

22463 - SSI National Predator Control Programme 2025 Aerial 1080 Operations

Business Area:	Biodiversity, Heritage and Visitors: National Programmes : National Predator Control Programmes	Site:		Location:	SSI region
Person Responsible:	s9(2)(g)(ii)	Start Date:	10 Oct 2023	Review Date:	31 Dec 2025
Description of Work:	All tasks associated with NPCAerial 1080 operations in the SSI region, including loading site set up and activities, staff and bait transport, helicopter operations, site management, hand laying baits, trap catch monitoring, bait and carcass monitoring, track & hut clearing, emergency response.				

General Comments on Safety Plan	Other Person/PCBU Responsibilities comments
This plan covers all tasks associated with the aerial application of pre-feed and toxic 1080 cereal pellets and associated ground control activities.	
Review date set to 31st December 2025 to enable some lead in time to refresh this plan.	

Emergency Plan	Emergency Contacts
As per emergency plans provided by DOC site lead and/or contractors for relevant sites	As per emergency plans provided by DOC site lead and/or contractors for relevant sites

Worker Engagement
Written and reviewed by district and reviewed by regional lead and local site leads

WorkSafe Notifiable Work (if applicable)	Permit to Work (if applicable)

Approval Signatures		
Person Responsible : s9(2)(g)(ii)	Signed :	Date:
Manager : s9(2)(g)(ii)	Signed :	Date:
Other Person/PCBU Responsible :	Signed :	Date:

Hazard Management

Hazard Management				
ID	Hazard Title	Hazard Description	Master Controls	Local Controls (plan specific)
1147	Adverse weather (rain, cold, storm)	Wind, cold, glare, rain (flooding), lightning storm, hail. Hypothermia, frostbite. Adverse weather could result in serious harm or fatality	<p>Management Controls: Prepare for adverse weather and have system in place to monitor staff</p> <p>Minimum Competencies: Person is competent to work in a variety and in extremes of weather conditions. Ensure staff are educated and briefed on symptoms of hypothermia.</p> <p>Work Instructions: Prepare for adverse weather. Use weather forecasts to aid decisions prior to and during the field trip. Carry extra clothing and shelter if required. Ensure adequate water supply. Be aware of the effect that adverse weather can have on topography and other aspects of the work sites. Share the work load and monitor staff. Always ensure a team leader is appointed and a JSA has taken place. If camping in adverse weather, ensure campsite safety (shelter, risk of tree or branch fall, rising water) is considered in JSA and re-evaluated if conditions worsen.</p> <p>PPE: PPE as directed by Team Leader for task</p>	

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2118	Animal Handling - dead or alive	Handling dead or live animals or birds can result in scratches, lacerations, bites, puncture wounds and exposure to infectious diseases and to harmful pathogens. Infection or injury during live capture of large animals such as tahr, deer, goats, etc. from horns, hooves, teeth, animal urine, expelled breath, loss of footing, back strain due to restraining these large animals and /or fitting of radio transmitters to Judas animals. Injury from exposure to chemicals that might be used e.g. in bird banding	<p>Management Controls: Ensure that staff who may come into contact with dead or decaying animal/s (carcasses) including dried vomit, urine, faeces or residue skeletons or live animals, their vomit, urine, faeces or exhaled breathe including airborne dust and mites are aware of the diseases/bacteria/viruses and related symptoms that they may be exposed to. See Infectious Disease Information System (docdm-383258). MOH recommend vaccination for TB if likely to be exposed to infected animals, (e.g. possum, seals, mustelids etc...).</p> <p>Ensure workers undertaking general live capture and/or fitting of radio transmitters to Judas animals complete a risk assessment for injury or infection including loss of footing, back strain during handling and restraining of large animals is undertaken prior to work will all involved (may include/consider removing antlers or padding horns). All cases of Leptospirosis must be reported to WorkSafe as a 'Notifiable Illness'.</p> <p>Minimum Competencies: Staff to be appropriately briefed and familiar with animal and habitat. In house training where required. At least one person in the group to have a current First Aid certificate.</p> <p>If chemicals being used, familiar with the information in the Safety Data Sheet.</p> <p>Work Instructions: Appoint a Team Leader and ensure Job Safety Analysis is undertaken. Practice a high standard of hygiene. Cover broken skin, wear a dust mask in dusty conditions and/or exposure to birds in flight in close proximity/confined spaces. Clean hands thoroughly with antibacterial wipes/lotion after handling animals. Seek medical advice if feeling unwell after handling animals. For suspected Leptospirosis exposure wash with clean water and dry exposed area thoroughly - see section 9.0 of WorkSafe guidance. Aerial live capture - use nets to entangle animal and/or approach from a safe direction, use restraining equipment leather straps whilst handling and transporting animals. Process quickly and watch for sudden reactions (bites, kicks, head thrashing) whilst maintaining animal welfare requirements.</p> <p>Carry First Aid kit.</p> <p>If chemicals are being used e.g. for bird banding, a copy of the relevant Safety Data Sheet (SDS), which must be less than 5 years old, must be kept with the chemical for quick reference and staff be familiar with information in the SDS especially PPE, transportation and storage requirements. Do not touch face if any chemical gets on hands or gloves. Check nozzle of dispenser (tube, bottle, syringe) to ensure it is not blocked or too large and do not use more chemical than is necessary. Clean up any excess or spillage immediately.</p> <p>If using tetrahydrofuran (THF):</p> <p>Safety glasses/face shield and gloves must be worn</p> <p>Only use in well-ventilated areas and do not breathe vapours or spray</p> <p>Avoid getting on skin, face or in eyes.</p> <p>Rinse thoroughly with water if any contact made, remove contaminated gloves/clothing and consult a doctor.</p> <p>PPE: Dead or decaying animals or birds - wear disposable gloves. Wear face masks if required.</p> <p>Other PPE as directed by your Manager/Supervisor. Handling live animals(e.g. possum, seals, cats, rats/mustelids, etc.) PPE as identified in your risk assessment or as directed by your Manager/Supervisor.</p> <p>Aerial live capture of goats, deer, tahr, etc. - protective clothing including helmet, overalls, boots and gloves(as required)</p> <p>If using chemicals - PPE listed in the chemicals Safety Data Sheet.</p>	
380	Backcountry work/remote locations/field travel	Includes both day trips and overnight trips. Isolation, weather extremes. Becoming lost. Injury due to slip, trip or	<p>Management Controls: Intentions systems to monitor staff whereabouts and Field Emergency procedures in place and understood by staff. There must be a requirement to sched with base contact (mainland base contact if on a remote island) at least once a day including weekends and public holidays.</p>	

fall. Pre-existing medical conditions may lead to a medical event. Being shot by hunters.

Communications and backup comms in place. Staff must understand how to use relevant communication devices (e.g. VHF radio, Sat phone, etc).
Staff must know how to activate PLB/EPIRB in the event of an emergency and that these must be carried in addition to any other devices such as InReach trackers, etc.
Prompt staff to disclose any relevant medical condition/allergies.
Ensure staff working in the backcountry/remote locations are fit and experienced and training and mentoring/buddy system of less experienced staff is in place. Only experienced and authorised staff may work alone (see Hazard 585 Working Alone).
Ensure staff are comfortable with carrying packs for prolonged periods (where this is required) and moving around/working in the terrain and conditions they will be exposed to.
If working off track, ensure staff know how to navigate using GPS and/or topographical map and compass. Identify situations where it would be appropriate to carry a map and compass as well as a GPS.
Ensure workers are prepared for unexpected overnight in the backcountry if unable to return to base at the end of the day (helicopter cannot do pick up or due to adverse weather conditions).
Staff aware of Helicopter STEP Operations SOP doc-6191032 when needing to be dropped off or picked up in places that a normal skids-on landing is not possible.
For remote offshore island work, (Kermadecs/Raoul, Sub-Antarctics, Chatham Island offshore islands, etc) the pre-planning and other requirements of the Medical Support for working on offshore islands SOP doc-2885804 must be completed.

