

Health and safety plan for volunteers undertaking community trapping

This plan has been developed to help protect against hazards associated with community trapping. 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.

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 traps.
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

Before starting work, you will be given a safety briefing by the team leader (Trustee, Project Manager, Operations 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

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	Bruce Kyle, Operations Manager
Phone	027 438 7617
Volunteer coordinator	
Name	Kate Tanner, Volunteer Co-ordinator
Phone	021 0237 5970
Trustees, Health and safety	
Name	David Chalmers, Trustee
Phone	027 248 1970
Name	Bev Dickson, Trustee
Phone	03 478 0670

Adopted by the Otago Peninsula Biodiversity Trust Board: 15/04/2015

Amendments approved by the Otago Peninsula Biodiversity Trust Board: 19/08/2015

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

Annual review approved by the Otago Peninsula Biodiversity Trust Board: 19/06/2018

OPBG Hazard Identification Form			Activity: Community trapping
Responsibility: Operations Manager <i>Bruce Kyle</i>			Review period: Annually
Hazard	Significant Y/N	Action E/M	Actions
Environment *			
Steep terrain	Y	M	<ul style="list-style-type: none"> Avoid if possible / Always use the 3 points of contact rule (three limbs on stable ground) i.e., use vegetation to hold onto or other secure objects
Slippery surfaces	Y	M	<ul style="list-style-type: none"> Wear suitable footwear
Elevated trap sites (e.g. tree branch)	Y	M	<ul style="list-style-type: none"> Limit to the height at which trap can be operated without straining or risking a fall
Weather	N	M	<ul style="list-style-type: none"> Check forecast before commencing activity; wear suitable clothing, i.e., during extreme heat / cold, wind, rain etc. Plan activity according to forecast. Carry water to prevent dehydration.
Animals <ul style="list-style-type: none"> - Dogs - Livestock - Wasps / Bees 	Y	M	<ul style="list-style-type: none"> Dogs - 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 Take into consideration livestock when trapping Wasps / Bees – Be aware of existing beehives, and note wasp presence and don't interfere with nest
Pets on property	Y	M	<ul style="list-style-type: none"> Provide guidelines on selection of baits; delayed activation of traps e.g. night setting Do neighbours have pets? If so advise them of activities
Traffic	N	M	<ul style="list-style-type: none"> Avoid areas where there is heavy / rush hour traffic Plan activity during quiet traffic periods Wear hi-vis vests
Equipment			
Clothing / Gear	N	M	<ul style="list-style-type: none"> Ensure correct clothing is worn / on person - sturdy / leather gloves, appropriate footwear i.e. boots Wet weather gear Sunscreen Basic First Aid Kit (Betadine, plasters, bandage, antihistamines) Plenty of fresh drinking water Pack Phone and / or Personal Locator Beacon (PLB) Knife for bait, notebook / pen
Traps	Y	M	<i>Refer to trap instruction sheets for safety instructions for each of the traps</i>
Cutting bait (e.g. apples)	N	M	Prepare bait on stable surface or wear gloves
Removal of possum carcass	Y	M	Wear gloves; dispose of or wash after use Provide plastic bags for disposing of carcasses

People			
Difficult / Aggressive People	N	M	<ul style="list-style-type: none"> • Ensure contact is made with residents prior to undertaking activity. • If confronted, do not argue, report incident to Operations Manager or Volunteer Coordinator. • Make note of the date of incident / record name, and address of difficult resident.
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 • Fitness / Agility – work within personal limits
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
Property owner recruitment / consent form	Y	M	<ul style="list-style-type: none"> • Explain procedures for siting, setting and clearing traps and disposal of carcasses • Explain risks (e.g. those to children, pets etc.) • Provide written information about traps i.e., user instruction sheets • Obtain signed agreement (Land Owner Consent Form) on planned activities i.e., position of traps (where they can and cannot be placed according to property owner, when they can be set etc.)
Property owner operation of traps	Y	M	<ul style="list-style-type: none"> • Provide manufacturer's instructions • Provide training. Provide plastic bags for disposing of carcasses
Young children on property	Y	M	<ul style="list-style-type: none"> • Set traps above 1.5 metres or set trap at night & unset in the morning (if required)
		Key: E=Eliminate M=Minimise	

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

**Otago Peninsula Biodiversity Group - Community Trapping - Health and Safety Plan
Training Record** - to be signed and returned to your team leader.

I _____ have read and understand the Community Trapping Health and Safety Plan provided by OPBG and confirm that I have been given appropriate training for my voluntary work.

Please sign below

Print Full Name	Date
Signature	

Trained by:

Signature	Date
Position	