



## **Mt Hiwi Charitable Trust**

### **Health and Safety Management Plan**

**Version: 9 Sep 2023**

#### **CONTACT DETAILS:**

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health care: Finding open medical help is considered difficult in this area.  
If this is an emergency, call 111  
Otherwise, nearby medical centres are listed in Appendix D

**Mt Hiwi Charitable Trust** will, as far as is reasonably practicable, carry out its work activities with every effort made to enable members, other participants, members of the public and any other person in the vicinity, to return home safely each day.

Check the Mt Hiwi web site - [mt-hiwi.org.nz](http://mt-hiwi.org.nz) - prior to commencing each site visit to ensure you have the latest version of this plan.

The following process will be followed:

1. **Appointment of Health and Safety Lead**

**Richard Lucy** has been appointed as the overall health and safety lead for our group on matters of risk assessment and health and safety. Contact details are above

2. **Preparation of Health and Safety Plan**

The plan identifies potential hazards and risks for the types of activities that occur at the property. It lists possible control measures to minimize each risk if it first can't be eliminated or substituted with a safer method (Appendix A). The Trust takes full responsibility for the plan.

3. **General standard of care**

Our group will follow a general standard of care whereby:

In advance of an activity:

- Our group takes responsibility for the health and safety of its volunteers and members;
- A team leader will be appointed for each activity.
- Details of the activity including dates, tasks, logistics, skills and other requirements will be conveyed to potential team members.
- An appraisal will be undertaken to check team members have the fitness and competency to do the work.
- Team essentials will be identified and conveyed to team members.
- Team members will be advised of emergency response information.

At the beginning of the work activity, the team leader will:

- Lead an on-site risk assessment to identify/confirm tasks required to perform the activity and ensure that everyone understands the hazards and risks at the site and the controls in place to reduce risk.
- Ensure that participants have the appropriate personal protective equipment and are adequately prepared for the tasks.
- Identify any participants with pre-existing medical conditions, allergies or sensitivity e.g. to environmental hazards (eg wasps) or any materials that are to be used in undertaking tasks.
- Point out where a first-aid kit is available.
- Ensure that participants are fit, healthy and competent to undertake the tasks, or where a person doesn't meet requirements assign them to light duties where possible or work in tandem with another member.
- Ensure that new participants receive adequate induction and, if necessary, someone is assigned as their buddy.
- Ensure that communication channels/emergency procedures are in place.

During the work activity, the team leader will:

- Ensure safety procedures are being followed and appropriate Personal Protective Equipment (PPE) is being worn/used.
- Maintain an ongoing assessment of team safety.
- Rearrange or reschedule tasks if necessary to keep participants safe.

At the end of the work activity, the team leader will:

- Lead a debrief on health and safety aspects seeking feedback from participants and amend the safety plan if necessary to incorporate any agreed changes for future activities.

- Record any incidents and injuries involving participants on the Incident Reporting Form (Appendix C).
- Report any incidents incurring moderate or serious injuries to property owner as soon as possible.
- Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

4. **Review of safety plan**

The safety plan will be reviewed on an annual basis, and more frequently if an incident occurs or circumstances change, or new hazards are identified.

The current safety plan is hosted on the Mt Hiwi web site.

5. **Our commitment**

We recognise that any aspect of our work will entail some level of risk (likelihood of occurrence and degree of harm) to the health and safety of our group through exposure to a hazard (anything that can cause harm). We are committed to eliminating or minimizing those risks in so far as is reasonably practicable whenever we are undertaking work.

## HAZARDS AND RISK

## APPENDIX A

This health and safety plan outlines potential hazards and risks that could occur in any setting related to the type of activity and particular place that our group is likely to be operating in together with **possible control measure to eliminate or minimise risk.**

**It is recognised that an on-site risk assessment will still need to be undertaken each time a team visits a site to review and identify any new hazards or change in risk no matter how familiar the team is with the site.**

