SAFETY PLAN for Mana Island General Maintenance Working Bees

Supervisors: Linda Kerkmeester & Dale Shirtliff – (Dale Shirtliff author) 10/2014 Reviewed 29/05/2016. Next review date – May, 2017.

Volunteer organisation: Friends of Mana Island (FOMI)

Land manager: Department of Conservation

Programme duration: On-going, around 4 working bees each year

Work description: Volunteers undertaking tasks defined by the ranger (Jeff Hall) and the FOMI committtee in consultation with Jeff. FOMI to find/select volunteers and to appoint leaders to oversee work. A variety of tasks at a variety of sites are covered here.

Emergency plan/contacts: Emergency medical/rescue: 111

 Jeff Hall (DOC Ranger): Mana mobile 027 230 8403

 Mana landline: 04 236 7277

 DOC Poneke/Wellington District Office: 04 470 8412

Linda Kerkmeester 04 2331483 Mobile 027 449 4424; Dale Shirtliff 04 2331166 Mobile 027 763 7685

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| **Hazard** | **General control** | **Level of risk** (1-5, with 5 being highest risk) includes level of harm and probability of incident  | **Hazard Control** (Eliminate, Isolate, Minimise) | **Local Controls/Comments for Mana Island site.** | **Person/s responsible** |
| Working close to accommodation or at isolated sites on the island | * Carry a cell phone (charged and with credit) or appropriate communication at all times
* Assess local weather conditions and plan work/route accordingly
* Be prepared for adverse weather conditions
* Carry a first aid kit at all times
* Be familiar with Emergency Procedures for the island in the event of an accident, fire or other emergency.
* Always carry adequate drink and food supplies and drink and eat when necessary
* Check if drinking water is drinkable. If not, boil or filter water or use water purifying tablets
* **If exploring alone or small groups,** written intentions or clear verbal intentions, including estimated time of return to be filled out before departure. This should also include details of the intended route. Inform the leader on your return.

Report all incidents to leader and/or island rangers | 2 | Minimise | Phone coverage is generally good on the eastern and upper sides of the island. This should allow access to weather conditions. The ranger can be consulted for weather reports.2 FOMI first aid kits are available, carried by working bee leaders.Taking a look around during free time is encouraged but consider others by informing the leader of your intentions and predicted return times. Check also on no-go areas with the ranger.Also, clearly record trip intentions on the whiteboard in the Lockwood dining area or the passage way.  | Volunteers, as a team, are responsible for ensuring safe operation around the work area – observing, checking and following safe practice.The leader and ranger should be notified where problems/injuries occur. |
| Working on the island **at night** | In addition to the above points:* Observe sites to be visited by day to check routes/locations for possible hazards that may not be seen at night
* Carry two torches with spare batteries, or at least one torch (with spare bulb) and another back-up light source (e.g. cell phone) to enable a torch battery or bulb change
* Avoid working alone at night; working in pairs is safer providing work-mates communicate intentions at all times

If working alone, distant from base carry a Personal Locator Beacon and arrange a check-in time to send the ranger a text or call. | 4 | Minimise | Night work is unlikely but be prepared in case. Torches are essential. Carry/wear a torch if you are heading away from the buildings near sunset.PLB available from the ranger. |  |
| Sharp hand tools (e.g. for digging, pruning and vegetation clearance) Using poisons – eg Vigilant | * Only to be used by competent operators
* Protective clothing, (e.g. gloves, protective glasses/goggles, boots if required) to be worn
* Avoid working alone and in wet conditions
* Always check condition of tools before starting work
* Transport tools to and from work site in appropriate way for safety
* Always cut away from body if using saws or machetes
* Keep fingers well clear of cutting tools
* Avoid working in close proximity to other workers.
* If working in pairs, be alert to the potential to injure work mates working nearby
* First aid kit to be carried with adequate supplies for dealing with cuts and blisters, minor injuries
* Poison gel use instruction by leaders or the ranger must precede any work with the gel.
* Overuse may kill wildlife
* Gloves must be worn when the poison gel is used. Protect skin from gel contact.
* Practise strict hygiene before eating.
* Ensure the gel tubes are capped between uses.
 | 3 | Minimise | Overalls (blue) and gloves are available in a variety of sizes. Protective eyewear too - usually stored in the ‘shed’ area through the door from the Lockwood kitchen. |  |
| Travelling on the island | * Walk between sites, carrying tools, equipment and food and drink safely. Where necessary ask the ranger to transport heavy gear on the quad bike

Travelling on the quad is not permitted.  | 3 | Minimise |  |  |
| Adverse weather (cold, rain, storm) | * Use weather forecasts to aid decisions prior to and during the field trip.
* Always expect adverse weather at any time and be prepared for it
* Always carry suitable waterproofs and spare warm clothing
* Wear boots with grip and slow down in slippery, wet conditions
* Be aware of the effect that adverse weather can have on the varying terain
* Return to base if weather conditions become hazardous
 | 3 | Minimise | Weather can change quite quickly. Go prepared with warm clothing and wet weather gear if working away from base. |  |
| IIlness and Injuries | * Always inform the team leader if feeling unwell; persisting with work may be disadvantageous to the team as a whole, as well as to the individual
* **Inform supervisor and team of any medical conditions** that they may need to know about
* Take all precautions to keep yourself safe
* Should an injury occur, seek assistance immediately from team members
* Use the medical kit carried
* Get agreement on next steps and carry these out – if returning the injured person to base a second person should accompany
* Let the ranger know immediately or phone 111 in the case of severe injury
 | 23 | MinimiseMinimise | Emergency services (mainland) are contactable and an option from the island. |  |
| Allergies, asthma, diabetesWasp, bee, insect stings | * **Inform supervisor and team of any medical conditions** that they may need to know about. These might be - asthma, diabetes, allergies etc.
* Ensure that medication is carried at all times and that the leader/group knows its location and how to admininister it.
* Use caution near any areas with wasp/bee activity and move out of the area if necessary

Wear insect repellent if necessary | 3 | Minimise |  |  |
| Sunburn/ heatstroke | * Wear suitable clothing, including hat and sunglasses, if necessary
* Wear sunscreen on exposed skin

Always carry adequate water (and food) supplies for day and drink (and eat) when necessary | 2 | Eliminate |  |  |
| Spiky plants | * Be aware of potential for injuries (particularly eyes and hands) when removing spiky or thorny plants
 | 2 | Minimise |  |  |
| Working in the vicinity of wildlife (e.g. seabird burrows) | * Cover broken skin beforehand to avoid infection
* Clean hands thoroughly with antibacterial wipes/soap/lotion after work, particularly before eating
* Clean any wounds with saline solution or wash under running water; apply protective bandaging
* Seek medical advice if feeling unwell after working at a seabird burrow site
 | 2 | Minimise |  |  |

ACKNOWLEDGEMENT/ SIGNOFF: I have been briefed by the leader on the above safety hazards and their general management control.

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| **Leader** | **Volunteer**  | **Volunteer**  |
| Name:SignatureDate:Emergency Contact: | Name:Signature:Date:Emergency Contact: | Name:Signature:Date:Emergency Contact: |
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| **Volunteer**  | **Volunteer**  | **Volunteer**  |
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