Minimum Competencies: All staff to be trained and assessed as competent in Radio use via practical training in conjunction with Radio modules in DOCLearn.
Field Competency Assessment docdm-480490 completed and recorded in DOCLearn.
Other training and competency required for related hazards e.g. Working alone, helicopter, first aid etc.

Work Instructions: Team Leader appointed and identified to everyone. Ensure everyone understands the trip plan including scheduling procedures and emergency procedures. JSA and Toolbox Talk completed.

Test all communication devices are working prior to departure.

High risk topography identified and explained, high risk weather conditions identified and understood, local hazards identified and explained. Team Leader to be advised of any relevant medical conditions.

Detailed trip intentions left with base contact. Communications and backup comms in place as per local procedure/trip plan but scheduling must occur at least once a day including weekends and public holidays.

When working on remote islands, ensure the number of first aid/medically trained personnel present is identified and put in place as per Medical support for working on offshore islands SOP doc-2885804.

At least one person in each party to hold a current First Aid Certificate.

PLB (preferably on person rather than in pack) and First Aid kit to be carried.

Carry spare batteries for items such as radios and GPS.

Carry a torch if there is a risk of returning to camp/hut late as well as sufficient food and water (with a little spare).

Monitor everyone's fatigue levels particularly over extended trips.

Make sure anybody who has not been approved as competent or appear unconfident is adequately supervised and mentored.

Follow local emergency procedures in the event of an emergency. Activate PLB/EPIRB in life threatening situations or when urgent medical evacuation is required.

If working alone, refer to Hazard 582 - Working alone

If camping, refer to Hazard 404 - Campsite operation

If crossing rivers, refer to Hazard 533 - River crossing

If potential for hunters to be in the area, refer to Hazard 476 - Hunters in vicinity

If potential for staff to be dropped off or picked up in places that a normal skids-on landing is not possible, refer to Hazard 1939 Helicopter - single skid, toes in, entry/exit procedure (STEP)

		<p>PPE: High viz vest. PLB/EPIRB carried. Well maintained footwear with tread in good condition, preferably with ankle support, suitable for the conditions/terrain being worked in. Spare warm clothing/raincoat carried. First Aid kit. Other PPE required for the specific tasks being undertaken.</p>	
5525	Compliance operations and/or responses	<p>Compliance operations in a wide range of compliance situations, often in remote locations, including confrontation, aggressive people, assault, threats of violence and / or intimidation.</p>	<p>Management Controls: On pre-planned compliance operations, a risk assessment is to be completed. Personnel should work in pairs where practicable and practice contact/cover protocols. In general, compliance operations for warranted officers should occur during daylight hours. Compliance operations that are deemed necessary to take place outside of daylight hours must be well planned and advice sought from one of the National Compliance Team Investigation Officers or Principal Investigation Officers. Where complex or high-risk operations are planned, and/or confrontational or violent persons are anticipated, they should not go ahead unless the assistance and/or advice of the National Compliance Team and/or local NZ Police has been sought and advice to proceed (with any required mitigations) received. If the risk assessment identifies that the operation should go ahead but may encounter unpredictable people, confrontations or aggressive people, then Stab Resistant Body Armour (SRBA) must be worn. Awareness of requirements of the Stab Resistant Body Armour SOP doc-6365024 relating to purchase, registration and use of SRBA where this may be required. Warranted Officers should invite people to the office for interviews in preference to interviewing them in their own homes. Interviews at a suspect's home must have a risk assessment completed and signed off by the Managers of all attending, before proceeding. Search warrants must only be executed by experienced National Compliance Team Investigation Officers or higher. Police checks via the National Compliance Team should be carried out where there is identified potential risk is associated with specific individuals or addresses. Consider the use of drones when planning operations in difficult situations (e.g. sovereign citizens/protester camps, whitebait fishers in remote spots) to assess the situation and identify escape routes.</p> <p>Minimum Competencies: DOC Warranted Officers have passed a full Warranted Officer course or Warranted Officer refresher course post 2012, including approved CERT Officer Safety training in Situational Safety & Tactical Communications (SSTC). Warrant Officer refresher training must be completed every 3 years. Honorary Warranted Rangers and workers of other agencies warranted under a named Act administered by DOC must have passed a short Warranted Officer course and have completed the approved CERT SSTC course. The short Warranted Officer course must be recompleted every 3 years. Non-warranted DOC workers are to be accompanied on compliance operations or responses by a qualified warranted officer who meets this minimum competency. This excludes low risk compliance checks. Unwarranted workers engaged for the purpose of compliance checks who are working unaccompanied (e.g. temporary summer rangers) must have completed the approved SSTC course. Compliance staff to be first aid trained. All staff issued with SRBA must be familiar with the SRBA SOP doc-6365024 and have completed the approved SSTC course.</p> <p>Work Instructions: On all compliance responses a Team Leader must be appointed and a JSA and Toolbox Talk undertaken. Effective communication tools to be carried e.g. cell phone, radio or Sat phone. PLB to be carried where relevant. Check in/out intentions must be completed including for afterhours operations and before and after interviews at suspect's homes. First Aid kit to be available during operations.</p>

			<p>If a compliance operation becomes unsafe, withdraw and seek advice and support. Before executing any Search Warrants (must only to be undertaken by experienced National Compliance Team Investigation Officers or higher), a Search Warrant Risk Assessment doc-6976957 must be completed.</p> <p>PPE: Wear uniform, and/or full compliance overalls (where supplied and if appropriate) and boots where appropriate. Wear Hi-Vis vest if appropriate. Stab Resistant Body Armour (SRBA) must be worn if required by a risk assessment or on interagency operations and/or when directed by the Team Leader's Manager. Latex (or similar) gloves to be worn when executing Search Warrants.</p>	
416	Computer use	OOS, sprains or strains. Effects of prolonged use or poor posture due to setup	<p>Management Controls: Ensure high staff awareness of issue and arrange workstation assessment if necessary</p> <p>Minimum Competencies: All staff to receive appropriate training in correct use and set up of their work station.</p> <p>Work Instructions: Regular breaks, including micro pauses. Arrange workstation assessment if necessary. Report and monitor any early signs of pains/niggles to supervisor/manager.</p> <p>PPE: Wrist supports, footstands monitor stands if necessary</p>	

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1648 0	Difficult / aggressive people	Staff may come into contact with difficult or aggressive members of the public or customers either in the office (via phone or in person) or in the field. Staff could be physically assaulted and/or feel stressed or harassed through being placed in a confrontational situation.	<p>Management Controls: Identify the potential risks, put in place procedures for dealing with difficult and/or aggressive people and train relevant staff about these.</p> <p>Ensure relevant staff, particularly office & Visitor Centre staff, are aware of factsheets:</p> <p>Dealing with an abusive caller doc-5716525</p> <p>Handling difficult people doc-3238530</p> <p>Dealing with abusive behaviour doc-5738832</p> <p>Dealing with social media abuse doc-5880970</p> <p>In office/Visitor Centre situations consider if layout of furniture and entry/egress is appropriate and if a duress button is required. If a duress button is installed, it must be monitored. Detailed monitoring instructions that are regularly reviewed and updated are required.</p> <p>Staff to be aware of any lockdown procedures that may be in place. Contact the Security Team if you require a site risk assessment or wish to discuss lockdown or duress issues. Staff should also be briefed on any current contentious issues.</p> <p>Any staff who could potentially work in an office, workshop, in the field, etc on their own must complete the Lone Worker modules in DOCLearn.</p> <p>Minimum Competencies: Training on handling difficult and aggressive people and situations has been received.</p> <p>If persons are likely to be working alone at any time, completion of the three Lone Worker modules in Risk Manager.</p> <p>Work Instructions: If confronted do not argue. Remain polite and respectful. If concerned for your wellbeing, physically remove yourself from the situation and/or call for assistance. If a person is believed to be high risk, communicate this to the supervisor. Report any suspicious behaviour and personal safety issues to Manager.</p> <p>In offices and Visitor Centres where persons are exhibiting threatening behaviour and staff feel unsafe or consider that the behaviour may escalate/intensify, any staff member can ask the person to leave the site immediately. The Site Manager (usually the Ops Manager) can also issue a trespass notice if the situation allows (see Trespass Guideline doc-6080572). If the offending person refuses to leave within a reasonable time when requested to do so, the duress button (if installed) can be pushed and/or the Police called. Record any incidents in Risk Manager. Report any acts of aggression or violence to the Police.</p> <p>PPE: Will depend on the task being undertaken.</p>	<p>Avoid confrontation and remove yourself from the person if threatened</p> <p>When working at the store always have your cell phone with you in case you have to call for help</p> <p>Monitor the external security cameras from inside the Whanganui Store</p> <p>Front gate to be closed when loading and unloading</p> <p>Wear duress button while loading and unloading (if alarm goes off it rings Aotea and they ring the TNM Team and they will ring the police)</p>

