

Quarantine Island / Kamau Taurua Community Health and Safety Management Policy and Plan

Implementation Date: first version 24/6/2016

This version: 24/6/2020

Introduction

Quarantine Island has been leased to the Quarantine Island Kamau Taurua Community (QIKTC) and its predecessors (St Martin Island Community) by the Department of Conservation (DOC) and its predecessors since 1958. The Island has been designated as a Recreation Reserve since 1986. The buildings and Jetty on the Island are owned by QIKTC, and area around them currently leased by QIKTC (most recent lease 2009). QIKTC is a registered charity and Incorporated Society.

For the majority of the island there is a joint 'Community Agreement' between DOC and the QIKTC that came into effect in 2018 and replaces a Management Agreement. QIKTC has an elected 'QIKTC Council' to oversee governance. QIKTC employs one part time Island Keeper/Manager. It is therefore classified as a 'Person Conducting a Business or Undertaking' (PCBU) under the Health and Safety at Work Act 2015. As the island is generally accessed by boat, some Maritime rules also apply.

Visitors may come for sightseeing, spiritual or other retreats, cultural activities and workshops. Visitors to the island are encouraged to help in 'low risk' outdoor activities, for example tree planting and releasing seedlings (weeding). Some volunteer activities relate to farming, for example feeding chickens, repairing fences. Others relate to maintenance of facilities e.g. painting, cleaning.

Policy

The QIKTC is committed to the Health and Safety of members, employees, contractors, visitors and the general public. QIKTC has a 'primary duty of care' under the HSW Act 2015 to ensure:

- the health and safety of workers who work for the QIKTC (eg employees or contractors, including their subcontractors or workers) while they are at work.
- that other persons are not put at risk by the work of QIKTC (eg a visitor to the island).

Specific obligations:

- providing and maintaining a work environment that is without risks to health and safety
- providing and maintaining safe plant and structures
- providing and maintaining safe systems of work
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- providing any information, training, instruction, or supervision that is necessary to protect all people from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.
- Maintain worker accommodation (Lodge, Cottage) so the workers are not exposed to health and safety risks.

(these points are based on those listed on the WorkSafe website)

Other Organisations roles:

DOC. The Island is a DOC Recreation reserve, therefore DOC has some responsibility.

The identified hazards and controls are based on DOC Document: 11322 - Generic Community Group Safety Plan where applicable.

Schools: Some people are brought to the Island by schools, therefore their Health and Safety management strategies apply. Schools may use information/templates from here for Education Outside the Classroom (EOTC). <http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines/Tool-Kit>

Particularly:

http://eotc.tki.org.nz/content/download/2716/10998/file/Sample%20form%2016%20_Outside%20provider.doc

http://eotc.tki.org.nz/content/download/2717/11001/file/Sample%20form%2017_RAMSHazard%20assessment%20and%20control%20.doc

Major organisations: University of Otago, Schools, Forest and Bird, Southern Heritage Trust, Companies.

Contractors: Arborist, Boat operator, Builder, Shearer, Vet

Hazard Identification and Control, Updating of the Plan

This plan describes risks and actions to be taken by the Island Governance Team, Keeper/Manager or Team leader and others in situations where safety is at risk. It is internally audited and reviewed biannually. Any new hazards will be identified if they arise, and discussed at bi – monthly QIKTC Council meetings.

Accident Reporting, Recording and Investigation

Hazards must be identified, isolated, minimised or eliminated. All injuries, near injuries, and critical events must be logged in the 'Accident and Incident Register' in the Cottage and notified to the appropriate authorities (e.g. OSH). These must be investigated by the Keeper/Manager and a designated member of the QIKTC Council. These investigations must be reviewed monthly at QIKTC Council meetings and steps taken to isolate, minimise or eliminate the hazard.

Training

Basic training, for example in first aid, boat safety (or experience) is necessary for the Manager or Team leaders and should be done by recognised providers (e.g. St John, Maritime Safety Authority). Knowledge and training in the safe use of equipment and or materials should be undertaken before an activity takes place.

Definitions

Quarantine Island /Kamau Taurua Community (QIKTC) Council: The governance body of the Incorporated society and PCBU.

Manager: This refers to QIKTC's designate currently in charge of the Island and facilities. This would normally be the part time employee Manager/Keeper but at times is another appropriately trained person.

Team leader: is a competent person designated or delegated by the QIKTC to lead a specific activity e.g. tree planting, painting.

Visitor: A member of the public visiting the island

Casual Volunteer: A member of the public volunteering in Island activities.

