

**Work Area:** Carlyle Valley  
**Prepared by:** New Zealand Conservation Trust  
**Date:** 6 March 2025  
**Activity:** Predator trapping, hut and track maintenance.



## **NZCT Health & Safety Plan**

New Zealand Conservation Trust will, as far as is reasonably practicable, carry out its 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.


The following process will be followed:

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

**Janet Hellyer** has been appointed as the overall health and safety lead for our group to liaise with the designated Department of Conservation (DOC) relationship holder on matters of risk assessment and health and safety.

### **2. Preparation of Safety Plan**

In preparing this safety plan our group has consulted with the designated DOC relationship holder to help identify potential high-risk hazards for the site/type of activity approved by DOC along with proposed control measures to minimize risk if it first can't be eliminated or substituted with a safer method (Appendix A).

High-risk activities are marked with a  symbol. Special attention will be given to these high-risk activities when undertaking any work on the site.

Our group takes full responsibility for the plan.

### **3. Activity Overview**

The New Zealand Conservation Trust maintains four trap-lines in the Carlyle Valley (Lake Sumner Forest Park). These lines are primarily made up of DOC200 mustelid traps and Sentinel and Trapinator possum traps. There is provision to use 'live catch' cage traps for possums and feral cats sometime in the future. Wasp control is carried out annually.

The NZCT is also involved in the production, delivery and deploying of new traps into Carlyle Valley, as well as periodic maintenance of the track and the Carlyle Valley hut.

### **4. Activity Interval**

Monthly, subject to weather conditions

### **5. Volunteer Tasks**

**Mustelid traps:** Record and clear traps of any carcasses. Dispose of carcasses away from trap box and tramping tracks. Re-bait traps Collect any lure which doesn't decompose and dispose in town.

Sentinel traps: Record and clear traps of any carcasses. Dispose of carcasses away from trap and tramping tracks. Re-bait traps.

Live-catch traps: These traps for possums and wild cats cannot be deployed unless there is a suitably qualified (firearm assessment by DOC) person available so that disposal of the animal is carried out in a way that is both humane to the animal & safe to shooter & public etc

Wasp control: VespeX deployment will be supervised by an appointed user. The precautions listed on the product label will be reviewed before use, and adhered to. Protective gloves to be used when handling bait. Follow protocols when applying and removing bait at bait stations. Dispose of all waste and materials contaminated with wasp bait according to best protocols.

## 6. Time Commitments

Trap line checking/resetting at the Carlyle Valley generally takes two days to complete.

## 7. Volunteer Fitness Level

A moderate to high fitness level is required for this activity

## 8. Volunteer Training

Trap training will be arranged prior to volunteers commencing checks, and they will be accompanied by a suitable NZCT trapper familiar with the trap line on their first line check.

## 9. Volunteer Health & Safety

Weather: A weather forecast must be obtained 1-2 days before the planned activity. The activity will be postponed or cancelled if the forecast is unsuitable. River levels should be assessed before crossing and the trip cancelled if levels are too high to cross safely.

Overdue persons contact: Intentions must be made with an emergency contact with a specified 'return home time'. If the trapper/s fail to make contact by this time, the emergency contact must call someone in NZCT (Appendix B).

Team leader: For volunteer teams (ie. more than one person), a team leader must be appointed within the volunteer team. The team leader will undertake a briefing before commencing the task each day, highlighting daily hazards, preventative measures, and emergency plans.

Communications: If mobile phone coverage is available, volunteers must carry a mobile phone. Where mobile phone coverage is not available a SEND unit should be carried

## Equipment

Overnight trip volunteers will be required to provide:

- Transport to and from the trapping line. This is often carried out by car-pooling – Team leader to advise.
- Tramping pack, sleeping bag, cooking gear, cleaning equipment.  
Essentials will be identified and conveyed to team members. These may include:  
bottle(s) of water; thermos of hot water; food (snacks, lunch, dinner); weather appropriate clothing (warm clothing, raincoat, sunhat); boots/appropriate footwear; sunscreen; mobile phone; personal first aid kit; personal medication (including anti-histamine); personal protective clothing and equipment such as high-vis vest, protective glasses, working gloves etc.

Volunteers need to be prepared for wet and cold conditions throughout the year.

