

# **Motuihe Trust**

## **Occupational Health and Safety Forms Manual**



Version 3.3  
2023

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# Guide for Users

The Motuihe Trust has created a health and safety manual to assist management and staff to ensure that there are no accidents in the workplace and to assist Team Leaders and the Committee to comply with the basic requirements of the law.

We have created some forms that are part (and have been separated from the manual). The manual contains the process/instructions what we can describe as the recipe. The forms are what Team Leaders will need to use some week to week or month to month.

Please do not change the contents of forms. Make a recommendation to the Committee to change something and we will always value suggested improvements.

If you have any questions, comments or suggestion then contact. Bruce Gulley, OH&S Services Ltd, Phone 021 756 551, [bruceg@ohsservices.co.nz](mailto:bruceg@ohsservices.co.nz)

# Health and Safety Policy

The Motuihe Trust will carry out its operations with every effort made to protect the Health and 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. Health and Safety is included on every agenda for monthly Trust Board meetings and Operations Group meetings where any incidents, near misses, trends, improvements, and health and safety goals will be discussed, minuted, and actioned.

The Trust will strive to continue to improve health and safety. Safety is the responsibility of every individual.

Chair  
Motuihe Trust  
November 2023

## The Motuihe Trust H&S Tasks and Timetable

	<b>Timing Each Year</b>
Ensure the H&S Manual is up to date and reviewed within last year	October
Update and review H&S Plan annually	October
Ensure accidents are being recorded and investigated	Ongoing
Undertake six monthly review of accident data	Apr & Oct
Annual review of hazard/risk registers	October
Annual review of procedures	October
Documented six monthly assessments of island completed. Discussed at following Committee meeting.	Mar & Sept
Annual reviews of kiosk completed, and discussed at April H&S Committee meeting.	Apr
Check emergency drill has been completed during an overnight stay	Oct
Check H&S inductions for staff and contractors are carried out	Ongoing
Update Training records annually, and review training requirements (including first aid and chemical training)	October
H&S Discussions at all Trustee meetings	At all Trustee meetings

## Health and Safety Plan

Health and Safety Plan will be developed each year.

### Health and Safety Objectives and Plan 2023

#### Objectives

	Objective	Responsibility	Measure	Target Date	Achieved
1	To ensure that our work areas maintain appropriate H&S standards	The Committee	Positive and completed inspections	March 23 & Sept 23	Sept 23 only, due to access difficulties
2	To ensure that correct Food Safety Procedures are maintained in the Kiosk	The Committee	Positive Inspections	Dec 23 – Feb 24 (review Apr 24 meeting)	
3	Ensure that we have a completed induction and training record for volunteers and contractors	Committee and H&S Consultant	Completed documents	October 2023	Reviewed and updated Oct 23
4	Review and update the hazard register	Committee and H&S Consultant	Completed documents	October 2023	Reviewed and updated June 23
5	Undertake an annual review of the programme	Committee and H&S Consultant	Completed process	October 2023	Committee meeting 6 Oct 23

### Health and Safety Objectives and Plan 2024

#### Objectives

	Objective	Responsibility	Measure	Target Date	Achieved
1	To ensure that our work areas maintain appropriate H&S standards	The Committee	Positive and completed inspections	March 24 & Sept 24	
2	To ensure that correct Food Safety Procedures are maintained in the Kiosk	The Committee	Positive Inspections	Dec 24 – Feb 25 (review Apr 25 meeting)	
3	Ensure that we have a completed induction and training record for volunteers and contractors	Committee and H&S Consultant	Completed documents	October 2024	
4	Review and update the hazard register	Committee and H&S Consultant	Completed documents	October 2024	
5	Undertake an annual review of the programme	Committee and H&S Consultant	Completed process	October 2024	

In order to achieve this plan, we will

- Review the Health and Safety Manual annually
- Retain OH&S Services as our Health and Safety Consultant.
- Review and update the hazard register annually
- Conduct regular H&S assessments

# Motuihe Trust Site Assessment

<b>Location:</b>	Woolshed and Island	<b>Date of Inspection:</b>	
<b>Name/s of Person Inspecting:</b>			
<b>Leaders Present</b>		<b>No of Volunteers</b>	

Check	Yes	No	NA	Comments
<b>Management</b>				
Have Health and Safety Procedures including hazard/risk register been reviewed in the past 12 months?				
Has there been a workplace inspection in the past 6 months?				
Have the kiosk operating instructions been reviewed in the past 12 months?				
Is there an accident report form available in the woolshed?				
Are accidents/incidents being reported and reviewed to identify issues and trends?				
Have objectives been planned, reviewed and monitored in the past 12 months?				
Has H&S been discussed at Trustee Committee meetings?				
Is the Health and Safety Logbook available in the Woolshed?				
Is the logbook being used?				
<b>Emergency Management</b>				
Are Fire Extinguishers in place, marked & recently serviced?				
Have smoke alarms been checked?				
Are there facilities to deal with an emergency? Mobile phone, fire extinguisher etc.				
Is there a first aid kit available?				
Has an emergency evacuation drill been carried out in the last year?				