Volunteer worker: A more regular worker volunteering in Island activities (defined under HSW Act 2015).

Low risk or Medium Risk: Predicted by the Risk Matrix - activities that are unlikely to happen, and if they did, unlikely to cause significant injuries. All activities undertaken by volunteers should be 'low risk' or 'medium risk'.

Leased area: Cross hatched in map. The remainder of the island is jointly managed by QIKTC and DOC. The Jetty is also owned by QIKTC.



Risk Identification and Management Strategies

The risk identification and management strategies outlined in this document reflect an 'activities' based approach to risk management rather than blanket identification of risks on and around the island. This approach reflects the HSEA changes April 4 2016.

Implicit in this is that it is the role of the QIKTC Council to ensure risk management procedures are in place, monitored, reviewed and followed by the Manager/Keeper or Team leaders. And that the Manager/Keeper or Team leaders ensure safe working practices and procedures are followed at all times. This reflects a shared responsibility for the health, safety and well - being of workers and visitors to the island. Any risks identified as higher than 'low risk' must be investigated as quickly as possible and appropriate actions taken.

The QIKTC Team Leader must provide the group with a copy of the relevant parts of this Health and Safety Plan (could be through website in advance) and a copy of any relevant SOP's, guidelines or standards. To ensure volunteer safety and wellbeing the QIKTC will:

Before work commences :

- Assign a Team Leader for the activity
- Consider what work or tasks are suitable for your volunteers
- Refresh your knowledge of any standards, SOP's and minimum competencies volunteers are required to hold or comply with before the task takes place. Obtain proof of competencies if required.
- Provide volunteers with a description of the tasks before the activity takes place so they understand what they are doing and can be prepared

At the beginning of the activity :

- The team leader conducts the on-site health and safety discussion.
- Conduct a volunteer induction/briefing tailored to the task and site. Set clear expectations for volunteers about the work and how it should be done. - Discuss and ensure that everyone understands the hazards at the site, getting to the site and the controls in place
- Check volunteer competence, including fitness, to do the work. Do not place volunteers in a role or tasks in the event of any doubt.
- Have the relevant medical information and emergency contact details for volunteers.

- Ensure volunteers have the required personal protective clothing and equipment.
- Volunteers understand emergency procedures, know where phone and first-aid kit are and fire exit doors, extinguishers and fire blankets in lodge

During the activity:

- Ensure standards are being followed, and PPE is being worn/used.
- Maintain an ongoing assessment of volunteer safety during the day.
- Re-arrange/re-schedule work or tasks if necessary to keep volunteers safe.

After the job:

- Lead a debrief discussion on health and safety at the end of the day.
- Report all incidents, including near misses, and injuries involving volunteers to DOC

QIKTC Person Responsible must provide the group with a copy of this Health and Safety Plan and a copy of any relevant SOP's, guidelines or standards. To ensure volunteer safety and wellbeing the community group will:

Before work commences :

- Assign a 'Team leader' for the activity
- Consider what work or tasks are suitable for your volunteers
- Refresh your knowledge of any standards, SOP's and minimum competencies volunteers are required to hold or comply with before the task takes place. Obtain proof of competencies if required.
- Provide volunteers with a description of the tasks before the activity takes place so they understand what they are doing and can be prepared

At the beginning of the activity :

- The team leader conducts the on-site health and safety discussion.
- Conduct a volunteer induction/briefing tailored to the task and site. Set clear expectations for volunteers about the work and how it should be done. - Discuss and ensure that everyone understands the hazards at the site, getting to the site and the controls in place
- Check volunteer competence, including fitness, to do the work. Do not place volunteers in a role or tasks in the event of any doubt.
- Have the relevant medical information and emergency contact details for volunteers.
- Ensure volunteers have the required personal protective clothing and equipment.
- Volunteers understand emergency procedures

During the activity:

- Ensure standards are being followed, and PPE is being worn/used.
- Maintain an ongoing assessment of volunteer safety during the day.
- Re-arrange/re-schedule work or tasks if necessary to keep volunteers safe.

After the job:

- Lead a debrief discussion on health and safety at the end of the day.
- Report all incidents, including near misses, and injuries involving volunteers in accident and incident register

Activities and Associated Risks

Prior to visits: Standard Operating Procedure (includes SOP)

As visitors must come by boat, visits are usually planned in advance. They may book a charter boat (currently through the company: 'Monarch Wildlife Cruises'). The Manager will make visitors aware that documents related to risk management are available on the QIKT website. These include: this document, a RAMS form, general descriptions of the type of volunteer activities and associated risks. This material is particularly important for organised groups (e.g. schools) and will be pointed out on booking confirmation.