#### Gear provided by the NZCT

- Trap tool kit, including gloves, screw drivers, hand sanitizer, notebook, bait.
- Map / GPS
- SEND unit

#### **10. 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 but will collaborate and consult with the designated DOC relationship holder.
- A team leader will be appointed for each activity.
- Hazards and level of risk will be identified.
- Details of the activity including dates, tasks, logistics, skills and other requirements will be conveyed to potential team members.
- Ensure team members have the fitness and competency to do the work. The New Trappers guide will be sent out so volunteers have been made aware of the terrain, distance of track and types of traps we use.
- Unaccompanied minors need permission from their parent/guardian to travel in the car driven by a NZCT volunteer and to take part in trapping activities.
- Team members will be advised of emergency response information
- Convey any medical conditions deemed necessary to the Team leader
- The group leader to carry a personal locator beacon; participant list and emergency contact details to be copied to the overdue persons contact.

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

- Team leader to go through a Job Safety Check list<sup>1</sup> involving all team members 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.
- Ask participants to verify that they have the equipment noted in the guide.
- Confirm that participants have their own personal medication and antihistamines with them
- Point out where the first-aid kit is located on site
- Ensure that participants are fit, and competent to undertake the tasks.
- Pair new volunteer up with an experienced trapper who has been to the Carlyle before
- Ensure that communication channels/emergency procedures are in place (Appendix B)

##### During the work activity, the team leader will:

- Occasionally monitor participants trap checking/resetting technique and provide advice on safe procedures.
- Rearrange or reschedule tasks if necessary to keep participants safe.

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<sup>1</sup> The objective of this is to identify any hazards relevant to the activity, at the specific place, at the time and with the people involved. The level of risk assessment needed will be dependent on any changes from previous day(s), but in principal will be carried out no matter how familiar the team is with the site or activity, with the knowledge that the environment, weather or general working conditions can change.

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

- Lead a debrief on safety aspects seeking feedback from participants. Consult with other Team leaders/Trustees to amend the safety plan 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 the Trust Manager/Trustee to advise DOC as soon as possible;
- Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

Team members will take responsibility for health and safety for themselves and others by:

- Following safety procedures and instructions.
- Participating in identifying the tasks to be undertaken and associated hazards and risks, and devising mitigation measures at each site.
- Operating in a manner that ensures their own and others safety.
- Advising the team leader of any personal medical condition or disability that could affect the safety of self or others during the activity and carrying any personal medication required for their own safety.
- Being concerned for other members of the team and speaking up when necessary.
- Raising any safety concerns with the team leader.
- Notifying the team leader of any incident involving injury or damage.
- Notifying the team leader at the start of the activity if they need to leave early and ensuring that someone in the team knows when they have left.

## **11. 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 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.

Our group acknowledges the right of DOC to monitor our work, but accepts that in most cases DOC will not be able to actively monitor our day-to-day activities. As such, our group will undertake self-monitoring and report any significant safety issues to DOC. We further recognise that DOC has a right to intervene or suspend any unsafe work where they consider appropriate.

Health & Safety will be noted on the agenda at each meeting and any concerns addressed. Any changes to the policy or procedures will be notified in writing to all trustees and team leaders.

The Health & Safety policy will be placed on the NZCT's website and volunteers directed to the site, or should volunteers indicate that their preference is for the documents be emailed to them, this can be done by either the Trust Manager or the Secretary.

The NZCT Chairperson and Trust Manager will be responsible for reviewing and investigating incidents.

## **12. Review of safety plan**

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

The date of the next scheduled review is ..... **2026**

**This Safety Management System has been accepted and approved by the New Zealand Conservation Trust's Chairperson and Board of Trustees**

Chairperson ..... Date: .....

Trustee ..... Date: .....

## 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 place that our group is likely to be operating in together with **possible control measure to eliminate or minimise risk.**


Type of tasks being undertaken: Trap checking and clearing, baiting, trap cleaning, car travel, tramping, carrying traps, using chainsaws and other power tools.

