

# **MOTU KAIKOURA**

## **Health & Safety Plan**

**MAY 2024**

**Chairperson: Mike Lee**

### Introduction

The purpose of this plan is to ensure that the Motu Kaikoura Trust takes all reasonable steps to meet its obligations under the Health & Safety in Employment Act and to ensure the safety of all employees, volunteers and visitors working with the Motu Kaikoura Trust

## **Location**

This plan covers Motu Kaikoura, Fitzroy Harbour, Great Barrier Island, Hauraki Gulf.

## **Health & Safety Policy**

The Motu Kaikoura trust will carry out its operations with every effort made to protect the Health & Safety of volunteers, stakeholders and contractors.

The Trust, with regular stakeholder input and review, will establish a safe working culture and strongly encourage safe working practices when people are undertaking tasks for the Trust. The trust is committed to meeting and complying with the relevant legislative standards.

All Team Leaders are expected to manage the safety of their tasks and ensure that the volunteers are trained and managed to acceptable safety levels.

Volunteers and contractors will be required to comply with the safe working procedures which apply to their tasks.

Accident reporting and investigation is an integral part of the Trust's procedures and will be encouraged. The trust will strive to continue to improve health and safety. Safety is the responsibility of every individual.

## **Responsibilities**

The Motu Kaikoura Trust is responsible for providing the Health & Safety Plan, keeping it up to date and monitoring that it is being complied with and the Trust considers that it is a Volunteer Association under section 17 of the Health and Safety Work Act 2015.

The Trust will maintain its Health & Safety information on the Trust's document storage on its website and send copies to Team Leaders on request. Copy to be held on island.

The Trust expects all people to follow correct Health & Safety procedures and all volunteers are encouraged to advise each other when we are not following the correct procedures.

The Trust will appoint a Health & Safety Co-ordinator who will organise the management of Health & Safety for the Motu Kaikoura Trust. The Trust will receive a report on Health & Safety issues at each meeting. The Manual and the policy statement will be reviewed by the Trust or a delegated person annually.

The Health & Safety Officer is responsible for ensuring compliance with the policies set out in this plan. On monitoring, working bees, buildings, trips, etc, this responsibility must be delegated to another Trust member if the Health & Safety Officer is absent. All trustees, volunteers, employees and contractors undertake to comply with this plan while on the island. A register of Health and Safety briefings will be kept.

## **Risk Management procedures**

### **Hazard Identification**

All Trustees and employees are responsible for identifying hazards on the island. Volunteers and contractors are encouraged to report any new hazards of which they become aware.

The attached schedule outlines the hazards that have been identified and the procedures in place to minimise them.

Temporary hazards will be recorded on the white board located in the lodge.

Actual and potential hazards will be identified in the work place using the Near Miss Report form.

The Health & Safety Coordinator will review any volunteer's input and include the hazard on the Hazard Register if appropriate.  
The hazard will be assessed against the risk matrix.  
Controls will be developed as appropriate using specialist advice and other volunteer's knowledge.

#### Equipment maintenance

All equipment used on the island will be kept in a safe working condition. A maintenance schedule in the island office will be followed.

Two First Aid kits will be kept in the island Lodge (bag marked with a red cross). One of these in a "bum bag" will be in the quad truck for outfield activities, the other will remain in the Lodge. The kits will be replenished each year.

#### Training

White Board monitoring  
Employees will be offered training as appropriate.

Only people listed in the Trust's minutes are permitted to carry out any of the hazardous activities identified in the schedule. Primarily this refers to use of the farm bike and tractor. This generally excludes contractors.

#### Information

A Health and Safety officer will be delegated for each volunteer working trip. The Health & Safety Officer or the delegated MKT member will inform all volunteers of the hazards on their arrival on the island and at a briefing before work begins.

#### Disasters

MKT will provide training as necessary.  
The person(s) on site will make the initial evaluations and take action.  
Flip charts detailing procedures for emergency situations are on the walls of the Lodge, outbuildings – residential, the toilet block and the workshop office.

#### **Scheduled Reporting**

When working away from the home site at least one form of communication must be carried [mobile phone/ PLB].  
Employees should notify a nominated person when performing risky work. Reporting times should not be missed.