As the Island is public, members of the public may visit without notification of QIKTC (or DOC). For these visitors it is the responsibility of QIKTC to clearly identify risks that would not be expected from visiting an island or farm. In this case the primary responsibility lies with the member of the public, although the QIKTC and DOC will take due care.

Welcome and Care of Visitors: (SOP)

It is the Manager's responsibility to welcome visitors onto the island. The first point of contact is usually the jetty where charter vessels or private boats moor. The edge of the jetty is the demarcation point between the island as a place of work, and charter or private vessels as a place of work. Whilst the operation of mooring vessels falls outside the responsibilities of the Manager, occasionally assistance is requested to secure mooring lines. A collaborative approach to operations is necessary.

| Hazard | Management/Controls | Delegation |
|---|---|-------------------|
| wet area / ropes: Slip / Trip | Wear high grip footwear. Keep ropes neatly stowed where ever possible | Manager |
| Moving vessel against jetty: Nip / Crush | Follow instructions of the skipper/operator. Stop and evaluate vessel movement before engaging in activity. | Operator /Manager |
| Moving ropes: Nip / Crush | Follow instructions of the skipper/operator. Keep line of sight communication with skipper/operator at all times when handling mooring ropes. Keep hands clear of nip points where practicable. | Operator /Manager |

Luggage is transferred from vessels to the jetty. It is the responsibility of the skipper to coordinate luggage transfer from the vessel. The keeper is responsible to coordinate transfer of luggage as it arrives on the jetty. A collaborative approach to operations is necessary.

| Risk | Management | Delegate |
|--|---|-------------------|
| Over-weight baggage: Strain /sprain | Use best practice in manual handling. Bend knees, keep weight close to body. Seek assistance for heavy items. | Manager |
| people carrying luggage while climbing up the ladder | not allowing carrying luggage up the ladder | manager/op erator |

Visitors are usually welcomed on at the carved entrance way – weather permitting. A brief introduction continues at or adjacent the Lodge where general health and safety guidelines are explained.

| Risk | Management | Delegate |
|--------------------------------------|--|----------|
| Partially benched tracks and routes: | Advise that sturdy, high-grip footwear is worn. Travel in groups when exploring island. Advise not to run on | Manager |

| | | |
|--|--|---------|
| Slip / trip / sprain | bushtrack | |
| Steep banks & cliffs: Slip / trip / sprain / fall | Advise that most steep banks & cliffs are fenced however care must be taken on the Western end of island where tracks traverse steep areas. Advise that tracks should be kept to where possible. | Manager |
| Fire: Burns / inhalation | Advise of evacuation points in Lodge. Married Quarters and Chapel. Assembly point on jetty. Keep fire exits, extinguishers and smoke detectors clear and in good working order. | Manager |
| Tsunami: Drowning/crush | Advise of evacuation point at soldiers memorial. | Manager |
| hypothermia, drowning | advise where safe to swim, kayak. inform weather conditions | manager |
| fall, cut, tetanus | inform risk from stepping on ship wrecks. Advise 'keep off' | manager |
| cleaning jetty; hauling water risk back injury | bending through knees, keeping back straight. use pulley system or water blaster | manager |

Revegetation Programme

The island Revegetation Programme offers visitors an opportunity to engage in hands on ecological restoration activities including planting and releasing shrubs and flaxes.

| Risk | Management | Delegate |
|--|---|--|
| Sharp hedge cutting shears: Cut / nip | Demonstrate using shears with two hands with blades facing away from body. Use information sheets | Manager / Team leader/Council Representative |
| Sharp spades: Cut / crush | Ensure sturdy footwear is worn at all times. Ensure feet are kept clear as digging / filling is in progress. | Manager / Team leader/Council Representative |
| Fertiliser Tablets: Ingestion | Keep tablets tightly controlled to ensure children do not have access to tablets. Explain emergency procedures including access to Material Safety Data Sheets in case of accidental ingestion. | Manager / Team leader/Council Representative |
| Triumph gel; ingestion, skin contact | Wearing gloves, labelling bottles, store safely in lockable closet, explain emergency procedures including access to Material Safety Data Sheets in case of accidental ingestion | Manager / Team leader/Council Representative |
| Vegetation irritation (allergy/scratching) | Persons with allergies need to inform the team lead so another task can be assigned, Safety glasses can be provided and would be advised to be worn (or sunglasses) to prevent vegetation irritating the eye, long sleeves and trousers to be worn so as not to irritate skin | Manager/Team leader |
| | | |

Intertidal Zone Activities

The intertidal zones on the island are ideal for educational activities such as Marine Metre Squared projects, fauna and flora identification and survey. The Manager is often involved in *leading* or *hosting* these activities.