Check	Yes	No	NA	Comments
Have the roller door and sliding doors been checked to ensure they open easily?				
Is there an easy escape path through the bush outside the roller door?				
<b>Safety Equipment</b>				
Is there PPE available?				
Are staff wearing safety equipment including high visibility as required?				
<b>Chemicals and Fuel</b>				
Are there Safety Data Sheets (SDS) for chemicals?				
Are chemical containers clearly labelled?				
Is there an inventory of chemicals other than household products?				
Is there evidence of training staff to use chemicals?				
Is the Chemical Use Record being completed?				
Is fuel stored safely?				
Is there appropriate signage in place?				
Are LPG cylinders secure?				
<b>Electrical</b>				
Check no broken plugs, sockets or switches.				
Check no frayed or damaged leads.				
Testing of electric leads				
<b>Storage and Work Areas</b>				
Are materials stored in shelves and bins wherever possible?				
Are floors around shelving clear of rubbish?				
<b>Induction and Training and Documentation</b>				
Have volunteers been inducted?				
Is there evidence of briefings to workgroups and volunteers?				
Have volunteers been trained on chemical management and use?				
Is the Health and Safety Procedures Manual available?				
<b>Tractors and Quadbikes</b>				
Does the tractor have a ROP (roll-over protection)?				



Check	Yes	No	NA	Comments
Is the seat belt functional and are volunteers using seat belt?				
Is there emergency communication equipment available? Mobile phone, RT				
Are volunteers observed using tractor safely?				
<b>Contractor and Visitor Safety</b>				
Are there examples of contractor inductions?				
Is there a list of approved contractors?				
Are there any contractors on the site on the day of the inspection? Name				
Are they working safely?				
Have they been inducted?				
<b>Kiosk</b>				
Are food safety procedures being observed?				
<b>Site Safety</b>				
Are risks/hazards at the site being managed appropriately?				
Is there any evidence of drug or alcohol impairment among volunteers?				
Are there any other issues?				

Deficiencies requiring Action	By Whom	Date for Completion	Task completed How?

**Assessment carried out by**  
(Operations Manager)

**Reviewed** *Bruce Gulley*

**Bruce Gulley**   
**OH&S Services Ltd**

### The Assessment of Risk Table

Risk is assessed based on following table from ISO 17776

Severity rating	Consequence				Increasing Priority				
	People	Environment	Assets	Reputation	<b>A</b> Rarely occurred in Industry	<b>B</b> Happened several times in industry	<b>C</b> Has occurred in Company	<b>D</b> Happened several times per year in Company	<b>E</b> Happened several times per year at location
0	Zero Injury	Zero Damage	Zero Effect	Zero Impact	<div style="background-color: #00FF00; padding: 10px; text-align: center;"> <b>Low Risk</b>                      Manage for continual improvement                 </div>				
1	Slight Injury	Slight Damage	Slight Effect	Slight Impact					
2	Minor Injury	Minor Damage	Minor Effect	Limited Impact	<div style="background-color: #FFFF00; padding: 10px; text-align: center;"> <b>Medium Risk</b>                      Incorporate risk-reducing measures                 </div>				
3	Major Injury	Local Damage	Local Effect	Considerable Impact					
4	Single Fatality	Major Damage	Major Effect	Major National Impact	<div style="background-color: #FF0000; padding: 10px; text-align: center;"> <b>High Risk</b>                      Intolerable                      Fail to meet screening criteria                 </div>				
5	Multiple Fatalities	Extensive Damage	Massive Effect	Major International Impact					

