Health and Safety Handbook for Volunteers

Aongatete Forest Restoration Trust ("AFP")

V4.2 FINAL

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Aongatete Forest Project

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Document Management/Review

This document is managed by Aongatete Forest Project. Hardcopy is available at the kohanga and this whole document is available on the Project's website, by clicking *"Health & Safety Handbook for Volunteers"* on https://aongateteforest.org/get-involved/

This document is one of two documents that make up the Aongatete Forest Project Health and Safety Plan (see "1.2 Audience for this Document" on page 4).

As a minimum, the plan will be reviewed every 24 months (in full) and the risk register every 6 months, or as and when required (e.g. pandemic response).

Ver	Date	Description	Author
V4.0	August 2025	Derived from "Aongatete Forest Project Health and Safety Plan V3.2.odt" (28/2/20) and merged with parts of the subsequent BCA based rewrite "AFP Health and Safety Manual v2.03.docx" 29/11/23. Plan split into management and volunteer documents.	D Peters
V4.1	September 2025	Version for review by Trustees.	D. Peters
V4.2	January 2026	Finalised.	D. Peters

Definitions

A hazard	is any activity, circumstance, process, or substance occurring either within or outside the workplace that is an actual or potential source of harm (the source).
Consequence	The outcome of an event or situation expressed qualitatively or quantitatively, having an injury rating of insignificant to catastrophic. In the case of this procedure, it is estimated on a scale of 1 to 25.
Harm	can mean; - injury, illness, or both.
Likelihood	Used as a qualitative description of probability and frequency.
Monitor	To check, supervise, observe critically, or record the progress of an activity, action, or system on a regular basis to identify change.
Probability	The likelihood of a specific outcome. In the case of this procedure, it is estimated on a scale of rare to almost certain.
Reasonably Practicable	means what is or was reasonably able to be done at a particular time, to ensure health and safety, considering and weighing up all relevant matters.
Risk	is the chance somebody could be harmed or something damaged by these hazards (the outcome). It is measured in terms of consequences and likelihood.
Risk Assessment	The overall process of risk analysis and risk evaluation.
The Act	The Health and Safety at Work Act 2015 is presently New Zealand's workplace health and safety law. If when you read this there have been any subsequent amendments to the Act, you may need to seek further advice. This version of the BCA OH&S Template has been aligned with the revisions dated as 28 October 2021. Check here to see if there have been any subsequent changes.
The Manager	Health and Safety Manager for Aongatete Forest Project.

1 Overview

1.1 Introduction

Our Health and Safety plan is based on templates provided by Bay Conservation Alliance, which has drawn on the Forest and Bird Society's Health and Safety Manual, Department of Conservation standards, the "In Safe Hands" toolkit, WorkSafe tools, various existing BCA member Health and Safety plans and an independent industry expert. It has been adapted for use at Aongatete Forest Project and aims to:

- ensure that the organisation is compliant with the Health and Safety at Work Act 2015 and subsequent amendments.
- take all practical steps to ensure the health and safety of the organisation's staff, trust members, volunteers, visitors and contractors.
- ensure that risks to the organisation are identified, recorded and managed appropriately; and
- ensure that all parties are protected by explicit and clear procedures.

It is the responsibility of the Governance team to ensure a Health and Safety plan is available to Aongatete Forest Project's volunteers and that it is used consistently and continuously.

1.2 Audience for this Document

The Health and Safety Handbook for Volunteers (this document) provides essential information which should be read and understood by ALL members of Aongatete Forest Project including volunteers. It includes a comprehensive risks assessment and mitigation plan.

The other document that makes up the overall plan is the Health and Safety Plan Management Overview, which provides a management overview for Aongatete Forest Project's Governance team, including the Health and Safety Officer along with team leaders. It outlines policy, objectives, accountabilities and emergency response plans.

1.3 Project / Activity Leaders & Managers Responsibilities

Nominated project/activity leaders and the AFP Field Operations Manager are responsible for:

- Creating a safety culture in which all participants on the project work safely.
- Ensure all participants have undergone a health and safety induction, have read the project's Health and Safety Handbook, and are familiar with the project's health and safety procedures.
- Keeping copies of signed AFP Volunteer Registration Forms, which acknowledge that each volunteer has read the project's Health and Safety Handbook and is familiar with the project's health and safety procedures.
- Ensuring that participants only undertake tasks they have been trained for.
- Providing all the information, equipment and protective equipment required to work safely.
- Assessing each participants' physical capabilities, competence and experience and matching them to any tasks they undertake.
- Monitoring participants' performance and encouraging them to work safely.
- The preparation and updating of a Health and Safety plan, which includes emergency plans and a hazard register.
- Maintaining an accident and incident reporting system.
- Investigating accidents and incidents and developing policies to prevent their re-occurrence.

1.4 Volunteers Responsibilities

1.4.1 Health and Safety awareness

Volunteers are required to ensure they take care of Health and Safety for themselves and others.

