Otatara Landcare Group Health and Safety Plan September 2026

1. Purpose

1.1. Otatara Landcare Group (OLG) is a voluntary community organisation established in 1999 to:

1.1.1. Focus the attention of Otatara residents and others on the natural features and ecological values of the Otatara environment, especially native forest and wetland flora and fauna.

1.1.2. Promote and, where possible, facilitate the protection, restoration and creation of such features in the interests of scientific appreciation and intrinsic worth and to encourage community appreciation of these values.

OLG engages with DOC and Environment Southland (ES). These organisations are Persons Conducting a Business or Undertaking (PCBUs) under the Health and Safety at Work Act 2015 (HSWA). As such they have a legal obligation and duty of due diligence to ensure that any work (voluntary or otherwise) undertaken on their behalf or in association with any area for which they are responsible is performed safely and carefully with full regard for the health and wellbeing of the individuals performing the work.

Volunteers and volunteer groups such as OLG engaging with PCBUs in voluntary work also have a duty of due diligence under HSWA to:

- ensure their actions do not negatively affect the safety, health or wellbeing of any person, including themselves
- follow the health and safety procedures of the PCBU that relate to the work being performed.

DOC will initiate reviews of OLG's Health and Safety Plan when appropriate to ensure it is still fit for purpose and that the controls for the identified hazards and hazardous substances are in place and working appropriately at Bushy Point and other DOC land.

2. Nature of Work

This document covers various projects undertaken by OLG on DOC land, including:

- restoration planting, weed control, track maintenance and education on a 14 ha block of land at Bushy Point in Otatara leased from DOC
- pest control carried out at Bushy Point and other locations around Otatara such as the Otatara South Scenic Reserve.

This document does not cover the activities of Otatara Pestbusters, an affiliated group which carries out work on Invercargill City Council (ICC) reserves and other ICC-managed land in accordance with

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our joint Memorandum of Understanding and provides support to private property owners for control of pests on their own land. Otatara Pestbusters has its own health and safety plan.

For the purposes of this plan, people carrying out activities 'in the field' on behalf of OLG fall into three categories: Volunteers, Contractors and Members of the Public.

All are responsible for the health and safety of themselves and the general public when carrying out activities. Volunteers and contractors should be familiar with and act in accordance with the parts of this document relevant to the work they (and the people they are supervising) are doing.

Communication with members/volunteers

OLG communicates with its members and volunteers through email, the OLG website, Facebook pages, and also the magazine Pigeon Post distributed free multiple times each year to Otatara residents. For group field work an on-site briefing is held.

Records are kept of all members of the Society and of volunteer hours worked.

3. Induction

3.1.1 Each new member of the OLG is welcomed with the provision of information on the website containing background to the Bushy Point project and Pestbusters, booklets about Otatara and the H&S Plan and Briefing documents for work in the field. They are also directed to the Pigeon Post magazine, the main vehicle for communication for the OLG.

4. Briefings

If members of the public are taking part in a group activity, it will be led by a volunteer or contractor who will give a suitable health and safety briefing to all present at the start of the activity.

Examples of topics that may be covered by a briefing are:

- review of hazards of the work being done and the environment in which it is being done
- review of the Incident Reporting procedure and the importance of reporting near misses and any observed environmental changes to the area they monitor
- Children under the age of 15 must be supervised by their accompanying responsible adult at all times in accordance with OLG's Child Protection policy
- informing all volunteers and existing members of the dangers of handling and using tools, machinery, toxins, or pest control supplies when under the influence of drugs or alcohol and that they are prohibited from engaging in volunteer work for OLG when under the influence.

Sample briefing sheets are at APPENDIX B and are available on the OLG website.

5. Storage, Handling and Use of Hazardous Substances

OLG works with plant toxins such as sprays and pastes (e.g. Roundup spray and Cut N Paste gel) and rat bait (Pindone).

Changes to the HSNO Act require hazardous substances to be:

- labelled and stored correctly at a secure location with its Safety Data Sheet (SDS) – refer to Appendix C for copies of these SDSs
- the location to be tracked each time the substance is taken from the secure location, stating to where and by whom
- appropriately identified with signage that shows it is toxic and therefore a hazardous substance – refer to section 2.6 of Worksafe's New rules for hazardous substances, Nov 2017.

Storage, handling and use

All hazardous substances are contained in a locked up facility at Rances Education Centre 185 Grant Road, Otatara and in the locked shed at Bushy Point. All substances when issued to volunteers shall be contained in a sealed bag as it is not practical to do it any other way when doing pest lines at Bushy Point.

All pied piper bait stations have a poison sign embossed on the lid for use in public places and reserves

When checking and resetting pied piper bait stations need to watch out for old bait that may fall to the ground. It is recommended that a bait station be cleared over an empty bucket, or receptacle of some kind that will prevent the bait making contact with the ground. Old and/or mouldy bait should be collected and returned to a bucket in the poison shed for collection and disposal by ES at an appropriate facility.

Safety Data Sheets (SDS) for the products in use by OLG are documented in Appendix C for printing, and posting in key sites and should be referred to for recommended handling instructions.

Hazardous Substance	*Storage*	*Used for*	*Control*
Weed spray: Glyphosate, Tordon, Gallant spray, FIL Been There tracer dye, Pulse penetrant	Secured in a locked up facility	Spraying pest plants, grass areas in preparation for planting	Use of appropriate PPE when preparing the spray.
Plant Toxin Paste: CUT'N'PASTE Picloram Weed Gel - 450ml Bottle Vigilant Herbicide Gel	Secured in locked shed when not in use	Pasting cut stems of pest plants such as blackberry, gorse etc	Use of appropriate gloves for safe handling. When cutting and pasting pest plants care must be taken to ensure that only the cut ends are pasted and that the removed vegetation is appropriately disposed of so as not to cause a hazard to members of the public walking through the area.
Pindone rat poison	Secured in a locked up facility	Poisoning rodents on DoC land contained in pied piper bait stations	Use of gloves for safe handling.

Signage

OLG will ensure appropriate signage informs the public that poison spray has been used or that bait has been laid in the area and to caution the public that dogs must be on a lead.