#### **Accident Reporting**

All Trust members, employees and volunteers are required to report any accidents, or incidents which could have led to an accident. These are recorded in the Accident Register held in the Lodge and will be investigated to discover the cause and to determine if any procedures need to be improved. If serious harm has occurred, the accidents will also be reported to the MKT administration and OSH within 24hrs.

### **Volunteer Working days**

On volunteer working days a Trust member working with the group will carry a cellphone/PLB and first aid kit. It is recommended that at least one Trust member on each working trip hold a first aid certificate. The cellphone/PLB will be used to call for assistance in the event of a serious incident. The rescue helicopter will be called immediately in a life threatening situation. Otherwise, the PLB/phone will be used to alert the necessary help.

In the event of someone falling from the boat into the sea, a flotation aid attached to a rope will be thrown to the person. This flotation aid must be carried on the boat at all times. Make sure this is aboard.

### **Near Misses**

"Near miss" accidents or incidents will be noted in the record book in the Lodge along with any recommendations for changes noted on the Quality Improvement form.

### **Contractors**

Contractors working for MKT must supply a Health & Safety plan to MKT before starting work.

## MOTU KAIKOURA TRUST Health & Safety Plan

Locations/ Task/ Chemicals/ Equipment	Hazards	Potential injury/ Illness/ damage	Hazard Management
			<b>ALL PERSONS LANDING ON THE ISLAND SHOULD SEEK ADVICE OF HAZARDS AND MINIMISATION PROCEDURES. SUCH ADVICE IS PROVIDED BY THE RANGER WHEN HE IS NOTIFIED IN ADVANCE OF PLANNED LANDINGS AT THE WHARF. INDIVIDUAL RESPONSIBILITY IS TO BE ENCOURAGED.</b>
<b>MACHINERY</b>			All machinery is to be maintained according to schedule. <b>White board monitoring</b>
Riding on tractor or tractor trailer	Fall Run over Crushing	Death Amputation Fractures	<b>No one</b> other than the driver is to ride on the tractor. No one is to ride on the tractor tray, or the tractor trailer. Visitors will be briefed at the lodge so that there is no expectation other than walking
Tractor driving/ quad truck driving E-Bike	Collision Overturning Running over “	Death Fractures Crushing “	Employees will be trained. A record of the training will be held in the personnel files and by the employee him/herself. Only people who have demonstrated the appropriate skills to the Ranger are to drive the tractors/farm bike. Farm bike drivers must wear a helmet and keep their speed down to 15km/hr. E-Bike riders to wear helmet. Silent so horn is required. Remove key when not in use for safety and security.
Quad Truck	Leaving road Roll over	Head injuries, Broken limbs, Death	Number of passengers 2. Preferably no riding on the tray. Keep to a speed suitable for the conditions and the load being carried. Wear seat belts
Chainsaws	Motorised saw	Severe cuts Severe injury	Employees will be trained and a record held as above. “Chaps” and solid footwear must be worn at all times. Chainsaws should not be used unless there is a second person around or the Scheduled phone has been informed and the whiteboard intentions has been completed.
Weed eaters	Line cutter	Cuts	Solid footwear and safety glasses must be worn and care used.
Using sharp hand tools/staple guns	Sharp edges	Cuts Amputations	Users must know how the equipment works, check that the area is clear and use all care when working. Where tools are lent to an individual, that person is responsible for careful use and return of the tools. Where more than 2 people are to use tools, one person must take responsibility for issuing and returning the tools and seeing that they are used responsibly
Electrical appliances/tools	Electricity Sharp edges Loss of control	Cuts Electrocution	RDC’s to be used when tools used outside (unless built in protection) Care with electrical leads. Ensure plugs not over loaded. Annual inspection by electrician. ANY DOUBT – DON’T USE. Safety goggles/clothing/footwear as needed. <b>White board monitoring.</b> Ear muffs as needed.
Using spray unit Spray equipment Spray chemicals	Poisons Toxic fumes	Poisoning	All persons using spray chemicals are to hold a Growsafe certificate, or work under the supervision of a person holding a Growsafe certificate. Protective clothing to be used at all times. The spray unit is only to be used by people authorised by the MK Trust. All chemicals to be stored in the dangerous goods locker (Hazchem) All fuel to be stored in fuel cage.
Generator shed Tractor shed Water tanks Dangerous goods lockers	Dangerous goods Machinery in action Water	Poisoning Burns Physical injury Drowning Electrocution	<b>OUT OF BOUNDS</b>  The Hazchem locker to be kept locked at all times.

