

Ark in the Park Health and Safety Plan

Issue 3.0
July 2020



ark in
the park

Emergency numbers

Call **111** in case of an emergency.

Contacts	Procedure for the nominated emergency contact in case the worker is overdue.
Ark office 09 810 7014	Step 1: Call the Ark office . Leave a message if there is no answer. Wait no longer than 5 minutes to be called back.
Cascades Duty Ranger 09 369 5826	Step 2: If you do not hear back from the Ark office call the Cascade Duty Ranger . This will reach either a pager or mobile phone. If it's a pager follow instructions and enter your telephone number. Wait no longer than 5 minutes to be called back by the Duty Ranger.
Duty Senior Ranger 026 242 2680	Step 3: If you do not hear back from the Duty Ranger call the Duty Senior Ranger's pager .
Arataki Visitor Centre 09 892 4789	Opening hours: 9 am – 5 pm

Document Revision History

Version	Date	Description	Authors
Draft A	14/07/2014	Initial draft for internal review.	S. Park, S. Rogers, G. Wadams et al.
Issue 1.0	November 2015	Initial version for release	S. Park, S. Rogers, G. Wadams et al.
Issue 1.1	December 2015	Addition of A24 Goodnature traps.	Gillian Wadams
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Issue 2.1	June 2017	Addition of Steve Allan feral cat traps	Gillian Wadams

Version	Date	Description	Authors
Issue 3.0	July 2020	Overall revision and update	Gillian Wadams. Reviewed by Laurence Bechet, Joel Chisholm, Sarah Cosio and Stephen Bell.
Next Review	July 2021		


Version Control and Update Process

This document shall be reviewed on the following basis:

- Annually.
- Whenever a revision or extension of scope is required.

Major revisions to this document shall be numbered 1.0, 2.0 etc. Minor revisions shall be numbered 1.1, 2.1 etc. Following any change, a copy of the updated document will be provided to Forest and Bird head office and Auckland Council. All changes are recorded in the Revision History. A copy of the current version will be maintained on the AiP website (www.arkinthePark.org.nz).

Approved by:



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Stephen Bell
Principal Ranger – Western Regional Parks

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1.0 Introduction

1.1 Overview

This document covers the Health and Safety (H&S) procedures of the Ark in the Park (AiP) - a community conservation project operated in partnership between the Royal Forest and Bird Protection Society and Auckland Council. AiP is centred around the Cascades Kauri Park in the northern Waitākere Ranges. This document applies to all volunteers, contractors and staff who carry out activities within the AiP (or immediate surrounds). For the purpose of this document 'working' is used to mean carrying out activities, whether paid or unpaid.

1.2 Structure and intent

This document provides an overview of the activities performed within the AiP. A hazard register identifies specific hazards and associated mitigations. Text sections cover practical guidelines.

The goal of the Health and Safety policy is that everyone goes home safe. This plan helps to achieve this by identifying hazards, providing mitigating steps and educating workers.

Other important documents include:

- a) The Kauri Dieback Disease Management Standard Operating Procedures
- b) The COVID-19 Standard Operating Procedures (Communicable disease management)

1.3 Recording of Incidents and Near Misses

The purpose of this is to identify gaps and improve the Health and Safety Plan. The reporting of near misses is as important as the reporting of incidents, as it can provide opportunities to raise awareness or make changes to avoid future incidents occurring.

Any incident or near miss must be brought to the attention of the Project Manager or Volunteer Co-ordinator as soon as possible so that a report can be completed via the F&B reporting system.

As project partner organisations, Forest and Bird and Auckland Council will be notified of all incidents that occur.

Remember

IF YOU ARE FEELING UNSAFE WHEN CARRYING OUT ANY TASK PLEASE STOP! KEEP YOURSELF SAFE AT ALL TIMES.

IF YOU WITNESS ANOTHER PERSON PUTTING THEMSELVES OR OTHERS AT RISK FIRST TRY TO REMEDY THE SITUATION WITH THE PERSON. IF NOT RESOLVED REPORT THE PROBLEM TO THE VOLUNTEER COORDINATOR OR PROJECT MANAGER.

2.0 People

People carrying out work within the AiP include volunteers, Forest and Bird employees, contractors, Council rangers and students.

2.1 Volunteers - General

Volunteers come from many walks of life and vary widely in age, experience and physical fitness. New volunteers are required to attend an induction session and complete a Volunteer Agreement Form, which includes notification of any medical conditions.

Induction sessions are typically held monthly by the volunteer coordinator. These inductions include learning about the Ark project through a presentation, being informed of key H&S practices and lastly a trip to a suitable baitline to be shown and practise various techniques and procedures in use at AiP.

Students and interns from New Zealand or overseas must attend a briefing with AiP staff before projects or periods of field or office work are begun. In the case of students bringing their own projects to work on at AiP they must communicate with AiP staff to ensure both parties are aware of the hazards involved.

2.2 Contractors

Contractors are engaged to work on certain aspects of AiP. Contractors are required to provide their own Health and Safety plans as well as working within the AiP plan.

3.0 Activities undertaken at AiP

Field based activities are outlined from a Health and Safety perspective below.

3.1 Predator Control & Monitoring

AiP currently carries out ground based predator control through the use of traps and toxin. A series of rough pathways through the bush, known as access lines, bait lines, trap lines and monitoring lines have been established across the management area. Public tracks maintained by Auckland Council run through AiP and are also used by AiP.

Toxin is placed within the bait stations several times a year, and traps are kept baited and set continuously. Monitoring of rat presence is performed regularly in order to guide predator control activities, assess suitability of the site for native species translocations and other management decisions.

3.2 Line Maintenance

New lines occasionally need to be cut through the understorey, and vegetation growth on existing lines needs to be managed to facilitate safe passage. Selective, minimal vegetation maintenance is performed using hand tools.

3.3 Weeding

Pest plants such as ginger, woolly nightshade, blackberry and others are removed as resources allow, workers use hand tools or herbicides. Herbicides are used by workers holding a Growsafe certificate (or those under the direct supervision of someone holding a Growsafe certificate). The use of power tools for plant removal is restricted to rangers and contractors.

4.0 Terrain (landscape) at AiP.

The terrain within the AiP is varied, ranging from relatively flat, formed tracks to rugged bush with steep sided gullies, thick vegetation and stream crossings. Some lines require ropes to climb or descend vertical drops. In addition, the environment is often very wet due to high rainfall. The following information provides guidance to mitigate the risks inherent in the terrain.