Procedure 1: Keeping Safe and Protected At Work

1. Purpose

1.1. This procedure outlines the requirements for volunteers of Otatara Landcare Group (OLG) to help keep them safe and protected while engaged on behalf of OLG and by extension DoC and ES in the restoration, pest and weed control work they do within Bushy Point, on public land and within the Reserves of Otatara.

1.2. Conversations will be held with all volunteers at the commencement of every work day, or when individual volunteers replenish their supplies, or carry out independent work to review this procedure and the others that make up this Plan.

2. Scope

2.1 This procedure applies to all members or volunteers of the OLG and their sub-groups who work on public land or in the Reserves of Otatara on behalf of the Otatara Landcare Group.

3. Procedure

3.1 All volunteers are advised to wear appropriate protective clothing (see Clothing Checklist Procedure 3) and have readily available appropriate equipment (see Equipment Checklist Procedure 3) in line with the nature of the work they are performing for the time of year.

3.2 All volunteers are required to check the weather forecast and temperature expectations for the period of time they will be out working in Bushy Point or Reserves.

3.3 It is expected that all volunteers will act responsibly to ensure they have the appropriate gear with them whenever they embark on volunteer work for OLG.

3.4 Volunteers working alone must inform a relative, friend or a member of the OLG committee where and when they will be working and their expected time of return.

3.5 All volunteers are required to keep a records of their work, This information is used to calculate the volunteer hours worked and the trends with pest numbers, or plant health or issues needing addressed, but also will help OLG in the event of an emergency.

3.6 In the event of a volunteer not returning within a reasonable time of the timeframes expected, OLG recommends that the volunteer either calls someone and informs them of the delay, or has arrangements in place where someone calls them to check that all is well.

CLOTHING and Equipment checklists at Procedure 3 and Appendix B

Procedure 2: In the Event of an Incident or Emergency…

1. Purpose

1.1 This procedure outlines the requirements for volunteers of Otatara Landcare Group with regard to the reporting and recording health and safety incidents, including injuries, near misses and notifiable events / incidents.

1.2 The flow chart below summarises the procedure to be followed in event of an incident or emergency.

1.3 When an incident or emergency occurs, the prime responsibility of those carrying out an activity on behalf of OLG is to ensure the health and safety of everyone involved.

1.4 There is also a requirement to report and record health and safety incidents, including injuries, near misses and notifiable events / incidents.

Note that:

- some parts of Otatara such as Bushy Point have excellent cell phone coverage, but others may not
- Bushy Point is only 10 minutes drive from a major hospital Emergency Department, but other places may be less accessible.

2. Scope

2.1 This procedure applies to all members or volunteers who work on public land, at Bushy Point or in the Reserves of Otatara on behalf of the Otatara Landcare Group.

3. Procedure

The following arrangements when in place will assist OLG in protecting the health and safety of its members and volunteers and meeting the relevant health and safety legislation.

The following arrangements when in place will assist OLG in protecting the health and safety of its members and volunteers and meeting the relevant health and safety legislation.

3.1 Notifiable Events / Incidents

3.1.1 A notifiable event is a fatality, or a serious injury or illness (requiring hospitalisation) including but not limited to an amputation, a head injury, a spinal injury, a serious burn, serious lacerations such as deep cuts not responding to first aid, or loss of a bodily function such as unconsciousness, function of internal organs, loss of breath, chest pains or stroke symptoms – act FAST: Face Arm Speech Time

3.1.2 In any such event secure and make safe the scene so no-one else can be harmed

3.1.3 Provide immediate emergency treatment if you are able to

3.1.4 Report the event to a member of the OLG committee, who will report to OLG chair and notify Worksafe: **0800 030 040 (24/7)**

3.2 Reporting

3.2.1 All volunteers working on behalf of OLG are asked to report any incident (including near misses) that takes place on any of the public land or reserves where they perform work by completing a copy of the OLG Incident Report.

3.3 Recording

3.3.1 All incidents, no matter how small, are to be recorded using the OLG Incident Report Form (available on the OLG website) within 48 hours of the incident occurring.

3.3.2 The form is to be forwarded to the chair of OLG.

3.3.3 Details will then be entering into the master register which will enable OLG to prepare an analytical report if need be for DOC in the case of a notifiable event.

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3.3.4 Copies of any correspondence with external regulatory bodies relating to any notifiable incident will also be retained with this register.

