

## No 28 – DISCOVERY OF DRUG CROPS

### 1. BACKGROUND TO COP

<b>Reason for COP:</b>	To minimise any safety issues for staff that find drug crops in the course of their work.
<b>Relevant Regulations/Guidelines:</b>	Advice from Police.
<b>Employee Training/Skills Required:</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of guidelines.</li> <li>• Adherence to policy.</li> </ul>
<b>Purchasing Policy Tools/Plant:</b>	

### 2. COP WORK PROCEDURE

1. All staff that find a drug crop in the course of their work should leave the vicinity immediately if someone is present and contact the WCMG as soon as is possible to indicate where they are and what they are doing. If they feel they are in immediate danger they need to convey that urgently.
2. If no other persons are present, staff should quickly note what is present and any other information they feel might be useful and then leave the vicinity.
3. Be especially careful and aware that growers may protect their crops with booby traps and poisons; do not snoop around in an effort to gain more information; if possible, leave the area via the same route you came in by.
4. If confronted directly by someone at the site staff should indicate that they work for the WCMG and why they are there and what they are doing. Staff should not give their name unless forced to do so.
5. Once safe to do so, staff are to convey to the WCMG what they discovered to ensure other staff are warned clear of that area and suitable action can be taken.
6. The Police will be involved but have indicated that they will postpone action to avoid compromising any staff that may have come across the crop.
7. The Police will only require the staff members name if they require further information.
8. Staff security is paramount in this issue.



## Hazard Identification & Analysis Worksheet – WCMG

Work Task or Activity	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No	Controls that Reduce Harm	Status
<b>028 - DISCOVERY OF DRUG CROPS</b>					
General Duties	Confrontation with crop owner	Coming across owner and crop being confronted when working the area of a potential crop	N	Avoid eye contact, leave the area State your role and intention to continue working un aware of their actions Stay within a vehicle and lock doors Coverly note location and details of persons and other vehicles and report to management	In place In place In place In place
	Injury from a booby trap or poison	Working in area where large crops are with traps and poisons to kill animal pests	Y	If crops are found leave the area carefully Note tracks to suspicious areas and do not enter	In place
	Damage to council assets or vehicles	Vandalism from crop owners if crops found or destroyed	N	If crops are found leave the area carefully Park vehicles in a safe place away from suspected crop areas.	In place In place
Date: Jan 2012					



No 39 – SAMPLING

1. BACKGROUND TO COP

**Reason for COP:**

To minimise danger to staff while undertaking a variety of sampling work.

**Relevant Regulations:**

- Hydrologist's Safety Manual

**Employee Training/Skills Req'd:**

- Experience
  - Swimming ability
  - Sampling techniques
  - Site Hazard ID
  - Wader training

2. COP WORK PROCEDURE

1. Unless specifically sanctioned by their Manager and detailed within the project design, staff must always carry out sampling activities with a minimum of two people present.
2. Ensure you have appropriate clothing for the conditions, appropriate personal protective equipment (PPE) and footwear, sunscreen, insect repellent, first aid kit, drinking and washing water, cell phone (charged) and notice at the office of location and estimated return time.
3. On arrival at a site a hazard assessment must be carried out and ways to manage those hazards identified. While important for experienced staff it is even more important for new or inexperienced staff in potentially hazardous situations.
4. When undertaking sampling activities with two people, staff shall remain within hearing and sight contact of the second person.
5. **Standard Water Sampling:** As per *Hydrologist's Safety Manual* and *National Protocol for SOE Sampling in NZ*.
6. If crossing a river or stream extreme caution needs to be taken particularly if carrying equipment. Choose an appropriate place to cross considering flow rate and depth, and if any doubt arises DO NOT CROSS.
7. **Sampling with Waders:** Must only be used with two staff present. Staff using waders must be experienced and certified.
8. **Beach Sampling:** Never to be undertaken when seas are too rough or rips are present.
9. **Boat Sampling:** Adhere to small boat use COP.
10. Report any near miss or actual accidents that occur while sampling.
11. Wash hands before eating.

Source of Hazard & Associated Harm.	Risk Rating (A) 1-5	Freq. of Exposure (B) 1-5	Risk Total (AxB)	Risk Management (Eliminate, Isolate, Minimise).	Action Already and/or Taken or Proposed.	Person Responsible (First Name)	Date Completed/ Sign.
Dangerous access ways or pathways – slips and falls, vehicle control lost				Minimise	Driver training. Inspect track before committing. Maintain tracks to good standard. Inspect for hazards before commencing.	Staff Members	
Water crossing – slips /falls/ drowning				Minimise	Extreme caution . Don't carry too much. Selection of crossing site. Ascertain down stream escape route. If in doubt-don't cross.	Staff	
Small boat use – falls, drowning				Minimise	Ensure compliance with COP. Training in small boat use. Monitoring of conditions. Use of lifejackets.	Staff	
Biological injury – wasps, bees etc				Minimise	Observations.	Staff	
Hygiene – illness				Minimise	Reinforce hygiene issues. Provision of hand washing water.	Staff	

<b>Reviewed by OSH Committee:</b>	<b>Date:</b>
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<b>Risk Rating:</b>	5-Very Significant	4-Quite Significant	3-Significant	2-A Risk	1-Not Much of a Risk
<b>Freq. Of Risk:</b>	5-Continuous	4-More than 1 exposure/week	3-Exposure between 1/week & 1/month	2-Exposure between 1/month & 1/6 months	1-Exposure less than 1/6 months

## No 49 – ENTERING PRIVATE PROPERTY

### 1. BACKGROUND TO COP

<b>Reason for COP:</b>	To respect the rights of private property owners and minimise danger to staff who need to enter the private property in the course of their work.
<b>Relevant Regulations:</b>	-
<b>Employee Training/Skills Required:</b>	<ul style="list-style-type: none"> <li>• Adherence to COP.</li> <li>• Access permission sheet.</li> </ul>

### 2. COP WORK PROCEDURE

1. Entry onto property is considered a privilege, not a right. Always advise an owner of your visit, the work you are planning and check:
  - 2.1 That access is available.
  - 2.2 Dogs or livestock are secure.
  - 2.3 If there are any significant risks that the staff member should be aware of, such as:
    - 2.3.1 Bee hives on site.
    - 2.3.2 PSA infected kiwifruit vines.
    - 2.3.3 Spraying operations.
2. If your visit times change, let the landowner know.
3. If it is suspected an aggressive dog is on site, request owner locks the dog away.
4. Use your vehicle as a secure place from aggressive dogs or stock.
5. If confronted by aggressive dog or stock, the initial reaction should be to stop and remain still and avoid eye contact, avoid sudden movement and slowly retreat to your vehicle. Use what you are carrying or slowly remove an article of clothing to be used as a distraction should an attack occur. If knocked to the ground try to remain motionless in the foetal position. (COP 42 – Aggressive Dogs).
6. Ensure all gates left as you found them, locked or open. Do not leave a gate open for a short period.
7. If confronted by an aggressive landowner, leave the property and make contact at a later stage.
8. Leave the property as you find it. Report any damage caused by you to you manager and the property owner as soon as possible.