This includes:

- Following the Aongatete Forest Project Health and Safety procedures (i.e. this document)
- Raise any Health and Safety concerns with the Operations Manager.
- Immediately notify the Operations Manager of any incident involving injury or damage (actual).
- Ensure that you operate in a manner that ensures your own and others safety.
- Ensure that you understand what your responsibilities are in emergencies.
- Comply with all instructions received regarding the use of hazardous substances.

All participants in the project should be familiar with the project's Health and Safety Plan.

To ensure this all participants will be provided with a copy of the project's Health and Safety Handbook and sign the AFP Volunteer Registration Form (see Volunteer Registration Form on page 19).

1.4.2 Volunteer Age Limit

Young children and students will be welcomed as volunteers provided that:

- Children under 14 years of age are accompanied by their parents or another caregiver.
- Students between the ages of 14 and 16, who are not part of an organised group such as a school, have provided a written consent using the form in "Parent / Guardian Consent for Young Volunteers" on page 21.

2 General Site Safety Information

2.1 Traffic

There is a car park at Pikirangi Road off the top of Wright Road, where you should park your car. Do not drive through the gate at the end of Pikirangi Road and go to Aongatete Lodge. The kohanga (our base) is just up the hill on the left of the carpark.

If the carpark is full, then cars can park inside the paddock gate on the flat ground in front of the kohanga. If it's not a volunteer day and the carpark is full, you might want to defer your visit. You can check the carpark @ https://aongateteforest.org/current-conditions/

2.2 Flooding

During and after heavy rain the rivers at Aongatete can rise rapidly. Weather conditions can be checked @ https://aongateteforest.org/current-conditions/

2.3 Drinking water

Water from streams in the forest can carry enteric infections, e.g. Giardia and Cryptosporidium, and should be treated before drinking.

2.4 Leaving the project area

Stick to the marked tracks and don't stray outside of the managed pest control area, as continuous forest extends many kilometres beyond the Aongatete forest into the Kaimai Mamaku Conservation Park.

2.5 Cellphone reception

Cellphone reception is patchy at Aongatete. Calls can be made in some areas but cellphones should not be relied on.

2.6 First Aid Kits

We recommend you carry your own personal kit, but there is a larger kit kept at the kohanga. Phone reception is generally ok at the kohanga.

There is a defibrillator and more first aid kits at Aongatete Outdoor Education Centre (AOEC). The manager's phone number is on the cover of this document.

2.7 General public

At all times of the year there may be large numbers of students or guests staying at AOEC. There may also be walkers, trampers or hunters using the Department of Conservation (DOC) tracks and possibly the bait lines as well. There can be a large number of children in the area, especially around the Lodge and the Aongatete River swimming hole.

During the "roar" in autumn, be particularly aware that hunters may be active in the forest. Always wear hi-vis when working off the main public tracks.

3 General Safe Working Procedures

3.1 Planning

When planning a work session for the project, the project/activity leader should liaise with the Forest Project Field Operations Manager (see cover page) to make sure that all risks are covered satisfactorily.

The team leader must be advised of any new risks that have arisen since this document was last updated.

Before setting out, be sure that you have the equipment, knowledge, ability and physical capability required to undertake your task safely, without endangering yourself or others. Plan your work so that you leave the site well before dark in case you are delayed.

3.2 Check forecasts

Before travelling to Aongatete check the weather forecast to ensure that travel and working conditions will be safe. Extreme adverse weather can develop rapidly (in a matter of hours) and transform an easy and safe visit to Aongatete Forest into a dangerous undertaking. It is therefore crucial to have up to date weather information before setting out to work in the forest.

Current live weather conditions can be seen at https://aongateteforest.org/current-conditions/ (check out the link below the weather summary on that page).

3.3 Notify a safety contact person of your intentions

Before leaving for Aongatete, leave written intentions with a safety contact person who should be a responsible person (family or friend). Written intentions should include party members' names, the registration number and description of the vehicle being used, the planned working area, information on any communications equipment being carried, an agreed final return time for emergency response and response procedures for the safety contact person including relevant emergency contact details for them.

3.4 Agreed response procedure for the safety contact person

The agreed response procedure, if the party does not return by the agreed emergency response time, is that the safety contact person initially contacts the AFP Field Operations Manager (see cover page of this document) or the AOEC manager (07 578 3477). If this fails to establish that the party is safe, Police Search and Rescue should be contacted on the emergency services number (111).

3.5 Notification of safe return

Remember to notify your safety contact person of your safe return before the agreed emergency response time.

3.6 Intentions register

A sign-in sign-out system is present at the kohanga, to be used on organised Volunteer Days as well as by sole operators on other days. All volunteers are required to sign in and out each day they are in the forest.

3.7 Minimum personal gear

Your supplies, equipment and clothing should suit the tasks being undertaken and the conditions likely to be encountered. Extra food and warm clothing, including a hat, should be carried during cold wet conditions. Light cool clothes should be worn and extra drinks carried during hot weather.