**It is recognised that an on-site risk assessment/job safety analysis (Appendix B) 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 or work.**



Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
<b>ENVIRONMENTAL CONDITIONS</b>			
<u>Natural hazards</u> such as uneven or slippery ground, deep boggy ground, icy or frosty ground	Twisted ankle or knee, sprain, graze,	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Not working in adverse weather conditions or otherwise avoiding 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>• Looking for secure footing when working on steep banks.</li> </ul>
<u>Adverse weather - cold</u> Wind, rain, hail, lightning, storm	Hypothermia, lightning strike	<b>High</b>	<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>
<u>Adverse weather – hot</u> Exposure to sunlight/UV	Heat exhaustion, dehydration, sunburn, sunstroke, skin cancer	<b>High</b>	<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> </ul>

			<ul style="list-style-type: none"> <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>
<u>Falling objects</u> Being hit by an object (rocks, soil) falling from height	Bruising, concussion	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Avoiding work at the bottom of exposed rocky slopes or cliffs</li> <li>• Avoid working on steep unstable ground after heavy rain</li> </ul>
<u>Vegetation</u> Branches on ground  Branches at head height  Dead or dying trees still standing  Branches or tree trunks hanging in vegetation  Pollen or flowers Vines on ground Hidden sharp objects, broken glass  Tree roots (perched)	Tripping, twisted ankle, bruising,  poked in eye  Bruising, concussion  allergic reaction, hay fever, asthma tripping, twisted ankle, scratches, cuts  tripping, twisted ankle, scratches, cuts	<b>Low</b>  <b>Medium</b>  <b>Medium</b>  <b>Medium</b>  <b>Medium</b>	<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 when possible while moving to another place if low vegetation is a problem</li> <li>• Avoiding working in tall forest in high winds</li> <li>• Taking care leaning against dead trees as they could be weak and fall over</li> <li>• Being aware of any branches/tree trunks suspended in vegetation above where intending to work.</li> <li>• Avoiding weeding of privet when it is in flower or producing pollen</li> <li>• Watching out for vines like blackberry and honeysuckle that could cause tripping.</li> <li>• Being alert to hidden objects below ground vegetation and always wear gloves and closed footwear</li> <li>• Taking care after rain as exposed tree roots can be slippery when wet.</li> </ul>
<u>Wasp and bee stings</u> Wasp nests, bee hives	Allergic reaction, anaphylactic shock	<b>Medium</b>	<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 being considered for high risk participants with serious allergic reactions.</li> </ul>

<u>Working near poison bait stations</u> Contact with toxin	Illness or possible death	<b>High</b>	<ul style="list-style-type: none"> <li>No contact to be had with bait stations or bait</li> <li>Supervising young children in proximity to bait stations.</li> </ul>
<u>Working near electric fences</u> Unexpected contact	shock	<b>Low</b>	<ul style="list-style-type: none"> <li>Where possible/practicable contact landowner to turn off electric fencing</li> <li>Using wooden stick or rubber gumboot to hold down electric fence if needing to cross</li> <li>Avoiding working too close to live fence to reduce danger of contact.</li> </ul>
<u>Stock</u> Stressed stock or wandering stock	Bruising, crushing	<b>Medium</b>	<ul style="list-style-type: none"> <li>Avoid entering paddocks with stock without land manager's permission</li> <li>Leaving gates as found</li> </ul>
<u>Existing tracks and structures</u> Broken boardwalk, wire or plastic protrusions, trees across path	Twisted ankle, lacerations	<b>Medium</b>	<ul style="list-style-type: none"> <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>




Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
<b>WATER</b>			
<u>Water bodies</u> (e.g. ponds, lakes) 	Drowning	<b>High</b>	<ul style="list-style-type: none"> <li>Supervising young children in proximity to water bodies.</li> <li>Looking for secure footing when working on steep banks.</li> <li>Identifying no-go zones.</li> </ul>





<p><u>Flash flooding</u> along a narrow water course</p> 	<p>Broken bones, drowning</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Taking account of weather conditions prior to site visit that may increase water flow</li> <li>• Not working in adverse weather conditions that could create increased water flow or dangerous conditions</li> <li>• Refraining from working on flood plain after heavy rain</li> <li>• Postponing work if necessary.</li> </ul>
<p><u>Stream/river crossings</u> Slippery rocks, deep water holes, swift water</p> 	<p>Twisted ankle, sprain, graze Hypothermia from wet clothes, drowning</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Identifying the safest place to cross stream/river</li> <li>• Having one person assisting others across if necessary</li> <li>• Not crossing a stream with excess water - check weather forecasts and postpone work if necessary</li> <li>• Not crossing if person doesn't have skills and experience to safely cross.</li> <li>• Not using ropes unless adequately trained.</li> </ul>



Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
<b>HAZARDOUS SUBSTANCES/FEATURES</b>			
<p><u>Animal pest control – toxins</u> ingestion</p>	<p>Illness, death</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Restricting handling of toxic baits to certified approved handler</li> <li>• Gloves being worn at all times handling bait, with spare gloves available in case of damage</li> <li>• Any baits removed from site to be contained in appropriately labelled sealable bag and be disposed of correctly</li> <li>• Washing hand thoroughly after use and before eating food</li> </ul>
<p><u>Cleaning products, paint and solvents</u></p>	<p>Headache, breathing difficulties</p>	<p><b>Low</b></p>	<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>

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
<b>FIELD EQUIPMENT</b>			
<u>Animal pest/predator control using traps</u>	Crushing, bruising, laceration, infections	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Training of all people operating traps</li> <li>• Keeping traps well maintained</li> <li>• Using setting tool if appropriate</li> <li>• Keeping body parts well clear of closing mechanism</li> <li>• Wearing gloves when handling dead animals</li> <li>• Washing hands thoroughly after use and before eating food</li> <li>• Carrying first aid kit and ensuring any wound is cleansed and treated appropriately</li> <li>• Operating traps as per the manufacturer's guidelines</li> </ul>
<u>Hand tool use</u> Heavy objects, sharp blades, flying objects, entanglement	Bruising, lacerations, cuts, poked in eye	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Having relevant personal protective equipment such as gloves, boots, (safety boots for specified activity), overalls, protective glasses. No open footwear permitted e.g., jandals, sandals</li> <li>• Being aware of the location of others and maintaining a safe distance of approx. 2 metres apart</li> <li>• Not carrying tools over shoulder or leave lying on ground in unsafe manner</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> </ul>
<u>Chainsaw</u> Sharp blade, noise, fire, entanglement	Laceration, amputation,	<b>High</b>	<ul style="list-style-type: none"> <li>• Confining chainsaw use to fully qualified persons</li> <li>• Insisting operator wear all appropriate safety clothing including helmet and gloves</li> </ul>

<u>Scrub-bar, weedeater and other motorised equipment</u> Flying objects, noise 			<ul style="list-style-type: none"> <li>• Recognising the noise and safety factor of operating a chainsaw and other motorised equipment near others.</li> <li>• Have minimum of two people on site when equipment being used</li> <li>• Consider alternative safer methods</li> </ul>
<u>Campsite equipment</u> <u>Gas cookers and lanterns</u> 	Burns, asphyxiation	<b>High</b>	<ul style="list-style-type: none"> <li>• Gas appliances not to be used in confined space without suitable ventilation</li> <li>• Gas to be turned off after use</li> <li>• Cookers to be refuelled after cooling outside of hut/tent</li> <li>• Fuel to be kept away from heat sources.</li> </ul>
<u>Lifting and carrying</u>	Sprains and strains, back pain	<b>Low</b>	<ul style="list-style-type: none"> <li>• Reinforcing the need for good lifting techniques</li> <li>• Carrying large heavy items by two people</li> <li>• Maintaining a safe working distance between volunteers</li> </ul>
<u>Ladders and working on roofs</u> 	Fall, broken bones, serious injury, death	<b>High</b>	<ul style="list-style-type: none"> <li>• Ensuring ladder is to NZ Standards and sits firmly on ground, is at correct angle and is held securely in place</li> <li>• Not overreaching or going beyond the top rungs of the ladder when working from it</li> <li>• Roof ladder to be used on roof pitches greater than 10 degrees</li> <li>• Having another person present when working from ladders.</li> </ul>


Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
<b>VEHICLES AND MACHINERY</b>			
<u>Vehicle use – general</u> Lose control of vehicle, collision, fatigue, goods moving inside vehicle	Crushing, broken bones, death	<b>High</b>	<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> </ul>

			<ul style="list-style-type: none"> <li>• Taking care turning into entranceways</li> <li>• Packing goods securely in vehicle so they don't move.</li> </ul>
<u>Helicopter use</u> 	Injury/fatality when working around helicopters	<b>High</b>	<ul style="list-style-type: none"> <li>• Using authorised aircraft concessionaire and correct type of aircraft for the operation</li> <li>• Briefing by pilot on safety around helicopters and following their instructions at all times</li> <li>• Only essential people working around the machine for loading or unloading</li> </ul>