Hazard	Risk/possible outcome	Initial Risk assessment * (High/Med/Low)	Control measures	Residual Risk assessment
<b>ENVIRONMENTAL CONDITIONS</b>				
<u>Natural hazards</u> such as uneven or slippery ground, deep boggy ground, icy or frosty ground, water bodies	Twisted ankle or knee, sprain, graze, drowning	Moderate	<ul style="list-style-type: none"> <li>● Arrange work to avoid steep, slippery or unstable ground</li> <li>● Being aware of physical limitations and acting accordingly</li> <li>● Notifying others in team when unexpected uneven ground/holes are discovered or surface is slippery. Flag or cordon off where practicable</li> <li>● Supervising young children in proximity to water bodies</li> <li>● Looking for secure footing when working on steep banks</li> </ul>	Low Low Low  Moderate Low
<u>Adverse weather - cold</u> Wind, rain, hail, lightning, storm	Hypothermia, lightning strike	Moderate	<ul style="list-style-type: none"> <li>● Preparing for adverse weather with appropriate clothing</li> <li>● Using weather forecasts to aid decisions prior to and during the field activity</li> <li>● Stopping activity if bad weather persists</li> <li>● Participants are aware of symptoms of hypothermia</li> </ul>	Low Low  Low Low

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Hazard	Risk/possible outcome	Initial Risk assessment * (High/Med/Low)	Control measures	Residual Risk assessment
<b>ENVIRONMENTAL CONDITIONS</b>				
<u>Adverse weather – hot</u> Exposure to sunlight/UV	Heat exhaustion, dehydration, sunburn, sunstroke, skin cancer	Moderate	<ul style="list-style-type: none"> <li>● Preparing for adverse weather with appropriate clothing e.g. hat, long-sleeved garment</li> <li>● Using weather forecasts to aid decisions prior to and during the field trip</li> <li>● Ensuring adequate water is carried by participants</li> <li>● Participants to come prepared with sunscreen</li> <li>● Watching for signs of heat exhaustion/fatigue</li> <li>● Providing for regular breaks in shade if possible</li> </ul>	Low Low Low Low Low
<u>Vegetation</u> Branches on ground  Branches at head height  Pollen or flowers Vines on ground Hidden sharp objects, broken glass  Tree roots (perched)	Tripping, twisted ankle, bruising,  poked in eye  allergic reaction, hay fever, asthma  tripping, twisted ankle, scratches, cuts  twisted ankle, bruising	Moderate  Low  Low  Moderate  Moderate	<ul style="list-style-type: none"> <li>● Stepping over branches on ground with care</li> <li>● Taking care standing up after kneeling on ground that here are no low branches to hit head on</li> <li>● Wearing safety glasses or moving to another place if low vegetation is a problem</li> <li>● Avoiding weeding of privet when it is in flower or producing pollen</li> <li>● Watching out for vines like bush lawyer, blackberry and honeysuckle that could cause tripping.</li> <li>● Being alert to hidden objects below ground vegetation and always wear closed footwear and gloves is appropriate</li> <li>● Taking care to avoid slipping on slopes and obstacles such as tree roots, especially after rain.</li> </ul>	Low Low Low Low Low Low Moderate

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Hazard	Risk/possible outcome	Initial Risk assessment * (High/Med/Low)	Control measures	Residual Risk assessment
<b>ENVIRONMENTAL CONDITIONS</b>				
<u>Wasp and bee stings</u> Wasp nests, bee hives	Allergic reaction, anaphylactic shock	Moderate  Moderate  High	<ul style="list-style-type: none"> <li>Where possible, identifying any wasp nests or bee hives, avoiding disturbance and moving away from area</li> <li>Participants making others aware if they have an allergic reaction, any remedies required and where personal medication is held.</li> <li>Alternative options considered for high risk participants, eg those with serious allergic reactions</li> </ul>	Low  Low  Low
<u>Existing tracks and structures</u> Broken boardwalk, wire or plastic protrusions, trees across path	Twisted ankle, lacerations	High  Moderately  Moderately Low	<ul style="list-style-type: none"> <li>One person at a time across the head of any walkways across the top of bluffs / slip faces</li> <li>Pointing out any broken boards or protrusions on board walk to rest of team. Mark with coloured tape if practicable</li> <li>Removing any loose obstacles from access track</li> <li>Advising landowner of hazard so situation can be remedied in the interests of others safety</li> </ul>	Moderate  Low  Low Low
<u>Hunters in vicinity</u>  accidental shooting	Injury, death	High	<ul style="list-style-type: none"> <li>No hunting is permitted on the Mt Hiwi property without permission from the Mt Hiwi Hunting Liaison</li> <li>Schedule all hunter's visits on the Mt Hiwi web site</li> <li>Site visitors are encouraged to advise of intended visits and check the calendar to avoid scheduling conflicts</li> <li>Check any vehicles parked near the road access points for notices indicating intentions</li> <li>Post visible signs indicating Trust activities at all main access points if working on adjacent DoC blocks</li> </ul>	Moderate  Low Low  Moderate  Moderate