Should these activities be with a school group, it is the Manager's role in the first instance to advise on possible hazards and safe limits of exploration. Beyond this, the Manager is a *host* in a 'show and tell' capacity. Responsibility for control and safety of the school group lies with the school group leader. The school group leader should have been through a RAMS process for the activity.

Intertidal activities *lead* by the Manager do not involve school groups and are undertaken with small private, informal groups. The Manager's role in the first instance is to advise on possible hazards and safe limits of exploration. Beyond this, the Manager has a leadership capacity. Responsibility for control and safety of the group lies with the Manager or Team Leader.

Risk Management

Delegation

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|--|--|-----------------------------|
| Slippery, wet, uneven surfaces: Slip / trip /fall | Advise that high-grip sturdy footwear is essential. Move slowly and carefully, avoid standing on seaweed. | Manager |
| Tidal entrapment: Hypothermia / drowning | Where possible conduct intertidal activities on a falling tide. If activities are in progress on a rising tide, allow a generous time buffer to complete activities and move to higher ground. Know peak and low tide times for the day. | Manager / Team leader |
| stepping on sharp shells | advise wearing proper footwear on rocky shore | Manager / Team leader |
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Cleaning and caretaking

The Manager is responsible for cleaning the Lodge and the toilet facilities before visitors arrive, and ensuring that visitors clean up adequately before they leave.

Risk Management

Delegation

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|--|---|-----------------------------------|
| Cleaning products: Ingestion / Skin contact injury | Ensure all cleaning products are securely stored and that appropriate PPE is used as per material Safety Data Sheets. | Manager/Council Representative |
| | | |
| emptying Rotaloo toilets streptococcus and E.Coli bacteria | PPE: wearing clothes set (overall) and gum boots specifically for this work, use appropriate gloves. Keep composted faeces in specific area, covered with greenwaste, soil or tarp. | manager |
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The Manager is responsible for **maintaining or delegating maintenance** needed for the Lodge and Cottage to appropriate volunteers. This may involve activities such as painting, gutter clearing and window cleaning.

Risk Management

Delegation

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|---|--|---|
| Elevated work zone / ladder use: Slip / trip /fall | No elevated or ladder work is to be undertaken without the presence on site of another Community member. Ensure ladders when in use are secure and used in accordance with ACC / manufacturers guidelines. Wear high – grip sturdy footwear. | Manager / Team leader/Council Representative |
| | | |

The Manager is responsible for maintaining the **lawns, pruning track vegetation**, maintenance of gardens and shade house.

Risk

Management

Delegation

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|---|---|---|
| <p>Lawnmower Cuts / flying debris / excessive noise.</p> | <p>Maintain a safe working zone of at least 10 metres from other people when operating Lawnmower & Scrub cutter. Avoid operating lawn mower or scrub cutter when visitors are on the island and in the vicinity. Warn visitors.</p> <p>PPE: Always wear closed in steel capped safety footwear, long trousers, eye protection, ear protection when operating Lawnmower & Scrub cutter.</p> | <p>Manager / Team leader/Council Representative</p> |
| <p>Pruning/ weed control with handsaws/loppers: Cut / nip</p> | <p>PPE. Where practical, use gloves. Ensure all fingers are clear of cutting zone before cutting.</p> | <p>Manager / Team leader</p> |
| <p>Weedkiller paste</p> | <p>PPE - good gloves(non-porous) must be worn; long sleeves/ no exposed skin.</p> | <p>Manager / Team leader</p> |
| <p>Basal spray</p> | <p>PPE-good gloves (non-porous) must be worn; long sleeves. No exposed skin.</p> | <p>Approved trained person</p> |
| <p>Handtool use. Use of variety of handtools including manual/electric screwdrivers. hammer, grubber etc. Heavy objects. Flying objects. Extended use (loss of control). Sharp blades/objects. Impacts, entanglement. Vibration. Public access.</p> | <p>Management Controls: Correct sharpening procedure used and tools maintained regularly checking for loose heads on axes, slashers, grubbers etc. Where necessary, warning signs in area of operations where public have access. Ensure best practice guidelines are followed</p> <p>Minimum Competencies: Competent in use, i.e. completed the required training for the task or use of equipment, and/or assessed as competent by supervisor</p> <p>Work Instructions: Do not carry tools over the shoulder or leave tools lying around where people have access. Be aware of the location of others and work at least 3 metres apart. When transporting tools handle them appropriately or in containers with safety catchers on. Return tool to be stored appropriately in a secure workshop</p> <p>PPE: Recommended relevant PPE includes gloves, safety boots, overalls, leg protection, protective glasses if considered necessary by supervisor.</p> | <p>Manager / Team leader</p> |
| <p>Pest/predator control traps Trap closing on operator. Breakage to trap causing injury. Bites, scratches from animals. Management Controls: Keep traps well maintained. Minimum Competencies: Training of all people operating traps showing them how to hold</p> | <p>Work Instructions: Use in accordance with trap SOP &/or best practice guidelines.</p> <p>Use setting tool if appropriate & keep body parts well clear of closing mechanism. Carry first aid kit. Be aware of sharp edges on mesh at ends of tunnels. wash hands before eating and/or at end of day. Carry soap & water for this. Ensure animal is dead before removing from trap.</p> <p>PPE: Wear gloves when handling animals.</p> | <p>Manager / Team leader</p> |