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
<b>PEOPLE FACTORS</b>			
<u>Public access</u> (when undertaking track maintenance)	Harm to member of public, tripping, bruising	<b>Low</b>	<ul style="list-style-type: none"> <li>• Erecting a warning sign on sites having public access</li> <li>• Wearing high-vis vests</li> <li>• Minimising obstacles on track that could trip other users</li> </ul>
<u>Working alone</u> 	Isolation, lack of assistance/treatment, hypothermia	<b>High</b>	<ul style="list-style-type: none"> <li>• Notifying other team member of intended route/location and sticking to it</li> <li>• Carrying personal first-aid kit and mobile phone and, if necessary a SEND unit</li> <li>• Having a scheduled time to communicate with 'responsible person' at home base</li> </ul>
<u>Hunters in vicinity</u> accidental shooting 	Injury, death	<b>High</b>	<ul style="list-style-type: none"> <li>• Avoiding popular hunting areas at key times</li> <li>• Wearing high-vis vests when working in forest</li> </ul>

Hazard	Risk/possible outcome	Risk assessment* (High/Medium/Low)	Control measures
<b>HAZARDS IDENTIFIED BY COMMUNITY GROUP AND DOC</b>			
<u>Earthquake</u>	Crushing, broken bones, bruising, death	<b>High</b>	<ul style="list-style-type: none"> <li>• Notifying other team member of intended route/location and sticking to it</li> <li>• Carrying personal first-aid kit and mobile phone and, if necessary, personal locater beacon</li> <li>• Having a scheduled time to communicate with 'overdue persons contact' at home base</li> </ul>
<u>Avalanche</u>	Crushing, broken bone, bruising, hypothermia, death	<b>High</b>	<ul style="list-style-type: none"> <li>• Consult NZ Avalanche Advisory website before heading out</li> <li>• Turning back if avalanche notices are found or locals advise of avalanche risk</li> <li>• Notifying other team member of intended route/location and sticking to it</li> <li>• Carrying personal first-aid kit and mobile phone and, if necessary, personal locater beacon</li> <li>• Having a scheduled time to communicate with 'overdue persons contact' at home base</li> </ul>

Assessing Risk:

	Possible worse outcome using current knowledge	How to manage
<b>High</b> 	Extremely harmful to people, regardless of the frequency of occurrence	<p>The risk is unacceptable. Substantial improvement is required to reduce risk to an acceptable level.</p> <p>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</p>

<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

**APPENDIX B**

**EMERGENCY PROCEDURES**

The following procedures will occur in case of emergency.

- 1. Ensure you are safe and everyone else is safe from further harm.**
- 2. Continue administering first aid and making the patient(s) comfortable.**
- 3. Assess the situation and apply first aid as required. If it is safer, get patient(s) to hut.**

**OR**

- 4. Activate the SEND unit or if there is cell phone signal contact 111 and/or the Trust’s emergency contact. Ensure they have all the relevant information to pass on. If possible, efforts should be made to contact other party members.**
- 5. If a death has occurred, secure the area and wait for the police or emergency response team to arrive.**
- 6. Assist emergency services as requested.**
- 7. Depending on the severity of the situation the Team leader will discuss with other members of the team if they should abort the trip, stay in the hut if it is safer or continue. The final decision to be made by the team leader.**
- 8. Once the situation has been resolved, contact the emergency contact person as soon as possible, and complete the necessary paper work within one week (Appendix C) or as required by WorkSafe.**
- 9. Request volunteers not to give any interviews to the media unless authorised by the NZCT Chairperson.**

Volunteer signature ..... Date .....

**Note:** Volunteer’s signature indicates that the Health and Safety rules and procedures have been acknowledged and understood, and that the volunteer will abide by them

## APPENDIX C

### INCIDENT REPORTING FORM

<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 requiring reporting to DOC <input type="checkbox"/> Serious injury requiring reporting to DOC	<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 event</b> requiring reporting to WorkSafeNZ <a href="http://www.worksafe.govt.nz">www.worksafe.govt.nz</a> or Department of Conservation Y/N	
<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>