


Safety Management Plan: Friends of Flora 8732357

Reporting line:	Motueka Operations Manager	Site:	Conservation Land	Location:	Kahurangi National Park
Person Responsible:	Ranger, Biodiversity (Jan Livingstone)	Start Date:	1 November 2024	Review Date:	31 October 2025
Description of Work:	Predator control and other conservation work.				

All FOF volunteers will confirm that they have read and understood this plan via the FOF VMS. The Operations Manager must be notified of any accidents, near misses or emergencies as soon as possible via an incident report.

Approval Signatures:		
Person Responsible: Sandy Toy on behalf of the FOF Committee following approval at Committee Meeting on 15/11/25	Signed 	Date: 21/11/24

Golden rules for all events

- Only do tasks with which you are comfortable. New members to work with buddy until comfortable.
- Team leaders to discuss tasks and hazards, communication protocols and meeting points at the start of an event. If you're unsure say so.
- Carry a radio in easy reach in case of emergency, first aid kit, GPS and PLB (recommended).
- Check the radio is charged and the radio bag contains instructions on use before leaving shed; check radio is working before starting event. Leave radio on while in the field.
- Plan for the unexpected. Carry waterproofs, spare clothes in a dry bag, food, water & lighter.
- Wear appropriate footwear – conditions can be slippery at any time.
- FOF provides first aid training. Volunteers are encouraged to do the training.
- Ensure a responsible person knows your route, ETA and what to do if you're late. Sign in and out at the car park.
- Volunteers to inform team members of medical conditions/medication at beginning of event, if they feel it necessary.
- Promote Safety First culture. Speak up. Report incidents or near misses.

Hazard Management

Hazard Title	Hazard Description	Hazard Controls	Management details
Adverse weather.	Wind, cold, rain, lightning storm, hail. Hypothermia. Dehydration. Becoming disoriented and getting lost	Team leader obtain weather forecast prior to event and monitor any changes. Avoid going out in very high winds. In high/moderate winds and snowfalls be aware of potential windfalls and do not linger under high canopies. Avoid working in open terrain when caught in a lightning storm. In heavy rain be aware of the risk of rising river levels and being cut off from your exit point. Be prepared to stop work and retreat or seek shelter if conditions become dangerous. Manage exposure to cold/wet/hot conditions.	Be particularly careful scheduling June and July work as early onset of darkness exacerbates hazards
Pest/predator control – traps & trap handling	Trap closing on operator. Trap welds fracturing when re-setting causing injury	Traps to be well maintained and damaged traps repaired or discarded. ensure any wound is cleaned and treated appropriately. Avoid distractions when handling traps. Place new baits prior to resetting double traps.	Training of all people operating traps showing them how to hold and set to minimise accidental triggering and use

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		Carefully check any sprung traps for broken welds before they are reset, particularly after winter.	safety catches.
Dead animal handling	Contracting diseases from dead animals such as leptospirosis, often present in rat urine and transferred to humans via mucus membranes (eyes, mouth) and open cuts/sores.	Use tongs where possible to remove dead animals from traps. Wearing gloves encouraged if handling dead animals. Cover broken skin beforehand. Thoroughly scrub hands with an antibacterial wash or cloth prior to eating or at the end of the day. Seek medical advice if feeling unwell after handling dead animals.	Gloves made available to volunteers.
Iso-butane and propane	Explosion, leakage, and physical damage to cylinder and valve. Gas leakage. Asphyxiation.	If investigating suspected gas leak, extinguish all flame first. Check valve on cylinder is closed before disconnecting cooker. Any area that is affected by gas leakage must be cleared of gas before it can be entered safely. Never use appliances in confined spaces. Ensure gas appliances supervised at all times when in use.	Ensure adequate ventilation in small bivs – Deep Ck, Grecian
Fire	Portable cookers have potential to cause fires if knocked over or plant material ignited.	Exercise caution if using gas or spirit cookers outside. Use hut fireplaces and fire pits where provided	Complete fire prohibition will be shown through DOC signage
River crossings	Deep water, holes, slippery rocks. Fast/large rivers. Drowning. Uneven ground, rocks, banks on riverbeds/banks	When river swollen or in flood do not enter area. 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. Check weather forecasts and river level information. Use appropriate and correct clothing and footwear. Ensure fitness levels good. Use poles where required.	Line-leader to assess the conditions and discuss the hazards at the start of an event and ensure that no-one is asked to do a river crossing if they're not comfortable. Events involving crossings are postponed if conditions are unsuitable.