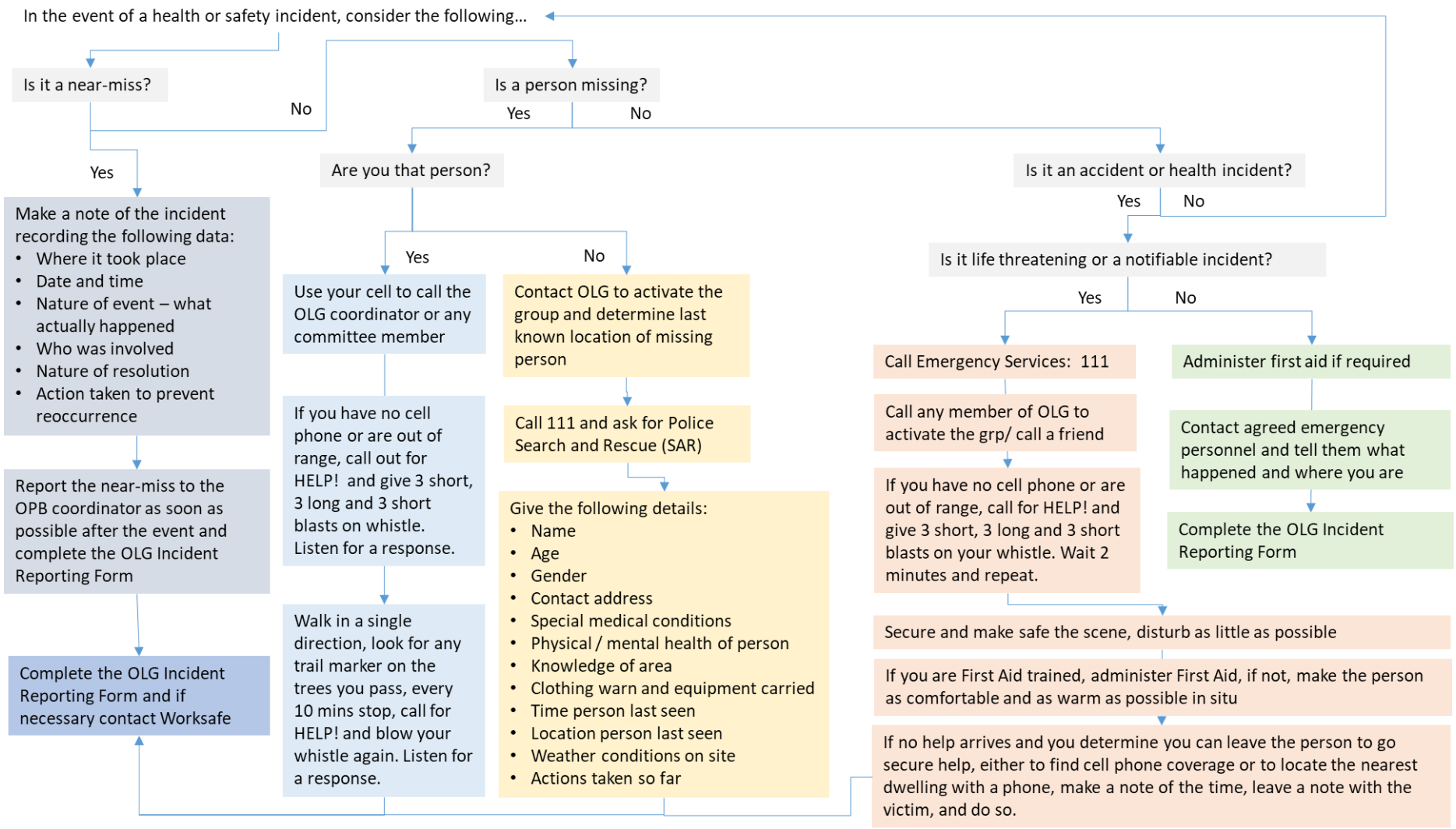
3.4 Investigation

3.4.1 Should any incident be notifiable, OLG is to inform DOC at the same time that they notify Worksafe. A copy of the Incident Report is to be forwarded to DOC as soon as possible and they will conduct an investigation of the incident in accordance with their Health and Safety Management System.

3.5 Responsibilities

3.5.1 It is the responsibility of all volunteers and contractors the to be familiar with the procedures in place for the recording and reporting of any incident or event that occurs while performing work on behalf of the Otatara Landcare Group.

Otatara Landcare Group



Procedure 3: Risk Management in the Field

Preparation for work

All volunteers should:

- check the weather forecast and temperature expectations for the period of time they will be out working in Bushy Point or Reserves; wherever possible wet weather should be avoided
- wear appropriate protective clothing in line with the nature of the work they are performing for the time of year
- ensure they have the appropriate equipment with them.

The following checklists may be useful in deciding what to bring.

Clothing checklist

No.	Item
1.	High visibility vest or other hi-vis apparel wherever practicable in line with the nature of the work being undertaken.
2.	Protective gloves - to prevent any permeation of the toxin through to the skin
3.	Closed toe footwear appropriate to the conditions (boots, gumboots etc)
4.	Water-proof parka
5.	Hat – beanie or sunhat depending on the conditions
6.	Clothing specifically warm layers for changeable conditions

Equipment checklist

No.	Item
1.	Food / drink / snack – dependent on the place, time of year and time taken to complete the work, food / drink reserve of some sort should be in your kit
2.	Appropriate First Aid supplies e.g. band aids
3.	Personal Medication – relevant to the time of year and nature of the work e.g. antihistamines, inhaler, epi-pen etc
4.	Sunscreen
5.	Insect Repellent (depending on time of year)
6.	Cell phone or whistle – to raise the alarm in the event of an accident
7.	Torch (optional)
8.	Notepad and pencil or other device (cell phone) – to record any incident details that occur
9.	Tools relevant to the work being done such as spades, secateurs, grass cutters, etc
10.	Weed Toxin or Bait supplies in a closed Hazard-labelled container
11.	Sack or container of some sort for collecting pest remains, if required

Volunteers working alone should inform a relative, friend or a member of the OLG committee where and when they will be working and their expected time of return. In the event of a volunteer not returning within a reasonable time of the timeframes expected, OLG recommends that the volunteer either calls someone and informs them of the delay, or has arrangements in place where someone calls them to check that all is well.

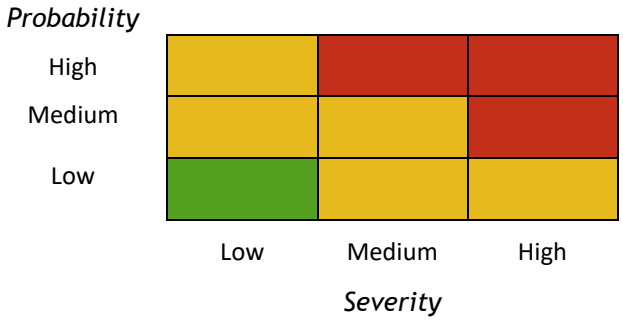
Hazards

OLG asks all its volunteers and contractors to be observant of the environment in which they work so as to manage the risks of hazards they may encounter.

Appendix A contains a table listing the most common hazards, a description of the risk, and the controls put in place to remove, minimise or manage the risk. This information is useful for carrying out induction of new volunteers and contractors and when giving on-site briefings, particularly to members of the public.

The table has been compiled in accordance with the I.A.C. (Identify, Assess, Control) approach.

- ***Identify*** the hazard
- ***Assess*** the level of risk using the following formula: risk = probability*severity.
- Ask the following questions:
  1. What is the *probability* that this hazard will cause serious injury or harm?
  2. What would the *severity* of that injury be should it occur?
  3. And under what *conditions* does this hazard pose the greatest risk?
- Use the following table to assist with this assessment.



- Apply ***controls*** to remove, minimise or manage the risk.