## Hazard Identification & Analysis Worksheet – WCMG

Work Task, Activity or Item of Equipment	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No*	Controls that Reduce Harm	Status
<b>49 – Entering Private Property</b>					<b>Date: April 2012</b>
Performing job/ general duties (sampling or inspections without machinery or tools)	Working outside generic hazards			Ref COP 00 – Generic Fieldworker Operations	
	Injury from livestock or aggressive dogs	Landowner not contacted	N - M	Maintain regular contact with owner or occupier prior to work. Leave all gates as you find them Contact landowner before entering. Remain calm, slow movement, retreat to vehicle. Use objects to protect yourself, don't hit animal. Report incidents.	In place
		Gates left open	N - I		In Place
		Aggressive Dog Startled	Y - M		In Place
		Chased by stock	Y - M		
	Poisoning, Inhalation of sprays or residue	Landowner not contacted	Y - I	Maintain regular contact with owner or occupier prior to work. Determine where wash facilities are Cease work and exit drift area. Change clothing and shower immediately Overalls, and mask if working in low risk area Vehicle with a cab and air conditioning	In place
		Spray drift from wind	Y - M		In place
		Incorrect PPE	Y - M		In place
Insect Stings	Vehicle not enclosed	Y - I		In place	
	Bee hives on site	Y - M	Maintain regular contact with owner or occupier prior to work. Determine areas where hives are Do not work close to or try to move hives If a swarm is encountered, leave area to safety of vehicle ASAP. Record position and report to manager.	In place	
Insect swarms	Y - I	In place			
Failure of structures on private property	Entering or crossing structure not certified or inspected	Y - M	No not use unknown structures Check with landowner integrity of structures	In place In Place	
Electrocution	Touching electric fences	Y - I	Isolate sections of fence Do not use machinery or tools not owned by HBRC	In place	
	Operating private property tools or machinery	Y - E		In place	
	Touching overhead wires	Y - M	Check site before starting work. Haz ID	In Place	
Aggressive Landowner	Landowner not contacted	N - E	Maintain regular contact with owner or occupier prior to work. Do not proceed with work if significant changes need to occur Remain calm, leave site and report abusive behaviour	In place	
	Not following instructions	N - M		In Place	
	People who just don't like HBRC	N - M		In place	
Operation of tools or Machinery	Failure of structures on private property	Crossing farm bridges with machinery	Y - E	Do not use unknown structures Check with landowner integrity of structures	In place In place
	Fire or property damage	Hot work in dry conditions	Y - M	Asses site risk, fire control on site. One track in and out. Delay work Avoid hast. Plan job route Ask landowner of services. Locate or pothole.	In place
Turf damage in wet conditions		N - M	In place		
Impact to fences, structures or buildings		N - M	In place		
Excavating through underground services		Y - M	In place		



## No 50 – RECREATIONAL WATER QUALITY MONITORING

### 1. BACKGROUND TO COP

<b>Reason for COP:</b>	To ensure the safety of staff and students when undertaking sampling for the Recreational Water Quality Monitoring Programme.
<b>Relevant Regulations:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Employee Training/Skills Required:</b>	<ul style="list-style-type: none"> <li>• Current drivers license</li> <li>• Site hazard ID</li> <li>• Use of RT, Satellite phone and SPOT</li> <li>• COP adherence</li> <li>• Sampling techniques</li> <li>• Swimming</li> <li>• Confidence around water</li> </ul>

### 2. COP WORK PROCEDURE

<ol style="list-style-type: none"> <li>1. Staff undertaking fieldwork for the Water Quality Monitoring programme must have read and become familiar with:             <ol style="list-style-type: none"> <li>a) COP 25 – Distant Working Alone Safety Policy</li> <li>b) COP 32 – Motor Vehicle Use</li> <li>c) COP 39 - Sampling</li> </ol> </li> <li>2. Ensure you have filled in your fieldtrip details and obtained and advised your contact of your return time and contact information. Ensure that you have adhered to the Water Quality and Ecology Health and Safety requirements (PROMAPP/Monitoring Environments/Water Quality and Ecology/3.0).</li> <li>3. Ensure that you have checked the weather forecast and any warnings in place (metservice.co.nz). If adverse weather and/or driving conditions are forecast, check with the project manager about whether to cancel sampling for that day.</li> <li>4. Be aware of hazards on the road (e.g. stock movements etc).</li> <li>5. Ensure you have appropriate clothing for the conditions, appropriate personal protective equipment (PPE) and footwear, sunscreen (available from reception), insect repellent, first aid kit, drinking and washing water, cell phone (charged) and notice at the office as per #2. Jandals and bare feet are not appropriate when driving.</li> <li>6. On arrival at a site a hazard assessment must be carried out and ways to manage those hazards identified. Look for dangers including rips, rough seas, unstable sands, and dangerous conditions due to people or animals. If there is any concern for your safety, return to the vehicle and leave the site. Contact the office to report the issue.</li> <li>7. <b>DO NOT UNDERTAKE ANY SAMPLING WHEN WATERS ARE TOO ROUGH/DANGEROUS.</b> Specific care needs to be taken at Waipatiki Beach (steep drop off and unstable sands), and Marine Parade (rough seas at times). Lifejackets should be worn when the risk assessment in #5 indicates that it is appropriate.</li> <li>8. Report any near miss or accidents that occur while sampling to your project manager</li> <li>9. Wash hands before eating.</li> </ol>
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## Hazard Identification & Analysis Worksheet – HBRC

Work Task or Activity	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No*	Controls that Reduce Harm	Status
<b>COP No 50 – RECREATIONAL WATER QUALITY MONITORING</b>					<b>Date: December 2012</b>
Dangerous waterways	Drowning	Dangerous/rough seas High river levels Turbid water reducing visibility	Y	Check weather conditions before leaving for sampling If in doubt – stay out Extreme caution to be taken at sites such as Marine Parade and Waipatiki Beach Lifejacket to be worn if appropriate Do not enter water beyond mid-calf in any circumstances while working alone Do not enter way at all if seas appear rough, or river levels high. If water is turbid, proceed with caution, use the sapling pole to test the stability of the ground if necessary or do not proceed if dangerous to do so. Note Te Mahia Boat Ramp site drops off steeply, proceed with caution.	
Driving on road	Injury from loss of control or vehicle impact	In experienced driver Travelling too fast for conditions Vehicle mechanical failure Load shift in or on vehicle Poor weather conditions	Y	Personal responsibility to drive to ability Correct licence and training Correct speed for the conditions All vehicles serviced and warranted All loads internally and externally secured	
	Loss of concentration	Use of cellphone Use of RT while driving Fatigue	Y	No cellphone use permitted while driving unless by a hands free unit Only use RT to receive calls. Pull over to make a call. Take regular breaks or share driving – <i>(see attached checklist)</i>	
Hygiene	Illness	Contamination from waterways	M	Wash hands before eating and use hand sanitiser between sites.	
Biological injury	Wasp, bee stings	Loss of attention Allergies	N Y	Observations If you have allergies that may be life threatening, let the team or project leader know and specific mitigation steps can be taken (e.g. epi-pen etc).	