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Manual handling	Sprains and strains. Crushing. Slips, twisting, compression.	Stress the need for people to take care and appropriate amount of time while carrying out tasks. . Maximum of 2 double-set boxes to be carried at one time.	Utilise pack frames for carrying traps Reinforce the need for good lifting techniques.
4WD and other vehicle use	Collision/lose control of vehicle. Road edge breaking, rolling while driving on rough/steep or unstable or steep terrain. Driving under areas of loose and falling rock (vehicle swept off track, crushed, buried). Stall when ascending or descending a steep hill/ Becoming immobilised in an isolated location or accident from loss of control. Moving equipment inside of vehicle could cause injury. Fatigue. Vehicle rolling away when parked and hitting objects or people. Collision with trampers or mountain bikers. Getting stuck in the	<p>Select suitable vehicle and do not exceed capabilities of that vehicle. Seatbelts to be worn at all times. Keep body parts in cab while driving off road. Secure loose gear that is inside the cab or on vehicle deck to avoid injury to occupants and damage. Tyres are fit for purpose and regularly checked. Avoid using trailers off-road. If towing is necessary, take extra care. If parking vehicle on any sort of slope apply handbrake and engage 1st or reverse gear as well turning wheels uphill or away from road edge.</p> <p>Check vehicles for tampering, particularly of wheel nuts and external hydraulic hoses, on return. Avoid distractions whilst driving.</p> <p>Planned driving on Flora Rd during daylight hours only.</p> <p>Assess road and river conditions.</p> <p>Prior to driving the Flora track beyond the carpark, a volunteer must have driven a vehicle in both directions along the track with someone who is experienced in driving the track in the front seat and who is familiar with the likely hazards. When this has been done, the volunteer will be added to the register of drivers of the Flora track.</p> <p>Must have read and signed DOC Safe Driving SOP and produced license and been assessed by DOC staff or DOC trained driver eg Robin Toy before driving DOC 4WD along Flora Rd. Driver of DOC vehicles must 'fob on'.</p>	<p>Maintain a register of drivers. Share information on road hazards, with all drivers. Use Flora road 'Guide' and display FOF sign when parked in the Flora.</p> <p>Lights on at all times on Flora Rd.</p> <p>Radio to alert other users of the Flora Rd before proceeding in either direction. Place road cones with access signage at Flora carpark gate entrance to ensure exit. Unless you have a passenger to do it for you, stop when checking trap numbers etc. Unless changing gear, keep both hands on the steering wheel at all times.</p> <p>Exercise caution crossing Holmwood, Horseshoe and Gridiron Creeks. If any doubt about road hazards, stop, and assess before proceeding or</p>

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	Flora if gate blocked by parked cars. Encountering other vehicles head-on		retreating. Handsaw, axe, shovel useful to carry in vehicle particularly after heavy rain events. Chainsaw use not permitted
Bush – travelling through	Pushing through rough or prickly vegetation – fall onto sharp sticks causing puncture wounds. Windfall.	Consider wearing tough or protective clothing over parts of body vulnerable to puncture wounds. Watch for any objects that you may fall over. Beware of overhanging branches or dead stems hitting head, face or eyes of yourself or others. Keep safe following distance. Do not enter bush during high winds.	
Travelling - mountain biking	Accidents, falls, or collisions causing injury to volunteers or trampers. Conflict with trampers.	Respect others. Stay in control so you can safely avoid others and keep yourself intact. Give way to walkers. Use a bell or greeting when approaching others. Only ride mountain bike and shared-use tracks	Mountain biking on Flora Road and Barons Flat track only