## Motuihe Trust Hazard/Risk Register

Working on Island

Date: Reviewed June 2023

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Alcohol, Drug impairment	Physical or verbal abuse from public, or from volunteers	Mental abuse, bad behaviour, bruises	Low	If a volunteer is impaired then Team Leader to stand down the volunteer. If member of public is impaired then volunteers should remove themselves from the impaired or if necessary call for assistance from other volunteers or the DOC ranger if available. Training to be provided to assess impairment and actions required to keep safe.
Vehicle use - general	Lose control of vehicle, collision. Brake failure, fatigue. Goods moving inside vehicle causing injury.	Crushing Broken Bones Death	Medium	Drive to conditions within speed limits (20km/hr). Ensure the potential for fatigue is managed by recognising fatigue and observing safe driving hours. Vehicle to have first aid kit. Fire extinguishers must be carried in vehicles. Radio (where fitted) to be kept on at all times while in or near vehicle. Secure loose gear that is inside the vehicle or tie down on vehicle deck.
Adverse weather (rain, cold, storm)	Wind, cold, glare, rain (flooding), lightning storm, hail.	Hypothermia, frostbite	Low	Prepare for adverse weather. Carry extra clothing and shelter if required. Ensure adequate water supply. Use weather forecasts to aid decisions prior to and during the field trip. Be aware of the effect that adverse weather can have on topography and other aspects of the work sites. Share the workload and monitor team members Ensure that emergency shelter is available. Provide hot drinks if appropriate.

## Motuihe Trust Hazard/Risk Register

Working on Island

Date: Reviewed June 2023

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Adverse weather (sun, heat)	Exposure to direct sunlight/UV.	Heat exhaustion. Radiation/dehydration/hyperthermia	Low	Expect adverse weather and be prepared for it. Ensure adequate water supply, and if appropriate sunscreen and hat. Use weather forecasts to aid decisions prior to and during the field trip. Share the workload and monitor team members. Have sun block available
Bird & wildlife monitoring	Wildlife	Harm from catching equipment/techniques. Infection/ disease from bird bites, scratches & punctures.	Low	Ensure staff familiar with the animals encountered and their habits. Cover broken skin before handling wildlife and clean hands thoroughly with antibacterial wipes/lotion after handling wildlife. Team trained in techniques and equipment use prior to undertaking catching or telemetry work.
Food services, food preparation, safety in the kitchen	Unhygienic food preparation	Food poisoning, burns and cuts	Low	Take care with sharp objects and hot equipment. Ensure electrical appliances are all compliant. Limit number of people if necessary. Ensure proper hand cleaning is available, including anti-bacterial soaps and towels (prefer paper) in washrooms. Regular checking that the kitchen area is clean.

## Motuihe Trust Hazard/Risk Register

Working on Island

Date: Reviewed June 2023

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Kiosk Operation	<p>Kiosk Volunteers can be harmed by members of public who are impaired by alcohol, drugs, Covid.</p> <p>By burns from preparation of tea and coffee</p>	<p>Mental and physical abuse, virus causing sickness or death.</p> <p>Burns</p>	Low	<p>No one other than Kiosk volunteers may enter Kiosk. Follow Covid Policy. Wear masks, wash hands. Close Kiosk if circumstances cause concern to safety. Follow training guidelines, Follow normal every day hot water kitchen practices. Kiosk volunteers will be monitored regularly to ensure they are following Kiosk operating procedures See Motuihe Kiosk section below for detail of Kiosk Operation and training</p>
Guided walks	Terrain environment	Getting lost Slips and falls	Low	<p><b>This programme is currently suspended</b></p> <p>One guide is required per party Take a first aid kit Monitor weather. Carry a mobile phone Guide to give verbal briefing to all participants on the plan, the time to be away, hazards and what to do if lost. Conduct periodic counts for all present.</p>
Guiding at night	Slipping and falling. Lost	Hypothermia Exposure	Medium	<p>Carry torch, spare bulb and batteries. Assess local conditions and thoroughly plan night route. Always advise other members of the party if moving away from them. Carry communication. Team members to be well equipped with warm clothing.</p>

## Motuihe Trust Hazard/Risk Register

Working on Island

Date: Reviewed June 2023

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Manual Handling	Incorrect use of tools or lifting	Sprains and strains. Crushing. Slips, twisting, compression.	Low	Minimise the need for lifting heavy loads by choice of equipment, position of equipment. Seek assistance when lifting heavy or awkward loads. Use wheelbarrow or other mechanical device. See Manual Handling guidelines <a href="http://www.osh.govt.nz/order/catalogue/pdf/manualcode.pdf">http://www.osh.govt.nz/order/catalogue/pdf/manualcode.pdf</a>
Wasp, bee, insect stings	Wasps Hives	Allergic reaction, anaphylactic shock etc.	Low	Volunteers may use insect repellent. Specific prescribed anti-histamines to be carried by any individuals with a known history of allergic reaction. Identify at risk team members at team briefing - allergies, likely reactions, appropriate medication and treatment prior to departure. Use caution near any areas with bee or wasp nests and stay away from nests. Where possible avoid areas or times of year when wasp activity is high.
Working alone	Environment	Injury, lack of assistance and/or treatment, lost	Medium	At all times carry mobile phone. Advise DOC Ranger that you are present on the island. Maintain scheduled check in times and always leave intended locations/routes and ETA at base or with team leader. Check weather. Carry first aid kit. Ensure you are trained in task being undertaken and competent to work alone.