APPENDIX A: List of Common Hazards at Bushy Point

Hazard	*Description*	*Risk*		*Master Controls*	*Local Controls*
		Prob:	*Severity*		
General					
Adverse weather conditions	Wind, cold, glare, intense sunshine, sun stroke, rain (flooding) lightning, storm , hail, hypothermia, frostbite	High	Medium	**Management Controls:** Prepare for adverse weather and have a system to monitor volunteers **Minimum competencies**: Person is competent to work in a range of extreme weather conditions. Ensure leaders are educated and briefed on symptoms of hypothermia and sun stroke **Work Instructions:** Check weather conditions prior to starting out; carry extra suitable clothing; always carry sunscreen and water; seek shade/shelter if possible; postpone work activity if needed especially in high wind and/or rain, as conditions can deteriorate quickly. Share the work load and monitor staff. **PPE:** As directed by Team Leader for task	Ensure all volunteers are well equipped for the weather conditions/ If weather shifts quickly, notify volunteers of nearest shelter.
Falling objects (rocks, trees,) blunt force trauma	Being hit by an object falling from height (e.g, rocks, trees, branches, pinecones) particularly after a storm or when tree pruning.	Low	High	**Management Controls:** Identify areas of potential falling areas, eg high wind zones. **Minimum Competencies**: Competent in this terrain and can observe hazardous situations **Work Instructions:** Undertake job safety analysis. Review immediate vicinity for obviously weakened trees / windfall. As much as possible avoid work at the bottom of rocky slopes or cliffs. Avoid working in the forest when wind is high, during or directly after heavy snowfall or frost when the branches or trees are likely to come down or during a high westerly wind. **PPE:** Hard hats to be warn when falling hazards exist.	Advise volunteers to be mindful, aware of surroundings. Point out any unsafe areas that are prone to slips. Ensure volunteers are not working in isolation in these areas. Avoid working above another person if on a slope.
Food Preparation	Use of barbecues for public events such as planting days. Correct fitting of regulator to gas bottle. Fat splashes hot areas especially when children are present. Hygienic handling of food.	Low	High	**Management Controls:** Barbecue correctly maintained. **Minimum Competencies:** Ensure bbq operator has adequate knowledge of fitting or regulator. **Work Instructions:** Use of automatic lighter. Restrict child access to hot area and supervise when present. **PPE:** As directed by lead volunteer.	Ensure high hygiene standards are maintained in the preparation and serving of food, including use of gloves, appropriate food storage and hand sanitiser availability in the absence of soap and water.

Hazard	*Description*	*Risk*		*Master Controls*	*Local Controls*
		Prob:	*Severity*		
Manual handling	Strains, sprains, crushing, slips, twisting, compression, etc that occur when: lifting and/or carrying plants, supplies, tools, traps, weed bags, bundles of bamboo sticks etc.	Low	Medium	**Management Controls:** Seek alternatives to manual lifting/carrying/ handling. Make sure volunteers are suited to the tasks and do not have serious disabilities. Be familiar with principles of the Code of Practice for Manual Handling. **Minimum Competencies:** Manual handling training recommended. **Work Instructions**: Minimise the need for lifting heavy loads by choice of equipment, position of equipment. Seek assistance when lifting heavy or awkward loads. Do not twist while lifting and use your legs to provide lift rather than your back. Ensure items are stored securely and will not fall. **PPE:** As directed by team leader or overseer	Bend knees and keep back straight so your legs do the lifting; split the load into manageable weights; take more trips if necessary; take a helper; use a backpack, bucket, trolley or wheelbarrow if possible; ensure you are clearly able to see where you are going while carrying a load
Slips, trips and falls	When walking on uneven ground or where there are roots or fallen trees and branches; walking off track through bush and scrub; navigating fallen debris in bush; walking on unstable ground after heavy rains, or where there has been flooding or storm debris; walking along banks; poor fitting footwear, or loose shoelaces. Injuries could include scrapes, grazes, cuts, bruises, fractures, and head injury.	Medium	Medium	**Management Controls**: Ensure all volunteers have adequate and well maintained equipment, and have no underlying health issues that might make them more susceptible to falls **Minimum Competencies**: Ability to be able to assess the area and conditions where work is being undertaken for likely hazards. **Work Instructions:** Briefing on the nature of the terrain and likely hazards in the area. Avoid working at dusk or in severe weather when visibility is compromised. **PPE:** Wear appropriate footwear for the terrain	Be aware of where you are; walk slowly, look up, mark hazardous roots or branches; wear sturdy and supportive footwear suitable for the work being undertaken Choose route carefully, report any changes or dangers discovered; flag, mark or remove hazardous debris; avoid steep slopes
Rubbish or waste material handling	Sharp objects; heavy bags; toxin disposal; weed waste such as blackberry, nettles, gorse, vines; possibility of cuts / scratches / infections:	Medium	High	**Management Controls:** Net or tarpaulin to be used to contain rubbish on a vehicle or trailer when transporting; suitable bags/buckets to be used for collecting of old mouldy bait **Minimum Competencies:** Competent person **Work Instructions:** Identify object before grasping. Handle bags of rubbish with caution. Cut back weed waste with secateurs, loppers, saw or other appropriate tool; paste stem if appropriate, remove all cuttings to prevent regrowth. Treat any cuts/scratches with antiseptic however minor immediately. Use good lifting techniques. Wash hands with soap and water after handling rubbish of any sort. **PPE:** Use gloves if necessary.	All rubbish will be properly disposed of and removed from Bushy Point.