Fuel cage			Only MK Trust members and the Island Ranger or persons authorised by the Trust, Island Ranger or relief Ranger are to enter these buildings. Fuel cage to be locked at all times – out of bounds.
<b>BOATS</b>			
Use of boat	Capsizing Collisions	Drowning Head injuries Fractures	Employees will be trained. Only people, who have demonstrated the appropriate skills to the Trust, are permitted to drive Trust’s boats. Boat drivers will always wear life jackets. Suitable number of life jackets must always be aboard. At night a torch must be available, and speed kept to below 5 knots. Cellphone or R/T to be carried at all times. Tools or equipment, carried on the boats will be stored safely.
<b>FIELD WORK</b>			
Volunteers	Not returning on time/injury	Lost Injury	Volunteers/researchers working on the island for the first time must be orientated to the island and must complete a volunteer agreement. This includes such information as “next of kin”./ allergies. It is the responsibility of the group leader to gather this information. Persons working alone on the island or going to do a risky job must fill in the “Intentions Board” <b>White Board</b>
Steep cliffs	Falling	Death Physical injuries	Staff and visitors will keep clear of bluffs and steep hillsides ending in bluffs unless specifically working in these areas. Volunteers will be warned of dangers in an H & S talk before starting work. Young children may not participate in MK Trust working parties unless supervised by an adult.
Abseiling	Falling Objects falling from above	Head injuries, Broken limbs, Death	Only people authorised by MK Trust, who are deemed to have appropriate skills, are permitted to abseil while carrying out work for MK Trust. Helmets are to be worn at all times. Abseiling not to be undertaken alone. Employees must complete a training course and on each occasion they plan to abseil must discuss the work with Island Ranger. Contractors must provide a safety plan.
Working in thick bush	Sharp twigs	Eye damage blindness	Safety glasses must be available to those working in thick bush (eg interplanting, collecting seeds or weed searching)
Bees and wasps	Stings	Severe allergic reactions	MK Trust and beekeeper have a duty to each other to share information on the location of beehives and wasp nests, and thereby identify the hazard. No one is to attempt to control hives or nests unless authorised to do so. In parties of more than 2 persons a person must be appointed to identify hazards, and to prevent inappropriate attempts to control hives and nests. Make all possible efforts to identify people known to get severe allergic reactions. Encourage people to carry medication and ensure that committee members supervising working trips have first aid training.
Pest Traps	Chemicals	Poisoning	Employee must receive training All traps/toxins to be stored in the dangerous chemicals locker. Protective clothing to be worn. Hands must be washed thoroughly after work.
Uneven ground Post holes	Surface irregularities	Sprains Fractures Cuts and bruises	<b>WEAR SUITABLE FOOTWEAR</b> Where hidden hazards are known to exist identify them. Fill in holes if possible Fill in post holes as posts removed. Fill in old holes as found. Volunteers advised to wear strong shoes/boots.
Dams, water reservoirs & sea	Water	Drowning Hypothermia	No swimming in the ponds and reservoirs. Children swimming from the beach to be supervised by parents/guardians or designated adults.
Large dead and dying trees	Falling branches	Head injuries Fractures	Care to be exercised when in the vicinity of mature dead and dying trees. Staff and visitors must KEEP CLEAR of dead and dying trees in adverse weather conditions, especially in strong winds. Dangerous trees, large broken branches or trees