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|---|--|----------------------------------|
| <p>& set to minimise accidental triggering, and use safety catches.</p> | <p>All people (volunteers, staff) using traps should receive training to show them how to hold and set traps, and use safety catches, to minimise accidental triggering; use the setting tool if appropriate; consider wearing gloves when handling dead animals, especially if skin is broken; ensure animal is dead/incapacitated before removing from trap; wash hands before eating and when finished trapping; carry sanitizing gel; carry personal first aid kit to be able to clean and treat wounds.</p> | |
| <p>Weedeater/flail/Scrubcutter use Flying debris - cuts/impacts/eye damage. OOS - back strain/vibration/circulation. Noise. Fire - machine. Fuel use. Falling over. Public in vicinity.</p> | <p>Management Controls: Consider alternative safer methods such as mowing or spraying. Discuss risks, including hand/arm vibration syndrome. Read and understand Scrub-bar Guidelines. Appoint Team Leader.</p> <p>Minimum Competencies: Scrub-bar/Brush cutters: New users are trained to NZQA unit standard 24540 and assessed as competent in local use. Experienced users complete a self assessment and are assessed by competent person in local use.</p> <p>Weedeater attachment: Trained and assessed by competent person in local use.</p> <p>Work Instructions: Guard is attached. Check area prior to work for obstacles, place warning signs in public areas. Check fuel lines and components before and during work. Minimum operating distance of 15m from maximum reach of machine, between workers.</p> <p>Comply with: DOC SOP: <u>DOCDM-330516-Scrub-cutter-use-guide.doc</u></p> <p>Carefully consider use in high/extreme fire conditions. Use correct fuel mixture. Undertake Job Safety Analysis for the task. Take regular breaks.</p> <p>PPE: Steel cap boots, helmet with visor or goggles, gloves, suitable clothing to protect all exposed areas of body, (i.e light chaps (flail cord)), and first aid kit, containing eye wash. Hearing protection - Grade 3-5.</p> <p>Check area prior to work for obstacles; protective clothing and equipment is required to be worn (chaps, visors or safety glasses, gloves, high viz vest, class 4 hearing protection, hard hat, steel toe cap boots); ensure machine is maintained;</p> <p>fire extinguisher at site; minimum operating distance of 15m between workers; first aid kit to be carried; refer to preventative information on hand arm vibration syndrome;</p> | <p>Manager / Team leader</p> |

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|--|---|------------------------|
| Cleaning the jetty - slips and strains from pulling water up | Ensure that only a small bucket is used for pulling up water, or half fill the bucket to prevent strains. Wear footwear with suitable grip | Manager Team leader |
| Preparing for painting and painting | Obey instructions on cans. Treat all old paint (pre 1970) on buildings as potentially containing lead. Do not inject dust. Dispose of old painted material (e.g. timber) appropriately | Manager Team leader |
| | | |

Firewood and Heavy Vegetation Management.