Hazard	*Description*	*Risk*		*Master Controls*	*Local Controls*
		Prob:	*Severity*		
Vehicular use in and around cycle or pedestrian traffic; people on paths & tracks; Traffic on adjoining roadways	Walking to and from planting, trapping or maintenance sites; parking vehicles on roadsides, or using pedestrian walkways for vehicular access particularly ride-on mowers	Low	High	**Management Controls:** Use of signage to inform the public that work is being undertaken in this area. Use of traffic cones to cordon off area of work if adjacent to busy roadway or intersection. **Minimum Competencies:** Road safety awareness. **Work Instructions:** Wear a high visibility vest; be aware of sun strike conditions for traffic; park vehicle well off road; only access vehicle from passenger side. **PPE:** Hi vis vest, ear protection	If the need to park a vehicle with trailer on the road side, use appropriate safety precautions for the area.
Visitor / Public management	Risks to safety of visitors in the workplace – falls, tool injury, other bodily injury, etc. Dealing with emotional people.	Low	High	**Management Controls:** Volunteer awareness of how to behave in difficult public situations. Appropriate signs displayed and barriers to warn visitors of serious hazards and controlled access areas. **Minimum Competencies**: Competent in the use of cell phone and dealing with people. **Work Instructions:** Volunteers manning barriers, gates, to take appropriate action in the event of visitors entering controlled access sites. Use cell phone contact between volunteers 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 people in isolated situations avoid aggravating the person. Remove yourself from the situation as soon as possible and make cell phone contact for backup support if necessary. **PPE:** Hi vis vests may be necessary in some situations as advised by Team Leader	Ensure all volunteers engaged with the annual planting day are familiar with the management controls and work instructions for dealing with visitors. If spraying or conducting maintenance work in Busy Point, there needs to be a visitor management plan in place.
Wasp, bee, insect stings	Allergic reaction, anaphylactic shock, etc	Low	High	**Management Controls**: Identify areas of possible wasp activity. Identify allergies within volunteer group. **Minimum Competencies:** Competent team members and team leader who either inform or check with other volunteers. **Work Instructions:** Specific prescribed anti-histamines to be carried by any individuals with a known history of allergic reaction. Identify at risk volunteers at briefing – allergies, likely reactions, appropriate medication and treatment prior to the commencement of any work activity. Use caution near beehives, if on foot stay away from hives. Where possible avoid areas or times of year when wasp activity is high. **PPE:** N/A.	Advise volunteers the location of any known nests and inform the local DoC office of their location.

Hazard	*Description*	*Risk*		*Master Controls*	*Local Controls*
		Prob:	*Severity*		
Working alone	Injury, lack of assistance and/or treatment, disorientation, lost	Low	Medium	**Management Controls:** Decide whether individual should be accompanied by a second person. Maintain scheduled check in times and always leave intended locations / routes and ETA with a responsible person. **Minimum Competencies:** Training in tasks being undertaken and competent to work alone. **Work Instructions:** At all times carry a cell phone. Check weather. Carry a first aid kit. **PPE:** As appropriate for the conditions and the task.	IF working alone, volunteers should log their location and ETA with the Volunteer manager or other designated contact person, and check in on their return.
Workshop appliances / hand held power tools	Cutting, electrocution, entanglement, hearing damage, eye injuries, dust inhalation	Medium	Medium	**Management Controls:** Annual check of all appliances' cords and RCDs. All equipment safety features are to be in place and used. Use all equipment in accordance with manufacturers' specifications. **Minimum Competencies:** Trained to relevant standard and assessed as competent. Mentor inexperienced personnel. **Work Instructions:** All machinery to be well maintained and checked prior to use and tagged. All equipment safety features are to be in place and used. Use all equipment in accordance with manufacturers' specifications. Workshop well ventilated. **PPE:** PPE to be worn including hearing and eye protection where appropriate.	
Pond	Risk of Drowning	Low	High	**Management Controls:** Inform participants, particularly where children are involved of the dangers of water. **Minimum competenties:** Inform to supervise children **Work Instruction:** Inform of risk of ponds	

Hazard	*Description*	*Risk*		*Master Controls*	*Local Controls*
		Prob:	*Severity*		
Animal Pest Control					
Animal Contact or Handling – dead or alive animals	Bites, scratched and lacerations from handling dead or alive animals or birds. Specifically predators such as possums, feral cats, mustelids, hedgehogs and rodents, and injured birds. Also infectious diseases and exposure to harmful pathogens	High	Medium	**Management Controls:** Appropriate vaccinations. Regular health checks for volunteers who may come in contact with TB **Minimum Competencies:** Volunteers to be appropriately briefed and familiar with the animal and habitat, in house training where required, At least one person in the group to have a current first aid certificate. **Work instructions:** Practice a high standard of hygiene. Cover broken skin before, and clean hands thoroughly with antibacterial wipes / lotion after handling animals or wash well with soap and water. Seek medical advice if feeling unwell after contact with or handling of animals. Carry first aid kit. **PPE:** Wear appropriate PPE, particularly gloves.	Contact DOC office and/or Bush Haven Wild Bird Hospital if dead or injured native birds are discovered.
Pest / predator control – manual setting traps e.g. Victor rat & stoat traps, D-Rat traps, Possum Master or Sentinel traps, Mustelid traps (e.g. DOC 200s)	Crushing, stabs, amputations: trap closing on operator; breakage to trap causing injury; bites, scratches etc from trapped animals	Medium	High	**Management Controls:** Keep traps well maintained. **Minimum Competencies:** training of all volunteers operating traps showing them how to hold and set to minimise accidental triggering and use safety catches. **Work Instructions:** Use in accordance with trap SOP &/or best practice guidelines. Use setting tool if appropriate and keep body parts well clear of closing mechanism. Be aware of sharp edges on mesh at ends of tunnels. Ensure animal is dead before removing from trap. Carry cell phone and first aid kit. Carry soap and water and wash hands before eating or after handling traps. **PPE:** Wear gloves when handling dead or trapped animals.	Show volunteers how to use the equipment correctly; all pest operations must follow DOC's pest operations Standard operating procedures.
Use of toxins	Poisoning	Low	High	**Management Controls** Keep toxins in locked shed. Bring back used toxins for disposal. Toxin sheets available in locked shed. **Minimum Competencies -** Volunteers to be appropriately briefed and familiar with toxins **Work Instructions** use in accordance with best practice and manufacturers guidelines **PPE -** Wear gloves when handling toxins	