The minimum requirements are:

- Good boots with ankle support
- Warm clothing
- Wind & waterproof outer layer
- Personal medication
- High energy emergency food
- Water/drinks
- First Aid kit
- Mobile phone

We strongly suggest the following equipment be taken:

- Hat (for shade or warmth)
- Spare boot laces
- Sunglasses (if necessary)
- Whistle
- Headlamp
- Sunscreen (if necessary)

3.8 Personal Locator Beacons

When volunteers work alone in the forest ("sole operators") on days other than Volunteer Days they must carry a Personal Locator Beacon ("PLB"). For those who don't have their own PLB, the Project has two available in the kohanga. Operating instructions are available on the website and in the kohanga.

3.9 Other's safety

You are responsible for other's safety as well as your own. Before leaving the forest make sure that all members of the team you were working with are safe. If you notice anything that may be a health and safety risk to you or others you should report it.

4 Emergency Plans

4.1 Injury accidents in the forest

- Assess the safety of the accident scene.
- Ensure that helpers and the accident victim are safe.
- Render first aid to the accident victim.
- Seek help. Useful numbers are at the kohanga. You should put the Operations Manager's mobile phone number into your contacts list (see cover of this document).

4.2 Missing Person Procedures

Two hours after a volunteer, visitor, contractor or employee of Aongatete Forest Project hasn't returned from a work task at the time they nominated, Missing Person procedures will be initiated.

Either the team leader (if they aren't missing too) or your personal safety contact person must first attempt to contact the missing person by mobile phone to make sure there's been no change of plans.

If no contact can be made then:

- Advise the Operations Manager of the situation and inform them of the missing person's planned tasks and location of the work area.
- Contact phone numbers are on the front page of this document. If you carry a copy with you it is your responsibility to make sure it has current numbers on it. This copy was produced on 7 January 2026 from a file that was updated on 7/01/2026 12:18 pm.
- The carpark will be checked to see if their vehicle is present and if so a search of the planned work area will commence. Their usual vehicle licence plate number, and other key contact details, are available to the Health and Safety officer and Trustees at the kohanga.
- If the missing person is not located in the planned working area the Police will be notified and Search and Rescue will be activated.
- Aongatete Forest Project will ensure the whanau/emergency contacts of any missing persons are notified and kept up to date.

4.3 Accident and Incident Reporting

All accidents and near misses, including those that happen off-site but are associated with the project, are to be reported to the Operations Manager. The incident reporting form is in the "Management Overview" document.

An up-to-date incident register is maintained by the Operations Manager. The Operations Manager is to fill in an incident report form for all incidents irrespective of seriousness.

Copies of completed incident forms will be provided to Forest and Bird's National Office, DOC Tauranga Area Office and the CEO or secretary of Bay Conservation Alliance.

An emphasis will be placed on prevention of recurrences of similar incidents rather than apportioning blame.

5 Appendices

Appendix 1 Hazard Register

Much of the project work takes place on isolated tracks in the Aongatete forest. General tasks include:

- Checking, servicing, clearing and baiting traps
- Weed control
- Teaching/training activities
- Cutting and clearing vegetation from bait and trap lines, generally using hand tools
- Erecting track markers and bait stations, using hammers and nails or screws
- Bagging up lures and toxins
- Distributing lures and toxins to bait stations
- Monitoring outcomes
- Working near water bodies
- Working in isolated situations
- Office/desk work
- Driving

Working in isolation in the bush has inherent dangers, but an awareness of the hazards, ways to manage risks and knowledge of an emergency plan are crucial.

It is not practicable to eliminate all associated risks relating to these work tasks but we will implement controls to minimise the risks.

Risk Level Assessment

Risk levels are calculated by multiplying the likelihood of the risk eventuating, with the impact of it doing so, in the context of existing control measures.

Using this tool, if we identify a highly probable risk which would have very serious results, and we cannot introduce controls adequate enough to reduce the risk level to an acceptable level, we are not going to permit it at all.

The table below illustrates the methodology.

Impact x Likelihood

	Insignificant (1)	Minor (2)	Significant (3)	Major (4)	Catastrophic (5)
Almost certain (5)	5 Low	10 Moderate	15 High	20 High	25 Extreme
Likely (4)	4 Low	8 Moderate	12 Moderate	16 High	20 High
Possible (3)	3 Low	6 Low	9 Moderate	12 Moderate	15 High
Unlikely (2)	2 Low	4 Low	6 Low	8 Moderate	10 Moderate
Rare (1)	1 Low	2 Low	3 Low	4 Low	5 Low