5.0 Weather related cancellations

5.1 Activity Cancellation Policy

Volunteer sessions will be cancelled if MetService issues a severe weather warning. The Volunteer Co-ordinator will monitor MetService (www.metservice.com), as well as other weather information sites, prior to field activity and notify volunteers accordingly.

The Volunteer Coordinator may also cancel field activity at their discretion if they consider the weather to be unsuitable, even if a MetService severe weather warning has not been issued.

If an organised activity is cancelled due to severe weather, a notice will be placed on the doors of the Ark office and store room. This will also advise that workers should not carry out any independent activity for the duration of the warning.

5.2 Specific weather hazards

5.2.1 Electrical storms

- If thunderstorms or lightning strikes are forecast; do not do field work, if you are caught out by an unexpected thunderstorm following the safety guidelines below.
- To avoid lightning strike, do not become the highest point in a landscape. Make sure you stay low.
- Remove your pack. Packs often contain metal and also make you a larger target.
- Remove watches, jewellery and other metal items.

5.2.2 Stream crossings during or after heavy or prolonged rain

- Stop and watch the stream for a while first.
- If the water is deeper than knee height and moving faster than walking pace do not cross.
- If the water is surging, cloudy or you can see boulders or debris in the water, do not cross.
- Streams and rivers can rise in a matter of minutes and usually return to normal flow within a couple of hours. Waiting for the water level to drop is a good option, especially if you have all the gear required to make your wait more comfortable.
- Before you enter the stream look across to the opposite bank and plan your exit point. Make sure you are headed directly across to a place you will be able to get out from.
- Unclip your pack's chest straps and loosen the side (under arm) straps in case you do fall over in the stream and need to take it off to get back up. Keep the waist belt on though, after checking that you can unclip it easily.
- As a best option use a stick to feel the stream bed ahead of you before committing to your next step. If you can't find a stick then feel tentatively with one foot.

6.0 Search and rescue behaviour advice

It is very unlikely that AiP workers will become lost and require search and rescue as working practises are designed to avoid this. However, if search and rescue is needed the following guidelines will assist in achieving a quicker rescue outcome. A search may be ground based or helicopter based.

- Stay still, as long as you are not in the path of a stream or other danger.
- Searchers will most likely be using a heat seeking device, so remove your emergency blanket if you hear a helicopter or searchers approaching. The blanket stops heat escaping from your body and therefore makes you harder to detect.
- Turn on any torch or device that emits light. Even if the light can't be seen the heat from the light source might be picked up by the heat seeker.
- Use something brightly coloured to attract attention.
- Vigorously shake a slender tree. The movement is often visible from above, or from higher ground.
- Blow your whistle. The search party will often use whistles and will wait to hear a whistle blown back to help direct them to you.

- Keep your radio on, on channel 1 to 4, if you lose consciousness rescuers using the same channels may hear your radio.

7.0 Fundamentals of fieldwork at AiP

7.1 Intentions

7.1.1 During volunteer sessions

Before heading out to do field work complete the intentions book on the bench in the Ark Store.

Follow your stated intentions as best as possible. If you will be back later than stated you should try to update your intentions via phone or radio. The radio can be used to contact Arataki Visitors Centre staff who will relay your message to the AiP office. If during office hours and AiP staff are present they can contact your contact person for the day, as recorded in the intentions book.

Upon your return, ensure you complete the intentions book and inform the person with whom you left your intentions – failure to do so could result in the initiation of a search response.

7.1.2 Outside of volunteer session times/independent work

If you are working independently or otherwise outside of a volunteer session leave your intentions with a family member or friend. Let them know your activity location (e.g trap line or bait line name) and expected time of return. Provide them with the relevant contact numbers (see section 16) to call if you do not return or contact them by the agreed time.

Note that if working outside sessions time AiP staff will not necessarily be present to initiate any search and rescue response, this becomes the role of emergency contact people.

Before heading out to do field work complete the intentions book on the bench in the Ark Store. Follow your stated intentions as best as possible. If you will be back later than stated you should try to update your intentions via phone by calling or texting your emergency contact for the day.

Upon your return, ensure you complete the intentions book and inform the person with whom you left your intentions – failure to do so could result in the initiation of a search response.

7.2 Equipment

The table below lists the items that are considered essential for safe working at AiP, along with other items that are strongly recommended.

Also note: To comply with our kauri dieback hygiene procedures all AiP workers are required to bring a change of footwear (any kind) for wearing after fieldwork.

A full change of clothes can also be useful both in wet weather and very hot weather.

Essential Gear	Further explanation if required.
Charged mobile phone if you own a mobile phone.	This can be used to call for help in places where there is coverage and for searchers to pinpoint your location from the signal, if you send any text message which can be done with even very weak or intermittent coverage.
Radio (also referred to as 'RT') (Provided)	
First Aid Kit (Provided)	
Sturdy footwear with soles that grip	
Outdoor clothing	Suitable for the conditions, as well as clothing suitable for a change in conditions (raincoat, polypropylene, merino clothing as base layers or spare warm clothing, also a sun hat and/or sunblock)
Activity description card (Provided).	i.e the description card for the bait line, trap line, seed collection line, or rat monitoring line etc.
Map showing bait stations of entire block being visited (provided).	
Whistle (provided in the First Aid kit).	
Food	
Water	More water than you think you will need. Dehydration leads to poor decision making and loss of balance.
Hat	
Personal medication if required	
Gloves (especially when handling bait, clearing traps & using tools)	
Day pack	

Recommended Gear	
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Compass (Provided upon request)	
Pack liner, or rubbish sack A pack cover is an alternative	To keep equipment and changes of clothes dry within your pack.
Head torch	
Insect Repellent	
Map of the whole Ark (provided)	
Gaiters	
Extra socks	Can also be used as gloves

7.3 Phone numbers to carry with you

- Ark office: 09 810 7014
- Cascade Kauri Ranger station office: 09 810 8133
- Arataki Visitors Centre: 09 892 4789

8.0 Hazard Register

The following table identifies hazards and suggests ways to reduce the risk of an incident occurring. Hazards are listed alphabetically.

Hazard	Mitigation
Bait poisoning	Wear gloves. Wash and dry hands. Bait is put into sealed bags. MSDS Material Data Sheet available.
Confrontation or encountering illegal activities	Volunteers work in pairs or groups until they become experienced. Refer to the response to confrontation guidelines Section 19.0. Certain areas avoided at higher risk times.