**No 12 – USE OF MOTORCYCLES/ATV'S**

**1. BACKGROUND TO COP**

**Reason for COP:**

To prevent injury and damage to plant when undertaking motorcycle use. This work is generally conducted for property inspections, service delivery work including poisoning, night shooting of animal pests and noxious plants inspections. Used to transport single staff members and equipment in mainly an off road situations to enable access to rural terrain.

**Relevant Regulations:**

NZ Road Code

<http://www.dol.govt.nz/quad-bikes/reducing-accidents.asp>

**Employee Training/Skills Reqd:**

- Must hold a motorcycle licence where relevant.
- Trained by their immediate supervisors or other suitably experienced nominated staff on hilly terrain.
- Follow up training will be given to an operator who has not used a motorcycle for a period of time (ie, six months) if an operator is going to use the machine in terrain which there has been no prior experience, or upon request.

**Purchasing Policy Tools/Plant:**

HBRC shall provide motorcycles which are adequately powered and have a reliable engine (200-250cc) and are designed for continuous off road use.

**2. COP WORK PROCEDURE**

1. Conduct a safety check on the motorcycle before riding.
2. Wear protective clothing at all times including helmet.
3. Where a manufacturer's provision for a passenger, passengers to ride in approved manner with necessary PPE.
4. If manufacturer recommends no passenger transportation, passengers are not to be carried.
5. Check with landowners or occupiers for known hazards – eg, washed out crossing, tomo areas, and stock dangers and on route check continuously for physical hazards - eg, water pipes, battens, posts, cut scrub, wire at ground level, other vehicles and workers.
6. Good control of the motorcycle depends on a correct gear selection, throttle control and balance.
7. Ensure correct tyre inflation for terrain and speed.
8. Ensure all tools well secured and tied down to motorcycle.
9. Make sure others know your route and carry approved emergency locator beacon when working alone in remote areas. Ensure you know how to use it.
10. Load a motorcycle onto a trailer or vehicle using two ramps of adequate length. Push or guide the motorcycle (running in first gear) up one ramp while walking up the other.
11. Use an adequate number of tie downs designed for motorcycle use to secure the motorcycle on the trailer or vehicle.
12. Unload onto a flat surface with the motor off.
13. Start motorcycle and test drive before loading to ensure motor runs smooth.
14. Do not accept offers of transportation on landowners bikes if not designed to carry passengers.

## Hazard Identification & Analysis Worksheet – HBRC

Work Task, Activity or Item of Equipment	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No*	Controls that Reduce Harm	Status
<b>012 – Use of Motor Cycles and ATV's</b>					<b>Date: Sept 2011</b>
Performing general duties	Working outside generic hazards Carrying passenger when bike not designed for it.			Ref COP 00 – General Fieldworker Operations Conform with manufacturer's recommendations e.g. don't carry passengers	
Driving off road	Loss of control and flipping or bike causing injury to operator	Too fast for terrain Descending or ascending and loss of traction Loss of brakes Hidden Obstacles	Y M	Correct tyre pressure and good tread Correct speed and steering angle Dry brakes after crossing water Trained persons Stay on tracks or question land owners of potential obstacles Use of PPE including mandatory use of helmet	In place
	Drowning from loss of control while crossing waterway	Incorrect approach angle and crossing point Overloaded vehicle	Y M	Correct tyre pressure and good tread Correct speed and steering angle Trained persons Secure all loads	In place
Driving On road	Impact from vehicle accident	Vehicle not seen by motorists Loss of control of machine	Y M	Only registered vehicles on roads Lights on Max speed for ATV 30kmph Use of PPE including wearing helmet.	In Place
Loading and Transporting	Impact from loss of control of vehicle	Travelling too fast Loss of load	Y M	Use approved ropes and tie down points Travel at correct speed.	In place Training
	Crush from motorcycling/ATV falling during loading	Ramps too short or not sturdy enough Ramps not fixed Angle of approach too steep	Y M	Use custom built ramps Walk machine up ramps. Do not ride. Load on a flat surface Comply with loading COP	In place

**No 28 – DISCOVERY OF DRUG CROPS**

**1. BACKGROUND TO COP**

<b>Reason for COP:</b>	To minimise any safety issues for staff that find drug crops in the course of their work.
<b>Relevant Regulations/Guidelines:</b>	Advice from Police.
<b>Employee Training/Skills Required:</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of guidelines.</li> <li>• Adherence to policy.</li> </ul>
<b>Purchasing Policy Tools/Plant:</b>	

**2. COP WORK PROCEDURE**

1. All staff that find a drug crop in the course of their work should leave the vicinity immediately if someone is present and contact the Council as soon as is possible to indicate where they are and what they are doing. If they feel they are in immediate danger they need to convey that urgently.
2. If no other persons are present, staff should quickly note what is present and any other information they feel might be useful and then leave the vicinity.
3. Be especially careful and aware that growers may protect their crops with booby traps and poisons; do not snoop around in an effort to gain more information; if possible, leave the area via the same route you came in by.
4. If confronted directly by someone at the site staff should indicate that they work for the Council and why they are there and what they are doing. Staff should not give their name unless forced to do so.
5. If necessary or considered helpful, show the Council warrant card and indicate that there is no interest in what they are doing.
6. Once safe to do so, staff are to convey to their Group Manager or the Group Manager Asset Management, what they discovered to ensure other staff are warned clear of that area and suitable action can be taken.
7. The Police will be involved but have indicated that they will postpone action to avoid compromising any staff that may have come across the crop.
8. The Police will only require the staff members name if they require further information.
9. Staff security is paramount in this issue.



## Hazard Identification & Analysis Worksheet – HBRC

Work Task or Activity	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No	Controls that Reduce Harm	Status
<b>028 - DISCOVERY OF DRUG CROPS</b>					
General Duties	Confrontation with crop owner	Coming across owner and crop	N	Avoid eye contact, leave the area	In place
		Being confronted when working the area of a potential crop	M	State your role and intention to continue working un aware of their actions Stay within a vehicle and lock doors Coverly note location and details of persons and other vehicles and report to management	In place In place In place
	Injury from a booby trap or poison	Working in area where large crops are with traps and poisons to kill animal pests	Y	If crops are found leave the area carefully Note tracks to suspicious areas and do not enter	In place
	Damage to council assets or vehicles	Vandalism from crop owners if crops found or destroyed	N	If crops are found leave the area carefully Park vehicles in a safe place away from suspected crop areas.	In place
Date: Jan 2012					





**No 39 – SAMPLING**

**1. BACKGROUND TO COP**

**Reason for COP:**

To minimise danger to staff while undertaking a variety of sampling work.

**Relevant Regulations:**

- Hydrologist's Safety Manual

**Employee Training/Skills Req'd:**

- Experience
  - Swimming ability
  - Sampling techniques
  - Site Hazard ID
  - Wader training

**Purchasing Policy Tools/Plant:**

Council will ensure that within budget constraints, adequate safety equipment will be provided to staff who carry out sampling activities. It is expected that staff will not have to work with sub-standard equipment when sampling.