What are the tasks?	What is the hazard?	What could go wrong?	Risk Before	How will you Eliminate or Minimise the hazard? How can I make it safe?	Risk After
Office/kohanga/toilet					
Using electrical appliances and leads	♦ Electricity. ♦ Release of stored energy. ♦ Tangled electric cables.	♦ Electrocution ♦ Electric shock	**12 MOD**	♦ Use electrical appliances close to power sources ♦ Use isolating transformers and residual current devices (RCD). ♦ Ensure electrical cables and leads are tested and tagged by electricians at regular intervals.	**6 LOW**
Working with computers/work-station	♦ Repetitive actions ♦ Fatigue ♦ Pains and discomfort ♦ Ergonomics ♦ Inadequate Lighting	♦ Strains and sprains ♦ Muscles fatigue ♦ Development of carpal tunnel syndrome ♦ Impaired visibility in the work area	**12 MOD**	♦ Ensure the Approved Code of Practice for safe use of VDU's is being compiled with. ♦ Workstation assessment for office staff. ♦ Use of micro pauses to relief continuous computer keyboard operation. ♦ Tag and test all electrical cables ♦ All work areas to be sufficiently illuminated. Ref: NZS 6703:1984, AS/NZS 1680.2.4 :1997	**6 LOW**
Lifting and moving objects, files, other materials	♦ Manual handling: bending, lifting stretching	♦ Sprains ♦ Strains ♦ Pains and discomfort	**12 MOD**	♦ Assess the risk levels of tasks to be performed. ♦ Use mechanical aids such as trolleys or other manual handling aids. ♦ Reduce or split loads to manageable weights and or size. ♦ Two persons or team lifting. ♦ Training in the correct lifting and manual handling techniques.	**6 LOW**
Maintaining sink, fridge, kitchen, toilet	♦ Infection or disease	♦ Poor hygiene resulting in ill health	**9 MOD**	♦ Maintain clean, tidy & hygienic facilities. ♦ Provide drinking water, soap, washing up facilities, - endorsing good hygiene practices.	**6 LOW**
Kohanga					
Various work-related tasks & storage for tools, plant and machinery	♦ Misuse of power tools ♦ Faulty power tools	♦ Cuts, abrasions, hearing loss, eyesight damage, electrocution.	**9 MOD**	♦ Only trained and competent staff to operate power tools unsupervised. ♦ Regularly assess condition of power tools and maintain in good condition (test and tag annually). ♦ Always wear appropriate PPE when operating.	**6 LOW**
Using hazardous substances - **Contact with various chemicals, aerosol paints, thinners, glues, lubes and fuel (petrol, diesel)**	♦ Toxic vapours and substances ♦ Handling flammable substances	♦ Exposure can cause poisoning, burns, eye injuries, skin disorders. ♦ Ignition of flammable substances causing fire.	**9 MOD**	♦ Store hazardous substances labelled containers in lockable cabinet. ♦ Follow manufacturers safety instructions (material safety data sheets). ♦ Explain risks from dermatitis and how to spot early signs, i.e., dry, red, itchy skin. ♦ Wash hands thoroughly after handling substances.	**6 LOW**

What are the tasks?	What is the hazard?	What could go wrong?	Risk Before	How will you Eliminate or Minimise the hazard? How can I make it safe?	Risk After
				♦ Wear overalls, barrier creams, nitrile gloves, safety glasses and rubber / safety boots when handling hazardous substances. ♦ Replace PPE if contaminated and or punctured.	
Moving around facility (access)	♦ Obstructed passageways	♦ Slips, trips, and falls	**9 MOD**	♦ Keep passageways clear from obstruction. ♦ Maintain a tidy storage area.	**4 LOW**
General health & safety risks					
Carrying heavy loads in hill country (traps, equipment)	♦ Aches, pains, ligament, damage ♦ Mental health	♦ Various soft tissue injuries to lower back ♦ Stress & fatigue ♦ Loss of concentration ♦ Mental health issues ♦ Loss of interest in work	**12 MOD**	♦ Avoid repetitive awkward movements ♦ Use correct posture and techniques. When possible, vary work tasks ♦ Avoid heavy lifting – get help, bend the knees, and keep your back straight ♦ Lift with your legs not your back ♦ Ensure you eat and drink enough throughout the day. ♦ Ensure work roster is well planned ♦ Take regular breaks if required ♦ Monitor workload and where necessary extend deadlines.	**6 LOW**
Working in slippery conditions	♦ Slips, trips and falls ♦ Serious harm	♦ Broken bones, strains and sprains ♦ Falling in tomos or down disused mine shaft.	**9 MOD**	♦ Check weather conditions and alter work as required to minimise risk ♦ Take extra care, when working in wet slippery conditions ♦ Look out for tree roots and tripping hazards (e.g. supplejack) when in the bush ♦ Ensure sturdy footwear is worn.	**6 LOW**
Traversing unsafe or unstable ground, disused mine shafts, tomos				♦ Be conscious of maintaining safe footing when walking over hazardous ground ♦ Steam pits, tomos, disused mine shafts, roots and mud can be very hazardous ♦ Individuals must risk assess the situation and minimise the risk	
Poor hygiene	♦ Disease, infectious substance	♦ Poor hygiene resulting in ill health	**9 MOD**	♦ Always wash hands before eating, drinking, or smoking ♦ Maintain facilities in tidy and clean order.	**6 LOW**
Occupational over-use syndrome or repetitive strain injury	♦ Prolonged repetitive work patterns	♦ Aches, pains, ligament damage	**9 MOD**	♦ Avoid repetitive awkward movements ♦ Take regular breaks if required ♦ Use correct posture and techniques to carry out tasks ♦ Where possible vary work tasks and responsibilities.	**6 LOW**
Stream crossings	♦ Personal injury, drownings	♦ Personal injury, drowning	**9 MOD**	♦ Wear sturdy boots and use a walking pole if you feel you need one. Cross at a sensible point – avoid deep pools. Do not attempt to travel up and down streams in Your organisation name as many are steep and slippery. ♦ If the stream or river is in flood DO NOT ATTEMPT TO CROSS.	**6 LOW**

