

Motuihe Trust

Occupational Health and Safety Management System



Version 3.3
2023

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Foreword

The Motuihe Trust ('The Trust') understands that it has a responsibility to ensure that volunteers and contractors that work with the Trust are not hurt while undertaking project tasks. While the Trust currently does not have employees, it has a duty of care to all its volunteers and visitors that the Trust may interact with. The Trust considers that it is a Volunteer Association under section 17 of the Health and Safety at Work Act 2015.

This manual sets down the Health and Safety standards required by volunteers and contractors. There is also a Health and Safety Forms Manual which is part of this document but has been separated for ease of use.

The Trust will maintain its Health and Safety information on the Trust's document storage in Dropbox or the website and send copies to Team Leaders. Copies will also be held in the Woolshed and Kiosk

The Trust expects all people to follow correct Health and Safety procedures and all volunteers are encouraged to advise each other when we are not following the correct procedures.

The Trust will appoint a Health and Safety Co-ordinator that will organise the management of Health and Safety at the Motuihe Trust. The Trust will receive a report on Health and Safety issues at each meeting.

The Manual and the policy statement will be reviewed by the Trust or a delegated person every year.

Chair
Motuihe Trust
November 2023

Health and Safety Policy

The Motuihe Trust

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

Responsibilities and Accountabilities

It is every individual's responsibility to be familiar with and carry out their on-going activities safely.

Motuihe Trust

Provide leadership and direction to ensure the implementation of the Trust's Health & Safety procedures:

Develop and communicate safety procedures to all Volunteers.

Ensure that new Volunteers receive adequate induction and training to do their tasks safely and / or are supervised until they are competent.

Ensure that Volunteers are provided with adequate emergency response information.

Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

Ensure that Volunteers understand that they can discuss Health and Safety issues with the Trust.

Ensure that there are sufficient facilities on the island to handle all anticipated emergencies that could involve Volunteers and Stakeholders to the Trust

Volunteers

Take care of Health and Safety for themselves and others. This includes:

Follow the Trust's health and safety procedures

- Raise any Health and Safety concerns with the Trust.
- Immediately notify the Trust of any incident involving injury or damage (actual).
- Ensure that you operate in a manner that ensures your own and others safety.
- Ensure that you understand what your responsibilities are in emergencies.
- Bring their own medication that could be relevant. This includes medication for allergic reactions and sun block.

Team Leaders

Take care of Health and Safety for themselves and others. This includes:

- Ensure that all Volunteers have been inducted. If not complete an induction or organise the induction to be completed.
- Ensure that Volunteers and Stakeholders follow the Trust's health and safety procedures
- Carry a first aid kit
- Know the evacuation assembly points for the island

The responsibilities also include those of Volunteers

Contractors (Person in Control of a Business or Undertaking) (PCBU)

Take care of Health and Safety for themselves and others. This includes:

- Follow the Trust's health and safety procedures
- Raise any Health and Safety concerns with the Trust.
- Immediately notify the Trust of any incident involving injury or damage (actual).
- Ensure that you follow agreed safety procedures.
- Work safely
- Have your own safety procedures when appropriate.

Health and Safety Coordinator's responsibilities.

- Maintain H&S documentation

- Liaise with Consultant
- Review the timetable and plan and ensure that the Committee is completing tasks.

Planning & Review

Management will have a Review Meeting in November. At that meeting the following issues will be reviewed:

- The overall management of Occupational Health and Safety;
- Was the Health and Safety plan for the year achieved;
- Approval of the Health and Safety Plan for the next 12-month period;
- Accident trends and accident data;
- The Health and Safety Policy will be reviewed; and
- Any issues with contractors.

Hazard Identification and Management

Methodology

Preamble

- A register of hazards/risks will be maintained by the Trust.
- The Register will be maintained on the controlled document register.
- Volunteers will view a summary of hazards/risks as part of induction.
- The Trust will consider all aspects on how to manage the hazard/risk including eliminating and isolating the hazard/risk
- Risks Assessment will be taken.
- In the event that we need specialist advice, the Trust will consult Bruce Gulley from OH&S Services Ltd, our Health and Safety Consultant. Phone 021756551

Induction Procedure

- A copy of the summary of hazards and risks is available on the website.
- New volunteers register for volunteer trips through the Salesforce database. The first time each volunteer registers, they read and accept the Hazard/Risk summary as well as the Biosecurity Precautions. This provides a permanent record that these documents have been accepted.
- Contractors will view the hazard/risk list or summary as part of their induction if this is appropriate.