**2. COP WORK PROCEDURE**

1. Unless specifically sanctioned by their Manager and detailed within the project design, staff must always carry out sampling activities with a minimum of two people present.
2. Ensure you have appropriate clothing for the conditions, appropriate personal protective equipment (PPE) and footwear, sunscreen, insect repellent, first aid kit, drinking and washing water, cell phone (charged) and notice at the office of location and estimated return time.
3. On arrival at a site a hazard assessment must be carried out and ways to manage those hazards identified. While important for experienced staff it is even more important for new or inexperienced staff in potentially hazardous situations.
4. When undertaking sampling activities with two people, staff shall remain within hearing and sight contact of the second person.
5. **Standard Water Sampling:** As per *Hydrologist's Safety Manual* and *National Protocol for SOE Sampling in NZ*.
6. If crossing a river or stream extreme caution needs to be taken particularly if carrying equipment. Choose an appropriate place to cross considering flow rate and depth, and if any doubt arises DO NOT CROSS.
7. **Sampling with Waders:** Must only be used with two staff present. Staff using waders must be experienced and certified.
8. **Beach Sampling:** Never to be undertaken when seas are too rough or rips are present.
9. **Boat Sampling:** Adhere to small boat use COP.
10. Report any near miss or actual accidents that occur while sampling.
11. Wash hands before eating.

Source of Hazard & Associated Harm.	Risk Rating (A) 1-5	Freq. of Exposure (B) 1-5	Risk Total (AxB)	Risk Management (Eliminate, Isolate, Minimise).	Action Already and/or Taken or Proposed.	Person Responsible (First Name)	Date Completed/ Sign.
Dangerous access ways or pathways – slips and falls, vehicle control lost				Minimise	Driver training. Inspect track before committing. Maintain tracks to good standard. Inspect for hazards before commencing.	Staff Members	
Water crossing – slips /falls/ drowning				Minimise	Extreme caution . Don't carry too much. Selection of crossing site. Ascertain down stream escape route. If in doubt-don't cross.	Staff	
Small boat use – falls, drowning				Minimise	Ensure compliance with COP. Training in small boat use. Monitoring of conditions. Use of lifejackets.	Staff	
Biological injury – wasps, bees etc				Minimise	Observations.	Staff	
Hygiene – illness				Minimise	Reinforce hygiene issues. Provision of hand washing water.	Staff	

<b>Reviewed by OSH Committee:</b>	<b>Date:</b>
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<b>Risk Rating:</b>	5-Very Significant	4-Quite Significant	3-Significant	2-A Risk	1-Not Much of a Risk
<b>Freq. Of Risk:</b>	5-Continuous	4-More than 1 exposure/week	3-Exposure between 1/week & 1/month	2-Exposure between 1/month & 1/6 months	1-Exposure less than 1/6 months

**No 49 – ENTERING PRIVATE PROPERTY**

**1. BACKGROUND TO COP**

<b>Reason for COP:</b>	To respect the rights of private property owners and minimise danger to staff who need to enter the private property in the course of their work.
<b>Relevant Regulations:</b>	-
<b>Employee Training/Skills Required:</b>	<ul style="list-style-type: none"> <li>• Adherence to COP.</li> <li>• Warrant Card.</li> </ul>
<b>Purchasing Policy Tools/Plant:</b>	-

**2. COP WORK PROCEDURE**

<ol style="list-style-type: none"> <li>1. Entry onto property is still considered a privilege, not a right. Notwithstanding Council's statutory rights in given situations requiring entry onto private property.</li> <li>2. Where possible advise an owner of your visit, the work you are planning and check:             <ol style="list-style-type: none"> <li>2.1 That access is available.</li> <li>2.2 Dogs or livestock are secure.</li> <li>2.3 If there are any significant risks that the staff member should be aware of, such as:                 <ol style="list-style-type: none"> <li>2.3.1 Bee hives on site.</li> <li>2.3.2 PSA infected kiwifruit vines.</li> <li>2.3.3 Spraying operations.</li> </ol> </li> </ol> </li> <li>3. If your visit times change, let the landowner know.</li> <li>4. If it is suspected an aggressive dog is on site, request owner locks the dog away.</li> <li>5. Use your vehicle as a secure place from aggressive dogs or stock.</li> <li>6. If confronted by aggressive dog or stock, the initial reaction should be to stop and remain still and avoid eye contact, avoid sudden movement and slowly retreat to your vehicle. Use what you are carrying or slowly remove an article of clothing to be used as a distraction should an attack occur. If knocked to the ground try to remain motionless in the foetal position. (COP 42 – Aggressive Dogs).</li> <li>7. Ensure all gates left as you found them, locked or open. Do not leave a gate open for a short period.</li> <li>8. Do not work around or under kiwifruit vines without approval from the landowner. Spread of the PSA virus could make HBRC liable for damages costs.</li> <li>9. If confronted by an aggressive landowner, leave the property and make contact at a later stage.</li> <li>10. Report any attack or specific concern to your manager on your return to the office so that the property can be 'logged' as a hazardous site for future visits.</li> <li>11. Leave the property as you find it. Report any damage caused by you to you manager and the property owner as soon as possible.</li> </ol>
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## Hazard Identification & Analysis Worksheet – HBRC

Work Task, Activity or Item of Equipment	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No*	Controls that Reduce Harm	Status
<b>49 – Entering Private Property</b>					<b>Date: April 2012</b>
Performing job/ general duties (sampling or inspections without machinery or tools)	Working outside generic hazards			Ref COP 00 – Generic Fieldworker Operations	
	Injury from livestock or aggressive dogs	Landowner not contacted	N - M	Maintain regular contact with owner or occupier prior to work.	In place
		Gates left open	N - I	Leave all gates as you find them	In Place
		Aggressive Dog Startled	Y - M	Contact landowner before entering. Remain calm, slow movement, retreat to vehicle. Use objects to protect yourself, don't hit animal. Report incidents.	In Place
		Chased by stock	Y - M		
	Poisoning, Inhalation of sprays or residue	Landowner not contacted	Y - I	Maintain regular contact with owner or occupier prior to work. Determine where wash facilities are	In place
		Spray drift from wind	Y - M	Cease work and exit drift area. Change clothing and shower immediately	In place
Incorrect PPE		Y - M	Overalls, and mask if working in low risk area	In place	
Insect Stings	Vehicle not enclosed	Y - I	Vehicle with a cab and air conditioning		
	Bee hives on site	Y - M	Maintain regular contact with owner or occupier prior to work. Determine areas where hives are	In place	
Failure of structures on private property	Entering or crossing structure not certified or inspected	Do not work close to or try to move hives		In place	
		If a swarm is encountered, leave area to safety of vehicle ASAP. Record position and report to manager.		In place	
Electrocution	Touching electric fences	Y - M	No not use unknown structures	In place	
		Y - E	Check with landowner integrity of structures	In Place	
		Y - M	Check site before starting work. Haz ID	In Place	
Aggressive Landowner	Operating private property tools or machinery	Y - M	Do not use machinery or tools not owned by HBRC	In place	
		Y - E		In place	
		Y - M	Check site before starting work. Haz ID	In Place	
Aggressive Landowner	Touching overhead wires	N - E	Maintain regular contact with owner or occupier prior to work.	In place	
		N - M	Do not proceed with work if significant changes need to occur	In Place	
		N - M	Remain calm, leave site and report abusive behaviour	In place	
Operation of tools or Machinery	Failure of structures on private property	Crossing farm bridges with machinery	Y - E	Do not use unknown structures	In place
		Check with landowner integrity of structures		In place	
Fire or property damage	Hot work in dry conditions	Y - M	Asses site risk, fire control on site.	In place	
		N - M	One track in and out. Delay work	In place	
		N - M	Avoid hast. Plan job route	In place	
		Y - M	Ask landowner of services. Locate or pothole.	In place	