## Motuihe Trust Hazard/Risk Register

Working on Island

Date: Reviewed June 2023

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Hand Tool Use	Use of a variety of hand tools including manual/electric screwdrivers, hammer, grubber etc. Heavy objects. Sharp blades/objects. Flying objects Extended use (loss of control)	Lacerations Vibration Impacts/bruising Entanglement	Low	Recommended relevant PPE includes gloves, safety boots, overalls, leg protection and protective glasses if considered necessary by supervisor. Be aware of the location of others and work at least 3 metres apart. Do not carry tools over the shoulder. Correct sharpening procedure to be used and tools maintained regularly. Where necessary, warning signs in area of operations where public have access. Check for loose heads on axes, slashers etc.
Chainsaw	The Chain	Laceration Amputation	Medium	Must wear all appropriate safety clothing including helmet, gloves, chaps. Must be trained and have completed recognised chain saw safety course
Angry members of public	The person	Bruising	Low	Remove yourself from the situation as soon as possible Do not argue Report issue to Ranger
Transport by boat	Vessel	Drowning, capsize, hypothermia	Low	Follow the instructions of the skipper. Preferable that a safety briefing is given by skipper before travel. Wear appropriate safety equipment, especially lifejacket if required. Have knowledge of emergency procedures. Ensure a responsible person (or agency) is notified of intentions.
Accessing Island from boat	Slippery and uneven surfaces	Slips and falls resulting in injury	Medium	<b>Wharf</b> – wear shoes with good grip and walk on raised strips of decking (avoid the centre of the wharf) <b>Beach landings</b> – bring additional footwear that can get wet. Avoid walking on the ramp below the woolshed (the ramp is covered with marine growth)

## Motuihe Trust Hazard/Risk Register

Working on Island

Date: Reviewed June 2023

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Tractor driving	Falling off Being run over Roll over	Death Crushing Fractures	Medium	Trained drivers only are permitted to operate tractor. Drivers are assessed/trained using a form in this manual. This document highlights the controls. There is an approved list of drivers in the competency register.
Riding on tractor or trailer	Falling off Being run over Roll over	Death Crushing Fractures	Medium	Nobody other than the driver is to ride on the tractor. Passengers only permitted in designated trailer see below.
Riding on tractor Sheep crate	Falling off Being run over	Death Crushing Fractures	Medium	If passengers are carried the rear gate must be securely closed at all times when the tractor is moving
Using tractor implements	The equipment Entrapment Flying material	Burns Lacerations Eye injury	Medium	Only authorised drivers are permitted to operate tractor mounted motorised equipment. Other people to be kept clear of this equipment in operation, especially mower. PTO safety procedures to be followed
Using handheld motorised equipment eg weed eaters	The equipment Entrapment	Burns Lacerations Various	Low	Only approved users are permitted to operate handheld motorised equipment. Protective clothing must be worn. See specific H&S policy in tool-shed for handheld motorised equipment
Using agricultural chemicals	The Product	Poisoning	Low	Wear appropriate safety equipment for the task and chemical <ul style="list-style-type: none"> <li>• Face Shield</li> <li>• Gloves</li> <li>• Mask</li> <li>• Sturdy footwear</li> </ul>
Plant poisoning	The Product	Poisoning	Low	Ensure volunteers are aware of risks Wear appropriate safety equipment as per training.



## Motuihe Trust Hazard/Risk Register

Working on Island

Date: Reviewed June 2023


Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Spray shed & equipment Spray chemicals	The product Spray drift	Poisoning Skin damage	Low	All persons using spray chemicals to hold a Growsafe certificate, or work under the supervision of a person holding a Growsafe Handler certificate. Protective clothing to be used by all persons using spray chemicals.
Tool shed	The equipment inside	Various	Low	Tool shed to be kept locked. Team leaders or DoC Ranger only to authorise access.
Steep cliffs	Falling	Death Fractures Crushing	Medium	Identify and keep clear of bluffs and steep hillsides ending in bluffs. Fence lines along cliffs to be retained. With a party of more than 2 persons a person must be appointed to identify hazard and warn people to stay away from the edge of bluffs. Children may not participate in Motuihe Project working parties working on/near steep ground.
Abseiling	Falling	Death Fractures Crushing	Medium	Unless specifically approved by the Committee volunteers are not to be engaged in abseiling. Only contractors approved by the Trust are to undertake abseiling. Any volunteers are approved they must have appropriate certification and be approved by the Trust.
Tree Climbing	Falling	Death Fractures Crushing	Medium	Do not climb trees. This is not an activity to be undertaken by volunteers. The risk profile is not acceptable. Can be completed by approved abseilers.