Hazard Management

ID	Hazard Title	Hazard Description	Master Controls	Local Controls (plan specific)
2968 7	Drone/UAV/RPAS incursion into an Operational Area	<p>Potentially a catastrophic multiple loss of life if a drone or UAV (unmanned aerial vehicle) enters an operational area in which aircraft are being used; potentially causing a collision with or evasive action by the aircraft.</p> <p>The hazard includes Remotely Piloted Aircraft Systems (RPAS), Unmanned Aerial Systems (UAS), and Model Aircraft.</p>	<p>Management Controls: If an incursion by drone, UAV, RPAS, UAS, or model aircraft is detected, or information received of a potential incursion by any such aircraft, into an area in which aerial operations are being conducted, the site supervisor of the area should be notified immediately to ensure all piloted aircraft are notified of the hazard.</p> <p>No piloted aircraft will hover over or harass the unauthorised RPAS, UAV, UAS, Drone or Model Aircraft, Aircraft are to be advised to immediately make safe passage to a safe landing site and cease operations until such time that the drone/UAV is located and removed, or the information is negated.</p> <p>If an incursion is detected or threat of incursion is received, the site supervisor should immediately notify the Incident Controller. The New Zealand Police should be contacted immediately by telephoning 111.</p> <p>Noting the drone operator is potentially in breach of NZCAA rule 101.213 Right of way <i>(a) A person who is operating a remotely piloted aircraft or a control line model aircraft must ensure the aircraft that the person is operating gives way to, and remains clear of, all manned aircraft on the ground and in flight.</i></p> <p>The Site supervisor will immediately deploy staff to / or locate the user / operator and record and document the user's consents and approvals.</p> <p>Also notify CAA by completing their form at https://occurrences.caa.govt.nz/ProdUI/ Report into DOC risk manager.</p> <p>See also CAA Rules, Part 101 and Part 102: https://www.caa.govt.nz/rules/rules.htm#Pts_101_102</p> <p>Minimum Competencies: Communications equipment competency to advise all staff and aircraft operators of incident or risk, and competent staff to confront the RPAS UAV UAS Drone or model aircraft operator and record the operator's details.</p> <p>Work Instructions: Cease all aircraft operations until risk or threat definitively removed or discounted. Incident Controller or operational lead to declare resumption of work.</p> <p>PPE: Care should be adopted handling any operational drone or UAV although limited PPE is available for this situation (leather gloves for handling a motion craft on the ground).</p>	
433	Falling objects (rocks, trees)	Being hit by an object falling from height (e.g. rocks, trees, branches)	<p>Management Controls: Identify areas of potential falling objects, discuss with staff</p> <p>Minimum Competencies: Competent in this terrain and can observe hazardous situations</p> <p>Work Instructions: Undertake job safety analysis. Review immediate vicinity for obviously weakened trees/windfall. As much as possible avoid work at bottom of rocky slopes or cliffs. Remove suspect trees. Avoid working in forest when wind is high, during or directly after heavy snowfall when branches or trees are likely to come down. Where possible, do not camp under trees/cliffs, especially during high winds.</p> <p>PPE: Hard hats to be worn when falling hazards exist.</p>	

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22973	Fatigue	<p>Fatigue is a state of impaired alertness, attentiveness, slower response times and reduced performance caused by physical and mental exhaustion.</p> <p>It is a significant cause of incidents, accidents, injury or death.</p> <p>Signs and symptoms include but are not limited to changes in mood, changes in alertness, decreased task performance including poor judgement and risk taking, and a lack of focus.</p>	<p>Management Controls: Plan work for regular daytime hours, avoid long hours and night work where practical. Identify ahead of time where longer hours or night work cannot be avoided. When night work or long hours cannot be avoided ensure staff members have breaks that allow for 7-8 hours sleep and provide alternative arrangements for driving home e.g. shuttle or accommodation. Make sure work/tasks are clearly defined. Ensure regular breaks for, or rotate staff who are working in demanding (mentally or physically) or monotonous roles. Provide support when people encounter problems doing their work, or when they have emotional or family difficulties. Assess staff who appear or report feeling fatigued and stand down from work as necessary. Ensure staff are familiar with Preventing and Managing Fatigue in DOC doc-7379417.</p> <p>Minimum Competencies: Staff briefed on risk factors and controls.</p> <p>Work Instructions: Schedule and take regular breaks during work. Ensure sufficient food and water is available and that staff are eating and drinking. If feeling fatigued, let Team Leader know and take a break. Recognise risk factors in team members, e.g.: lack of or broken/irregular sleep, sustained physical or mental effort, environment such as sustained exposure to noise or a cold wind, non-work events or responsibilities that create pressure/distress, personal conflicts, illness, lifestyle, inability to cope. Avoid tasks where the consequence of error is serious (e.g. do not drive, operate machinery or work in a hazardous area) if feeling fatigued, have worked for more than 5.5 hours without a break or have not had a 10 hour break from work in the last 24 hours. Staff and managers must report episodes of fatigue so that education, health monitoring and effective controls can be put in place. Individuals suffering from fatigue can develop a Fatigue Management Plan (a template for this can be found in Preventing and Managing Fatigue in DOC doc-7379417).</p> <p>PPE: N/A</p>	

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445	Food services, preparation, safety in the kitchen	Food poisoning, burns and cuts. Strains from slipping on any spills on the floor, bruising or burns from dropping items onto feet	<p>Management Controls: Strict guidelines at DOC events should be followed with a documented food preparation plan and itemised list. If food is being sold, a current Food Control Plan approved by and registered with the relevant local Council will be required. Check the MPI website if unsure: https://www.mpi.govt.nz/food-safety/food-act-2014/my-food-rules/. Ensure any Food Control Plan is kept current and regularly reviewed. Ensure staff are familiar with the requirements in any Food Control Plan or food preparation plan in place. Ensure proper hand cleaning products are available, including anti-bacterial soaps and towels (preferably paper) in washrooms.</p> <p>Minimum Competencies: Briefed about hygiene and safety requirements. Familiar with the requirements of any food preparation plan or Food Control Plan that is in place.</p> <p>Work Instructions: Ensure the requirements of any food preparation plan or Food Control Plan are followed. Assign food preparation management to one person who will oversee the tasks, assign duties, etc. Anyone who is sick must not be involved in handling food. Follow 4 Cs - clean, cook, cover, chill. Wash hands before putting on disposable gloves. Ensure benches, chopping boards and utensils are clean. Take care with sharp objects and hot equipment. Ensure electrical appliances are all compliant. Limit number of people if necessary. Regularly check that the kitchen area is clean. Refrigerate or freeze any leftover food within 2 hrs. Cover any stored food. Ensure there is no cross-contamination of any food being prepared/provided for people with specific food allergies. Clean up any spills on the floor immediately.</p> <p>PPE: Food safe latex or vinyl disposable gloves to be worn when handling/preparing food. Non-slip footwear with covered toe. Pot mitts for handling hot items.</p>	