**No 50 – RECREATIONAL WATER  
QUALITY MONITORING**

**1. BACKGROUND TO COP**

<b>Reason for COP:</b>	To ensure the safety of staff and students when undertaking sampling for the Recreational Water Quality Monitoring Programme.
<b>Relevant Regulations:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Employee Training/Skills Required:</b>	<ul style="list-style-type: none"> <li>• Current drivers license</li> <li>• Site hazard ID</li> <li>• Use of RT, Satellite phone and SPOT</li> <li>• COP adherence</li> <li>• Sampling techniques</li> <li>• Confidence around water</li> </ul>
<b>Purchasing Policy Tools/Plant:</b>	Council will ensure adequate safety equipment (eg - life jacket, SPOT, RT, Satellite phone (if necessary)).

**2. COP WORK PROCEDURE**

<ol style="list-style-type: none"> <li>1. Staff undertaking fieldwork for the Recreational Water Quality Monitoring programme must have read and become familiar with:             <ol style="list-style-type: none"> <li>a) COP 25 – Distant Working Alone Safety Policy</li> <li>b) COP 32 – Motor Vehicle Use</li> <li>c) COP 39 - Sampling</li> </ol> </li> <li>2. Ensure you have filled in your fieldtrip details and obtained and advised your contact of your return time and contact information. Ensure that you have adhered to the Water Quality and Ecology Health and Safety requirements (PROMAPP/Monitoring Environments/Water Quality and Ecology/3.0).</li> <li>3. Ensure that you have checked the weather forecast and any warnings in place (metservice.co.nz). If adverse weather and/or driving conditions are forecast, check with the Team Leader about whether to cancel sampling for that day.</li> <li>4. Be aware of hazards on the road (e.g. stock movements etc).</li> <li>5. Ensure you have appropriate clothing for the conditions, appropriate personal protective equipment (PPE) and footwear, sunscreen (available from reception), insect repellent, first aid kit, drinking and washing water, cell phone (charged) and notice at the office as per #2. Jandals and bare feet are not appropriate when driving.</li> <li>6. On arrival at a site a hazard assessment must be carried out and ways to manage those hazards identified. Look for dangers including rips, rough seas, unstable sands, and dangerous conditions due to people or animals. If there is any concern for your safety, return to the vehicle and leave the site. Contact the office to report the issue.</li> <li>7. <b>DO NOT UNDERTAKE ANY SAMPLING WHEN WATERS ARE TOO ROUGH/DANGEROUS.</b> Specific care needs to be taken at Waipatiki Beach (steep drop off and unstable sands), and Marine Parade (rough seas at times). Lifejackets should be worn when the risk assessment in #5 indicates that it is appropriate.</li> <li>8. Report any near miss or accidents that occur while sampling to your Team Leader.</li> <li>9. Wash hands before eating.</li> </ol>
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## Hazard Identification & Analysis Worksheet – HBRC

Work Task or Activity	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No*	Controls that Reduce Harm	Status
<b>COP No 50 – RECREATIONAL WATER QUALITY MONITORING</b>					<b>Date: December 2012</b>
Dangerous waterways	Drowning	Dangerous/rough seas High river levels Turbid water reducing visibility	Y	Check weather conditions before leaving for sampling If in doubt – stay out Extreme caution to be taken at sites such as Marine Parade and Waipatiki Beach Lifejacket to be worn if appropriate Do not enter water beyond mid-calf in any circumstances while working alone Do not enter way at all if seas appear rough, or river levels high. If water is turbid, proceed with caution, use the sapling pole to test the stability of the ground if necessary or do not proceed if dangerous to do so. Note Te Mahia Boat Ramp site drops off steeply, proceed with caution.	
Driving on road	Injury from loss of control or vehicle impact	In experienced driver Travelling too fast for conditions Vehicle mechanical failure Load shift in or on vehicle Poor weather conditions	Y	Personal responsibility to drive to ability Correct licence and training Correct speed for the conditions All vehicles serviced and warranted All loads internally and externally secured	
	Loss of concentration	Use of cellphone Use of RT while driving Fatigue	Y	No cellphone use permitted while driving unless by a hands free unit Only use RT to receive calls. Pull over to make a call. Take regular breaks or share driving – <i>(see attached checklist)</i>	
Hygiene	Illness	Contamination from waterways	M	Wash hands before eating and use hand sanitiser between sites.	
Biological injury	Wasp, bee stings	Loss of attention Allergies	N Y	Observations If you have allergies that may be life threatening, let the team or project leader know and specific mitigation steps can be taken (e.g. epi-pen etc).	

## **No 25 – DISTANT WORKING ALONE SAFETY POLICY**

### **1. BACKGROUND TO COP**

**Reason for COP:** To provide a system that ensures early notification of failure to return from a distant work site.

**Relevant Regulations/Guidelines:** None

**Employee Training/Skills Required:**

- Knowledge and understanding of guidelines.
- Adherence to policy.
- Use of RT system.

**Purchasing Policy Tools/Plant:** HBRC will provide relevant equipment to ensure staff safety. HBRC shall maintain relevant equipment to the required safety standard. This includes the maintenance of the Council's RT system and the purchase of locator beacons. Provision of white boards.

### **2. COP WORK PROCEDURE**

1. All staff based at Dalton Street must indicate on the white board their intended destination (reasonably specific) and their likely return time. In addition, the same information should be provided on the Council's computer based staff location system.
2. All staff who work in the field must ensure their supervisor/overseer or a designated work associate knows their intended work place(s). The supervisor/overseer/work associate will be responsible for acknowledging their safe return, particularly if they are going to be later back than notified or after 4.30 pm. The staff member should then contact that supervisor/overseer/work associate when they have returned. This policy applies to ALL staff who work in the field including Wairoa and Waipukurau staff.
3. Staff working alone in remote or high-risk areas must take a Council approved location device with them. These are available through sections or reception.
4. Any staff member working off site and outdoors, outside normal working hours must ensure that either their partner or the Council's Duty Manager is aware of their location and is notified or their return home.
5. Special attention needs to be afforded inexperienced staff and/or students when they are asked to drive alone on Council business. Managers must ensure these staff are aware of this policy.
6. Check for any health and safety risks at the site and follow relevant COP's where relevant.