Near Miss Procedure

- Actual and potential hazards will be identified in the workplace using the “Near Miss Report” Form (available in the Forms Manual).
- The Health and Safety Coordinator will review any volunteer’s input and include the hazard on the Hazard Register if appropriate.
- The hazard will be assessed against the risk matrix.
- Controls will be developed as appropriate using Specialist advice and other volunteers’ knowledge.
- If a volunteer or Team Leader is concerned about the threat to safety to themselves or any person for whom they are responsible then that activity may be ceased immediately. The threat is to be reported and investigated and action taken to the satisfaction of the Trustees.

Safety Inspection Check Lists

Motuihe Trust has developed two inspection checklists that will be completed as indicated in the work plan and the report tabled at H&S Committee meetings.

- Site Assessment
- Kiosk Assessment

The Assessment of Risk

Risk is assessed based on following table from ISO 17776

Severity rating	Consequence				Increasing Probability				
	People	Environment	Assets	Reputation	A Never occurred in Industry	B Has occurred in Industry	C Has occurred in Company	D Multiple occurrence per year in Company	E Multiple occurrence per year at Location
0	zero harm	zero effect	zero damage	zero impact	Low Risk Manage for continued improvement				
1	slight harm	slight effect	slight damage	slight impact					
2	minor harm	minor effect	minor damage	limited impact	Medium Risk Incorporate risk-reducing measures				
3	major harm	local effect	local damage	considerable impact					
4	single fatality	major effect	major damage	national impact	High Risk Fail to meet screening criteria				
5	multiple fatalities	massive effect	extensive damage	international impact					

Induction and Training

All new volunteers will undertake an induction process when they start with the Trust:

- Volunteers register for each visit through the Salesforce database
- On their first registration, volunteers read and accept the Hazard/Risk summary as well as the Biosecurity Guidelines. This provides a permanent record of acceptance.
- On arrival on Motuihe Island, volunteer groups are given an induction by the Trip Leader which covers Health & Safety, and highlights any particular hazards or risks at that time. A record is kept that the induction has been given in the trip notebook (found in the woolshed).
- Before starting specialist activities such as weeding, training is given by the Team Leader for that task, including Health & Safety protocols for that activity. A record is kept of each specific induction in the notebook for that task (found in the woolshed).

New volunteers will work with a Team Leader on the first two field trips, or until they are deemed competent in their tasks by the Team Leader.

Team Leaders

- Team Leaders are appointed by the Trust.
- Team Leaders are trained by appropriately qualified volunteers, and supervised until they are confident to lead by themselves. A record of the training is kept in the Training Register.
- Team Leaders are offered First Aid Certificate Courses or other relevant training, as deemed appropriate for their role.

Volunteers to Motuihe will include

- School Groups
 - Teachers and supporting parents will be sent safety material and they will undertake to explain to the party the safety issues.
- Corporates
 - The Business will be sent safety material and they will undertake to explain to the party the safety issues.
- Organised Groups or Clubs
 - The Group will be sent safety material and they will undertake to explain to the party the safety issues
- Regular or New Volunteers
 - The Individual will be sent the safety material and they will confirm they have read and understood the safety issues

Training and Competency

Training will be recorded in the Training Register (Excel record in Dropbox).

Managing Contractors

Contractors engaged by the Trust will be expected to follow safe working procedures.

Contractors engaged by the Trust are a PCBU and under the legislation have a duty of care to volunteers working for the Trust and to members of the public and other PCBU. The Trust will work with PCBU to facilitate this requirement.

All contractors will be required to follow all safety requirements.

- Complete the Contractor Health and Safety Induction (or other appropriate training). The form "Site Induction for Contractors" is available as a record if appropriate. The Health and Safety Co-ordinator or nominee will be responsible to ensure that these are completed.
- Some contractors will be required to either facilitate or undertake toolbox talks.
- They will make Trust volunteers aware of any hazards or dangers that they might expose them to.
- Depending on the nature of the work being undertaken, the contractor may be asked to provide a Site Specific Safety Plan for the project.
- In the event that a contractor fails to follow reasonable instructions they will be asked to leave the island.
- Some contractors will be required to sign a contract

The selection criteria for contractors will be based on the skills and experience to undertake the task, personal references, discussions and an assessment of any relevant Health and Safety documentation.