## Motuihe Trust Hazard/Risk Register

Working on Island

Date: Reviewed June 2023

Task/Item/Process	What Can Cause Harm	Possible Outcomes	Risk	Management Eliminate, Substitute, Isolate and Engineering Controls, Administrative Controls and/or PPE
Walking off marked tracks	Slip trip fall	Bruising Fracture	Low	Wear Suitable Footwear. Where hidden hazards are known to exist identify them In a party of more than 2 a person must be appointed to identify hazards, and to encourage the wearing of suitable footwear. Children may not participate in Motuihe work parties away from marked tracks unless supervised by a parent or other adult responsible for their safety
Using/removing nails, staples or wire	Wire springing back Standing on nails	Lacerations Infections Tetanus Eye injuries	Low	Pick up nails, staples and wire to avoid creating hazards. Remove, hammer flush or bend over to eliminate hazard. Wear appropriate footwear. Where more than a party of 2 is involved, one person must be appointed to brief party members on the need for this and encourage any injured people to check the need for a tetanus vaccination with a doctor. Where potential for eye injuries, safety glasses to be worn.
Using Potting Mix	Inhalation of the spores	Allergic reaction affecting breathing. Can cause Legionellosis.	Low	Use a dust mask when using potting mix Read the safety instructions on the bag Damp the product if appropriate Wash hands after using.
Fire or Bush Fire	The Flames or smoke	Burns Asphyxiation Death	Low	Control ignition sources around fuel Ensure people know the evacuation assembly points The Wharf The Beach at the southern end The Ranger Station

<p><b>Hazards and Risks for Visitors to Motuihe Island (up-dated June 2023)</b></p> 	<p>If you are planning to visit Motuihe Island as a volunteer with the Motuihe Trust please read the following important health and safety messages. Leaders and organisers of group visits, please ensure that your entire group has read this information. Please, come prepared for working outside in a remote environment.</p>
<p><b>Risks or Hazards</b></p>	<p><b>What you do about it</b></p>
<p>Accessing island from boat – slippery and uneven surfaces.</p>	<p><b>Wharf-</b> wear shoes with good grip and walk on raised strips of decking (avoid the centre of the wharf esp., when wet). <b>Beach landings-</b> bring additional footwear that can get wet and avoid walking on the ramp below the woolshed. This ramp is covered in marine growth.</p>
<p>Weather (sun/heat, rain/cold/storm)</p>	<p>Wear/bring appropriate clothing for the island and boat transport (sunhats/sunscreen; wet weather gear, sweater). For all teams working in our currently <b>very wet gullies</b> we advise the use of hiking shoe/boots with good tread.</p>
<p>Slips (landslides), track blockages</p>	<p>Keep clear; Do not approach; Alert us to any unmarked slips.</p>
<p>Dehydration</p>	<p>Bring bottled water. Drink plenty of water – before you get thirsty. There are no shops on the island but water bottles can be re-filled with filtered water at the woolshed.</p>
<p>Isolated work places</p>	<p>Don't work on your own; don't go off on your own. Keep an eye on the members of your group/family.</p>
<p>Exhaustion/tiredness</p>	<p>Don't overdo it; work at your own pace; take a break</p>
<p>Uneven surfaces</p>	<p>Wear sturdy footwear; take your time; check before you go; move carefully. Stick to marked tracks unless with a planting, weeding or monitoring group.</p>
<p>Sharp branches at eye-level through in-fill areas</p>	<p>Wear glasses as you move through in-fill areas. Borrow safety glasses from woolshed if you don't have your own.</p>
<p>Medical conditions/allergy</p>	<p>Bring medication, alert supervisor to potential risk or allergy if appropriate</p>
<p>Steep cliffs</p>	<p>Keep to marked tracks unless with a planting group. Keep clear of bluffs and steep hillsides.</p>
<p>Tree climbing</p>	<p>Do not climb trees</p>
<p>Fire</p>	<p>No open fires allowed on the island. Closely monitor all gas BBQs. No smoking at woolshed or out in the field.</p>
<p>Injury or poisoning from using planting, weeding and trimming equipment.</p>	<p>Please listen carefully to and follow instructions of Team Leaders giving safety briefings for each different work task.</p>
<p>Limited toilet facilities - main block is by the wharf.</p>	<p>Make use of the facilities by the wharf or at the woolshed before heading out in the field. There is a flush toilet at the woolshed (our work base.)</p>
<p>Emergency</p>	<p>Call 111. Know the phone number of your group leader and the Motuihe Ranger (027 437 25760). Motuihe Trust group leaders carry a mobile phone. Ensure you have given your group leader, or us, your emergency contact details. A defibrillator is at the main toilet block near the wharf.</p>

## Tractor Driver Approval and Experience Forms

### Tractor Driver Approval Form

Name of Tractor Driver ..... Phone.....

