; safely stow spare batteries</li> <li>• Always keep GPS, radio and PLB on your person (e.g. do not leave in backpack and walk away from it)</li> <li>• Have procedures in place with Base and/or Crew members</li> </ul>
<b>People</b>			
Medical conditions	Y	M	<ul style="list-style-type: none"> <li>• Complete personal details form and give to OPBG coordinator</li> <li>• Carry identification card listing: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Address</li> <li>○ Phone number</li> <li>○ Medical conditions including medicines, allergies etc.</li> <li>○ Emergency contact person details</li> </ul> </li> <li>• Have an emergency strategy</li> <li>• Be honest with yourself and others if a task looks too difficult</li> <li>• Important Contact Numbers: (to be carried on person) <ul style="list-style-type: none"> <li>• Emergency - 111</li> <li>• Healthline Health Advice - 0800 611 116</li> <li>• Poison Control Centre – 0800 764 766AED</li> </ul> </li> <li>Locations - <a href="https://aedlocations.co.nz">https://aedlocations.co.nz</a></li> </ul>
Working alone	Y	M	<ul style="list-style-type: none"> <li>• Advise responsible person of intentions (e.g. location, route, completion time and who to contact if you fail to return) before setting out</li> <li>• Stick to intentions</li> <li>• Advise responsible person when you return</li> <li>• Wear high-visibility clothing</li> <li>• Carry mobile phone, PLB and VHF radio</li> <li>• Carry personal first-aid kit including antihistamine</li> </ul>
Lack of fitness/agility	Y	M	<ul style="list-style-type: none"> <li>• Work within personal limits</li> <li>• Carry and drink water to maintain hydration for physical exertion and mental acuity</li> </ul>
Confrontation with public and landowners	Y	M	<ul style="list-style-type: none"> <li>• Utilise techniques taught in training</li> <li>• Listen, do not argue back, make your point and withdraw</li> </ul>

			Notify supervisor; record details
<b>Covid19</b>			
Covid19 – risk of spread through contact with people or objects	Y	M	<p><b>Follow current government guidelines for each Alert Level</b>  <a href="https://covid19.govt.nz">https://covid19.govt.nz</a></p> <ul style="list-style-type: none"> <li>• To minimise the risk of spreading COVID-19</li> <li>• To protect at risk people (those with underlying medical conditions or above the age of 70)</li> </ul> <p><b>General safety measures to control the spread of COVID-19 at all levels:</b></p> <ul style="list-style-type: none"> <li>• Stay at home if sick</li> <li>• Regularly disinfect surfaces</li> <li>• Cough/sneeze into elbow</li> <li>• Wash and dry hands regularly</li> <li>• Do not touch your face</li> <li>• Maintain physical distancing of at least 1m while working</li> <li>• Maintain your bubble with people you are not normally in contact with, i.e. 2m distancing</li> <li>• Disinfect shared tools and equipment* at the start and end of each day and between users</li> <li>• Travel to the work location in your bubble or alone</li> <li>• Record visits and contacts during tasks through the GHS app or work diary</li> </ul> <p><i>* do not disinfect traps or bait stations; handle with gloves.</i></p>
<p style="text-align: center;"><b>Key: E=Eliminate      M=Minimise</b></p>			

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

## Otago Peninsula Biodiversity Group

### 'Volunteer Toxin Use' Health and Safety Plan

**Training Record** - to be signed and returned to the OPBG staff member co-ordinating your work.

I \_\_\_\_\_ have read and understand the Volunteer Toxin Use 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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