Hazard	*Description*	*Risk*		*Master Controls*	*Local Controls*
		Prob:	*Severity*		
Pest / predator control – self re-setting traps Good nature A24s for rats, and A12s for possums	Self-resetting traps can fire on operator is inappropriately handled causing injury.	Medium	High	**Management Controls**: Self resetting traps are to be handled and operated as per the manufacturer's guidelines. Damaged traps are to be repaired or discarded. **Minimum Competencies:** Training for all people installing, setting or operating traps showing them how to hold, arm, and disarm self-resetting traps safely **Work Instructions:** Always treat the trap as live and only install CO2 canister when the trap is installed and set correctly and ready to use. Do not place hands inside entrance to the trap or intentionally place objects in front of the striker. Be cautious of the low temperature the CO2 canister can achieve, when in use or being removed. Carry cell phone and personal first aid kit and ensure any wounds sustained are cleaned and treated appropriately. Operators should understand and comply with any conditions on trapping permits. **PPE:** As directed by team leader or overseer.	Show volunteers how to use the equipment correctly; all pest operations must follow DOC's pest operations Standard operating procedures.
Planting/weeding					
Hand tool use	*Bruising / crushing:* use of variety of tools including manual/ electric screwdrivers, hammer, spade, grubber, saws, etc. *Blunt force trauma*: Heavy objects. Flying objects. Extended use (loss of control). *Cuts:* Sharp blades / objects such as garden shears, flax knifes, grass cutters, slashers, scythes etc. *Vibration, impacts, entanglement, public access*	Medium	Medium	**Management Controls:** Correct sharpening procedures applied, tools maintained and regularly checked for loose heads of axes, grubbers, slashers, etc. Where necessary, warning signs in area of operations where public access is heavy. Keep sharp tools closed or covered when not in use. Ensure best practice guidelines are followed. **Minimum Competencies**: Competent in use i.e. completed the required training for the task or use of equipment, and/ or assessed as competent by overseer. **Work Instructions:** Do not carry tools over the shoulder or leave tools lying around where people have access. Be aware of the location of others and work at least 3 metres apart. When transporting tools, handle them appropriately or in containers with safety catches on. Return tool to be stored appropriately in a secure work area. **PPE:** Recommended relevant PPE incudes gloves, safety boots, overalls, leg protection, protective glasses if considered necessary by overseer. First aid kit.	Volunteer manager or overseer will give extensive safety briefing to all volunteers in the use of hand tools. Ensure proper PPE is distributed and used. Ensure all volunteers have been adequately trained in the use of these tools before allowing them independent use.

Hazard	*Description*	*Risk*		*Master Controls*	*Local Controls*
		Prob:	*Severity*		
Herbicide and Penetrant use	Absorption and/or inhalation and/or ingestion	Low	High	**Management Controls:** Maintain equipment and ensure that standard operating procedures are followed. **Minimum Competencies**: Approved handler, or under the supervision of one. For knapsack spraying, all users must be given a safety briefing and training by an approved handler prior to use **Work Instructions:** Maintain equipment and ensure standard operating procedures are followed. Read the Safety Data Sheet (SDS) for the toxin in use. Avoid skin and eye contact, and breathing the vapour. Use with adequate ventilation. Avoid use in high wind conditions. Wash hands well with soap and water before eating, drinking, using the toilet, etc. Always check container lids are secure. Appoint a team leader. **PPE:** PPE appropriate to the task such as suitable eye wear, overalls, rubber gloves, and respirator as recommended by the manufacturer on the SDS.	All volunteers using herbicide must be familiar with the SDS cautions and best practice – see appendix B. Current weed control methods and best practice to be discussed with contractor and lead volunteer on an annual basis.
Scrub bar / brush cutter / weedeater use	Flying debris – cuts / impacts/ eye damage. Occupation overuse syndrome (OOS) – back strain / vibration / circulation. Noise. Fire – machine. Fuel use. Falling over. Public in vicinity. Blade use (circular/star). Often an interchangeable attachment can be used (flexible bar and/or flail/whip cord (nylon) on a scrub bar/brush cutter motor (turning item into a weedeater) for clearing grass and small vegetation p to 5mm.	High	High	**Management Controls:** Consider alternative safer methods such as mowing or spraying. Otherwise ensure communication available at all times. Ensure blade is maintained. Discuss risks, including hand/arm vibration syndrome. Read and understand scrub-bar guidelines. Appoint team leader. **Minimum Competencies:** Scrub-bar / brush cutters: New users are trained to NZQA unit standard 24540 and assessed as competent in local use. Experienced users complete a self-assessment and are assessed by competent person in local site. Weedeater attachment: Trained and assessed by competent person in local area. **Work Instructions:** Guard is attached. Check area prior to commencing work for obstacles, place warning signs in public areas and minimum of two workers on site where cutter is fitted with a star blade. Check fuel lines and components before and during work. Minimum operating distance of 15 m from maximum reach of machine between workers. Carefully consider use in high/extreme fire conditions. Use correct fuel mixture. Undertake Job Safety Analysis for the task. Take regular breaks. **PPE:** Steel cap boots, helmet with visor or goggles, gloves, hi-vis vest or t-shirt, suitable clothing to protect all exposed areas of body, (i.e. chainsaw chaps (scrub-bar) or light chaps (flail cord)); first aid kit containing eye wash; hearing protection – grade 3-5	All volunteers using scrub-bars, brush cutters or weedeaters are required to demonstrate competence and discuss safety issues with work supervisor, or competent person in charge.

Hazard	*Description*	*Risk*		*Master Controls*	*Local Controls*
		Prob:	*Severity*		
Stakes, grasses or other cut vegetation when bending to work on tree	There are often hidden elements in amongst the long grass that could pose a hazard if overlooked	High	Low	**Work Instructions:** inspect area from a side view to identify hazards not easily visible from directly above and remove them if possible **PPE:** Protective gloves, safety glasses, knee pad / kneeling mat	Ensure volunteers are aware of what might be found hidden in grasses and caution against kneeling without checking first

APPENDIX B: Checklists for Volunteer Briefings at Bushy Point

Checklists for H&S OLG			
Activity	**Planting**	**Weed Control**	**Animal Control**
Recommended Personal Equipment			
Outdoor clothing (inc wet weather gear)	√	√	√
Boots	√	√	√
Cellphone	√	√	√
Gloves	√	√	√
First Aid Kit	√	√	√
Waterbottle	√	√	√
Hand sanitiser	√	√	√
Sunscreen	√	√	√
Personal medication	√	√	√
Hi Viz vest	√	√	√
Tools Supplied			
Gloves	√	√	√
spade	√		
combi-guards	√		
Bamboo stakes	√		
Secateurs		√	
loppers		√	
cut&paste		√	
safety glasses		√	
poison rat bait			√
rat lure for traps			√
stoat lure			√
Possum lure			√
screwdriver for traps			√
Bucket for old bait			√
Map			√
Specific Hazards			
Trips and slips	√	√	√
Adverse Weather	√	√	√
Carryng tools	√	√	√
Eye Pokes	√	√	√
Using tools	√	√	√
Setting trap boxes			√
Getting lost			√