Tested/Approved by ..... On Date .....

This document confirms that .....

Has completed and passed NZQA training and completed knowledge and practical competency tests and is therefore authorized by Motuihe Trust to operate the Motuihe Trust owned tractor in accordance with the following conditions.

Or

Is in the process of completing NZQA training and is approved to learn to drive tractor under supervision.

1. The Tractor Driver has demonstrated knowledge and understanding of the contents of Worksafe documents “Safe Use of Tractor-Guidelines” and “Safe Use of Tractors on Farms”
2. Seat belt must be used at all times
3. Maximum number of passengers allowed in carryall tray
4. Type of passenger allowed to be carried in carryall tray  
Public Yes/No; Volunteers Yes/No; Contractors Yes/No Use of Trailer Yes/No
5. Use of Front-End Loader Yes/NO
6. Use of PTO Yes/No
7. Tractor Logbook completed for every use
8. Tractor maintenance issues to be reported to Motuihe Trust immediately
9. Motuihe Health and Safety Manual, tractor manufacturers manual, and relevant legislation and regulations must be adhered to at all times
10. An incident report must be completed and submitted as soon as practical to Motuihe Trust recording any breaches of the above conditions.
11. Driving tractor restricted to Track/Road grades. Speed limit is 20km/hr on island.
12. Understands the need to undertake a visual inspection of the tractor before the first use of the day.

Signature of Approver..... Date .....

Signature of Tractor Driver ..... Date.....

#### Track Grades

- Grade A Cemetery to Dam/4 Water tanks on metal road only
- Grade B Wharf Road, Dam to first track intersection past Trig, Dam to Calypso Water Tank
- Grade C Grass Tracks other than Grades D and E tracks
- Grade D Pa Point to Snapper Bay Link Track junction, Calypso Bay Water Tank to Calypso Link Track Junction via loop section, Tieke Exit to Bald Knob Track, Eastern Ricoh Valley track from telephone pole to Beach, (No passengers on these sections)
- Grade E Ohinerau access tracks, Von Luckner perimeter track, Drop Track, Calypso Bay Beach Track, Bald Knob hill to Southeast Beach. Stream biodiversity tracks (snapper Bay Catchment) (No passengers on Grade E tracks).

# Motuihe Trust Driver Details Form Tractor Competency and Assessment

Name: .....

Email.....

Phone: .....

NZQA Number:14490, 19043,19044, 19049, 19050, 19052, 24552, 24536, 24537, 24538, 24607

(circle relevant numbers)

Date of NZQA Achieved and NSN Number: .....

NZ Drivers Licence Number and expiry date

Have you read and understood the manual for the tractor? YES/NO

Have you read and understood the Motuihe Trust H&S manual? YES/NO

Have you read and understood Worksafe "Safe use of Tractors -Guidelines YES/NO?

Have you read and understood Worksafe "safe use of Tractors on Farms" YES/NO?

List Number of hours tractor driving experience

A) None .....

B) Flat ,<7 degrees .....

C) Slopes,>7 degrees .....

D) Soft ground .....

E) FEL .....

F) Mower .....

G) Trailer .....

H) Carry All .....

.....  
Signature of Volunteer, Contractor, DOC Staff, Trainee who will be driving Motuihe Trust tractor

\_\_\_\_\_

Date\_\_\_\_\_

## Kiosk Training and Inspection Forms

### MOTUIHE KIOSK

The kiosk is operated by the Motuihe Trust as a significant contribution to enhancing the visitor experience on the Island

- Increasing the awareness of the restoration project – flora/fauna and species translocations.
- Encouraging exploration of the Island by boat owners, campers, and day trippers beyond the two main beaches, both ecologically and historically.
- Providing general information to visitors and supporting DOC staff and emergency services as required.
- Recruiting potential new volunteers to the project
- Selling ice creams, hot drinks and some merchandise contributing to the Island experience and to project funds.
- Kiosk operators are trained and competent to:
  - Monitor and report on Health and Safety issues and look for continual improvements to H&S
  - Be familiar the Motuihe project and the island.
  - Make sales with the EFTPOS machine.
  - Record daily sales & visitor numbers.
  - Replenish supplies.
  - Maintain basic food handling and hygiene standards.
  - Operate the gas stove and make hot drinks.
  - Monitor the solar power system and freezer function.
  - Manage visitors.
  - Know the basics of the campsite

This sign off sheet is a record of your kiosk training to show we are adhering to the food handling specifications set out by Auckland Council in relation to The Food Act 2014, National Programme. Kiosk operators will be trained as per the Kiosk Training Template and experienced Kiosk Operators to receive annual refresher training plus on the job practical audit.