Hazard	Mitigation
Getting lost	<p>Volunteer's experience and suitability assessed. Appropriate buddy assigned.</p> <p>Maps provided to anyone going into the field.</p> <p>Baitline descriptions up to date and accurate.</p> <p>Take mobile phone.</p> <p>Radio provided.</p> <p>Intentions registered.</p> <p>Take gear on 'essential' list.</p> <p>First aid kits provided.</p>
Impact by golf balls	<p>Watch out for golf activities around the Ark office and on the golf course before walking across the course.</p> <p>Wear high visibility vest and when possible avoid golf ball landing zones when passing through the golf course.</p> <p>Seek cover under the nets installed at the ranger station/Ark office or inside the buildings when working around the ranger station.</p> <p>Seek advice on safest parking spaces as balls can hit vehicles too.</p>
Infection from contact with soil, decaying forest matter, trapped animal carcasses, trap bait (rabbit meat & eggs).	<p>Wear gloves.</p> <p>Use antibacterial wipes/gel.</p> <p>Wash and dry hands regularly.</p>
Injury from tools	<p>No use of machetes.</p> <p>Wear gloves.</p> <p>Training provided.</p> <p>First aid kits provided.</p>
Injury while in the field	<p>Wear appropriate footwear and clothing.</p> <p>First aid kits provided.</p> <p>Take mobile phone.</p>

Hazard	Mitigation
	<p>Radio provided where possible.</p> <p>Intentions registered.</p> <p>Take gear on 'essential' list.</p> <p>Volunteers experience and suitability assessed and assigned appropriate buddy.</p>
Setting/checking traps	<p>Mandatory training for trappers.</p> <p>Traps regularly checked and maintained.</p>
Stream crossings	<p>See section 5.2.2 for more information</p> <p>Efforts are made to include all stream crossings in baitline descriptions, however these can change after slips or storms. Take care as some inaccuracy may exist.</p> <p>Stream crossings are avoided during and after heavy or prolonged rainfall.</p>
Wasp stings	<p>See section 12 for more information.</p> <p>Field work reduced during peak wasp season.</p> <p>Known nests flagged & poisoned where possible.</p> <p>People with wasp allergies carry appropriate medication.</p> <p>People with serious wasp allergies are told to stay away from the bush during peak wasp season.</p>
Weather	<p>Volunteer sessions cancelled if weather warnings are in place for rain, wind or thunder storms.</p> <p>Sunblock & hats on the essential gear list. Adequate drinking water carried.</p> <p>Volunteers trained to take appropriate clothing for protection from rain, cold, heat and sunburn.</p>

9.0 Toxin/Bait Safety Guidelines

9.1 Toxin Used

Selected toxins are in use at AiP, in cereal pellet or paste form. The Material Safety Data Sheets (MSDS) folder is kept in the Ark store room for reference. Technical information and terminology used in this guideline has been obtained from the manufacturer's MSDS.

Brodifacoum

The bait is in the form of blue/green cylindrical pellets about 2cm long which smell of cinnamon. Brodifacoum is an anti coagulant.

Double Tap pellet bait

The bait is in the form of green cylindrical pellets, larger than brodifacoum and mildly sweetly scented. It contains diphacinone and cholecalciferol, which have anticoagulant properties.

Anticoagulants work by reducing the ability of the blood to clot (both in rats as the target species and in humans if poisoning was to occur). It is absorbed through the gastrointestinal tract and can also be absorbed through the skin. The poison would be lethal to humans, pets and domestic animals if consumed in sufficient quantities. Repeated small doses can have serious detrimental effects as the poison can accumulate within the body.

A doctor or vet can administer Vitamin K₁ as an antidote for some types of poisoning, but this takes time to work and must be done before serious symptoms appear.

Both bait types are measured into individual polythene bags before use.

9.2 First Aid (Human)

If swallowed: In the event of swallowing do not induce vomiting. Consult a doctor and provide an estimation of the amount of product ingested. As symptoms of poisoning may not appear for several days, always seek medical advice where poisoning is suspected so that appropriate treatments can be given if deemed necessary.

Eye contact: Wash eyes with water for 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists get medical advice.

Skin contact: Wash exposed area with soap and water.

9.3 Method of Use

Bait which is not eaten eventually degrades (becomes mouldy, powdery or discoloured) and becomes unpalatable to pest animals. Uneaten bait is removed from bait stations during subsequent baiting rounds and taken back to the Ark Storeroom. Returned bait is reused if in good condition; otherwise it is disposed of.

9.4 Modes of Volunteer Exposure to Poison

Volunteers can come into direct contact with the poison bait in four ways:

- In the poison shed or Ark Storeroom, where new bait is stored
- In the field, where new bait is carried to bait stations, bait stations are refilled and old bait is retrieved
- When measuring new bait into polythene bags

9.5 Minimisation of Poisoning Risk

The risk of accidental poisoning is low. Following the practices below further in order to minimises the risk.

- Cereal baits are measured into polythene bags for use in the field.
- Bait is placed into purpose designed bait stations. This preserves the bait in the stations but also provides a barrier between AiP workers and direct exposure.
- Wear gloves when handling poison bait.
- Do not eat, drink or smoke while handling toxins.
- Thoroughly wash hands with soap and water as soon as possible after handling bait.
- Food intended for human consumption must not be kept within the Ark Store.
- Do not allow access to the Ark Store by children or animals.
- Wear gloves and a mask when bagging bait into individual polythene bags.
- It is advisable to wash clothing in hot soapy water after bagging bait.

9.6 Spillage

In the field: If bait is dropped in the bush, it should be picked up if at all practical so as to avoid contamination and accidental poisoning. Bait must not be allowed to enter any waterways.

At the Ark Storeroom: Spilled baits should be scooped into the rubbish bin. Any fine material should be swept up with a broom and bagged prior to disposal in the rubbish bin.

When Measuring Bait into Plastic Bags: Use a broom to collect fine material and wash down the spill area with water after all spilled bait has been collected.

10.0 Tool Use Guidelines

A range of tools are used within AiP, primarily for line maintenance and weeding. All tools used by volunteers in the field are hand tools – the use of power tools in the field is restricted to rangers and contractors. The following power tools have been authorised for use by volunteers in and around the Ark office/Store:

- Hot glue gun
- Engraver
- Electric drill

Tables 1 and 2 list, and describe the safe use of, the tools permitted to be used at AiP. These are provided but volunteers may bring their own tools of the same type. Different tools may be brought to the attention of AiP staff for consideration and possible inclusion in this document.