Reporting incidents	**Chair OLG or committee member**	**Chair OLG or committee member**	**Chair OLG or committee member**

APPENDIX C: Safety Data Sheets for Hazardous Substances

Pesticide

- Pindone Pellets (Key Industries) - attached

Herbicide

- Cut'n'Paste Picloram Gel (LandMan Limited) 2026 PDF linked
- Glyphosate 360 (Ravensdown) - 2026 PDF linked
- FIL Been There (GEA) - 2026 PDF linked
- Gallant Ultra Herbicide (Dow) - 2026 PDF linked
- Pulse Penetrant (Nufarm) - 2026 PDF linked
- Tordon Brushkiller XT (Dow) - 2026 PDF linked
- Vigilant Herbicide Gel - 2026 PDF linked

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Safety Data Sheet: Pindone Pellets

1. IDENTIFICATION

Product Name:	Pindone Pellets
Other Names:	Pindone Pellets for control of possums and rats.
Recommended Use:	Vertebrate Toxic Agent (VTA) for the control of possums and rabbits.
Distributor:	Key Industries Ltd
Address:	P.O. Box 65070, Mairangi Bay, Auckland 0754
Telephone:	09 917 1791
Emergency Phone:	0800 CHEMCALL (0800 243 622) 24 hours
National Poisons Centre:	0800 POISON (0800 764 766)

2. HAZARDS IDENTIFICATION

Hazardous substance according to the HSNO Act 1996 Hazardous Substances (Hazard Classification) Notice 2020.

Approval:	HSR001604; Bait containing 0.25 – 0.5 g/kg pindone.
Hazard Classifications:	Specific target organ toxicity (repeated exposure) Category 2, Designed for biocidal action.

Pictograms:

Signal word:	WARNING
Hazard statements:	May cause damage to organs through prolonged or repeated exposure. Hazardous to terrestrial vertebrates.
Precautionary statements:	
Prevention:	Read label before use. Do not breathe dust. Avoid release to the environment (unless used as per label).
Response:	Get medical advice/attention if you feel unwell. Collect spillage.
Storage:	-
Disposal:	Dispose of product and container in accordance with local regulations.

Other information:

Hazardous Substance (Labelling) Notice 2020
A person who uses this substance must take all reasonable steps to ensure that the substance does not adversely affect non-target terrestrial vertebrates.

NZS5433 Transportation of Dangerous Goods on Land
Classified as non-DG for transport.

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3. COMPOSITION: INFORMATION ON INGREDIENTS

Ingredients	CAS Number	Concentration (%w/w)
Pindone	83-26-1	0.05
Other ingredients (bulking agents, flavor, colorant, preservative)*	Trade secret	Balance

* Do not affect hazardous classification of the substance

4. FIRST AID MEASURES

Consult the National Poisons Information Centre 0800 POISON (0800 764 766) or a doctor in every case of suspected chemical poisoning. Have product label or Safety Data Sheet at hand.
INGESTION: Rinse mouth. Get medical advice if person feels unwell.
If vomiting occurs spontaneously, keep head below hips to prevent vomit entering lungs.
SKIN CONTACT: Wash affected area with soap and water. If irritation persists, obtain medical advice.
EYE CONTACT: Flush with running water for at least 15 minutes. Remove contact lenses if present, and easy to do after 5 minutes before continuing rinsing. If irritation develops, obtain medical assistance.
INHALATION: Remove patient to fresh air and keep at rest until recovered. Get medical advice if person feels unwell.
First Aid facilities:
Provide eye baths and safety showers close to work areas.
Advice to Doctor:
Treat symptomatically. Product may reduce clotting of the blood. If ingested administer Vitamin K1 intramuscularly or orally as indicated by bishydroxycoumarin overdoses, Reaped as necessary based on monitoring of prothrombin times.

5. FIRE FIGHTING MEASURES

Flashpoint: Non-flammable solid.
Suitable extinguishing media: Water fog, fine water spray, carbon dioxide, dry chemical, foam as appropriate to surrounding materials.
Hazards from combustion products: Generates harmful/toxic fumes/smoke.
Precautions for fire fighters and special protective equipment: Self-contained breathing apparatus with full face-piece and protective clothing.
Hazchem Code: Not applicable.

6. ACCIDENTAL RELEASE MEASURES:

Personal Precautions: Read label before use. Do not eat, drink or smoke when using product. Wear appropriate personal protection equipment, e.g. gloves and safety glasses, to prevent exposure.
Environmental Precautions: Contain spillage and prevent from entering drains, sewer or any water course. In event of spillage contaminating a watercourse, notify the Police, local Health Protection Officer and Council.

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Safety Data Sheet: Pindone Pellets

Methods and materials for containment: Sweep or shovel solid material into labelled containers that can be sealed. Avoid generating dust. Clean up and report spills immediately.

7. HANDLING AND STORAGE

Precautions for Safe Handling:
Read label before use and ensure all approvals/notifications/permissions in place as may be applicable. Wear rubber gloves, protective clothing (overalls) and boots. Wear approved safety glasses.
Changing out of work clothing and showering recommended at the end of each work shift. Wash work clothes separately from other household clothing.
Read and observe all precautions and instructions on the label. Ensure use does not adversely affect non-target vertebrates. Do not contaminate water, feed, or food by storage, handling, or disposal.
Conditions for Safe Storage:
Keep out of reach of children. Store in closed original container in a cool, dry place away from direct sunlight and in well-ventilated area. Store away from animal and human foodstuffs.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Health Exposure Standards: Workplace Exposure Standards (WES), have been set by Worksafe (ed. 13, April 2022) for compounds in this substance:
Pindone WES-TWA 0.1 mg/m^3
Biological limit values: None established

Engineering Controls:
Ventilation: Use outdoors or in a well-ventilated area.
Personal Protective Equipment:
Respiratory Protection: Respiratory protection should not be necessary under normal use conditions. However, if bulk loading or dust is generated, wear an approved respirator or disposable face mask according to local standards.
Eye Protection: Wear safety goggles if risk of dust generation/exposure.
Skin/ Body Protection: Wear rubber gloves, protective clothing, e.g. overalls with long sleeves buttoned at neck and wrist, long pants), and boots.