What are the tasks?	What is the hazard?	What could go wrong?	Risk Before	How will you Eliminate or Minimise the hazard? How can I make it safe?	Risk After
Exposure to wasps, bees, poisonous or dangerous plants	♦ Stings, allergic reaction	♦ Stings, allergic reaction	**9 MOD**	♦ Avoid wasps, etc, especially in numbers. Recognise tutu and tree nettle and avoid. Carry antihistamine in your first aid kit. Any volunteer with an allergy MUST notify the project organisers - this should be recorded in the H&S Volunteer Register. ♦ When in a team task, use competent team members and team leader. Leader to notify party members of allergies, likely reactions, appropriate medication and treatment prior to departure. If individuals carry an Epipen they should be trained in its use. ♦ Carry insect repellent	**6 LOW**
Personal Health	♦ Personal disability or condition	♦ Physical injury and fatality in some circumstances	**9 MOD**	♦ If you have a health condition that may impact your work such as a heart condition or asthma, please advise the Project Manager. Necessary medicines must be carried by you.	**6 LOW**
Fieldwork – bush & farm environments					
Lone working	♦ Sustain disabling injury ♦ Lost and disorientated ♦ Hypothermia	♦ Sustain disabling injury in the field unable to help yourself ♦ Exposure – risk of hypothermia	**16 HIGH**	♦ Where possible work in pairs and avoid lone working. ♦ Advise landowner of whereabouts and expected finish time, also ensure third party knows when you are home safe ♦ Review hazard ID maps for known hazards, check landowner consents for hazards. Ask landowner about known hazards and if they are aware of any new hazards ♦ Only those competent and trained in bush navigation / survival and first aid to work alone – risk assess and ensure controls are in place ♦ Ensure others know your whereabouts for the day, carry two forms of communication (VHF, cell phone and EPIRB) ♦ Schedule regular (every 2 hours) communication with co-workers or basecamp ♦ Providing satellite coverage is good navigate using GPS with tracking switched on, carry spare batteries, map, and compass for back up ♦ Always wear high-visibility clothing so you can easily be seen ♦ Wear appropriate clothing for conditions and carry spare clothing ♦ Ensure familiar with remote working emergency response plan - rescue and evacuation procedures. ♦ Regularly refresh correct working alone procedure during toolbox safety meetings. ♦ Where applicable regularly test PLB's are working correctly. ♦ Always carry spare batteries for GPS units. ♦ Periodically run a missing person / serious harm scenario so everyone is familiar with the process. ♦ Carry map and compass as back up.	**12 MOD**
Using chainsaws for various work tasks	♦ Kick back ♦ Incorrect use of saw ♦ Incorrect starting technique ♦ Hot engine and exhaust	♦ Severe injuries, deep lacerations, fatality. ♦ Incorrect use may cause injury to operator and others.	**16 HIGH**	♦ Ensure staff have been adequately trained, competent and are experienced with the task. ♦ No lone working when carrying out chainsaw work.	**8 MOD**