10.1 Maintenance

Any damage to a tool should be reported of the Volunteer Coordinator so that repair or replacement can be arranged. All tools are required to be signed out and in upon return in the gear book.

10.2 Risks & Mitigations

General risks associated with tool use are identified in Table 1 below, along with mitigations and recommendations for safe use.

Table 1: General Risks Associated with Tool Use

Risks	Mitigation	Notes
Carrying tools in the field: <ul style="list-style-type: none"> Falling onto a tool Carrying a tool by its blade Tools protruding from backpack 	Tools must be carried in such a way as to minimise the potential for harm, especially when moving through the bush. At a work site, tools must be left in a visible location and out of people's way.	Carry tools in the closed position, avoid holding blades.
Distraction	Volunteers must not distract one another while working with tools.	Wait for person to complete task.
Incorrect use	Only use tools as intended. Do not use a tool unless you are confident in doing so correctly.	Tools may also be damaged by incorrect use.
Injury from cut material <ul style="list-style-type: none"> Falling branches / sprung vines Trip hazard Protruding offcuts 	Consider where branches etc. will fall when cut. Ensure cut branches are clear of the path. Steady supplejack vines when cutting. Always cut supplejack vines completely back to ground level and square.	Cutting supplejack above ground level creates a dangerous spike, especially when cut at an angle.
Injury to bystanders	Ensure safe working distance between bystanders and people using tools.	

Table 2: Specific Risks Associated with Individual Tool Types

Tool	Description	Method of Use	Specific Risks	Mitigation
Cordless Drill or Screwdriver	Battery powered hand-held drill or screw driver.	Details vary between models. Assemble battery, drill and drill bit or screw bit. Select direction and torque, use trigger to control the speed of motor.	Entanglement with hair, jewellery or clothing when drill is rotating. Puncture wound, cut or bruising from loss of control, broken drill bit or sharp swarf. Eye damage from dust, swarf or broken drill bit. Lung damage or irritation from dust inhalation.	Remove loose jewellery. Tidy or remove loose clothing. Tie back long hair. Use sharp drill bits that are not damaged. Pre-drill screw holes before screwing if material is hard. Do not apply excessive force in the direction of work. Clean up swarf and dust

Tool	Description	Method of Use	Specific Risks	Mitigation
				when finished.
Engraver	Mains powered reciprocating hand-held engraver	Plug in and switch on. Hold in one hand as if holding a pen. Press and hold side button to operate. Release button to stop. Engraver may need to be moved quickly or slowly depending on hardness of material being engraved.	Ear damage from sound output. Vibration injury is unlikely because use is infrequent and brief.	Ear protection is provided and should be worn. Limit use to short periods mixed with other tasks.
Guillotine	Portable device for cutting paper along straight lines. Comprises flat base with long pivoted blade and clear plastic guard attached to one side.	Use on a flat, stable surface. Securely hold paper against guide on the board with left hand. With the right hand carefully raise the blade. Push the paper through under the guard to the desired place and slowly pull the blade down.	Cutting fingers while in use. Carrying without safety lock in place.	Use with the plastic guard in place. Ensure the safety lock below the blade is engaged when not in use. Do not attempt to cut more than a few sheets of paper at one time.
Hot glue gun	Mains powered manual advance hot glue gun.	Plug in and switch on. Wait for gun to warm enough for trigger advancement. Pull the trigger to advance the solid glue stick - this will dispense hot glue. Glue should be applied to one of the surfaces to be bonded. Place the components together and hold. A bond establishes as the glue cools.	Burns, gluing of skin, melting of surrounds (work site).	Plan your gluing work. Use a sensible amount of glue. Switch off, unplug and allow the gun to cool when finished.
Loppers	Two-handed scissor-action cutting tool used on plant material up to about 3 cm in diameter.	With a hand on each handle place open jaws around plant material. Bring the handles together to complete cut.	Carrying tool. Loss of footing when using tool. Movement of cut material (eye or body injury) upon cutting.	Keep tool closed when not in use. Only use with solid footing. Do not use on directly overhanging material. Loppers are not to be carried in hands when walking to and from work site.
Rabbit meat Knife (machete, cleaver, etc)	Single-handed, single edge blade. Used for chopping frozen rabbit meat that has been pre-cut. Used with wooden club or rubber mallet. Not for use in the bush.	Place blade across meat and hold in place using handle, then use rubber mallet to drive blade through meat. Do not swing the blade down onto the meat. This method is only suitable for pieces of meat less than about 10cm across and 3cm thick. Work by yourself and cut one piece at a time.	Damage to hands. Infection from carcass. Noise from chopping action.	Maintain control of the blade. Wear gloves to protect any existing wounds. Wash hands afterwards. Ear muffs provided.
Saw (pull)	Single handed pull saw. For use on plant material up to a diameter about equal	Rest cutting edge of blade on top of plant material. Drag to cut, push to return. An undercut maybe required on	Risk of severe cuts to body parts. Movement of cut material (eye, body injury) upon	Sheath or otherwise house the blade when not in use. Keep hand away from

Tool	Description	Method of Use	Specific Risks	Mitigation
	to half the length of the blade.	horizontal plant material. Should saw become jammed, release weight on blade; remove blade and consider cutting from the side under tension. Seek help if unsure. Let the saw do the cutting, avoid forcing the blade into the cut while cutting.	cutting.	blade if holding plant material being cut. Do not use on directly overhanging material.
Secateurs with anvil	Single handed scissor-action cutting tool used on plant material up to about 1.5 cm in diameter.	Holding secateurs in one hand place open jaws (blade and anvil) around plant material and bring handles together to complete cut. Closing motion pushes the vegetation being cut on to the anvil which completes the cut.	Carrying tool. Your other hand. Resting place of tool post-action Movement of cut material (eye, body injury) upon cutting.	Keep tool closed when not in use. Keep other hand clear of jaws when cutting. Do not use on directly overhanging material. Not to be carried in hands when walking to and from work site.
Secateurs without anvil	Single handed scissor-action cutting tool used on plant material up to about 1.5 cm in diameter.	Holding secateurs in one hand place open jaws around plant material and bring handles together to complete cut.	Carrying tool. Your other hand. Resting place of tool post-action Movement of cut material (eye, body injury) upon cutting.	Keep tool closed when not in use. Keep other hand clear of jaws when cutting. Do not use on directly overhanging material. Not to be carried in hands when walking to and from work site.
Spade	Garden spade used for cutting and moving earth.	Place the blade on the ground. Use your booted foot to press the blade into earth. Repeat this to loosen a square of earth then lift it out to form a hole. The hole can be made larger by cutting and removing more earth. Avoid removing oversized clods as they are likely to be too heavy to lift safely.	Trip hazard when not in use. Injury to back through improper use. Risk of striking others working nearby.	Lay spade bladedown on ground when not in use. Only cut clods that are easily manageable. Maintain safe distances between workers. Do not raise spade above waist level.