Contractors will be approved according to criteria appropriate to the work that is being carried out. Approval of the contractor will be recorded on the Approved Contractor List, along with details of what criteria were used to approve each specific contractor.

Emergency Procedures

The Trust has identified the following potential emergencies at its site. The following are the procedures that will be used in the event of an emergency.

1. Accident

- Apply First Aid. Make injured person safe.
- Attend first to injuries where death could result if not treated immediately e.g. stop blood loss if an artery is severed, restore breathing or provide CPR if necessary;
- Clarify if injured party has any medication that maybe necessary such as asthma or anti-histamine
- Use phone or cell phone to phone for help i.e.
 - **111** emergency services,
 - National Poison Centre 0800 764 766 (03) 474 7000;
- There is a Radio Telephone at the DoC Rangers house
- Take charge until help arrives e.g. place unconscious patients in recovery position. Wait for Emergency services. Treat minor injuries;
- In cases of chemical poisoning each chemical will require different treatment. Ascertain appropriate treatment e.g. drink water or milk, induce vomiting or wash skin with large quantities of water. **Check Safety Data Sheets first.**

2. Fire Emergency Procedure

1. Sound Alarm
 - (a) Dial **111**
 - (b) Request Fire Service
 - (c) Give full address as Motuihe Island Hauraki Gulf
 - (d) Give contact phone number
 - (e) Stay on the line to answer any questions
2. Evacuate to the isthmus beaches, the grassed area in front of the volunteer house, or the ramp beach as appropriate.

3. Practice Emergency Procedures

Motuihe Trust will facilitate an annual emergency drill at the Woolshed. Any suggested improvements to procedures will be noted, discussed and actioned.

The Health and Safety Co-ordinator is responsible for maintaining emergency procedures.

Overnight Stays in the Woolshed

During overnight stays for volunteers, these maximums should be adhered to in order to allow a safe exit from the woolshed in the event of an emergency:

- a maximum of 10 people sleeping in the cubicles (including 1 person on a mattress on the floor of the office)
- a maximum of 2 people sleeping on couches (or mattresses on the floor) in the area beside the roller door
- a maximum of 2 people sleeping on couches in the covered nursery area outside the woolshed
- other volunteers can sleep in tents.

A head warden should be assigned for the night, along with a warden for each area. It is the responsibility of the area warden to ensure everyone is clear of their area in the event that an evacuation is needed – before going to bed the warden should be aware of how many people are sleeping in their designated area. This includes the campers.

There are 3 possible exit routes from the woolshed, each should be checked to ensure it can be easily opened before volunteers go to bed:

- the main sliding door entry to the woolshed
- the large sliding door at the top of the ramp entry from the nursery (ensure the bolt is removed before going to bed)
- the roller door on the lower level opposite the kitchen area.

A printed list of volunteers who are overnighing, along with their contact details and in which area they are sleeping, should be left on the table close to the main entry door. If volunteers are absent on a night time activity, this should be recorded on the list – it is expected that each volunteer will cross this activity out as they return.

One of the wardens should collect this list in the event of an evacuation.

In the event of an emergency, volunteers should assemble on the grassy area in front of the volunteer house. When everyone is accounted for, the group may move to one of the other assembly areas depending on the nature of the emergency (wind direction, etc):

- the beach next to the ramp behind the nursery
- one of the isthmus beaches (Wharf Bay (Tauranga-o-kahu) or Ocean Beach (Takutairaroa Bay))
- the grassy area beside the Ranger's house.

Accident Recording and Reporting

All accidents will be recorded on the form from the Forms Manual.

In the event of a notifiable injury it will be the Health and Safety Co-ordinator responsibility to notify the WorkSafe NZ 0800 030 040. The Health and Safety Consultant will also assist. 021756551

Where necessary an accident investigation will be carried out using the form from the Forms Manual. The Health and Safety Co-ordinator or nominee will undertake the investigation.

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 Ops Mgr and committee. <ul style="list-style-type: none"> - Covid protocols removed - All procedures reviewed including implementation - Hazards Management updated to include Summary document - Induction updated to include Salesforce registration and records. - Emergency evacuation points updated following evacuation drill - Protocols for overnight woolshed stays added 	Sep/Oct 23

To be reviewed: October 2024