What are the tasks?	What is the hazard?	What could go wrong?	Risk Before	How will you Eliminate or Minimise the hazard? How can I make it safe?	Risk After
	♦ Refuelling saw	♦ Burns to exposed skin. ♦ Fire risk		♦ Ensure full chainsaw PPE is available and worn by operator (helmet with rated ear protection, goggles/visor, chainsaw chaps, steel toe boots, safety mitt). ♦ Maintain sharp chain. ♦ Do not use saw above shoulder height. ♦ Start saw on ground, keep body and clothing clear of chain. ♦ When saw is hot, avoid direct contact with engine or chain. ♦ Do not refuel when engine is running, clean up spills, to restart move away from refuelling site.	
Finding marijuana plantations	♦ Verbal abuse ♦ Assault ♦ Serious harm ♦ Fatality	♦ Physical protection of plantation by armed guards, hidden traps, cameras and verbal abuse.	**12 MOD**	♦ Avoid plantations and do not confront guards, back down and walk away ♦ Do not tamper or go near plants, expect the unexpected, traps, bush cams, armed guards ♦ Record location and report to manager as soon as practicable ♦ Inform other staff and stay well away from plantation.	**8 MOD**
Angry members of the public e.g. anti 1080 protestors	♦ Verbal abuse ♦ Assault	♦ Emotional harm ♦ Injuries resulting from physical attack	**12 MOD**	♦ If possible, do not engage with angry public ♦ Refer them to your manager ♦ Leave the site if you feel threatened.	**8 MOD**
Encountering dogs or farm animals	♦ Personal injury	♦ Bite, personal injury	**12 MOD**	♦ Land owner of access areas to be informed of starting dates of each programme of work. Volunteers to avoid animals as far as possible, keeping to field edge etc ♦ Avoid going through paddocks where there are bulls. ♦ If you encounter aggressive dogs back away.	**8 MOD**
Contact with feral animals (deer, goats, pigs, cats, rats, stoats etc)	♦ Leptospirosis from rat urine, bites.	♦ Personal injury	**12 MOD**	♦ Most feral animals will run if you encounter them but in some circumstances they may become aggressive. Retreat quickly. Avoid placing yourself downhill from wild animals – they frequently try to take a downhill escape route. ♦ Avoid contact with sick or cornered animals. Wear gloves as provided. Wash hands well after contact, especially before eating, rubbing eyes, etc	**8 MOD**
Fieldwork – vertebrate toxin agents (VTAs)					
Handling, storage, transport of VTAs	♦ Handling, storage and transport of VTAs ♦ VTA spills (including cyanide paste, split tubes or crushed feratox pills) ♦ Toxins fall into the wrong hands	♦ Poisoning operator and or contamination of worksite / environment ♦ Toxins used inappropriately ♦ Poisoning of person via inhalation of toxic fumes in an enclosed space	**16 HIGH**	♦ Transport & store and toxins as per MSDS procedures ♦ Only allow authorised staff access to toxin storage ♦ Ensure toxins are always securely stored and locked away especially when in the field or when not under direct supervision of CSL holder ♦ When handling VTAs wear appropriate PPE (disposable rubber gloves, overalls, safety glasses and rubber boots) ♦ Use hazardous substances register/inventory to record; VTA type, user, quantities and location of each VTA applied within the operational area. ♦ Transport in accordance with NZTA Dangerous Goods Rule - the "Land Transport Rule: Dangerous Goods 2005"	**8 MOD**

What are the tasks?	What is the hazard?	What could go wrong?	Risk Before	How will you Eliminate or Minimise the hazard? How can I make it safe?	Risk After
	♦ Toxic fumes from cyanide paste			♦ When transporting hazardous substances Aongatete Forest Project will ensure VTA's are appropriately packaged, identified, and securely contained ♦ In an emergency call the National Poison Hotline on 0800 764 766	
Applying toxins (VTAs)	♦ Accidental spillage of toxins ♦ Inadequate misleading signage ♦ Hunters (pig/deer)	♦ Poisoning operator/stock and or contamination of worksite ♦ Poisoning incident (direct or secondary poisoning of dogs scavenging carcases) ♦ Bait stations located within reach of non-target animals (stock, pets) ♦ Shot by hunters not identifying target	**16 HIGH**	♦ Adhere to all landowner and PHU consent conditions for applying VTA's within specified control area ♦ When working within DOC estate be vigilant for hunters especially during the roar, erect warning signage and wear high viz clothing. ♦ Only CSL holder to handle and use toxins they've been trained and certified to use ♦ Follow MSDS safety procedures for all VTA's ♦ Follow emergency procedures for spillage of toxins ♦ Ensure bait stations are located to prevent stock interference and risk of poisoning ♦ Take care to avoid contamination when snuffing out cyanide paste baits or moving through bush where location of baits is unknown ♦ Ensure boots are clean before getting into vehicle or other enclosed space ♦ After handling toxins always wash hands before eating or drinking	**8 MOD**
Fieldwork – trapping					
Setting leg-hold and or kill traps **Handling live animals in traps (possum, feral cats ferrets etc.)**	♦ Broken fingers, bruises, cuts, scratches ♦ Infection/disease ♦ Hunters (pig/deer) ♦ Trap mechanism ♦ Strains/sprains from setting kill traps ♦ Wasps/bees/stinging noxious plants	♦ Trap is triggered and fingers get caught in trap ♦ Cuts, broken fingers ♦ Bitten or scratched by trapped animal ♦ Shot by hunters not identifying target ♦ Infection or disease caused by bites or handling infected animals (TB and leptospirosis) ♦ Stings, allergic reaction.	**9 MOD**	♦ Ensure landowner/occupier consultation access permissions have been attained. ♦ When working within DOC estate or private bush be vigilant for hunters especially during the roar, erect warning signage (if appropriate) and wear high viz clothing. ♦ Use correct technique for setting traps. ♦ Once trap has been set keep hands and fingers clear of trap plate ♦ Dry hands before setting traps to prevent slipping ♦ Kill possum or other animal before removing from leg-hold trap ♦ Securely hold possum by tail before killing it ♦ Wear thick gloves when handling any live animal ♦ Maintain good hygiene – wash hands after handling trapped animals ♦ Avoid contact with animal's bodily fluids (urine, blood etc.) ♦ Cover cuts or grazes prior to handling animals ♦ If bitten by any wild animal (possum, feral cat, ferret, stoat etc.) seek medical advice. ♦ Look out for and avoid wasp nests and be aware of stinging/noxious plants (tutu and tree nettle). ♦ Carry insect repellent, stingose®, antihistamine and have an EpiPen available. ♦ Volunteers who have known allergic reaction MUST notify project organisers and carry medication - record in the H&S Volunteer Register. ♦ Ensure first aiders know how to treat anaphylactic shock/allergic reactions. ♦ Carry insect repellent	**6 LOW**