Specifications set out by Auckland Council in relation to The Food Act 2014, National Programme. Kiosk operators will be trained as per the Kiosk Training Template and experienced Kiosk Operators to receive annual refresher training plus on the job practical audit.

## Motuihe Trust Kiosk Assessment

**For volunteer to complete:**

I have completed the Motuihe Kiosk training on .....  
(via Zoom or at Site)

First and Last Name: .....

Today's Date: .....

Signature: .....

**For Auditor to complete:**

Please tick to indicate that the volunteer (name above) understands the following areas. Sign & date at the bottom of the form to confirm that the volunteer is competent in all areas.

<input type="checkbox"/>	Hygiene:	<input type="checkbox"/>	Gas bottle operation
<input type="checkbox"/>	Hand washing	<input type="checkbox"/>	Checking for pests
<input type="checkbox"/>	Hand sanitising	<input type="checkbox"/>	Management of rubbish
<input type="checkbox"/>	Kiosk cleaning	<input type="checkbox"/>	What to do if something goes wrong
<input type="checkbox"/>	Stay away when sick	<input type="checkbox"/>	Customer complaints:
<input type="checkbox"/>	Preparation of hot drinks:	<input type="checkbox"/>	Completion of form
<input type="checkbox"/>	Boiling water	<input type="checkbox"/>	Notification to manager
<input type="checkbox"/>	Single serve long life milk	<input type="checkbox"/>	Operation of EFTPOS
<input type="checkbox"/>	Allergen awareness	<input type="checkbox"/>	Daily sales sheet, and daily check sheet
<input type="checkbox"/>	Check freezer temperatures	<input type="checkbox"/>	What to do in the case of an emergency
<input type="checkbox"/>	Transporting food		

Auditors Name: .....

Date of Audit: .....

Auditors Signature: .....

Please email a copy of this form to Stuart Macintosh ( [stuartm.nz@gmail.com](mailto:stuartm.nz@gmail.com) and [operations@motuihe.org.nz](mailto:operations@motuihe.org.nz)) along with the Daily Reconciliation/Sales Sheet. Please keep the original of this form in the folder called "Kiosk Documents".







## The Motuihe Trust

### Near Miss or Hazard Risk Report Form

**Reporting hazards/risks or unsafe acts or situations**

<b>Name of Person:</b>	<b>Date of Incident:</b>
<b>Site of Incident:</b>	<b>Time of Incident:</b>
<b>Name of any witness:</b>	<b>Designated Tasks:</b>
<b>Name of person(s) completing this form:</b>	
<b>What Happened:</b> (Describe Incident)	
Are there photos or videos available <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>How serious could it have been:</b> (Describe possible outcomes either injury to people or damage to property)	
<b>Corrective Action</b> (What do you think should be done)	
<b>Signed Name</b>	<b>Date</b>
<b>Corrective Action Confirmed</b> (What was done)	
<b>Signed off by Trust Name</b>	<b>Date</b>

## The Motuihe Trust Accident Report Form

**Name of Person:** \_\_\_\_\_ **Date of Accident:** / /

**Site of Accident:** \_\_\_\_\_ **Time of Accident:** \_\_\_\_\_

**Name of any witness:** \_\_\_\_\_ **Designated Tasks:** \_\_\_\_\_

### Part of Body Injured:

- |   |                               |  |
|---|-------------------------------|--|
| <input type="checkbox"/> Head                         | <input type="checkbox"/> Neck | <input type="checkbox"/> Back              |
| <input type="checkbox"/> Arm                          | <input type="checkbox"/> Leg  | <input type="checkbox"/> Multiple Location |
| <input type="checkbox"/> Systemic (Internal injuries) | <input type="checkbox"/> Hand | <input type="checkbox"/> Foot              |
| <input type="checkbox"/> Other _____                  |                               |  |

### What caused the physical injury

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Lifting               | <input type="checkbox"/> Heat                | <input type="checkbox"/> Repetitive task      |
| <input type="checkbox"/> Slip or Trip          | <input type="checkbox"/> Foreign body        | <input type="checkbox"/> Fall                 |
| <input type="checkbox"/> Laceration            | <input type="checkbox"/> Being Hit by object | <input type="checkbox"/> Electricity          |
| <input type="checkbox"/> Hazardous Substances  | <input type="checkbox"/> Biological          | <input type="checkbox"/> Pressure (explosion) |
| <input type="checkbox"/> Entrapment in machine | <input type="checkbox"/> Other _____         |   |