Hazard Management

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454	Generator and Pump use	<p>Faulty power points, damaged equipment or incorrect use</p> <p>Insufficient power supply Burns from exhaust Sprain or strain from lifting Hearing loss due to noise Fire Electric shock Carbon monoxide poisoning Possible multiple fatalities</p>	<p>Management Controls: Maintain electrical equipment - refer to the AS/NZS standard and refer to manufacturer's specs.</p> <p>Regular service regime as per the manufacturer's instructions is set up and recorded. Evaluate how the power supply is keeping up with the rising demands driven by advancements in technology and increased connectivity.</p> <p>Minimum Competencies: Knowledgeable of hazard, required controls and specifics of equipment being used If refuelling is required completion of hazardous substances DOCL learn and practical assessment</p> <p>Work Instructions: Ensure there are isolating transformers, or circuit breakers or RCDs available for use Inspect and test run of equipment regularly and before taking into the field. Complete prestart checks Use correct lifting techniques when moving Use an isolating transformer, or circuit breaker/RCD to connect other machinery/tools Do not allow hot engine or exhaust to heat any sources of ignition such as long grasses or other flammable substances. Adequate ventilation, no indoor or other confined space use. Do not operate with multiple extension leads. Ensure all connections are waterproof if they are outdoors or wet areas Take care of cranking engines, as handles may come free and swing wildly or may run on once generator starts if they jam. Consider availability of fire extinguisher and spill kits</p> <p>PPE: Use Class 4 hearing protection.</p>	
462	Hazardous substance transport	<p>Lifting heavy weights. Spillage, vehicle accident or breakdown. Chemical reactions. Fire. Fumes.</p>	<p>Management Controls: Refer to Management of Hazardous Substances SOP (doc-6052105) and/or other specific SOPs for rules on transport. Have written emergency procedure covering all hazardous substances on the vehicle readily accessible at all times. Ensure Fire Extinguisher is available Carry a current Safety Data Sheet if appropriate.</p> <p>Minimum Competencies: Certified Handler required for some class 1, 6.1A and 6.1B substances. Drivers or operators to demonstrate familiarity with the dangers of the substances carried, procedures for their safe loading, handling and storage on the vehicle and the emergency procedures. Consider manual handling training. Workers to complete the Hazardous Substances online learning module in DOCLearn and complete the Practical competency assessment.</p> <p>Work Instructions: If travelling on a vessel, you must advise the skipper, in advance, of any hazardous goods (regardless of quantity) you will be taking onboard. refer to Carriage of Dangerous Goods via Water docdm-865589 If travelling on an aircraft, you must advise the pilot, in advance, of any hazardous goods (regardless of quantity) you will be taking onboard. Carry a suitable fire extinguisher in vehicle. Refer to SDS if appropriate. Practice good lifting techniques - do not twist back while lifting and use legs to provide lift rather than back.</p> <p>PPE: Fire extinguisher suitable for substance</p>	

469	Helicopter Use - General	<p>Loss of control ;</p> <p>Unsecure loads leading to an uncontrolled/unplanned loss of load or crash resulting in fatality;</p> <p>Rotorwash. Being hit by rotor or other objects, Dust/debris in eye;</p> <p>Objects hitting rotor. Alighting/disembarking aircraft.</p> <p>Noise and Hearing Damage</p> <p>Loose Clothing being blown can create Distraction</p> <p>Helicopter Landing Site not suitable</p>	<p>Management Controls: NOTE: ROBINSON HELICOPTERS ARE NOT TO BE USED FOR DOC-FUNDED OR DOC-CONTROLLED WORK. refer DOC-6864731 Robinson Helicopters Prohibition Extension Dec 2021.</p> <p>Only hire from the National Helicopter Panel. HeliOrder must be used when engaging a helicopter operator. Operators on the Helipanel must hold the operators has safety management system and relevant CAA certification.</p> <p>Helicopter must be suitable for the type of work being undertaken.</p> <p>Staff are trained and competent. A Safety Plan must be in place for the work. All staff understand the JSA process.</p> <p>Where flying over water greater than 5 nautical miles is a regular occurrence (more than 3 times a year) Managers to consider if Helicopter Underwater Escape Training (HUET) and/or Sea Survival training is warranted. Contact DOC Aviation Risk Team.</p> <p>Night flying and/or the carriage of passengers at night is not permitted unless there are exceptional circumstances which must be approved and recorded by the Manager. If night flying is approved the helicopter must have night flying modified cabin and instruments and the pilot is night rated.</p> <p>For transporting external loads refer also to Hazard #470 - Helicopter - External Loads. For human sling operations refer to hazard #468 - Helicopter - Human sling operations</p> <p>Staff awareness of Helicopter STEP Operations SOP (doc-6191032) where required.</p> <p>When transporting Dangerous Goods, ensure that the Civil Aviation rules are followed, contact the operator prior to flight for clarification.</p> <p>Helicopter Landing Sites are Suitable for the size of helicopter and location ; refer to HLS Service Standards doccm 6195062</p> <p>Minimum Competencies: Reference the requirements for Department of Conservation Helicopter user roles below:</p> <p>Helicopter Safety Competency Pathway v1_2 - (DOC-7172469)</p> <p>Helicopter Training Competency Revised (DOC-7187302)</p> <p>All Helicopter users must undertake the Helicopter e-learning courses relevant to their role in helicopter use. For staff working as Ground Crew and with External Loads, a Helicopter Operator Familiarisation is required, (DOC-7169553 Helicopter Operator Flight Preparation and Cargo Familiarisation Record / DOC-7186178 Helicopter Operator External Loads Familiarisation Record)</p> <p>Checklists from these days must also be completed and uploaded in DOC-Learn.</p> <p>Instructions for the Helicopter Operator Familiarisation are at DOC-7186496 Ground Crew Helicopter Operator Familiarisation Instructions</p> <p>The Helicopter Activities Logbook must be kept current as a record of any helicopter use which involves personnel having a role other than passenger. Logbook records may qualify for an exclusion from repeating relevant e-learning courses for up to a three-year period. Refer DOC-7187302 Helicopter Training Competency Description for more information.</p> <p>Logbooks will be audited during the Aviation Safety Teams District verification visits.</p> <p>E-learning modules are available online for volunteers, contractors and other partner organisations at https://www.doc.govt.nz/get-involved/training/online-courses/helicopter-safety-online-course/</p> <p>Work Instructions: Appoint a Team Leader and ensure any inexperienced or not competent staff are directly supervised.</p> <p>Complete JSA/Toolbox Talk prior to flight and ensure a Pilot briefing occurs.</p> <p>Use of the Boarding Pass App (on mobile phones) is mandatory for DOC Team Leaders.</p> <p>If flying over water (more than 1km) the pilot briefing is to cover ditching and escape procedures. Pilots instructions to be followed at all times.</p> <p>When near helicopters any loose/light items must be secured or packed away to prevent them being blown by rotor wash or strong winds. Never reach up or chase any items that are blown away.</p> <p>Ensure appropriate communications are in place prior to any operation.</p> <p>Internal loads (people and equipment) are positioned as directed by the pilot (weights may be required by the pilot prior to flying). Advise the pilot of any hazardous goods are being carried (a CSL/Certified Handler Certificate may be required).</p>
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3950 5	Loose items at 1080 load sites	Unsecured items such as plastic wrap from the bait bags or sundry items at the load site or in the loading zone area at 1080 load sites can be moved/blown by rotor wash from helicopters. These could be blown into the path of helicopters causing mechanical failure or injury to the pilot, ground crew and/or other load site personnel.	<p>Management Controls: Include this hazard in all briefings prior to operations taking place. Ensure appropriate and safe load site set-up is achieved by following SOP. Check plastic wrap on bait bags prior to transport to site and ensure ground crew double check before loading begins. Ensure that all staff and contractors are aware of the risk of loose items. Check load site before operation begins and at regular intervals as part of the situation reports carried out.</p> <p>Minimum Competencies: NA</p> <p>Work Instructions: Set up load site properly. Brief all staff and contractors about hazard. Ensure regular checks are carried out and that those on site monitor site for this hazard and feel they can speak up.</p> <p>PPE: NA</p>	
488	LPG use	Working around or using LPG cylinders, including supply lines. Explosion, leakage, and physical damage to cylinder and valve. Gas leakage. Asphyxiation. Lifting. Heavy object falling.	<p>Management Controls: Ensure staff awareness of LPG Installations SOP (doc-6211586) and all installations are have a the appropriate certification (Gas Safety Certificate, Location Compliance Certificate etc) and well maintained. Ensure all controls are in place and effective, including in transportation. All cylinders must be stamped with a LAB number and a current test date - i.e. any cylinder must have been tested within the last 10 years or is less than 10 years old.</p> <p>Minimum Competencies: Competent in the use of the substance, and installations. Consider manual handling training. Workers to complete the Hazardous Substances online learning module in DOCLearn and complete the Practical competency assessment.</p> <p>Work Instructions: See the Process under Note and Documents. Ensure workers have read the LPG Hazards and Safe Use Instructions (doc-6214725). Secure cylinders correctly when transporting to prevent movement and damage. Cylinders in upright position with valve closed. Where there are multi-cylinder installations, at least one cylinder must be installed in the service and either another cylinder or a cap fitted to the pipework on the reserve side of the regulator to ensure LPG cannot leak out. If investigating suspected gas leak, extinguish all flame first. Check for leaks using soapy water on all joints and connections. Avoid soapy water containing ammonia. Gas leak detector spray (aerosol can) may also be used. The soapy water/leak spray must be thoroughly rinsed off following application (i.e., use water only/wipe with a rag). Any area that is affected by gas leakage must be cleared of gas before it can be entered safely. Check valve on cylinder is closed before disconnecting pipe. Check rubber sealing washer is in position, in good condition. Check any flexible hose for signs of age or cracking. Ensure satisfactory ventilation - never use gas appliances in confined spaces, never cover any ventilation. Ensure gas appliances supervised at all times when in use. Ensure correct lifting techniques are practiced- do not twist while lifting and use your legs to provide lift rather than back.</p> <p>PPE: Leather gloves to be worn when changing bottles</p>	