What are the tasks?	What is the hazard?	What could go wrong?	Risk Before	How will you Eliminate or Minimise the hazard? How can I make it safe?	Risk After
Use of machetes, slashers or loppers to clear trap and toxin lines	♦ Sharp hand tools for track clearing ♦ Repetitive strain injuries	♦ Deep cuts and lacerations caused by machete/slasher ♦ Hypothermia, dehydration, fatigue, cuts and abrasions ♦ Strains & sprains	**9 MOD**	♦ Ensure staff have adequate training and experience to use track clearing tools are trained in first aid and have access to first aid kit. ♦ Keep safe distance from others when using machete/slasher, tether to your wrist. ♦ Wear protective clothing PPE suitable for task (gloves, chaps, safety glasses, safety boots).	**6 LOW**
Fieldwork – pest plant control					
Using agrichemicals for weed spraying	♦ Human toxicity ♦ Ecotoxicity ♦ Wind - causing spray drift	♦ Poisoning, ingestion or absorption of toxins ♦ Spills - contamination of soils/waterways ♦ Damage to non-target plants	**9 MOD**	**Storage/handling** ♦ Keep hazardous substance store locked. ♦ When onsite ensure hazardous substances are always securely locked away. ♦ Ensure all agrichemicals are tracked in/out on hazard register. ♦ Only allow access to hazardous substances by certified handlers or those with GrowSafe® certification. ♦ Store and transport agrichemicals as per SDS and in accordance with HSWA Hazardous Substances Regulations 2017. ♦ Only staff or volunteers with current GrowSafe® certification and approved handler to use and apply agrichemicals. ♦ Follow emergency procedures for spillage of agrichemicals. ♦ Wear appropriate PPE when handling agrichemicals. ♦ Where possible use spill kit for clean-up and replenish kit after use. **Transport** ♦ Transport agrichemicals in accordance with SDS guidelines. ♦ When transporting ensure agrichemicals are appropriately packaged and identified. ♦ Ensure safety data sheets and emergency response procedures and safe handling are available onsite. ♦ Drivers are familiar with safe handling, first aid and emergency response plans. ♦ Vehicles transporting agrichemicals carry appropriate PPE. ♦ Consult with adjacent landowners/occupiers before applying chemicals. ♦ Conduct site specific risk assessment and implement appropriate controls; erect warning signage – do not use in windy conditions. ♦ Wear protective PPE, coveralls, gloves, boots, safety glasses.	**6 LOW**

What are the tasks?	What is the hazard?	What could go wrong?	Risk Before	How will you Eliminate or Minimise the hazard? How can I make it safe?	Risk After
Fieldwork – prevailing weather					
Managing & working in prevailing weather conditions and environments	♦ Cold temperatures ♦ Heavy rain and flash flood events ♦ River/streams ♦ High winds	♦ Hypothermia ♦ Drowning ♦ Slipping, tripping and falling - broken limbs, lacerations. ♦ Rivers/streams in flood can rise rapidly, sweeping you off your feet, falling in river ♦ Ill prepared river crossings, can cause serious injuries or drowning ♦ Injury caused by branches and or trees falling onto people/property	**16 HIGH**	♦ Risk assess situation - obtain accurate weather forecast for specific area due to be worked ♦ Reschedule work if severe weather is forecast ♦ Monitor conditions during the day ♦ Ensure staff have been allocated PPE and are wearing adequate clothing to suit the prevailing conditions ♦ When working in wet slippery conditions be conscious of maintaining good footholds and when climbing over wind fall trees have three points of contact. ♦ Look out for roots and tripping hazards (e.g., supplejack) when in the bush. ♦ Avoid river or stream crossing where possible use alternative means to cross e.g. find a bridge. ♦ If unavoidable, find the safest place to cross, keep your clothes dry ♦ Avoid working or moving through forests during high wind events ♦ Move out to open country if branches and trees are falling over	**12 MOD**
	♦ UV exposure (solar) ♦ Hot temperatures ♦ Giardia - untreated water	♦ Sunburn, melanoma, dehydration, heat stroke ♦ Dehydration, heat exhaustion, muscle cramps ♦ Drinking untreated water can cause severe nausea and diarrhoea	**9 MOD**	♦ Wear wide brimmed hats, sunglasses, and sun-protective clothing. ♦ Apply sunscreen as required ♦ Keep hydrated ♦ Health monitoring to include skin checks ♦ Wear suitably cool clothing, get in the shade, maintain hydration, and take regular breaks ♦ Do not drink stream water unless boiled for at least 2 minutes.	**6 LOW**