11.0 Appendix D: Trap Identification Guide

All traps present in the AIP should be treated as set. Do not attempt to set/unset any trap unless you have been trained and are confident to do so.

The following guidelines are to assist you in identifying the type of trap only and are not intended as training for use of traps. New trappers must attend trapper training before working with traps.

Traps in Use:

- DOC 200
- DOC 250
- Possum Box Trap (Timms brand or other)
- Victor series
- Fenn traps
- Steve Allan traps
- Belisle (being replaced with Steve Allan traps)
- A24 Goodnature self resetting device
- A12 Goodnature self resetting device
- Trapinator

11.1 DOC 200

Description: Wooden box 20x20x30cm with mesh ends and inner mesh baffle. Top of box forms wooden service lid which swivels open. Metal trap inside is attached to base. Pest access is through an outer hole in the mesh, then the inner mesh baffle. Bait is independent of the trap.

Danger: When the top lid is open and the trap is set.

Trap is set: If the treadle plate is not covered by the kill bar (grill-like set of bars).

Trigger: Is the flat rectangular treadle plate (7x10cm).

Safe: If the kill bar is on the treadle plate.



Figure 1: Doc 200 Trap Safe (Left) and Set (Right)

11.2 DOC 250

Description : Wooden box and steel trap of the same type but larger than a DOC 200 with mesh ends and inner mesh baffle. Top of box forms wooden service lid which swivels open. Metal trap inside is attached to base. Pest access is through an outer hole in the mesh, then the inner mesh baffle. Bait is independent of the trap.

Danger: When the lid is open and the trap is set.

Trap is set: If the treadle plate is not covered by the kill bar (grill-like set of bars).

Trigger: Is the flat rectangular treadle plate.

Safe: If the kill bar is on the treadle plate.

11.3 Possum Box Trap (Timms)

Description: Yellow, green, or red/orange plastic tall box (16x18x25cm) with open base, keyhole shaped entrance on the front face and a string loop on the back. Trap mechanism is part of the inside of the plastic box. Trap is pegged tightly to the ground through holes in the base. Bait is attached to trigger.

Danger: If a set trap is accessed through the key hole or from the base.

Trap is set: If the string loop at the back is about 25cm long.

Trigger: A vertical rod hanging centrally when viewed through the keyhole.

Safe: When the string loop is short.



Figure 2: Possum Box Trap Safe (Left) and Set (Right)

11.4 Modified Victor stoat and rat trap

Description: A snap style rat trap, modified by the manufacturer to be capable of humanely killing stoats as well as rats. Can be mounted horizontally in a tunnel or vertically on a tree.

Danger: If fingers are placed under the white shroud.

Trap is set: When metal kill bar is pulled back over to the opposite end of the trap to the white shroud.

Trigger: The plastic square under the shroud.

Safe: When metal kill bar is at the same end of the trap as the shroud.



Figure 3: Modified victor safe (left) and set (right)

11.5 Fenn trap

Description: A trap with strong springs designed to target stoats. Also traps rats.

Danger: When tunnel is lifted trap may still be set if nothing is caught. Catching fingers while re setting trap.

Trap is set: When trap is flat (jaws open).

Trigger: The square centre plate.

Safe: When the trap jaws are raised and resting against each other.

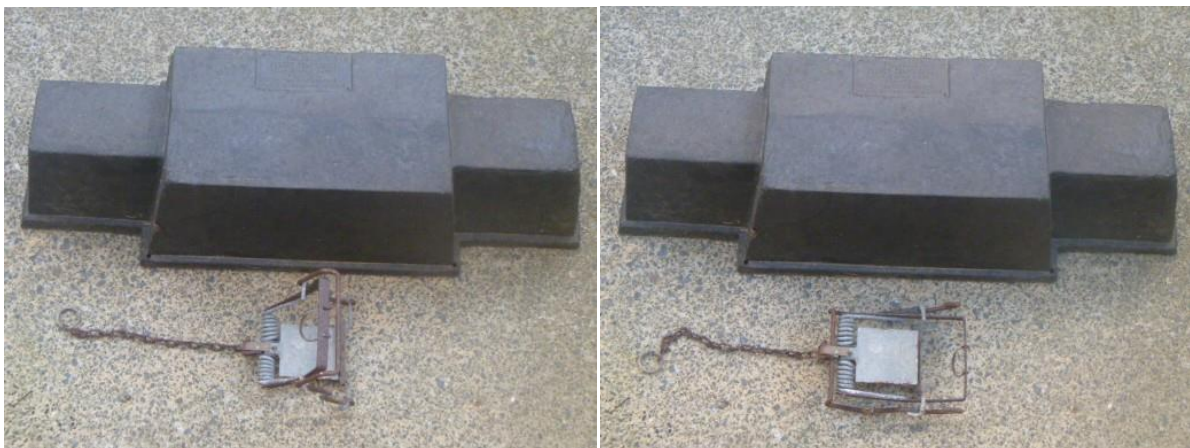


Figure 4: Fenn Trap safe (Left) and set (Right)

11.6 Feral Cat Trap System (Chimney)

Description: A Belisle trap stood on edge inside a wooden box (30x30x100cm), with one mesh end (bait end) and one open end which is accessed down a chimney. Springs protrude through slots cut in flat sides of box. Bait is independent of trap.

Danger: When object enters chimney, when bait access lid is opened and when trap access lid is opened.

Trap is set: If springs are compressed (i.e. are not touching ends of flat side slots).

Trigger: Upside down "V" shaped prongs hanging from centre of trap. Visible from the mesh end only.

Safe: When the side springs are relaxed (i.e. touching the ends of flat side slots).



Figure 5: Feral Cat Trap System Safe (Left) and Set (Right)

11.7 A24 Goodnature self resetting device

Description: A step-shaped plastic tube 14x20cm. Lure used determines whether stoats or rats are targeted.

