

# Health and safety plan for contractors undertaking possum poisoning

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This plan has been developed to help protect against hazards associated with possum poisoning 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, members, participants, members of the public and people in the vicinity to return home safely each day. As a contractor, you are responsible for taking all practicable steps to ensure your own safety and that of others associated with your work, such as volunteers, employees 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 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 contractor working for the Otago Peninsula Biodiversity Group you will be given a safety briefing before starting 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.

## 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 contractor 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

<b>Team Leader</b>	
Name	Bruce Kyle, Operations Manager
Phone	027 438 76178
<b>Trustees, Health and safety</b>	
Name	David Chalmers, Trustee
Phone	027 248 1970
Name	Bev Dickson, Trustee
Phone	03 478 0670

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

Amendments approved by the Otago Peninsula Biodiversity Trust Board: 15/11/17

<b>OPBG Hazard Identification Form</b>			<b>Activity: Possum poisoning</b>
<b>Responsibility: Operations Manager Bruce Kyle</b>			<b>Review period: Annually</b>
<b>Hazard</b>	<b>Significant Y/N</b>	<b>Action E/M</b>	<b>Actions</b>
<b>Environment</b>			
Steep terrain	Y	E	Avoid if possible
Slippery surfaces	Y	M	Wear suitable footwear; assess safety; move with care
Obstructions, holes, unstable or stinging vegetation, water bodies	Y	M	Be observant, move with care Wear protective clothing and safety glasses if advised
Infection from urine and faeces	N	M	Wear suitable dust mask, coveralls, gloves
Deterioration in weather	N	M	Check forecast when arranging time to visit property; wear suitable clothing
Dogs	Y	M	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 <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>
<b>Equipment</b>			
<b>Storage</b>			
Child or unauthorised person having access	Y	E	Keep up-to-date register, allowing traceability Store in locked cupboard, room or storage area Appropriate fencing
Tripping hazard	Y	M	Keep passageways and work areas clear of rubbish, free of obstructions and having sufficient space for moving stock Hazchem signage displayed
<b>Mixing and handling</b>			
Poisoning from inhalation, ingestion, absorption	Y	M	Wear suitable respirator Have adequate ventilation Wear gloves and wash hands before eating or smoking Wear appropriate footwear, overalls, face shields and gloves Wash down vehicles and equipment after using toxins Toxins or harmful substances shall not be on or above any shelf which any food, drink or medicine is stored 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 Correct labelling of containers; no removal or defacing of any label or tag on a poison container or package Emergency/first aid and equipment located appropriately
<b>Applying</b>			
Accidental poisoning of	Y	M	Erection of poison warning signs

persons or animals			<p>Placing newspaper advertisements</p> <p>Getting permission from landholders</p> <p>Warning landholders/occupiers of extreme danger to dogs from primary and secondary poisoning</p> <p>Ask landholders about hazards in area to be worked</p> <p>Put up toxic carcass warning signs</p> <p>Read safety sheets and take out into the field</p> <p>MSDB are also available to read</p> <p>Carry water with to wash hands</p>
<b>Handling carcasses</b>			
Poisoning from remains of bait; transfer of disease from carcass	Y	M	<p>When handling carcasses wash hands before eating, drinking or smoking</p> <p>If carrying out internal inspections of carcasses use disposable rubber gloves</p> <p>Always cover open wounds, skin cuts, splits and grazes with waterproof adhesives</p> <p>If exposed to animal urine, bleed cuts; flush fresh or old cuts and grazes with water</p>
<b>People</b>			
Medical conditions	Y	M	<ul style="list-style-type: none"> <li>• Obtain personal details form</li> <li>• Carry identification card listing: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of birth</li> <li>○ Address</li> <li>○ In Case of Emergency (ICE) phone number</li> <li>○ Next of Kin</li> <li>○ Relevant medical conditions</li> <li>○ Relevant medicines</li> <li>○ Allergies (e.g. bee stings, drugs)</li> </ul> </li> </ul> <p>Have an emergency strategy</p>
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>• Carry mobile phone and/or PLB</li> </ul> <p>Carry personal first-aid kit</p>
Lack of fitness/agility	Y	M	Work within personal limits
Property owner recruitment	Y	M	<p>Explain procedures for siting, setting and clearing bait stations</p> <p>Explain risks (e.g. those to children, pets)</p> <p>Provide written information</p> <p>Obtain signed agreement on planned activities</p>
Confrontation with public and landowners	Y	M	<p>Utilise techniques taught in training</p> <p>Listen, do not argue back, make your point and withdraw</p> <p>Notify supervisor; record details</p>
		<b>Key: E=Eliminate      M=Minimise</b>	

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

## Otago Peninsula Biodiversity Group 'Contractor Possum Poisoning' 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 Possum Poisoning 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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