Periodically it is necessary to cut and gather firewood for use in the Lodge and Cottage. At times heavy vegetation need to be managed.

| Risk Delegation | Management | |
|--|--|--|
| <p>Chainsaw & wood splitter: Cut / crush This is a medium risk activity.</p> | <p>Activity plan to be reviewed and approved by a representative of the QIKTC Council.</p> <p>Any chainsaw use is to be undertaken by a suitably trained or qualified person(s).</p> <p>This includes tree felling, limb removal or firewood cutting.</p> <p>The chainsaw is never to be operated without a trained first aider on site (other than the operator). A comprehensive first aid kit, fire extinguisher and emergency phone shall be onsite.</p> <p>PPE. Appropriate and correctly fitted personal protective safety equipment is to be worn at all times including but not limited to; ear protection, eye protection, hard hat, protective chainsaw trousers (chaps). Best practice guidelines as prescribed by ACC are to be adhered to at all times.</p> <p>Tree felling (chainsaw) and limb removal to be done by a trained contractor (e.g. arborist) or DOC employee.</p> | <p>QIKTC Council / Manager / Team leader</p> |
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Chemical Handling

Maintenance activities on the island often require the storage and use of chemicals including such items as paints, thinners, resins, fuels, oils and rodenticides.

| Risk Delegation | Management | |
|--|---|------------------------------|
| <p>Paints, resins, thinners, fuels, oils & rodenticides: Ingestion / fire / inhalation</p> | <p>Ensure that the smallest quantities of chemicals practical are stored, or in use on the island at any given time.</p> <p>Ensure that all chemicals are securely stored away and inaccessible to the general public and children. Keep up to date and complete Material Safety Data Sheets for all chemicals in use or in storage on the island. Store all chemicals away from potential ignition sources and in a well ventilated space. Use and mix all chemicals as per manufacturers guidelines and industry best practice.</p> <p>Keep a fire extinguisher on hand when handling flammable products.</p> | <p>Manager / Team leader</p> |

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| | Comply with: Management of Agrichemicals NZS8409:2004 | |
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Boat

Occasionally the use of the Manager's boat is necessary to complete activities such as beach clean ups or the transport of materials.

Risk Management
Delegation

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|---|--|-----------------------|
| wet area / ropes: Slip / Trip / drowning | Wear high grip footwear. Keep ropes neatly stowed where ever possible. Always wear life jacket in and around vessel. | Manager / Team leader |
| Moving vessel against jetty: Nip / Crush | Stop and evaluate vessel movement before engaging in activity. | Manager / Team leader |
| Moving ropes: Nip / Crush/strain | If possible keep line of sight communication with any assistants at all times when handling mooring ropes Be aware of your position when pulling the ropes, do not over pull. | Manager / Team leader |
| Heavy seas & wind Slip / Trip / Drowning / Hypothermia | Ensure boat is only operated by suitably trained or experienced person. Evaluate present tidal and wind conditions alongside predictions prior to the commencement of any activities in or on the vessel. Ensure life jacket(s) and appropriate protective clothing for the current and predicted conditions are worn at all times. Ensure life jacket(s) are worn before boarding boat. Ensure vessel motor is well maintained, has excess fuel and oil reserves for the activity at hand. Ensure auxiliary motor (oars) are present and secure on vessel. Always carry on person; marine radio, cell phone and distress flare. Ensure anchor is present, easily accessible and correctly stowed for rapid deployment. Let contact person know where you are going including ETA. Agree to check in time. Agree to emergency activation time. | Manager / Team leader |
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Stock Management

The Manager is responsible for the welfare of stock on the island. The stock are on the island for the sole purpose of keeping grass short in critical areas to mitigate the risk of fire spread.

Risk Management
Delegation

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|-----------------------------------|---|-----------------------|
| Stock Yard work: Sprain/Strain | Wear high grip footwear. Keep stock tight in pens. Warm up before work. Keep stock calm. Avoid lifting & twisting. Use appropriate lifting techniques. | Manager / Team leader |
| | | |

Risk Matrix

A primary tool to assess an activity is to apply it to a Risk Matrix. The use of a Risk Matrix helps in ensuring an objective assessment is made and necessary risk management strategies are implemented to ensure the health, safety and wellbeing of all involved. The use of a Risk Matrix supports the 'activities based' approach to health and safety management because activities can be assessed against the Risk Matrix and appropriate risk management strategies put in place.