Danger: When an object brushes the leaf trigger aside, causing the piston to fire.

Trap is set: Whenever the CO² canister is in place (whenever the trap is in the field).

Trigger: Leaf trigger – a fine metal bar only visible when lure cap is removed.

Safe: When CO² canister is not in place and last trigger is spent.

11.8 A12 Good nature self resetting device

Description: A step shaped plastic tube designed to target possums.

Danger: When gas canister is in place.

Trap is set: When gas canister is in place.

Trigger: Plastic piece up inside white part of trap.

Safe: When gas canister is removed and last trigger is spent.



Figure 6: Goodnature A24 device. Figure 7: Goodnature A12 device.

11.9 Steve Allan feral cat trap

Description: A black metal box attached to a wooden ramp

Danger: When unsetting to change bait, when trap is approached prior to unsetting.

Trap is set: When the spring and frame is lying flat against the top of the box.

Trigger: The square 'U' shaped piece of metal inside the box

Safe: When the spring and frame are raised and the side securing rod is free.



Figure 8: Steve Allan feral cat trap safe (left) and set (right).

11.10 Trapinator

Description: Possum trap housed in a plastic box with opening lid.

Danger: When set if lid is lifted.

Trap is set: When red lever is in the downwards position.

Trigger: Trigger arm and bait accessed from beneath.

Safe: When red lever is upwards nearer the lid.



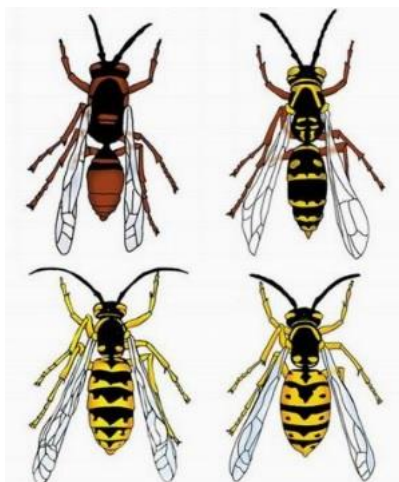
Figure 9: Trapinator set (left) and unset (right)

12.0 Wasp Safety Guidelines

Wasps of primary concern within AiP are the German and Common wasps. Paper wasps are less likely to be encountered within AiP.

Wasps can be present all year round but there are many more wasps from February through to April.

If you have a known **wasp allergy please let the Volunteer Coordinator know and carry medication prescribed by your doctor with you. You are strongly advised to stay out of the bush during peak wasp season if you have an allergy.** During peak wasp season the Volunteer Coordinator may decide to postpone field activities. Notices to this effect will be sent to volunteers.



Top left: Tasmanian paper wasp

Top right: Asian paper wasp

Bottom left: Common wasp

Bottom right: German wasp

12.1 Points to Consider

- Wasps tend to be more aggressive closer to the nest entrance and you are more likely to receive multiple stings, particularly if you stand on a nest.
- Individual wasps are less likely to attack when out foraging. When foraging, wasps are most likely to sting if confined e.g. trapped in clothing, knelt or sat on.
- Wasp nests can be anywhere from in the ground to the tree canopy and build up in numbers until mid to late April.
- Wasps like to nest in dry areas.
- Wasps are sometimes said to be attracted to the colours blue and purple.
- A common scenario is that the first person stands on or near the nest and disturbs the wasps which then emerge to sting the second person to arrive at the site.
- If a wasp is squashed a pheromone is released which then triggers other wasps to sting.

12.2 Methods of Defence

- Wear long clothing to cover up, and avoid blue or purple colours.
- Wasp nests make a humming sound, so if you go slow in dry areas and look ahead you can often hear, and then see them coming out from ground level.
- If you see a lot of wasp traffic to/from a certain point try to keep your distance as you pass it quickly but carefully and calmly.
- If stung, leave the area carefully. Try not to rush away as you may trip and injure yourself.
- Avoid squashing any wasps that land on you as that can attract more wasps.
- When a nest is seen, and you can do so safely, flag it using tape to help others avoid it. Where possible AiP staff or trained volunteers can return and poison the nest with approved wasp poison.

12.3 Reactions to Wasp Stings

The usual reaction to a sting is pain, itchiness, redness and variable swelling around the stings. This is a local reaction to the chemicals in the sting and is not an allergic reaction, even though the swelling might be considerable.

A very small percentage of people have an acute generalised rash and swelling and need acute medical attention (adrenaline via an EpiPen). These people should not go into the bush in the wasp season (mid-late Feb to mid- late April) and should talk to their GP about use of an epiPen/s.

Being stung in or around the mouth is potentially life threatening as it can cause swelling which restricts the airway.

Being stung frequently can increase your likelihood of developing an acute reaction. People with other allergic conditions e.g. hayfever and asthma are not more likely to have an acute reaction.

13.0 Chemical Safety Guidelines

Several chemical substances are used within AiP which have the potential to cause harm if used incorrectly. In addition, several foodstuffs are kept within the Ark Store which are unfit for human consumption.

Herbicides used for pest plant control are stored in the poison shed maintained by Auckland Council.

13.1 Chemical Substances

Material Safety Data Sheets (MSDS) for all chemicals kept on site is kept in the MSDS folder within the Ark store room.

It is important to have a printed MSDS for each substance, as this must accompany anyone requiring medical attention as a result of contact with a chemical substance.

13.2 Baiting Foodstuffs

A variety of foods including eggs, peanut butter, apples, aniseed, cinnamon and rabbit meat are used as bait for pest control. None of these have been subject to normal hygienic practices and have a high chance of being cross-contaminated. It is therefore critical that none of the bait food is consumed by people. A sign to this effect is displayed outside the Ark Store.

14.0 AiP Radio Protocol

Radios are an important communication device to allow contact between:

- a) AiP workers and the Arataki Visitors Centre, also known as the Parks Centre. Parks Centre staff liaise with rangers or emergency responders in the case of AiP workers or members of the public requiring help. Use channels 4,3,2 or 1.
- b) Pairs or groups of volunteers working in close proximity such as neighbouring bait lines. Use channel 5.
- c) Depending on where you are you may be able to contact people in the AiP office, if you have prearranged this.

Signal strength will be reduced by distance, and objects (bush, terrain). The following radio methods should be used for the best chance of successful communication.