		Death	over roads and tracks should be reported to operations manager. These trees are to be removed or trimmed to minimise the hazard.
Handling animals	Exposure to infections.	Infections Illness	Gloves must be used when handling dead animals. Antibacterial hand wash used when handling live animals. Hand washing must follow the handling of all animals – dead or alive.
Sea	Rough seas	Drowning	No coastal work is to be undertaken in rough sea conditions . (more than a 3metre swell)
<b>BUILDINGS</b>			
Lodge site Chalet area Bradshaw House	Vehicles passing through Lodge site	Physical injury Death	The speed limit through the Lodge site is 5km/hr. As only 4 x vehicles on the island and 1-way road, care to be taken on corners.
As above	Lifting heavy materials	Back injuries Strains	Volunteers will be briefed on correct lifting procedures and techniques
As above	Fire	Burns, smoke Inhalation Death. Loss of building	Water source is in close proximity. Fire hose available. No smoking permitted in any sheds. Gas stove is the main source of ignition. <i>Gas stoves must not be left unattended while burning.</i> Fire extinguisher available in close proximity to stove. Listed on <b>white board for annual checks.</b> Smoking permitted on the lodge verandah and BBQ area only.
Lodge and chalets	Gas Stove Boiling water	Poisoning by Inhalation of fumes urns	"Presence of gas" signs to be mounted in the Lodge and chalet. Ensure adequate ventilation at all times when stove in use. Gas cylinder must be turned off when not in use for an extended period. Check to ensure gas stoves in chalet and at the lodge turned off at night time or when lodge/chalet empty or barbeque not in use. Care to be taken when cooking with any hot liquids. Children to be supervised.
Gas cylinder at house	Gas leaks Weight when moved	Gas inhalation Injury	Cylinder kept outside kitchen and chalet in open air. Refer to manual for use and if problems suspected. When bottles changed should be checked with detergent and water and brush for leaks. Care when moving heavy cylinders. Use tractor or other mechanical means.
Maintenance on all buildings/ Grass areas	Working on ladders Use of tools or machines	Cuts Fractures	Appropriate protective clothing to be worn Machinery to be maintained RCDs to be used if operating electric machinery outside Ladders/supports to be erected and used safely
Asbestos in house.	Asbestos	Lung disease	Asbestos in top house not to be touched.
Hygiene  Lodge	Poor hygiene Rubbish Poor drainage	Infections Accidents	Toilets (including 3 x Norski) to be maintained in a clean and useable condition. Soap available. Anti-bacterial hand cleaner available in Norski. Any drainage problems to be addressed promptly. Keep benches and food preparation surfaces clean, stove and oven cleaned, all food scraps to be kept covered and buried. Wash hands before handling food.

<b>AIRFIELD</b>	Physical Danger A/c Propellers Helicopter Rotors	Injury Death	Fixed wing operations – keep off the airfield unless walking up or down – keep to extreme edges – keep good lookout. Observe instructions of pilot flying aircraft. Helicopter operations – obtain special briefing prior from Island Ranger. Hazard control plan held in office (copy DoC plan) Airfield to be maintained to CAA standards by Trust airfield controller/manager who is authorised to issue any NOTAMS as required for safe operations.
<b>ALCOHOL DRUGS</b>			
Alcohol and drugs	Reduced ability and self-control	Poor behaviour Accidents Damage	Alcohol must not be consumed during work hours unless the Island Ranger gives his permission. No non medicinal drugs are to be taken to the island or used there if taken by others. Personal only
Smoking	Fire	Burns Smoke inhalation Loss of animals and vegetation	Smoking allowed on the lodge verandah and BBQ area only. Smoke alarms in all sleeping areas. Batteries to be changed every 6 months. <b>NO CANDLES TO BE USED.</b>
<b>FIREARMS</b>			No firearms to be stored or used on island except as approved by Motu Kaikoura Trust.
<b>COMPLIANCE</b>			
Behaviour of Public	Aggression – verbal or physical	Misunderstandi ngs Injury	Staff/Trustees to be constantly aware that politeness and friendliness is required when dealing with the public. Request help from Trust if in any doubt. Emergency flip chart gives advice on what to do.

## Emergency Contacts

## Extreme Emergencies

**111**

**DoC Hotline**

**0800 3622468**

**Island Ranger**

**021 731 340**

**Other Trustees**

**Refer to list in office**

**Local Health Nurse Pt Fitzroy**

**09 4290047**

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