Hazard Management

ID	Hazard Title	Hazard Description	Master Controls	Local Controls (plan specific)
485	Manual handling	Sprains and strains. Crushing. Slips, twisting, compression.	<p>Management Controls: Where possible have appropriate alternatives to manual handling available e.g. sack barrow, pallet jack, trolley, etc. Ensure the activity matches the individual's personal fitness level and that they have no injuries or disabilities that may be aggravated by carrying out the tasks. Be familiar with principles of the Code of Practice for Manual Handling.</p> <p>Minimum Competencies: Manual handling training recommended - contact your local branch of TBI Health as they can provide free training services as part of their Early Intervention Programme contract with the Department. Physiotherapy & Rehabilitation throughout New Zealand - TBI Health (www.tbihealth.coc.nz)</p> <p>Work Instructions: Include manual handling in the JSA related to the task. Minimise the need for manual handling of heavy loads by using any available suitable carrying/lifting devices. Do not handle loads more than your individual capacity. Seek assistance when lifting heavy or awkward loads. When lifting, stand reasonably close to the load with your feet apart. Once in a stable position, bend at the knees and keep your back straight. Get a firm grip on the object, using handles if provided and two hands wherever possible, and move it as close to your body as possible. Tighten stomach muscles and lift in a smooth motion by straightening legs and keeping back straight. Avoid jerking movements, twisting, bending, overreaching and carrying loads above shoulder height. If there is an option between pushing or pulling a load, always choose to push. When carrying or moving loads, keep load close to your body. Ensure you have a clear view of your travel path and that it is unobstructed. Place loads down slowly, steadily and smoothly by bending knees and not back -do not drop load. If undertaking long periods of manual handling, ensure regular breaks are taken and where possible swap tasks to avoid long periods of the same repetitive movements or body posture.</p> <p>PPE: Whatever is appropriate/required for the specific task and/or as directed by the Team Leader.</p>	<p>Lift heavy objects with someone else if required.</p> <p>Use Forklift if possible to reduce heavy lifting.</p> <p>Forklift driver must have completed the store induction and be signed off with records on file</p>

Hazard Management

ID	Hazard Title	Hazard Description	Master Controls	Local Controls (plan specific)
499	Motorised plant use	<p>Includes use of internal combustion engine, pumps or tools.</p> <p>Hazard is build up of carbon monoxide and other toxic gases - serious illness, loss of consciousness.</p> <p>Noise - Hearing loss.</p> <p>Contact with moving parts - crush, cut or entanglement.</p> <p>Hot exhaust - burns.</p> <p>Electricity - electrocution.</p> <p>Flying debris. - Cuts. Impact damage.</p>	<p>Management Controls: Annual check of all electrical circuitry, moving and fixed parts, vibration controls, all servicing up to date, fuel system integrity, corrosion, wear and tear.</p> <p>Minimum Competencies: Trained and assessed by a competent operator this can be judged and assigned by a supervisor etc, or by specific licensing/US as per particular use. . Competency sheet signed and kept on file. All users properly inducted.</p> <p>Work Instructions: JSA and Toolbox undertaken. JSA discussed to included hand arm vibration. Use the Ready Reckoner Vibration Exposure Tool to calculate the exposure limitations to ensure workers do not exceed 5m/s (8-houraverage) -refer to HAZARD 46327 Vibration - Hand Arm Vibration for other controls. All machinery to be well maintained and checked prior to use.</p> <p>Equipment safety features must not be removed or altered and must be used. Hot parts have guards where appropriate. Use all equipment in accordance with manufacturers specifications, including guarding which is to be in place at all times. Any modifications to be within manufacturers specifications. Do not use equipment in a confined space.</p> <p>PPE: Personal protective equipment to be worn, including hearing protection.</p>	
2374	Pesticide Transport and Storage	<p>Pesticides could spill or be damaged when they are being stored or transported resulting in inhalation, ingestion or absorption.</p>	<p>Management Controls: Have available, understand and comply with the Safe Handling sheets for the relevant pesticide. Ensure that the substances are recorded on the Inventory. Ensure current Safety Data Sheets (SDS) are held. Follow transport and storage requirements are in place as per the Management of hazardous substances SOP.</p> <p>Minimum Competencies: Everyone transporting or storing pesticides (classes 6.1A, 6.1B only) must hold a Certified Handler Certificate or be under the direct supervision of someone who holds a Certified Handler Certificate. Workers to complete the Hazardous Substances online learning module in DOCLearn and complete the Practical competency assessment.</p> <p>Work Instructions: Have available, understand and comply with the Safe Handling sheets for the relevant pesticide. Follow requirements of the substances SDS.</p> <p>PPE: As required by the SDS, SOP and as directed by Team Leader.</p>	<p>Staff and Contractors must have received the Whanganui store induction and be signed off with records on file.</p> <p>When bait is coming in and out, it must it must be recorded in the logbook in reception area. A tracking bait sheet (HazTrack) must be completed and scanned through to the TNM Logistics email address.</p> <p>Transporting driver must have a Dangerous Goods Licence.</p> <p>Person receiving incoming /outgoing bait must have a current CSL</p>