1. Before going into the field test that the radio works. To do this, turn the radio on, wait several seconds for the tone and then set to channel 5 and make sure the volume is turned up. Each person with a radio should check they can both hear and be heard.
2. **Use Channel 5 to talk to other AiP workers in close proximity.**
3. **Use Channels 4, 3, 2 or 1 to contact Arataki Parks Centre.**
4. Stand still whenever using a radio (for your safety and optimal reception).
5. Talk past the radio rather than directly into it. This improves speech clarity.
6. To talk: press talk button down, talk, and release when finished – the other person cannot talk if you have the button pressed down. You will also need to wait for them to finish their transmission before you can talk. When you finish talking, pause and then say **“Over.”**
7. When using a Radio call yourself **“Ark Your name”**
8. Start with channel 4 when making a call to Arataki Parks Centre. You should say the following and wait for a reply. e.g. **“Parks Centre – Parks Centre – this is Ark (name) – do you copy – over?”**
9. If no reply is heard after two calls, sign off with **“Nothing heard – Ark (name) – clear”**. Switch to Channel 3 and repeat the process (work your way through channels 3 to 1 if necessary, using the same process).
10. When repeating a series of letters use the phonetic alphabet if you know it. Speak clearly and slowly. Ensure you have all the relevant information i.e. people, location, problem.
11. To end a conversation say **“Ark Your name – Clear”**.

15.0 Information on Human Health Hazards from Animal Diseases

There are a number of diseases carried by pest and native animals found in the New Zealand bush, some of which pose a threat to people carrying out activities at AiP. Diseases carried by animals are sometimes referred to as zoonoses.

These zoonoses can be present in the animals themselves and their urine. Rat, mouse and possum urine can be present at bait stations and monitoring tunnels as well as traps. Mustelid urine can be found in traps. Therefore even indirect contact with animals could cause infection as zoonoses can be transmissible to humans via cuts, sores and abrasions on the skin, as well as mucus membranes exposed to infected animals bodies or bodily fluids. Some diseases are also transmissible via airborne dust. Trappers are more likely than other Ark volunteers to be exposed to infection.

These zoonoses can also be present in water courses.

The majority of these zoonoses have variable incubation periods that can span a few days to a few weeks. You may or may not have symptoms, if you do they can vary widely but can include fever, muscle aches, jaundice, severe tiredness, vomiting, diarrhoea, swollen lymph nodes. If you have any concerns its best to see your doctor. If unwell and visiting the doctor consider mentioning to the doctor that you have been in contact with the animals or their body fluids.

Practising good personal hygiene practices is the best way to avoid infection. Wash your hands regularly with soap and water, or use sanitiser. Wear gloves when possible.

15.1 Precautions

In the field:

- Keep your food and trap bait separate in your pack.
- Wear gloves.
- Wear clothes that cover skin to protect from cuts and abrasions, e.g. long trousers, sleeves and gloves.
- Cover any cuts.
- Use hand sanitiser, especially before eating or touching water bottles.

Upon your return:

- Wash your hands with soap and water for at least 30 seconds.
- Dry your hands.

Table 3: Details of Animal – Human Transmissible Diseases

Disease	How Caught & Symptoms in Humans	Animal Hosts	Method of Spread to People	Notes
Toxoplasmosis	Most infections cause no symptoms. Occasionally fever, rash, malaise, sore throat. If contracted in early pregnancy can cause abortion If contracted in later pregnancy can cause foetal abnormalities.	Cats, rats, cattle and pigs. Plus others not found at AiP.	Contact with raw meat (including rabbit as trap bait) or anything contaminated by cat faeces e.g. soil.	Women who are considering having a baby should have a blood test to check if they have antibodies to Toxoplasma. If they do not they should consider the risks associated with trapping.
Leptospirosis	Severe persistent headaches, high fever, sensitivity to light, sweating, nausea &/or vomiting, muscle pain, back pain, loss of appetite, mood changes, jaundice, breathing problems, vision problems, diarrhoea, skin problems. Symptoms can come on very rapidly. Patients speak of 'crashing' or collapsing. Hospitalisation may be required.	Rats, hedgehogs, possums, pigs and cattle	Rat urine entering the human body through mouth, eyes, nose or cuts. This can also occur through water that is contaminated with infected rat urine.	
Campylobacteriosis	Self-limiting watery diarrhoea, abdominal pain and bloody diarrhoea.	Potentially all. Birds usually show no symptoms. Other species are usually sick.	Faecal contamination of food e.g. vegetables.	
Salmonellosis	Severe, often bloody diarrhoea. Lasts 7 days. Occasionally blood infections (septicaemia).	Wide range of domestic and wild mammals, birds reptiles, amphibians and crustaceans. <i>Salmonella</i> has been isolated from healthy animals from all groups.	Handling raw meat or anything contaminated by faeces. Through skin wounds or ingestion.	
Tuberculosis (TB)	Chronic (long term) lung and lymph node infection with possible bone, joint and soft tissue complications.	Possums, amphibians, fish, water snails, birds, (rarely dogs, cats and other domestic animals.)	Inhalation or ingestion of contaminated materials. Skin abrasions and scratches. Humans with	

Disease	How Caught & Symptoms in Humans	Animal Hosts	Method of Spread to People	Notes
			immune deficiencies are at greater risk than others.	
Yersiniosis (pseudoTB)	Fever, diarrhoea, (which might be bloody), abdominal pain, sore throat.	Wide range of domestic and wild mammals, birds and reptiles.	Ingestion of water or anything contaminated by faeces.	
Ticks	Annoyance value.	Domestic cattle and horses. Wild birds, Lizards.	Tick attachment – usually on uncovered legs.	Remove the tick, making sure the mouthparts are also removed. Nail polish remover is good for this. Ticks are insignificant in transmitting diseases to humans in NZ.
Giardia	Severe diarrhoea	Not confirmed as a true zoonosis – most cases are from other humans.	Oral infection from contaminated water.	
Ringworm	Localised reddened itchy skin sores.	Wide range of mammals and birds (including hedgehogs).	Direct contact with the skin of an infected animal.	

Reference: Table 3 is an extract of a document Compiled by John Potter from the original document by Steve Unwin & Richard Jakob-Hoff. NZ Centre for Conservation Medicine. March 2007.

16.0 Overdue Person Procedure

AiP volunteers need to ensure that their emergency contact person is familiar with the Overdue Person Procedure and has the office phone number (09 810 7014) and Arataki Visitors Centre phone number (09 892 4789).