COP HAZARD ID & CONTROL

**Hazard Identification & Analysis Worksheet – HBRC**

Work Task, Activity or Item of Equipment	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No	Controls that Reduce Harm	Status
<b>25 – Distant Working Alone Safety Policy</b>					
Performing job/ general duties	Working outside generic hazards	Ref COP 00 – General Fieldworker Operations			
Unknown whereabouts	Accident, immobilised, unconscious	Increased time to find.	Y	Follow communication protocol Location device	In place
Exposure	Tripping, slip or fall	Tripping, slip or fall	Y	Maintain clean site and correct footwear.	In place
Sickness from immobilisation			M	Assess risk for need for 2 person job Obtain personal locator beacon	In place
Loss of consciousness or death from impact	Tripping, slip or fall Impact from falling object		Y M	Maintain clean site and correct footwear. Assess risk for need for 2 person job Obtain personal locator beacon	In place In place
Injury from vehicle accident	Fatigue from driving long distances Impact from another vehicle on road		Y M	Plan day and personal responsibility for taking rests Plan for overnight accommodation if required Have TMP in place for working on the road.	In place In place If required
Exposure from getting lost	Change of plans Poor planning or job details		Y M M	Plan day with contingencies, have additional gear Ensure communication devices works in the area you are going to.	In place In place
Loss of consciousness from asphyxiation	Entering unknown confined space From exhaust fumes		Y M	Apply COP 21 for working in confined spaces Do not enter confined spaces alone If working with powered generators, 2 man job always. Ensure exhaust fumes are vented away	In place In place In place
Impact from working in poor visibility	Delays on job and need to work into the dark Emergency work at night.		Y M	Plan day with contingencies, all extra time. Close site down if risk increases 2 man job always if emergency situation.	In place In place In place
Ref COP 21 Confined spaces					



**No 32 – MOTOR VEHICLE USE**

**1. BACKGROUND TO COP**

<b>Reason for COP:</b>	<p>To minimise danger to staff while driving Council vehicles.</p> <p>To provide a process that ensures adequate maintenance and upkeep of vehicles.</p>
<b>Relevant Regulations:</b>	<ul style="list-style-type: none"> <li>• NZ Road Code.</li> </ul>
<b>Employee Training/Skills Required:</b>	<ul style="list-style-type: none"> <li>• Current driver's licence – 'restricted' minimum.</li> <li>• COP adherence.</li> <li>• Designated driver responsibilities.</li> </ul>
<b>Purchasing Policy Tools/Plant:</b>	<p>HBRC will ensure resources are available to provide adequate maintenance for its vehicle fleet.</p> <p>HBRC will purchase vehicles that are adequate for the role they need to undertake and where appropriate consider the opinions of staff that will drive the vehicle.</p> <p>Provide relevant safety measures to minimise possible danger to staff – eg, parcel barriers, RT's etc.</p>

**2. COP WORK PROCEDURE**

<ol style="list-style-type: none"> <li>1. Staff must have a current, relevant licence and have it with them while driving a Council vehicle.</li> <li>2. Staff must drive courteously.</li> <li>3. Staff must wear their seatbelt when driving a Council vehicle both on and off road.</li> <li>4. Staff should not use a cell phone while driving a Council vehicle unless through a 'hands free' phone connection.</li> <li>5. Staff should only use the vehicle RT to receive calls when it is safe to do so while driving. To make an RT call the driver should pull over.</li> <li>6. Staff who are 'designated drivers' must ensure that all legal requirements associated with that vehicle are current – eg, warrant of fitness, registration, road user charge (RUC), extinguisher expiry (where relevant) etc.</li> <li>7. 'Designated Drivers' are also responsible for ensuring the vehicle is kept clean and tidy.</li> <li>8. Before leaving for a trip staff should check loads, tow connections or trailers, tyre pressure, oil, water and fuel levels. Appropriate food and water for the relevant location and duration should be taken.</li> <li>9. Staff must report any defects or suspected problems as soon as they return to base, or radio in if the problem seems urgent.</li> <li>10. All staff driving a Council vehicle must obey relevant road rules and legal requirements and report any near miss or actual accidents that occur while driving.</li> <li>11. Pay any fines incurred while driving and directly incurred as a result of an infringement/mistake by the driver.</li> <li>12. Drivers must watch for the warning signs of driver fatigue and take appropriate action (see attached checklist).</li> </ol>
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## Hazard Identification & Analysis Worksheet – HBRC

Work Task, Activity or Item of Equipment	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No*	Controls that Reduce Harm	Status
<b>032 – MOTOR VEHICLE USE</b>					<b>Date: Mar 2012</b>
Driving On Road	Injury from loss of control or vehicle impact	In experienced driver Travelling too fast for conditions Vehicle mechanical failure Load shift in or on vehicle Poor weather conditions	Y M	Personal responsibility to drive to ability Correct licence and training Correct speed for the conditions All vehicles serviced and warranted All loads internally and externally secured	In place In place In place In place In place
	Impact from lost load	Load shift and movement Load not tied down or covered Load caught in the wind	Y M	Ensure correct tie points and ropes or chains are used Cover all loads Maintain a low centre of gravity.	In place In place In place
	Loss of concentration	Use of cellphone Use of RT while driving Fatigue	Y M M	No cellphone use permitted while driving unless by a handsfree unit Only use RT to receive calls. Pull over to make a call. Take regular breaks or share driving – (see attached checklist)	In place In place In place
Parking	Runaway vehicle and impact	Handbrake not engaged Vehicle not in gear	Y M	Engage hand break Leave in low gear	In place In place Trained operator
Towing/recovering vehicle	Impact from vehicle or tow rope	Tow rope/attachment failure Tow rope too short	Y M	Use rated/approved ropes and tie down points Spectators to stand well clear of operation	In place In place
	Impact from loss of control of vehicle	Tow rope too short Travelling too fast	Y M	Use rated/approved ropes and tie down points Travel at correct speed.	In place Training
Driving Off Road	Working outside generic hazards			Ref COP 00 – General Fieldworker Operations	
	Injury from loss of control, vehicle impact or rolling	Loss of traction and sliding Travelling too fast for conditions Loss of brakes Not having 4wd engaged	Y M	Correct tyre pressure and good tread Correct speed and steering angle Dry brakes after crossing water Wear seatbelt Trained persons	In place In place In place In place In place
	Drowning from loss of control while crossing river	Not having 4wd engaged Incorrect approach angle and crossing point	Y M	Correct tyre pressure and good tread Correct speed and steering angle Do not wear seatbelt Windows down Trained persons	In place In place In place In place In place
	Remote breakdown	Hunger and dehydration	Y	Take food and water appropriate for the duration and destination	Driver responsibility



## Driver Fatigue and Drowsy Driving A Driver's Checklist

### The Warning Signs

- Frequent yawning.
- Drooping head, eyes closing.
- Eyes feeling sore or heavy.
- Vision blurs or dims.
- Daydreaming or inattention.
- Unaware of other (especially overtaking) traffic.
- Feelings of hunger or thirst.
- Stiffness or cramp.
- Driving speed fluctuates.
- Crossing the centerline, out of the lane or to the road edge.
- No memory of the last few kilometres.

### The Effects

#### Early stages:

- Driver tends to decrease attention to safety related tasks and to drive, vacantly gazing, at one point.
- Driver delays in changing speed to respond to changes in road gradients.
- Drivers may attempt to compensate for slowed reactions by slowing down or being less willing to overtake.