Hazard Management

ID	Hazard Title	Hazard Description	Master Controls	Local Controls (plan specific)
1452	Portable fuel container/jerrycan use	Fuel splash, fuel container leak, ignition of fuel whilst filling fuel container. All resulting in burns. Direct sunlight on any fuel can containing fuel will naturally cause internal expansion thus creating a sudden gush when the top is opened (release of compressed air). Incorrect use could cause serious burns	<p>Management Controls: Portable fuel containers will comply with the requirements of AS/NZS 2906:2001 Fuel containers - Portable Plastics and metal. All 2 stroke containers and jerrycans will be blue/orange, red for petrol, yellow for diesel. Include additional clearly visible identification/labels. Grey or dark green tags with the 2 stroke ratio can be purchased.</p> <p>Minimum Competencies: Competent person. Correct handling and storage procedures of cans should be covered during training. Workers to complete the Hazardous Substances online learning module in DOCLearn and complete the Practical competency assessment.</p> <p>Work Instructions: Only use approved fuel containers. Ensure earth strapping or flash arrestor is used or earth linkages are attached when decanting from portable metal fuel containers. Transport only the amount of fuel that is needed for the work - no more than two 20 L jerrycans per vehicle is recommended. Never transport fuel in the same cargo space with oxidizers, acids, or batteries. Never leave fuel cans in direct sunlight.</p> <p>PPE: Wear safety glasses and protective gloves when opening and dispensing fuel at all times</p>	
523	Public crowds	Includes temporary electrical wiring, trips and falls, fire, personal medical emergency, weather extremes, public behaviour.	<p>Management Controls: Ensure all buildings meet codes for fire safety and that venue has been well scoped beforehand.</p> <p>Minimum Competencies: Competent staff. First aid qualified person(s)</p> <p>Work Instructions: Ensure adequate passageways. Do not funnel crowds over steps and ramps. Cover any wires so they cannot be snagged, tripped over. If marquees in use, ensure guy ropes and pegs are marked or barriered from ground to at least 2 metres. Place barriers for any drops, ledges, steps where crowds will congregate. Ensure no overcrowding. Check fire extinguishers, fire exit signage. Strictly enforce 'No Smoking' inside venues. Ensure first aid kits are in place. In high wind conditions, keep public away from wind blown hazard areas. Check weather forecasts. At event, check out clothing of public, advise if people are inadequately dressed. Ensure a facility is available for people to shelter in if practical.</p> <p>PPE: As advised by Team Leader. Hi vis in some circumstances.</p>	

Hazard Management

ID	Hazard Title	Hazard Description	Master Controls	Local Controls (plan specific)
533	River crossings	Fast flowing water, deep water, holes, logs in river, structures such as fencing, willows, fast water due to floods and flash floods. Tripping/slipping due to uneven ground, slippery rocks and banks/riverbeds. Serious injury or drowning.	<p>Management Controls: Staff are aware and educated in this risk (e.g. MSC River Crossing document, online video and learning module including quiz). Never cross a river that is swollen or in flood. If ropes are needed (mostly should be used for rescue only) then river not to be crossed unless specifically trained in use of ropes. Trips are well planned, and team leadership allocated. Ensure a good level of fitness. Ensure there is good knowledge of the local catchment / waterway and the effect of particular weather patterns or local conditions such as release of water from dams, rivers that rise quickly and snow melt.</p> <p>Minimum Competencies: Trained/competent in river crossings to NZQA unit standard 427 or similar, or supervised / assessed by someone who is. Staff are aware and educated in this risk (e.g. MSC River Crossing document, online video and learning module including quiz) Specialised training if required to use ropes.</p> <p>Work Instructions: Always allocate a team leader and undertake a JSA in which discussion is to take place on team members knowledge and experience of the catchment or waterway. When river swollen or in flood do not cross. Check weather forecasts. Consider river conditions, holes, slippery rocks and run out zone. Where practicable site camps and work on the same side of the river. If swept over in river keep legs up and travel feet first. Take appropriate action to prevent hypothermia in the event of slipping or falling during a river crossing including stopping to dry off and warm up.</p> <p>PPE: Use appropriate and correct clothing and footwear as advised by Team Leader. Ensure you have equipment and provisions to stay for a few extra days if rivers rise and you are unable to cross to return home.</p>	

Hazard Management

ID	Hazard Title	Hazard Description	Master Controls	Local Controls (plan specific)
548	Sun exposure	Exposure to direct sunlight/UV radiation can increase the chance of developing skin cancer, damage to your eyes and can also lead to heat exhaustion, heat stroke, dehydration and hyperthermia.	<p>Management Controls: Ensure that staff are familiar with the Sun Safety Intranet pages and are aware of and educated on the effects of UV exposure. Staff are educated and briefed on the symptoms of dehydration, heat exhaustion and heat stroke. Repeat this at the beginning of each summer season.</p> <p>Ensure adequate supplies of a broad spectrum and water-resistant SPF 50+ sunscreen that complies with AS/NZS 2604:2012 are available for staff to use. Refer to the Sunscreen Intranet page for a list of recommended sunscreens.</p> <p>Minimum Competencies: Person briefed on exposure issues and controls.</p> <p>Work Instructions: Be aware that UV levels can be higher in places where it is reflected including on or near water, sand, concrete, snow and at altitude.</p> <p>Reduce the amount of time spent outside in the sun by rescheduling work tasks. UV levels are highest between 10am - 4pm so, if possible, consider how you can schedule work to eliminate or reduce time spent working outside during these hours.</p> <p>Include sun exposure/UV radiation in JSA/Toolbox Talks particularly between Sep and Apr each year.</p> <p>Cover up as much as possible/practical with UV protective clothing including a hat and sunglasses. Applying sunscreen underneath will provide greater protection.</p> <p>Apply sunscreen generously to any exposed skin (1 tsp for each arm, leg, stomach, chest, face and back) approx. 20 minutes before going out in the sun. Ensure lips are protected using sunscreen or lip balm with SPF. Reapply approx. every 2 hours (more frequently if sweating). Discard and replace any expired sunscreen.</p> <p>Carry sufficient supplies of water (don't rely on natural sources) and keep well hydrated. Take regular breaks preferably in the shade. Share the workload and monitor each other for signs of dehydration/heat exhaustion. If observed, stop work immediately, move to a cool place and treat.</p> <p>If the person vomits, seek medical advice immediately. For heat stroke symptoms seek medical assistance immediately.</p> <p>Report all incidents of work-related sunburn into Risk Manager.</p> <p>Monitor your skin for changes and, if any doubt, get checked by a qualified health practitioner.</p> <p>Note that some substances called photosensitisers (e.g., some medications, chemicals and plants) can cause a person's skin or eyes to become abnormally sensitive to UV radiation - see doc-724572.</p> <p>PPE: SPF 50+ sunscreen Hat - preferably wide-brimmed, and/or attach a neck flap to the back of hat or helmet Sunglasses Clothing - long sleeves and long legs, preferably UV rated (DOC UFP 50+ uniform if you have it) Supply of water</p>	

559	Trailer use	<p>Loss of traction/ manoeuvrability if content of trailer is not correctly loaded or tied down Coupling coming loose. Sprains, strains, crushing while loading. Potential fatality</p>	<p>Management Controls: All DOC vehicles that tow trailers must be fitted with 50mm tow balls which must be coloured red. Any 1 & 7/8" tow balls and couplings held must be coloured yellow. Convert-a-ball brand or interchangeable tow balls with pins are not to be used. Trojan Duo Tow Ball 3500kg - T543010 - Trojan Repco New Zealand recommended. Ensure that the vehicle is rated to tow the weight of the trailer and contents. Fit with warning labels in the immediate vicinity of the tow ball indicating the maximum towing capacity of the vehicle. Trailers are clearly marked on the draw bar with the tare weight. To avoid corrosion inside the tongue of removeable tow balls of towing vehicles either remove when not in use and store elsewhere or inspect each month by removing from vehicle, leave the pin out and shine a torch inside to detect any corrosion. Replace if any corrosion noted. Bi-monthly checks are carried out using checklist DOC-2650752. Trailer drivers to read and understand trailer use technical document DOCDM-750601 and SOP DOCDM-772465</p> <p>Minimum Competencies: Minimum Class 1 car licence Trailer use competency assessment completed docDM-703861</p> <p>Work Instructions: Carry out pre-driving checks as per Trailer Use Technical Document (docDM-750601) before travelling and again if trailer has been left in public space unattended Engage hydraulic over-ride brakes when reversing, ensure the reversing block is opened before driving off. Follow instructions set out in the Trailer Use SOP and Guide to safe loading and towing for light vehicles. No person is permitted to ride in any trailer. If a tow ball is removed a new spring washer is to be used when reattaching. The nut should be tightened using a torque wrench to 220Nm. If a 1 & 7/8" has been fitted to tow a trailer (e.g. hired trailer), the driver is responsible for changing the tow bar on the vehicle back to a 50mm tow bar at the completion of that towing operation. Ensure 60% of the load is placed in front of the axle to reduce 'fishtailing'.</p> <p>PPE: Gloves recommend to when handling tail gates, cage sides or ramps in case of metal spurs.</p>	
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Hazard Management