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Hazard	Risk/possible outcome	Initial Risk assessment * (High/Med/Low)	Control measures	Residual Risk assessment
<b>HAZARDOUS SUBSTANCES</b>				
<u>Cleaning products, paint and solvents</u>	Headache, breathing difficulties	High	<ul style="list-style-type: none"> <li>● Following manufacturer's instructions</li> <li>● All chemical products to be kept in original container with instructions for use</li> <li>● Having a well ventilated room when using products indoors</li> </ul>	Low Low Low
<b>TOOLS AND EQUIPMENT</b>				
<u>Hand tool use</u> Heavy objects, sharp blades, flying objects, entanglement	Bruising, lacerations, cuts, poked in eye	High	<ul style="list-style-type: none"> <li>● Having and using all relevant personal protective equipment such as gloves, boots, overalls, ear protection, protective glasses.</li> <li>● Being aware of the location of others and maintaining a safe separation</li> <li>● Carrying tools appropriately</li> <li>● Good housekeeping of tools and equipment – keeping tidily located and well maintained</li> <li>● Checking for loose heads on axes, slashers etc before starting work</li> <li>● Watching out for falling branches when cutting tall vegetation</li> <li>● First aid kit</li> </ul>	Low Low Low Low Low Low Low
<b>VEHICLES AND MACHINERY</b>				
<u>Trailers</u> Injury to another person	Bruising, broken bones	Moderate	<ul style="list-style-type: none"> <li>● Drivers to be experienced and familiar with the vehicle and trailer being towed</li> <li>● Ensuring trailer is correctly and safely attached to vehicle</li> <li>● Ensuring all loads carried on trailer are properly secured</li> <li>● Exercising caution when reversing and using another person to signal if vision is obscured.</li> </ul>	Low Low Low Low

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Hazard	Risk/possible outcome	Initial Risk assessment * (High/Med/Low)	Control measures	Residual Risk assessment
<u>Vehicular access</u> Traffic, collision, lose control of vehicle	Serious injury or death	High	<ul style="list-style-type: none"> <li>• Taking care turning into entranceways</li> <li>• Parking with awareness of other vehicle access needs</li> <li>• Parking with awareness of ground stability</li> <li>• Park to allow traffic to easily pass on the roadway</li> <li>• Recognising that working on a roadside may require a traffic management plan</li> <li>• Wear high-vis vests when working near a road</li> </ul>	Low Low Low Low Moderate
<u>Vehicle use – general</u> Lose control of vehicle, fatigue, goods moving inside vehicle	Crushing, broken bones, death	Moderate	<ul style="list-style-type: none"> <li>• All drivers appropriately licensed for the type and use of vehicle</li> <li>• Driving to conditions and within speed limits</li> <li>• Recognising fatigue and allowing someone else to drive where necessary</li> <li>• Packing goods securely in vehicle so they don't move</li> </ul>	Low Low Moderate Low
<b>PROJECT RELATED</b>				
<u>Track maintenance and construction</u> Public access,	Harm to member of public	Moderate	<ul style="list-style-type: none"> <li>• Erecting a warning sign on sites having public access</li> <li>• Wearing high-vis vests where appropriate</li> <li>• Minimising obstacles on track that could trip other users</li> <li>• Minimising manual handling of heavy equipment</li> <li>• Reinforcing the need for good lifting techniques</li> </ul>	Low Low Low Low
Lifting and carrying	Sprains and strains, back pain	Moderate	<ul style="list-style-type: none"> <li>• Carrying large heavy items by two people</li> <li>• Maintaining a safe working distance between work activities</li> </ul>	Low Low

\*Assessing Risk:

Possible worse outcome using current knowledge	How to manage
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<b>High</b>	Extremely harmful to people, regardless of the frequency of occurrence	The risk is unacceptable. Substantial improvement is required to reduce risk to an acceptable level. The work activity should be halted, or not commenced, until controls are implemented. If it is not possible to reduce the risk the work should not be undertaken
<b>Medium</b>	Moderately harmful to people, regardless of the frequency of occurrence	Consider lowering the risks to an acceptable level
<b>Low</b>	Slightly harmful or temporary discomfort for people, regardless of the frequency of occurrence	Risk considered acceptable. No further action is necessary other than to ensure that the controls are maintained

**ON-SITE RISK ASSESSMENT**

**APPENDIX B**

<b>Project Name</b>			
<b>Project Location</b>			
<b>Project Date</b>			
<b>Tasks being undertaken</b> ( <i>list in sequence they are carried out – including travelling to site</i> )			
<b>Hazards or risks that differ from Safety Plan:</b>			
<u>Task:</u>	<u>Hazards</u>	<u>Risk Level</u> H/M/L	<u>Control Measures</u>
<b>Team briefing coverage:</b>	<input type="checkbox"/> All participants competent for tasks <input type="checkbox"/> Correct Personal Protective Equipment being used <input type="checkbox"/> Communications/emergency procedures in place <input type="checkbox"/> Opportunity given for participants to express any concerns		
<b>Team leader for day:</b> <b>Name:</b> _____	<input type="checkbox"/> Team briefing delivered (as per general standard of care); <input type="checkbox"/> Clear expectations set for team members about the work and how it should be done; <input type="checkbox"/> Team members are in agreement with health and safety plan.		
<b>Confirm team briefing delivered</b>	Signature:		

<b>Team members present at health and safety briefing:</b>	
<b>Name</b>	

**INCIDENT REPORTING FORM**

**APPENDIX C**

<b>Date of incident:</b> <b>Time of incident:</b> <b>Site Location:</b>	<b>Injured person:</b> <b>Name of any witness:</b> <b>Task being undertaken:</b>
<b>Details of Incident:</b> <i>(Describe what actually happened)</i>	<b>What caused the physical injury?</b> Slip or trip, moving object, lifting etc
<b>Part of body injured:</b>	
<b>Severity of injury:</b> <input type="checkbox"/> Near miss/unsafe act <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Serious injury	<b>Medical treatment required:</b> <input type="checkbox"/> None <input type="checkbox"/> First aid <input type="checkbox"/> Medical treatment (Doctor) <input type="checkbox"/> Hospitalisation
<b>Notifiable events</b> require reporting to WorkSafeNZ <a href="http://www.worksafe.govt.nz">www.worksafe.govt.nz</a> only if a group is a PCBU Mt Hiwi Charitable Trust is <b>NOT</b> a PCBU.	
<b>Safety Implications</b>	
<b>Immediate corrective action taken:</b>	
<b>Likelihood of reoccurrence:</b>	
<b>Amendments required to safety plan:</b>	
<b>Signed:</b> <b>Name:</b>	<b>Date:</b>

## CLOSEST MEDICAL CENTRES

## APPENDIX D

As of September 2023, the closest medical centres are listed at:

Name	Address	phone	Distance from Omahina entrance	Hours
Te Waipuna Medical Centre	13 Hussey Street, Waverley	(06) 346 5193	17 km	Mon 9:30 - 3:00 Thu 9:30 - 3:00
Ngāti Ruanui Pātea Medical Centre	1 Lincoln Street, Pātea	(06) 273 8456	35 km	Mon-Fri 8:30 - 5:00
Ngāti Ruanui Healthcare	41 Hunter Street, Hāwera	(06) 278 1310	63 km	Mon-Fri 8:30 - 5:00
South Taranaki Rural Health General Practice	37 Hunter Street, Hāwera	(06) 278 1383 0800 225571	63 km	Mon–Thu 8:00 - 7:00 Fri 8:00 - 4:00
Mountainview Medical Centre	78 Argyle Street, Hāwera	(06) 278 0104	63 km	Mon-Fri 8:30 - 5:00
Dr Keith T Blayneys Practice	24 High Street, Hāwera	(06) 278 5189	61 km	Mon-Fri 8:30 - 5:00
St Johns Medical Centre	345 Wicksteed Street, Whanganui	(06) 348 7775	56 km	Mon-Fri 8:30 - 5:00
Springvale Medical Centre	40 Fitzherbert Avenue, Springvale, Whanganui	(06) 344 5885	58 km	Mon-Fri 8:30 - 5:00