#### Latter stages:

- Little awareness of behaviour.
- Steering responses are slower.
- Driver tends to zigzag within lane, sometimes crossing centre line or running off road.
- Falling asleep (micro-sleeping or 'zoning out') at the wheel may occur.

### Ways to Avoid Fatigue

- Once fatigue sets in, there is little you can do about it except stop as soon as you can and take a break.
- In the end the only cure for fatigue is sleep. If you are in any doubt about your state of fatigue while you are driving, stop in a secure place, get in the passenger seat and sleep (powernap) for 15 – 20 minutes.
- Before setting off again, get out of the vehicle and walk around for a while – exercise and breathe deeply.
- Plan your trip and have a good night's sleep beforehand (ie, seven or eight hours of uninterrupted sleep).
- Do not plan to travel for more than eight to ten hours in any one day.
- Plan to take regular breaks (at least every two hours for 15 minutes or more).
- Start your trip early in the day, and try to not drive into the night. The chances of crashing are much higher at night.
- Plan to stay somewhere overnight so you can arrive alive – even if it is the next day.
- Be aware of the temperature in the vehicle and check the freshness or recirculation of the air.
- Eat well balanced meals at your usual meal times. Avoid fatty foods which can make you feel sluggish.
- Don't drink alcohol before driving.
- Check what prescription medicines you are taking – some can cause drowsiness.
- Share the driving if possible.

## **No 25 – DISTANT WORKING ALONE SAFETY POLICY**

### **1. BACKGROUND TO COP**

<b>Reason for COP:</b>	To provide a system that ensures early notification of failure to return from a distant work site.
<b>Relevant Regulations/Guidelines:</b>	None
<b>Employee Training/Skills Required:</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of guidelines.</li><li>• Adherence to policy.</li><li>• Use of RT system.</li></ul>
<b>Purchasing Policy Tools/Plant:</b>	HBRC will provide relevant equipment to ensure staff safety. HBRC shall maintain relevant equipment to the required safety standard. This includes the maintenance of the Council's RT system and the purchase of locator beacons. Provision of white boards.

### **2. COP WORK PROCEDURE**

1. All staff based at Dalton Street must indicate on the white board their intended destination (reasonably specific) and their likely return time. In addition, the same information should be provided on the Council's computer based staff location system.
2. All staff who work in the field must ensure their supervisor/overseer or a designated work associate knows their intended work place(s). The supervisor/overseer/work associate will be responsible for acknowledging their safe return, particularly if they are going to be later back than notified or after 4.30 pm. The staff member should then contact that supervisor/overseer/work associate when they have returned. This policy applies to ALL staff who work in the field including Wairoa and Waipukurau staff.
3. Staff working alone in remote or high-risk areas must take a Council approved location device with them. These are available through sections or reception.
4. Any staff member working off site and outdoors, outside normal working hours must ensure that either their partner or the Council's Duty Manager is aware of their location and is notified or their return home.
5. Special attention needs to be afforded inexperienced staff and/or students when they are asked to drive alone on Council business. Managers must ensure these staff are aware of this policy.
6. Check for any health and safety risks at the site and follow relevant COP's where relevant.





COP HAZARD ID & CONTROL

**Hazard Identification & Analysis Worksheet – HBRC**

Work Task, Activity or Item of Equipment	What can cause harm?	How could potential harm situation arise?	Significant Hazard YearNo	Controls that Reduce Harm	Status
<b>25 – Distant Working Alone Safety Policy</b>					
Working outside generic hazards					
Performing job/ general duties	Unknown whereabouts	Accident, immobilised, unconscious Increased time to find.	Y	Follow communication protocol Location device	In place
	Exposure sickness from immobilisation	Trip, slip or fall	Y	Maintain clean site and correct footwear. Assess risk for need for 2 person job	In place
	Loss of consciousness or death from impact	Trip, slip or fall Impact from falling object	Y	Maintain clean site and correct footwear. Assess risk for need for 2 person job Obtain personal locator beacon	In place
	Injury from vehicle accident	Fatigue from driving long distances Impact from another vehicle on road	Y	Plan day and personal responsibility for taking rests Plan for overnight accommodation if required Have TMF in place for working on the road.	In place
	Exposure from getting lost	Change of plans Poor planning or job details Inadequate communications	Y M M	Plan day with contingencies, have additional gear Ensure communication devices works in the area you are going to.	In place
	Loss of consciousness from asphyxiation	Entering unknown confined space From exhaust fumes	Y	Apply COP 21 for working in confined spaces Do not enter confined spaces alone If working with powered generators, 2 man job always. Ensure exhaust fumes are vented away	In place In place In place
	Impact from working in poor visibility	Delays on job and need to work into the dark Emergency work at night.	Y M	Plan day with contingencies, all extra time. Close site down if risk increases 2 man job always if emergency situation.	In place In place In place
				Ref COP 21 Confined spaces	In place
				Ref COP 00 – General Fieldworker Operations	In place
				Date: March 2012	



## No 32 – MOTOR VEHICLE USE

### 1. BACKGROUND TO COP

<b>Reason for COP:</b>	To minimise danger to staff while driving Council vehicles. To provide a process that ensures adequate maintenance and upkeep of vehicles.
<b>Relevant Regulations:</b>	<ul style="list-style-type: none"> <li>• NZ Road Code.</li> </ul>
<b>Employee Training/Skills Required:</b>	<ul style="list-style-type: none"> <li>• Current driver's licence – 'restricted' minimum.</li> <li>• COP adherence.</li> <li>• Designated driver responsibilities.</li> </ul>

### 2. COP WORK PROCEDURE

1. Staff must have a current, relevant licence.
2. Staff must drive courteously.
3. Staff must wear their seatbelt when driving both on and off road.
4. Staff should not use a cell phone while driving unless through a 'hands free' phone connection.
5. Before leaving for a trip staff should check loads, tow connections or trailers, tyre pressure, oil, water and fuel levels. Appropriate food and water for the relevant location and duration should be taken.
6. All staff must obey relevant road rules and legal.
7. Pay any fines incurred while driving and directly incurred as a result of an infringement/mistake by the driver.
8. Drivers must watch for the warning signs of driver fatigue and take appropriate action (see attached checklist).