ID	Hazard Title	Hazard Description	Master Controls	Local Controls (plan specific)
563	Travelling, Land (including working on Steep Slopes)	Negotiating steep terrain. Weather extremes. Falling or sustaining injury. Land movements/slips. Windfall/logs/spurs/rocks. Negotiating terrain in the dark. Getting lost. Wire fences. Fence posts and rails. Blown dust, sand, debris. Sharp bush causing puncture wounds and eye injury.	<p>Management Controls: Ensure all staff have available survival equipment (e.g. PLB, radio, satellite phone, survival blanket, GPS, map, compass, lighter etc). Notify intentions, arrange schedule times prior to departure. Check short and long range weather forecasts. Check medical conditions. Carry out Risk Assessment of area - check with local managers/staff. Ensure Team Leader is appointed.</p> <p>Minimum Competencies: Staff are competent in the environment and fully briefed. Personal fitness must be appropriate to tasks performed. Trained in radio use. Trained in Abseil 1 SOP as appropriate.</p> <p>Work Instructions: Carry out risk assessment/JSA. Where possible avoid working or travelling across steep areas where there is a high risk of fall. Ensure all staff carry suitable survival equipment (e.g. PLB, radio, satellite phone, survival blanket, GPS, map, compass, lighter etc). Staff to check for potential for slips when picking travel routes, choosing campsites, etc. Staff must not work in an area that is unstable or directly below another person on a debris face. Be aware of natural rockfall sites. Carry appropriate medication. Use Abseil techniques as in Abseil 1 SOP</p> <p>PPE: Use appropriate clothing/equipment and PPE, including goggles if high risk of eye injury from branches. Helmets are to be worn at all times while working on a slip face area.</p>	
572	Vehicle use - general	Loose control of vehicle, collision. Driving in poor weather or road conditions, being an unskilled, distracted or fatigued driver. Not having a vehicle that is suitable for the environment or is poorly maintained. Goods moving inside the vehicle causing injury. Operating in smoke hazard during/at a fire and/or with lights and siren. All could lead to a crash causing injuries/fatalities to driver & other occupants of the vehicle, pedestrians or occupants of another vehicle.	<p>Management Controls: All vehicle drivers must complete the driver authorisation process outlined in Section 3 of the Department's Safe Driving SOP DOC-6646012. Drivers must be briefed/inducted, including handling characteristics, on different vehicles they may be driving (e.g. car, ute, 4WD on-road, electric). Identify and provide specialist driver training needs. Review authorisation to drive after a driver has had an accident, been issued with an infringement notice when driving a DOC vehicle or developed a medical condition which may affect their ability to drive.</p> <p>Monitor & manage work schedules to avoid driver fatigue (see DOC fatigue booklet, DOC-7379417). Where practical, vehicles to be fitted with, or carry, appropriate communication devices (fitted or handheld radio, cell-phone) and safety equipment (First Aid kit, reflective vest, torch with spare batteries, emergency triangle).</p> <p>Ensure staff are aware of DOC radio channels in different areas they may be travelling through and of logging truck channels in forestry areas where active logging is occurring. Bi-monthly vehicle inspections must be completed. Ensure staff have an understanding of black ice and summer ice conditions.</p> <p>Minimum Competencies: Hold a current and appropriate driver's license for the type of vehicle being driven. Have completed online driver training as part of driver authorisation and refreshers every 24 months. Recommended Advanced Driver Training (anti skid training) and/or defensive driver training where it may be appropriate.</p> <p>Those driving under lights and siren are appropriately trained.</p> <p>Work Instructions: Driving must be factored into safety planning of work including choosing the right vehicle for the trip and allowing time for travel. Include driving in JSA/Toolbox Talk. Five minute vehicle safety check to be completed prior to use. Each driver must fob on. If sharing driving, turn the engine off between drivers. Ensure potential for fatigue (including the effects of any prescribed or over-the-counter</p>	

medication) is managed by observing safe driving hours, sharing driving with others where possible, recognising the signs of fatigue and stopping if needed.
Be aware of the impact of accumulated lack of sleep. (Aim to have at least 6 hours sleep in the last 24 hours and 14 hours sleep in the last 48 hrs)
Drivers must take regular breaks while driving. It is recommended that you take a 10 minute break after 2 hours of driving. It is a requirement to take a 30-minute break at or before 4 hours and 10 minutes of driving (the 4hrs and 10 minutes includes your earlier 10 minute break).
Within any 24-hour period it is recommended that drivers take a break of at least 10 hours between periods of work that include driving.
Weather and other environmental conditions must be assessed prior to driving. Drive to traffic & weather conditions (refer to road condition reports if in doubt) and within speed limits. Lower speed in adverse weather. If road is flooded, undertake a risk assessment before driving through (or don't drive through if risk is too high).
Be aware of 'summer ice' on roads - rain on recent dry road mixed with grime creates slippery conditions.
Be aware of potential for 'black ice' during the winter, particularly on parts of the road without much sunshine, such as tree lined roads and bridges.
Notify intentions and schedule times.
Watch out for sunstrike when driving - refer to Hazard 46015 Sunstrike.

If the vehicle does not have a fitted radio, consider carrying a handheld if travelling through areas of limited cell phone coverage. Pull over to use radio or cell-phone or use hands-free.

Secure loose gear inside the vehicle or tie down on vehicle deck. Animals not to be transported without Manager approval and not inside vehicles unless contained & secured in a carry box or portable kennel.

No persons to ride on the rear deck of a ute at any time.

Smoke chasers to be emptied of water when not being used for fire fighting purposes.

Fire extinguisher to be carried if the vehicle is carrying flammable goods or travelling through forestry areas. These must be secured (not loose).

Ensure wheel nuts are tightened using a torque wrench (e.g. at local garage) as soon as possible after changing a tyre.

If driving an electric vehicle, be aware that how many people and gear are in the vehicle and that use of lights, wipers, heating and stereo, etc. will increase the rate at which electric charge is used and this will need to be factored into planning charging stops for the journey. Ensure you have a charging station location app on your phone as the inbuilt car system may not be 100% correct.

PPE: Wear seat belt when in vehicle.

Hazard Management

ID	Hazard Title	Hazard Description	Master Controls	Local Controls (plan specific)
366	Vertebrate pesticide use, aerial application	<p>Poisoning from exposure to toxin or grain dust through ingestion, inhalation or skin absorption. Pesticides include cereal pellets or carrot baits containing 1080, pindone or brodifacoum, and cube root powder or slurry. Grain dust hazard also exists during pre-feeding with non-toxic cereal pellet bait.</p> <p>Allergic reactions to bait components (eg cinnamon, gluten) may be possible</p> <p>Other hazards associated with working around helicopters, machinery and manual lifting are likely to be involved.</p>	<p>Management Controls: Ensure the Safe Handling of Pesticides SOP (DOCDM-22730) is followed. Plan loading site to clearly establish PPE requirements in different work zones see guidance document DOCDM-1560571. Identify workers with allergies before assigning tasks.</p> <p>Ensure substances are recorded on the Inventory and stored correctly. Read and understand the Management of hazardous substances SOP.</p> <p>Minimum Competencies: Workers must hold any certification that is legally required for handling and use of the substance (e.g. Certified Handler Compliance Certificate and Controlled Substance Licence; valid for five years then require recertification). Workers must complete the suite of Hazardous Substances online learning modules in DOCLearn and complete the Practical competency assessment, and have these recorded on their DOCLearn profile.</p> <p>Current first aid certificate. Those working unsupervised or under direct supervision meet relevant supervision standards of the Safe Handling of Pesticides SOP. Site controller (where relevant) competent to supervise others.</p> <p>Work Instructions: Ensure team leader appointed and Job Safety Analysis completed. Follow Safe Handling of Pesticides SOP (DOC-22730) and have available, understand and comply with Safe Handling sheets (listed above). Reconfirm or revise loading site configuration before starting helicopter operations and following any significant change in wind direction. See guideline on loading site set up DOCDM-1560571.</p> <p>PPE: Minimum PPE standards are provided in Safe Handling Sheets which form part of the Safe Handling of Pesticides SOP. Ensure the relevant safe handling sheet is followed and meet or exceed the PPE standards for the most appropriate task identified on the sheet. SHS # 1 - Aerial cereal pellets (DOCDM-22712) SHS # 6 - Carrot or Apple bait (DOCDM-22725) SHS #7 - Cube root powder and slurry (DOCDM-22727).</p>	