IN ALL CASES, VOLUNTEERS WHO FEEL THEY ARE IN DANGER OR ARE UNHAPPY WITH ANY TASK SHOULD STOP IMMEDIATELY AND REPORT TO THE PROJECT LEADERS.

Appendix 2 Volunteer Registration Form

The form overleaf must be completed by every volunteer and handed to the organiser of the first day that the volunteer attends. It is kept in a folder at the kohanga, and summary information from it is held in a central online register. By signing this form you consent to the Project holding this information about you.

Trustees and volunteers who may access this information have all signed a data confidentiality agreement which states that they will not disclose confidential information belonging to or obtained through their affiliation with the Aongatete Forest Restoration Trust to any person, including their relatives, friends, and business and professional associates, unless the Aongatete Forest Restoration Trust has authorised disclosure.

The primary use for the information is in case of emergency, so it is important that the information on the forms is accurate and kept up to date.

The car registration number is used if anybody's car is still in the carpark at the end of a volunteer day and we need to find out whose it is.

If any of your details change, please fill out a new form and pass it to the organiser of the next volunteer day that you attend.

VOLUNTEER REGISTRATION FORM

This form must be completed by every volunteer BEFORE starting. It is kept in a folder at the kohanga, and a summary is in an online register. By signing this form, you consent to Aongatete Forest Project holding this information about you. Volunteers who may access this information have all signed a data confidentiality agreement.

The primary use for the information is in case of emergency, so it is important that your details are accurate and kept up to date.

Aongatete FOREST PROJECT

YOUR DETAILS

First Name: Last Name:

Address:

Mobile Phone Number: Other Phone Number (optional):

Email Address:

Vehicle Licence Plate Number:

Emergency contact name (can be a friend/family member):

Emergency contact phone number/s:

Detail any medical conditions that we should be aware of such as heart conditions, allergies, asthma, colourblind etc. Ensure you carry your own medicines and instructions for administering in an emergency.

Do you need to carry with you **(A)** Epipen Yes ☐ No ☐ **(B)** Inhaler Yes ☐ No ☐

Do you hold a current First Aid Certificate? Yes ☐ No ☐

SKILLS (optional) Do you have any skills that might be useful? Could be anything e.g. building, hunting, medical, scientific, IT, social media, education, catering, legal etc. Let us know:

WHY ARE YOU VOLUNTEERING (optional) Anything in particular you want to get out of it?

☐ I wish to participate as a volunteer for Aongatete Forest Project (AFP)

☐ I agree to receive emails and have any photos taken of me used for publicity purposes

☐ I have read and understood the Health & Safety Plan and agree to follow it

☐ I am aware of the hazards involved and will take care to keep myself and others safe

Signed: Date:

Welcome to the Project and thank you for your help!

AFP Rego Form v01.25

Appendix 3 Parent / Guardian Consent for Young Volunteers

(see "Volunteer Age Limit" on page 5)

I agree to my child / the child I have responsibility for _____ (insert name) volunteering with the Aongatete Forest Project (AFP) on the following shared expectations:

AFP will provide:

- An activity description so that we can understand the risks to be undertaken as a volunteer;
- induction, supervision and support to encourage and enable the volunteer to achieve and maintain the standards expected by AFP;
- fair resolution of any problems, complaints and difficulties encountered by the volunteer should they occur while volunteering;
- feedback and recognition of their volunteer work and achievements.

I understand that :

- While AFP will implement appropriate management procedures to eliminate, isolate or minimise risks and/or hazards associated with its volunteer activity, these risks cannot be completely eliminated;
- I am able to ask questions about the volunteer activity and/or the tasks to gain a better understanding of the risks involved;
- the volunteer will not be asked to undertake any tasks that they are not capable of or unwilling to undertake;
- the volunteer may withdraw from an activity if they feel at risk and that this must be done in consultation with the supervisor;
- I have a role in ensuring that the volunteer understands they must follow the instructions of the supervisor;
- it is my responsibility to check my own insurance policy as AFP does not accept any responsibility for any personal accident, loss or damage to personal items or equipment of volunteers.

Name	Signature	Date