The following Standards provide general advice regarding safety clothing and equipment:
Respiratory equipment: **AS/NZS 1715**, Protective Gloves: **AS 2161**, Occupational Protective Clothing: **AS/NZS 4501**, Industrial Eye Protection: **AS1336** and **AS/NZS 1337**, Occupational Protective Footwear: **AS/NZS2210**

9. PHYSICAL AND CHEMICAL PROPERTIES

Appearance	Green coloured cereal-based pellet
Odour	Slight cereal/grain
Odour threshold	Not determined
pH	Not determined
Melting/Freezing point ^{0}C	Not determined

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Boiling Point/Range ^{0}C	Not determined
Flash Point ^{0}C	Not applicable
Flammability (solid, gas)	Not determined
Upper/lower flammability/explosive limits	Not known
Vapour Pressure mm Hg @ 20^{0}C	Not determined
Vapour Density Pa @ 25^{0}C	Not applicable
Relative density	Not determined
Solubilities	Pindone (active) has limited solubility (18 mg/L)
Partition coefficient: n-octanol/water	Not determined
Autoignition Temperature ^{0}C	Not determined
Decomposition Temperature ^{0}C	Not determined
Kinematic viscosity	Not applicable
Particle characteristics	Not available

10. STABILITY AND REACTIVITY

Chemical Stability: Stable under normal storage and use conditions.
Conditions to avoid: Not specified.
Hazardous decomposition products: Not specified.
Hazardous reactions: Will not occur.

11. TOXICOLOGICAL INFORMATION

Toxicity classifications determined by assessment of the components in the formulated mixture.
Acute toxicity: Not classified as being acutely toxic by oral, dermal or inhalation exposure.
Aspiration hazard: Not classified as an aspiration hazard.
Respiratory irritation: Not classified as respiratory irritant.
Skin corrosion/irritation: Not classified.
Serious eye damage/irritation: Not classified.
Respiratory or skin sensitization: Not classified.
Germ cell mutagenicity: Not classified.
Carcinogenicity: Not classified.
Reproductive toxicity: Not classified.
Specific organ toxicity: Pindone adversely affects nervous system, blood and hematopoietic system, heart and vascular system.
Narcotic effects: Not classified.

Toxicological Information:
Pindone Oral, rat, LD_{50} 10.3 mg/kg

12. ECOLOGICAL INFORMATION

Ecotoxicity: This product is classified for biocidal action. The EPA requires identification that this product may cause adverse effects to non-target terrestrial vertebrates. Product is approved as a vertebrate toxic agent (VTA).

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Do not contaminate waterways, sewers, or drains when using product, or disposing of product or container.
Persistence and degradability: Not specific information on product is available.
Potential to be bioaccumulative: No specific information available.
Mobility in soil: Pindone has limited solubility in water (18.2 mg/L).
Other adverse effects: No information available

Ecotoxicological Information:
Pindone Oral, rat, LD_{50} 10.3 mg/kg
Fish, Rainbow trout, LC_{50} (96 hr) 0.21 mg/L

Environmental Exposure Limits (EEL's): Not set.

13. DISPOSAL CONSIDERATIONS

Disposal Methods: Ensure container is empty before disposal to landfill.
Waste should be disposed of to an approved waste disposal facility or by burying at an approved site. Do not burn product or containers.
Ensure disposal of containers and product is in compliance with requirements of national and local authorities.

14. TRANSPORT INFORMATION

Road and Rail Transport		Marine Transport		Air Transport	
UN No.		UN No.		UN No.	
Proper Shipping Name		Proper Shipping Name		Proper Shipping Name	
DG Class		DG Class		DG Class	
Sub. Risk		Sub. Risk		Sub. Risk	
Pack Group		Pack Group		Pack Group	
Hazchem		Hazchem			

Marine Pollutant: -

Dangerous Goods Segregation
This product is classified as a non-Dangerous Good Class for Transport.
Please consult the Land Transport Rule: Dangerous Goods 2005, and NZS 5433:2020 Transport of Dangerous Goods on Land for information.

15. REGULATORY INFORMATION

HSNO Act 1996
Approval Code: HSR001604
Bait containing 0.25 - 0.5 g/kg pindone.

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Classifications: Specific target organ toxicity (repeated exposure) Category 2, Designed for biocidal action.

Controls: Refer to www.epa.govt.nz for information on Controls and www.worksafe.govt.nz for further information on compliance.

Additional label statement requirements:
Hazardous Substances (Labelling) Notice 2017: Clauses 19 and 23 apply. Product label to identify as hazardous to the terrestrial environment.
Hazard Substances (Hazardous Property Controls) Notice 2017; Clauses 53, 56 & 57 apply.
A person who uses this substance must take all reasonable steps to ensure that the substance does not adversely affect non-target terrestrial vertebrates.

ACVM Act 1997
Registration Number: V4396; Pindone RS5 Pellets.
Refer to www.foodsafety.govt.nz for Conditions of Registration.
If applying by broadcast or aerial methods, an Approved Use for Pindone Certificate is required.
Aerial application also requires public notification.

16. OTHER INFORMATION

Date of issue: 20th June 2022
Reasons for Issue: Update GHS classification, SDS information, 24 hour Emergency telephone number.
Replaces: SDS dated 19th November 2019.

Abbreviations:

ACVM	Agricultural Compounds and Veterinary Medicines
ECHA	European Chemical Agency
EPA	New Zealand Environmental Protection Authority
GHS	Global Harmonised System
HSIS	Hazardous Substance Information System
HSNO	Hazardous Substances and New Organisms
NZIoC	New Zealand Inventory of Chemicals
STEL	Short Term Exposure Limit (15 minute exposure period)
TWA	Time-Weighted Average (8 hours exposure period)
WES	Workplace Exposure Standard

References:
EPA www.epa.govt.nz
Supplier information and SDS
Worksafe NZ www.worksafe.govt.nz

The information sourced for the preparation of this document was correct and complete at the time of writing to the best of the supplier's knowledge. Each user should read this SDS and consider the information in the context of how the product will be handled and used in the workplace. The document represents the commitment to the company's responsibilities surrounding the supply of this product, undertaken in good faith. This document should be taken as a safety guide for the product and its recommended uses, but is in no way an absolute authority. Please

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consult the relevant legislation and regulations governing the use and storage of this type of product. For further information, please contact Key Industries Limited.