| RISK MATRIX QUARANTINE ISLAND / KAMAU TAURUA | | | | | | | | | |
|--|---|--|----------------|----------------------------|--|---------------------------------------|--|--|---|
| E = Extreme Risk – Detailed action plan to manage risk before activity | | | | CONSEQUENCE of ACCIDENT | | | | | |
| H = High Risk – Needs immediate senior management attention | | | | P E O P L E | Injuries or ailments Not requiring medical treatment | Minor injuries or first aid treatment | Serious injury causing hospitalisation or multiple medical treatment cases | Life threatening injury or multiple serious injuries causing hospitalisation | Death or multiple life threatening injuries |
| M = Medium Risk – Specify management responsibility | | | | | | | | | |
| L = Low Risk – Manage by routine procedures | | | | | | | | | |
| L I K E L Y H O O D o f A C C I D E N T | Probability | Historical | | | Insignificant | Minor | Moderate | Major | Catastrophic |
| | | | | | 1 | 2 | 3 | 4 | 5 |
| | >1 in 10 | Is expected to occur in most circumstances | Almost Certain | 5 | M | H | H | E | E |
| | 1 in 10 - 100 | Will probably occur | Likely | 4 | M | M | H | H | E |
| | 1 in 100 - 1,000 | Might occur at some time in the future | Possible | 3 | L | M | M | H | E |
| | 1 in 1,000 – 10,000 | Could occur but doubtful | Unlikely | 2 | L | M | M | H | H |
| 1 in 10,000 - 100,000 | May occur but only in exceptional circumstances | Rare | 1 | L | L | M | M | H | |

Actions Triggered After Application of Risk Matrix to an Activity.

E = Extreme Risk – Detailed action plan to manage risk before activity:

Manager or activity leader to develop a detailed activity plan in consultation with the QIKTC Council. Activity can only commence once activity is approved by Governance Team.

H = High Risk – Needs immediate portfolio management attention:

Manager or activity leader to develop a detailed activity plan in consultation with the QIKTC Council. Activity can only commence once activity is approved by the Council Representative.

M = Medium Risk – Specify risk:

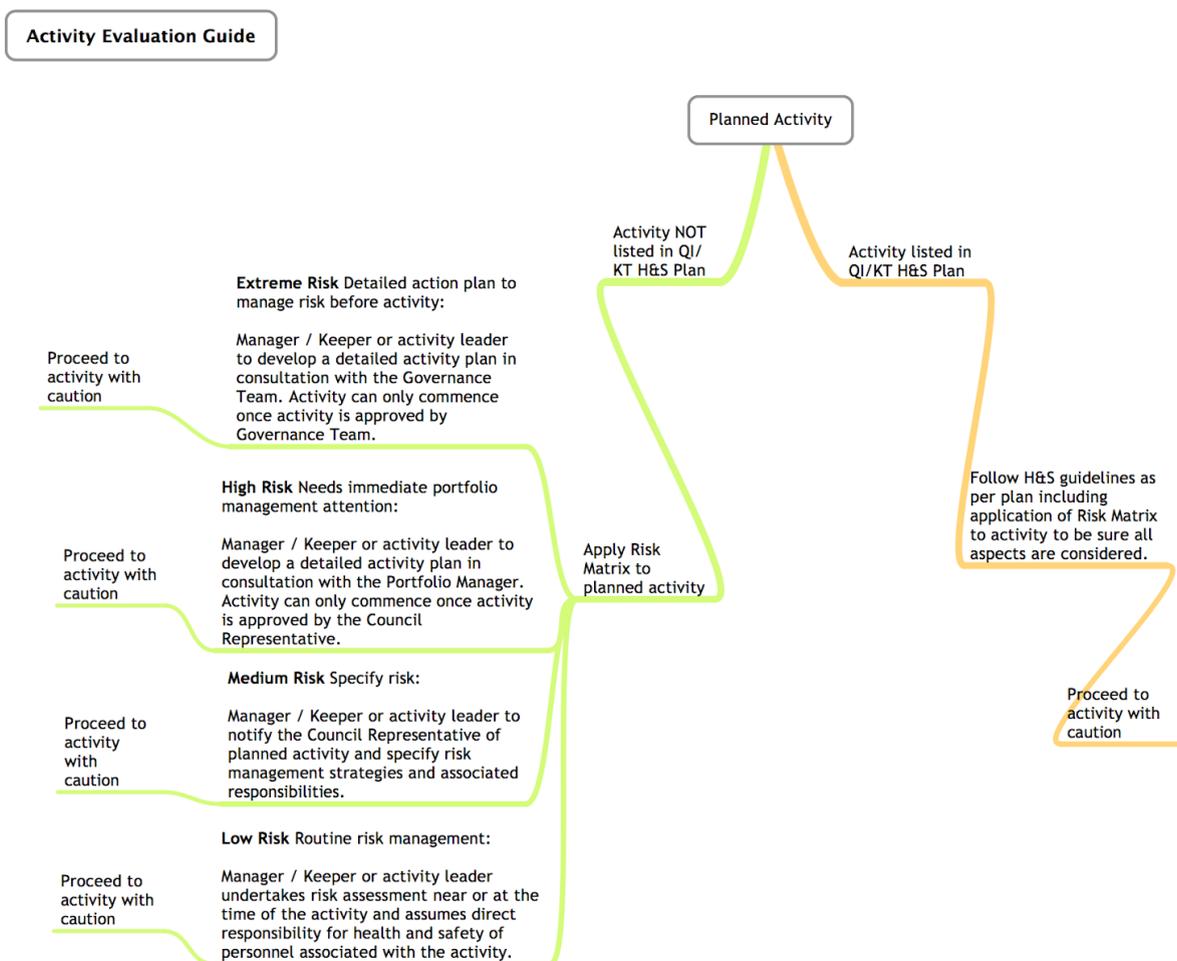
Manager or activity leader to notify the QIKTC Council of planned activity and specify risk management strategies and associated responsibilities.