16.1 During Volunteer Sessions

If an AiP volunteer is overdue, i.e late returning from field work by one hour or more, according to their intentions, the Overdue Person Procedure will be started.

If AiP staff members or other volunteers delegated with checking the intentions book are on site then they will take responsibility for starting the process.

This process can also be started from off site by an emergency contact (see below).

AiP staff or an experienced volunteer will attempt to make contact with the person via phone and radio. If no contact can be made the staff member or volunteer will phone the person listed in the intentions book as the emergency contact for the day. This is in case the volunteer has left AiP, forgetting to sign out.

16.2 Off Site Emergency Contact Advice

If you are the nominated emergency contact for an AiP worker and you have not heard from them when you would expect to you should begin the Overdue Person Procedure.

Step 1: Phone the Ark office on 09 810 7014. Leave a message if there is no answer.

Wait no longer than 5 minutes to be called back.

Step 2: If you do not hear back from the Ark office phone the Cascades duty ranger: 09 369 5826, key in your phone number and wait for a call back.

If you do not get a call back within five minutes, call the duty senior ranger: 026 242 2680.

16.3 On Site Procedure

IN AN EMERGENCY: If someone is badly hurt or unwell call 111.

IF SOMEONE IS LATE BACK:

- **Try to contact the person on the radio – if they don't have one someone else with a radio may have seen them.**
- **Try to ring their mobile phone - as listed in the intentions book.**
- **Ring their emergency contact - as listed in the intentions book.**
- **If you still can't contact them or you find out that they are lost or hurt: Do not go out into the bush to look for them.**

Instead:

1. Check if there is a ranger present who can help, or
2. Use a radio on channel 4 to contact “any Cascades ranger”, or
3. Use the Ark office phone to page Cascades duty ranger: 09 369 5826, key in the Ark office phone number (09 810 7014) and wait for a call back,
4. If you don’t get a call back within five minutes, page the duty senior ranger: 026 242 2680.

Also there is an emergency phone at the main Falls Road carpark.

17.0 Working Alone

17.1 Working Alone in the Bush

Working alone in the bush exacerbates many of the hazards identified elsewhere in this document. For example, a sprained ankle might result in a long walk out with the help of a buddy, but could become an overnight stay in the bush on your own. Being knocked unconscious in a stream would be serious with a buddy, but could easily prove fatal if you were on your own.

Working alone is accepted for experienced volunteers, as well as contractors and staff on the condition that the following steps to mitigate the risks are taken:

1. Intentions must be left with a nominated emergency contact
2. Intentions must be completed in the intentions book in the Ark store if starting your activity from the Ark store.
3. All Essential Gear identified in section 7.2 is carried.
4. If owned, a mobile phone is carried (Mobile phone batteries drain quickly in areas of low coverage so consider keeping it turned off to conserve the battery).
5. Radio is carried

In addition, it is recommended that the following suggestions be considered:

1. Carry a Personal Locator Beacon.
2. Carry spare food and water.
3. Carry an emergency blanket, although these alone should not be relied upon to prevent hypothermia.
4. Attend any bush safety training sessions that may be arranged by AiP.

17.2 Working Alone in the Ark Office

AiP staff sometimes work alone in the Ark Office. Should an individual fall seriously ill or suffer an incident while working alone, an extended period could elapse before assistance could be provided. Staff are aware of this hazard, exercising caution at all times. Staff will work in accordance with Forest and Bird’s Health and Safety Policy.

18.0 Auckland Council large pest mammal control

Large mammals such as goats, deer and wild pigs are periodically controlled by Auckland Council because of the damage they cause to the understorey and soil in the bush, and the risk of spreading kauri dieback disease.

Of the three, it is only wild pigs that are sometimes found within AiP. You may encounter pig hunters and their trained working dogs while in the bush.

Note that hunters carry fire arms for their own and their dog's protection only and there are strict rules governing the use of these fire arms. Pigs are humanely destroyed without use of firearms. There is the possibility of illegal pig hunting in the wider Waitākere Ranges.

General reminders:

- It is expected that all volunteers wear high visibility clothing making them easily identifiable from an animal or bush surroundings (note, this is required to identify AiP workers as authorised to be within areas of the Ranges closed due to kauri dieback anyway).
- It is important to read bulletins and other emails sent by Ark staff to ensure you are aware of any information regarding other activities such as track works (including helicopter delivery of material), other legal hunting activity including pig contractors, potential reports of suspected poaching or other work.
- See also section 19.2 below.

19.0 Response to confrontation and encountering illegal activities

19.1 Response to confrontation

While the vast majority of residents living nearby to AiP and members of the public support the work of the project, there are a small number who do not. Alternatively, they may object to other closure of the Ranges through the rāhui and CAN or toxin use in general. You may encounter members of the public with different views to those of your own, or those of the Ark. If you find yourself

-in conversation which becomes heated,

- or being confronted by people, whether or not you are engaging in the situation

there are some things it pays to bear in mind. It may never happen to you but if you are prepared it can help you deal with any situation that does arise.

All of these responses are equally valid options. Use the one that feels right for you in the particular situation you are dealing with.

- a. Engage in discussion with the person or people and explain what you are doing and that you have permission to be there.
- b. Walk away, even if they are still talking to you.
- c. Suggest that they contact the Ark project manager or volunteer coordinator and we will speak to them on your behalf.

Suggestions

- Along with your personal ID card and authorised vehicle card you might like to carry a few Ark brochures that you could hand out to anyone who questions or challenges you. The brochures have the Ark phone number and email address on them and are available in the storeroom and office.
- If you have had an interaction that you felt was heated or unpleasant, or that you think the other party may take further action on it is highly recommended that you make some notes about what was said and anything else that happened. This will be useful for any Forest and Bird or Council staff who may be responding to complaints or queries from the public.

Remember, its not likely that you will get into any confrontations but it pays to be prepared!

19.2 Encountering illegal activities

If you suspect activity that is not authorised, stop immediately and assess any risk to yourself.

If a risk is perceived, make yourself safe:

- Contact any other volunteers working in the area by radio if possible.
- Go to a safe location, preferably back to your vehicle, or at least out of the bush on to a track, access line or road so that you are clearly visible.
- If you can, record the GPS points of anything suspicious you see.
- Record the registration number of any vehicles you see, if you feel comfortable doing so.
- Leave the field and return to the Ark base.

Notify Ark staff (09 810 7014) and Arataki Visitors Centre (09 892 4789).