### Severity of Accident

**Was the accident only minor and no accident investigation completed**

- Yes  No

**Was the accident Notifiable**  Yes  No?

**Was WorkSafe NZ Notified 0800 030040**  Yes  No?

**Did the person require:**

- First aid  Medical treatment (doctor/physio)  Time off work

**Possible cause:** (Tick box)

- Rushing  Frustration  Fatigue  Complacency   
 Eyes not on task  Mind not on task  Line of fire  Traction/Balance

• **tick all boxes that apply**

### Medical treatment

**Did the person go to the Doctor or Physio**  Yes  No?

**Did the Trust receive**  ACC 45  ACC 18

**What Happened:** (Describe accident)

Continue on back

**Signed** ..... **Date** .....

**Name** .....

**The Motuihe Trust**  
**Accident Investigation Form**  
 (To Be Filled Out in Conjunction with Accident Report Form)

Type of Incident      Accident       Incident       Near Miss

**Name of Employee:** ..... **Date of Accident:** .....  
**Place of Accident:** ..... **Time of Accident:** .....

**Investigation**

**Location of Accident on Site:** (Eg At Woolshed)

**Equipment involved**

**What other contractors or subcontractors (PCBUs) were on site:**  
**Were any PCBU present when incident occurred. Had PCBU been part of induction or prestart meetings**

**What happened before:** (eg Induction, competency assessment)

**What Happened:** (Eg Add to accident report if necessary)

**Issues**

**Training issues**

**Photos or Diagrams:** (use reverse of this page)

**What errors (root causes) caused the Accident:** (Suggest at least 3 errors)

- 1.
- 2.
- 3.
- 4.

**How bad could it have been:**

Very Serious     Serious     Minor

**How often does activity occur?**

Often     Occasional     Rare

Was a critical hazard involved:

Yes:     No?

Does the hazard/risk register need to be updated:

Yes:     No:

**Action taken after accident**

**What action could be taken to avoid the Accident Recurring:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Action to be Taken**

*From the ideas above and other discussions*

Corrective Actions	By Whom	BY When	Completed

**Signed** (investigator)..... **Date**.....

**Name** .....

**Form referred to:**

**Volunteer Briefing**                                            **Committee**                     

**Individual**                                                                           

**Action Completed:**

Date: ...../...../.....      Signed (Manager): .....



# Motuihe Trust Site Induction for Contractors

This form may be filled out on the first visit onto the site.

Induction of: .....

From: .....

By: ..... pp Motuihe Trust

Date: ..... / ..... / .....

Hazards/risks in work area. Review the hazard register	<input type="checkbox"/>
Emergency procedures	<input type="checkbox"/>
Evacuation point	<input type="checkbox"/>
Ability to do job safely verified	<input type="checkbox"/>
Hazards/risks that contractor may cause volunteers discussed	<input type="checkbox"/>
Safety procedures on island	<input type="checkbox"/>
Appropriate safety equipment and PPE	<input type="checkbox"/>
Health & Safety Procedure Manual or hazard register sighted (if appropriate)	<input type="checkbox"/>
Accident Reporting Procedures discussed	<input type="checkbox"/>

*Particular hazards/risks discussed*

- 1.
- 2.
- 3.

**Signed:** .....  
**(Motuihe Trust)**

**Signed:** .....  
**(Contractor)**

I understand that I may be asked to leave the island if I do not follow appropriate safety procedures.

**Date:** ..... / ..... / .....





# Review and Document Control

Document Control will be maintained by including in documents version numbers and dates.

The Health and Safety Manual will also include a section indicating the reason for any major review.

This procedures manual will be reviewed every 12 months. Unless there is a need for change the manual will not be changed.

Version 1.0	First developed:	2014
Version 2.0	Updated after legislation changes	2017
Version 3	Updated 2019, 2020, 2021 for tractor safety	2021
Version 3.1	Amendments to include Kiosk procedures	Dec 21
Version 3.2	Major Review by Consultant. Forms Manual created	June 22
Version 3.3	Major review by new Ops Mgr. Forms updated as procedures reviewed and implemented: <ul style="list-style-type: none"> <li>- Review and update tasks and plan to align with twice yearly committee meetings</li> <li>- Hazard/risk register reviewed June 23. Summary included.</li> <li>- Contractor contract removed, approval updated</li> <li>- Chemical use form added</li> <li>- Review and update site assessment form. Remove Covid-related tasks.</li> <li>- Remove Induction Checklist and Approved Volunteer list as not in use. Update Training Register to reflect current.</li> </ul>	Sep/Oct 23

To be reviewed: October 2024