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2073 5	Vertebrate Pesticide Use, ground application	<p>Poisoning from exposure to toxin through ingestion, inhalation or skin absorption. Pesticides include a range of bait types and active ingredients as well as fumigant pellets, cube root powder or slurry and alphachloralose powder.</p> <p>Allergic reactions to bait components (eg cinnamon, nuts, gluten) may be possible.</p> <p>Other hazards associated with back country travel and living are likely to be involved.</p>	<p>Management Controls: Ensure the Safe Handling of Pesticides SOP (DOCDM-22730) is followed. Identify workers with allergies before assigning tasks. Ensure substances are recorded on the Inventory. Read and understand the Management of Hazardous Substances SOP. Ensure substances are stored correctly.</p> <p>Minimum Competencies: Workers must hold any certification legally required for handling and use of the substance (e.g. Certified Handler Compliance Certificate and Controlled Substance Licence, valid for five years then requires recertification). Workers to complete the suite of Hazardous Substances online learning modules in DOCLearn and complete the Practical competency assessment, and have these recorded on their DOCLearn profile. Current first aid certificate. Those working unsupervised or under direct supervision meet relevant supervision standards of the Safe Handling of Pesticides SOP. Team leader competent to supervise others. If RPE is required then a fit test must have been completed for the worker (at least annually)</p> <p>Work Instructions: Ensure team leader appointed and Job Safety Analysis completed. Follow Safe Handling of Pesticides SOP and have available, understand and comply with the Safe Handling Sheets (listed above).</p> <p>PPE: Minimum PPE standards are provided in Safe Handling Sheets which form part of the Safe Handling of Pesticides SOP. Ensure the relevant safe handling sheet is followed and meet or exceed the PPE standards for the most appropriate task identified on the sheet. ' Best practise is to use the SDS for the identified chemical. Use of RPE is mandatory if identified in the SDS. SHS # 2 - Ground based cereal pellets (DOCDM 22715) SHS # 3 -Blocks and hard pastes (DOCDM 22716) SHS # 4 - Feratox pellets (DOCDM-22719) SHS # 5 - Cyanide and zinc phosphide pastes (DOCDM-22724) SHS # 6 - Carrot or Apple bait (DOCDM-22725) SHS # 7 Cube root powder and slurry (DOCDM 22727) SHS # 8 - Fumigant pellets (DOCDM-22728) SHS # 9 - Paste baits (DOCDM 104973) SHS # 10- Alphachloralose powder and paste (DOCDM 180741) SHS #11 - PAPP products (DOC-3228290).</p>	

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575	Visitor/Public management - controlled workplaces	Risks to safety of visitors being in the workplace - falls, tool injury, other bodily injury, etc. Includes field work and office situations.	<p>Management Controls: Ensure that risks associated with the potential for unauthorised visitors to enter a workplace/site are considered when planning the work. Ensure there are procedures for managing visitors in the workplace, e.g. sign in at reception, H&S briefing, escorting visitors. For dealing with difficult/aggressive people refer to hazard #16480. There are limited circumstances where land can be closed due to being unsafe, this may include during a period when work is being carried out. Check relevant concessionaire agreements and the <u>Visitor Safety Closures SOP (DOC-7362830)</u> for more information.</p> <p>Minimum Competencies: Competent in use of radio and dealing with people.</p> <p>Work Instructions: Ensure appropriate signs displayed and barriers to warn visitors of serious hazards and controlled accessed areas. Staff manning barriers to take appropriate action in the event of visitors entering controlled access areas. Use radio contact between staff members at barriers if necessary. Visitors will be held at the barriers until site supervisor declares it is safe to proceed. If encountering angry or disturbed persons in isolated situations avoid aggravating the person (refer to hazard #16480 - difficult/aggressive people).</p> <p>PPE: Where the visitor is authorised to be in the workplace/site a Hi-vis vest may be necessary in some situations as advised by Team Leader. Provide the visitor with any other appropriate PPE, e.g. hard hat, gloves, hearing and eye protection as required.</p>	DO NOT allow any members of the public into the store unless they have been approved by the NPCP Logistics Lead.
480	Wasp, bee, insect stings	Allergic reaction, anaphylactic shock, delayed infection either superficial or systemic.	<p>Management Controls: Identify areas of possible wasp activity. Where possible avoid areas or times of year when wasp activity is high. Identify allergies within team members. Educate staff and have system in place for managing the risk. Consider carrying of epipens.</p> <p>Minimum Competencies: Competent team members and team leader. Current, competent first aiders must be trained specifically in the use of auto injectors/ pre filled syringe use and oral medication where those medications are going to be administered to a person suffering from adverse reactions to stings and bites.</p> <p>Work Instructions: Specific prescribed anti-histamines to be carried by any individuals with a known history of allergic reaction. Identify at risk team members at staff briefing - allergies, likely reactions, appropriate medication and treatment prior to departure. Use caution near any beehives, if on foot stay away from hives. Team leader appointed and JSA undertaken prior to work.</p> <p>PPE: N/A unless advised by Team Leader</p>	Allergies to be declared and Epi pens carried if known anaphylactic.

Hazard Management

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534	Working on or near a live road	Working on or near live road where vehicles have potential to collide with DOC workers or work vehicles, causing serious or fatal injury and / or significant or severe environmental or property damage.	<p>Management Controls: All activities undertaken on or alongside a live road, will comply with NZTA NZGTTM, to which DOC SOP for Temporary Traffic references. Relevant and appropriate TTM documentation and especially Traffic Management Plan (TMP) and Traffic Management Diagrams (TMDs) will be developed, reviewed and approved for the activity. An appropriately TTM qualified Supervisor will be appointed to manage the activity. Appropriately TTM qualified workers will be appointed to undertake the activity.</p> <p>Minimum Competencies: All workers must have the appropriate training and credentials and be competent to do their work safely. In regard to management TTM, DOC is working at identifying what capability we require based around our risk profile.</p> <p>Planning</p> <ul style="list-style-type: none"> - Risk assessment Engineering (geometric design) - Network access coordination - Risk peer review - Regulatory functions <p>Operations</p> <ul style="list-style-type: none"> - Operational leadership (STMS) - Operational team member Quality assurance - Training to Traffic Controller and Site Traffic Management Supervisor as necessary <p>Work Instructions: Planning and approvals of work methods and TTM documentation (which includes TMP, TMD's, JSA, Toolbox) must be complete prior to commencement of any work onsite. TTM documentation must be implemented appropriately. All relevant and appropriate signage must be visible and in accordance with the TTM documentation. Roles and responsibilities must be implemented and clearly communicated to all parties through the induction and toolbox steps (i.e.: STMS, TTM Workers, any visitors). Effectively communicate all TTM documentation requirements to all involved parties. To be delivered by the authorised and qualified TTM supervisor (normally the STMS). Complete the activity. Once activity is completed, pack up site, remove all signage, notify all key parties the activity has been completed. Leave the site clean and clear of any obstructions or rubbish.</p> <p>PPE: For road and roadside work, at minimum, PPE requirements include:</p> <ul style="list-style-type: none"> - lace up, closed, protected working boots - hi-visibility clothing (such as a vest or jacket) - hard hat or helmet (if there are any hazards and risks above) - eye protection (if there is anything loose on the road or involved in your activity) - protective clothing (like wet weather gear) - hearing protection (if working in a noisy environment) - sunscreen (when working in hot weather) <p>Additional PPE (depending on the risks present) might include:</p> <ul style="list-style-type: none"> - face shields or masks - respiratory protective equipment 	