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Travelling, land	<p>Negotiating steep terrain. Falling or sustaining injury while carrying pack/gear.</p> <p>Avalanches in steep terrain, land movements/slips.</p> <p>Windfall/logs /spurs/rocks.</p> <p>Negotiating terrain in the dark. Getting lost. Pre-existing medical condition</p>	<p>Where possible avoid working or travelling across steep areas where there is a high risk of fall.</p> <p>Leader must be aware of the comfort zone of accompanying team members.</p> <p>If you suspect you are becoming lost or overdue, or require assistance, radio for help. Always carry a torch in case of an unexpected delay in returning.</p>	<p>Radios to be on at all times.</p> <p>If working in multiple locations have regular radio scheds.</p> <p>GPS units if off-track or trapline.</p> <p>Personal fitness must be appropriate to tasks performed.</p> <p>Competent in use of radio and GPS if necessary</p>
Travelling, snow	<p>Snow sitting on top of tussock leading to falls when volunteer breaks through crust.</p> <p>Ice on exposed sections of track or trap line</p>	<p>Avoid trap checks at times when snow settled on tussock.</p> <p>Do not drive if not comfortable driving in snow/ icy conditions</p>	<p>Team leaders to schedule trap checks factoring in conditions.</p> <p>Whisky Creek bend is especially hazardous in icy conditions</p>
Sun exposure	<p>Exposure to direct sunlight/UV radiation</p>	<p>Wear sunglasses and sunhat with neck and ear protection and sunscreen</p>	<p>Particularly relevant for work above the bush line</p> <p>FOF hats & long sleeved lightweight shirts available for alpine work.</p>

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Not drinking enough water	Dehydration	Carry sufficient water at all times. Be aware that some lines and areas of operation have no running water.	
Wasp, insect stings, tree nettle	Allergic reaction, anaphylactic shock etc.	Specific medication to be carried by individuals with a known history of allergic reaction. Use caution near any wasp nests Bypass any traps with active wasps . Ensure med kits have Zyrtec or equivalent tablets in the case of stings.	Volunteers to inform team members of allergies. Inform team leader or Mot base/ Nelson VC of your location if stung. Sit down in safe place for 10 mins and confirm you're ok. Expiry dates on antihistamines to be checked annually. Alert others to wasp nests on trap and survey lines.
Hand tool use	Use of variety of hand tools including manual/electric screwdrivers, hammer, grubber etc. Heavy objects. Flying objects. Extended use (loss of control). Sharp blades/objects. Impacts.	Recommended relevant Personal Protection Equipment includes gloves, safety boots, overalls, leg protection, protective glasses if considered necessary. Be aware of the location of others and work at least 3 metres apart. Correct sharpening procedure used and tools maintained regularly. Check for loose heads on axes, grubbers etc	Check your grubber handle for wear and tear.
Working alone	Injury, lack of assistance and/or treatment, hypothermia	Always leave intended route details with a responsible person and your ETA. Carry at least 2 communications devices (radio and PLB.)	Ensure a responsible person knows your route and ETA as per fridge magnet Volunteers not asked to work alone unless comfortable