L = Low Risk – Routine risk management:

Manager or activity leader undertakes risk assessment near or at the time of the activity and assumes direct responsibility for health and safety of personnel associated with the activity.

Based on worksafe NZ risk rating table:

<http://www.business.govt.nz/worksafe/tools-resources/safe-use-of-machinery-toolkit>



Prepared by Keeper/Manger of Quarantine Island (Don Hunter) with consultation 2016.

Relevant documents:

Volunteers and the Health and Safety at Work Act (2016) <http://www.business.govt.nz/worksafe/about/reform>

DOC Safety Plans and Procedures and SOPs

<http://www.doc.govt.nz/get-involved/apply-for-permits/managing-your-concession/safety-plans/>

<http://www.doc.govt.nz/get-involved/run-a-project/our-procedures-and-sops/>

Department of Conservation Document '11322 - Generic Community Group Safety Plan'

Revised 12/3/2017 Clarified some sections (KB, CMB)

24/4/2018 Brought in line with Draft Community Agreement. (KB, CMB)

Community Agreement Schedule 2 Clause 6

6 Health and Safety

6.1 The Organisation must exercise the rights granted by this Agreement in a safe and reliable manner to provide and maintain, as far as is reasonably practicable, a safe working environment for its members (including any employees, volunteers and contractors) while carrying out the Activity.

6.2 The Organisation must appoint a person or persons to take responsibility for health and safety with whom the Director-General will communicate and deal on all health and safety matters relating to the Activity.

6.3 The Organisation must:

(a) ensure that its members (including any volunteers and contractors), agents, and invitees are competent to carry out the work and will receive appropriate supervision when carrying out the Activity.

(b) ensure that all contracts between the Organisation and any contractor contains, at a minimum, the same requirements as clauses 5.1 and 6.4 of this Schedule.

(c) unless otherwise agreed, take its share of responsibility for the safety of members and the public while carrying out any activity on site.

6.4 The Organisation must:

(a) prepare and provide to the Director-General a Safety Plan which meets the Department's requirements relating to the Activity.

(b) not commence the Activity until the Safety Plan has been reviewed and accepted by the Director-General.

(c) schedule an annual review of its Safety Plan, and if any amendments are made ensure these are reviewed and accepted by the Director-General. This review is in addition to any review required by the Director-General under clause 6.6 of this Schedule.

6.5 The Director-General will:

(a) check and provide advice to help the Organisation complete or improve its Safety Plan.

(b) support the Organisation to be able to identify and manage risks associated with the Activity.

6.6 If, in the opinion of the Director-General, or on notification by the Organisation to the Director-General of a safety incident or risk on the Site, circumstances warrant a review of the Safety Plan, the Organisation must review the Safety Plan and, the Director-General must, where appropriate, review and accept it. The Organisation must carry out the Activity in accordance with any amendment(s) to, or replacement of, the accepted Safety Plan.

6.7 The Organisation must:

(a) take all practicable steps to protect the safety of all persons present on the Site, including eliminating any dangers to the public caused by the [Group's/Organisation's] activities and erecting signs warning the public of any dangers that remain and of which the Organisation is aware.

(b) record and report to the Director-General any notifiable event as defined by the Health and Safety at Work Act 2015, such as a death or an injury which requires immediate hospitalisation or collapse of a

structure that exposes people to serious risk, within 24 hours of its occurrence and within 3 days for less serious incidents.

(c) be satisfied that any facility or equipment provided by the Director-General to enable the Activity to be carried out meet the safety requirements of the Organisation and if not, advise the Director-General accordingly.

(d) not bring on to the Site or any land administered by the Department any dangerous or hazardous material or equipment which is not required for purposes of the Activity; and if such material or equipment is required as part of the Activity, the Organisation must take all practicable steps to ensure that the material or equipment is treated with due and proper care.

Revision History:

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