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			doing so.
Hunters in the vicinity	Working in the vicinity of recreational hunters and others – mistaken ID by hunter – accidental shooting.	Advised to wear hi-vis clothing whenever in the field. Carry hand-held radio.	Extra awareness during the roar (March to May). FOF Hi-vis uniform items provided. Signs warning hunters of staff and volunteers working off-track have been installed
Helicopter use	Crash. Hit by objects. Dust. Rotor wash. Being hit by rotor. Rotor strike from confined space flying. Slips and trips from exiting. Difficult terrain. Noise. Adverse Weather. Loose objects downing helicopter.	DOC online training to be completed by all volunteers prior to using helicopters.	Competent team leader assigned.
Helicopter – Underslung Loads	People getting clothing etc attached to loads. Injury through swinging loads	. Helicopter company to approve work plan, and H & S protocols and provide full briefing to team members. Plan to be provided to DOC in advance.	Event leader to check all team members are fully briefed and have requisite PPE and comms.
Bird and wildlife monitoring	Harm from catching equipment/techniques. Infection/disease from bird bites, scratches and punctures. Psittacosis, salmonella etc can be inhaled. Leptospirosis from rat urine	Hands washed with anti-bacterial soap after handling birds and reptiles. All wounds cleaned immediately. Ensure volunteers are familiar with the animals encountered and their habits. Wet wipes/ waterless soap etc to be carried. If diseases are suspected, seek medical advice.	Wash hands before eating after handling tracking tunnel cards. Trained in techniques and equipment use prior to undertaking catching or telemetry work.

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Night work	Slipping and falling. Getting lost.	Carry torch and spare batteries. Assess the area during daylight hours first, for obstacles or hazards which may be hard to see at night, such as holes, falling debris. Night routes can be marked with reflectorized tape on clothes pegs. Be well equipped with warm clothing	Volunteers to always undertake night work under the group leadership of an experienced person.
Cyanide	Poisoning, death	If cyanide paste tubes found do not handle. Make waypoint or exact description of location and inform DOC Motueka.	
Cell phones	Inability to make cell phone connection	Do not rely on cell phones as a means of communication due to limited coverage. Carry a radio and know how to use it. Carry a PLB. Cellular contact can be made only when in line of site to Mt Campbell or Nelson. Cell phone coverage is available at Mt Arthur Hut and Flora Carpark.	Ensure a responsible person has your ETA. Provide this person with the Channel 5 repeater phone number (03) 5281813
Radio coms	No coms.	Carry spare battery. Be familiar with DTMF function. Radio checks can be done with DOC Motueka or Nelson VC	Radio interconnect (DTMF) function instructions are on laminated card in each radio bag. Check in with designated person when staying overnight at Grecian biv.
Injury occurring in remote areas	Inability to deliver first aid to accident victim		Refresher first aid training arranged and offered to all volunteers by FOF committee.
Stress	Stress resulting in ill health or poor decisions arising from pressure or perceived pressure to complete a task	A culture of openness where exchange of views is appreciated and accepted. All volunteers to speak out if they feel that any task is outside of their personal fitness or comfort zone.	All volunteers look out for signs of stress in their colleagues and discuss at first opportunity. Team leader check that team members are comfortable with

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			their tasks.
illness	Exacerbating the illness and transmitting it to others.	Stay at home if unwell.	

General Comments on Health and Safety Plan	Relevant Documents
The Operations Manager must be notified of any accidents, near misses or emergencies as soon as possible.	Incident report
Emergency Plan	Emergency Contacts
<p>Emergency protocols covering overdue solo and group persons are outlined in the FOF Field Guide.</p> <p>Each volunteer to inform a responsible person before going into the park.</p> <p>Each team leader will arrange a report-in time (radio or returning home) with a contact person before going into the park. If no contact has been made 2 hours after the nominated check-in time a search will be initiated.</p> <p>Each Team Leader will fill in the details of all team members in the visitors' book at the Flora car park and again at time of departure.</p> <p>If a volunteer is seriously injured and outside assistance is required contact Mot base or Nelson VC. If neither are available a PLB should be activated or a 111 call should be made.</p>	<p>Nelson Visitors Centre (03) 546 9339</p> <p>DOC Regional Duty Officer (weekends/after hours) 027 442 6760</p> <p>Emergency Services 111</p> <p>Phone number of designated contact person.</p> <p>Channel 5 repeater can be called from any phone anywhere to contact anyone with a VHF radio Channel 5. Ph (03) 5281813</p>