## Hazard Identification & Analysis Worksheet – WCMG

Work Task, Activity or Item of Equipment	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No*	Controls that Reduce Harm	Status
<b>032 – MOTOR VEHICLE USE</b>					<b>Date: Mar 2012</b>
Driving On Road	Injury from loss of control or vehicle impact	In experienced driver Travelling too fast for conditions Vehicle mechanical failure Load shift in or on vehicle Poor weather conditions	Y M	Personal responsibility to drive to ability Correct licence and training Correct speed for the conditions All vehicles serviced and warranted All loads internally and externally secured	In place In place In place In place In place
	Impact from lost load	Load shift and movement Load not tied down or covered Load caught in the wind	Y M	Ensure correct tie points and ropes or chains are used Cover all loads Maintain a low centre of gravity.	In place In place In place
	Loss of concentration	Use of cellphone Use of RT while driving Fatigue	Y M M	No cellphone use permitted while driving unless by a handsfree unit Only use RT to receive calls. Pull over to make a call. Take regular breaks or share driving – (see attached checklist)	In place In place In place
Parking	Runaway vehicle and impact	Handbrake not engaged Vehicle not in gear	Y M	Engage hand break Leave in low gear	In place In place Trained operator
Towing/recovering vehicle	Impact from vehicle or tow rope	Tow rope/attachment failure Tow rope too short	Y M	Use rated/approved ropes and tie down points Spectators to stand well clear of operation	In place In place
	Impact from loss of control of vehicle	Tow rope too short Travelling too fast	Y M	Use rated/approved ropes and tie down points Travel at correct speed.	In place Training
Driving Off Road	Working outside generic hazards			Ref COP 00 – General Fieldworker Operations	
	Injury from loss of control, vehicle impact or rolling	Loss of traction and sliding Travelling too fast for conditions Loss of brakes Not having 4wd engaged	Y M	Correct tyre pressure and good tread Correct speed and steering angle Dry brakes after crossing water Wear seatbelt Trained persons	In place In place In place In place In place
	Drowning from loss of control while crossing river	Not having 4wd engaged Incorrect approach angle and crossing point	Y M	Correct tyre pressure and good tread Correct speed and steering angle Do not wear seatbelt Windows down Trained persons	In place In place In place In place
	Remote breakdown	Hunger and dehydration	Y	Take food and water appropriate for the duration and destination	Driver responsibility



## Driver Fatigue and Drowsy Driving A Driver's Checklist

### The Warning Signs

- Frequent yawning.
- Drooping head, eyes closing.
- Eyes feeling sore or heavy.
- Vision blurs or dims.
- Daydreaming or inattention.
- Unaware of other (especially overtaking) traffic.
- Feelings of hunger or thirst.
- Stiffness or cramp.
- Driving speed fluctuates.
- Crossing the centerline, out of the lane or to the road edge.
- No memory of the last few kilometres.

### The Effects

#### *Early stages:*

- Driver tends to decrease attention to safety related tasks and to drive, vacantly gazing, at one point.
- Driver delays in changing speed to respond to changes in road gradients.
- Drivers may attempt to compensate for slowed reactions by slowing down or being less willing to overtake.

#### *Latter stages:*

- Little awareness of behaviour.
- Steering responses are slower.
- Driver tends to zigzag within lane, sometimes crossing centre line or running off road.
- Falling asleep (micro-sleeping or 'zoning out') at the wheel may occur.

### Ways to Avoid Fatigue

- Once fatigue sets in, there is little you can do about it except stop as soon as you can and take a break.
- In the end the only cure for fatigue is sleep. If you are in any doubt about your state of fatigue while you are driving, stop in a secure place, get in the passenger seat and sleep (powermap) for 15 – 20 minutes.
- Before setting off again, get out of the vehicle and walk around for a while – exercise and breathe deeply.
- Plan your trip and have a good night's sleep beforehand (ie, seven or eight hours of uninterrupted sleep).
- Do not plan to travel for more than eight to ten hours in any one day.
- Plan to take regular breaks (at least every two hours for 15 minutes or more).
- Start your trip early in the day, and try to not drive into the night. The chances of crashing are much higher at night.
- Plan to stay somewhere overnight so you can arrive alive – even if it is the next day.
- Be aware of the temperature in the vehicle and check the freshness or recirculation of the air.
- Eat well balanced meals at your usual meal times. Avoid fatty foods which can make you feel sluggish.
- Don't drink alcohol before driving.
- Check what prescription medicines you are taking – some can cause drowsiness.
- Share the driving if possible.

## No 12 – USE OF MOTORCYCLES/ATV'S

### 1. BACKGROUND TO COP

#### Reason for COP:

To prevent injury and damage to plant when undertaking motorcycle use. This work is generally conducted for property inspections, service delivery work including poisoning, night shooting of animal pests and noxious plants inspections. Used to transport single staff members and equipment in mainly an off road situations to enable access to rural terrain.

#### Relevant Regulations:

NZ Road Code

<http://www.dol.govt.nz/quad-bikes/reducing-accidents.asp>

#### Employee Training/Skills Req'd:

- Must hold a motorcycle licence where relevant.
- Trained by their immediate supervisors or other suitably experienced nominated staff on hilly terrain.
- Follow up training will be given to an operator who has not used a motorcycle for a period of time (ie, six months) if an operator is going to use the machine in terrain which there has been no prior experience, or upon request.

### 2. COP WORK PROCEDURE

1. Conduct a safety check on the motorcycle before riding.
2. Wear protective clothing at all times including helmet.
3. Where a manufacturer's provision for a passenger, passengers to ride in approved manner with necessary PPE.
4. If manufacturer recommends no passenger transportation, passengers are not to be carried.
5. Check with landowners or occupiers for known hazards – eg, washed out crossing, tomo areas, and stock dangers and on route check continuously for physical hazards - eg, water pipes, battens, posts, cut scrub, wire at ground level, other vehicles and workers.
6. Good control of the motorcycle depends on a correct gear selection, throttle control and balance.
7. Ensure correct tyre inflation for terrain and speed.
8. Ensure all tools well secured and tied down to motorcycle.
9. Make sure others know your route and carry approved emergency locator beacon when working alone in remote areas. Ensure you know how to use it.
10. Load a motorcycle onto a trailer or vehicle using two ramps of adequate length. Push or guide the motorcycle (running in first gear) up one ramp while walking up the other.
11. Use an adequate number of tie downs designed for motorcycle use to secure the motorcycle on the trailer or vehicle.
12. Unload onto a flat surface with the motor off.
13. Start motorcycle and test drive before loading to ensure motor runs smooth.
14. Do not accept offers of transportation on landowners bikes if not designed to carry passengers.

## Hazard Identification & Analysis Worksheet – WCMG

Work Task, Activity or Item of Equipment	What can cause harm?	How could potential harm situation arise?	Significant Hazard Yes/No*	Controls that Reduce Harm	Status
<b>012 – Use of Motor Cycles and ATV's</b>					<b>Date: Sept 2011</b>
Performing general duties	Working outside generic hazards Carrying passenger when bike not designed for it.			Ref COP 00 – General Fieldworker Operations Conform with manufacturer's recommendations e.g. don't carry passengers	
Driving off road	Loss of control and flipping or bike causing injury to operator	Too fast for terrain Descending or ascending and loss of traction Loss of brakes Hidden Obstacles	Y M	Correct tyre pressure and good tread Correct speed and steering angle Dry brakes after crossing water Trained persons Stay on tracks or question land owners of potential obstacles Use of PPE including mandatory use of helmet	In place
	Drowning from loss of control while crossing waterway	Incorrect approach angle and crossing point Overloaded vehicle	Y M	Correct tyre pressure and good tread Correct speed and steering angle Trained persons Secure all loads	In place
Driving On road	Impact from vehicle accident	Vehicle not seen by motorists Loss of control of machine	Y M	Only registered vehicles on roads Lights on Max speed for ATV 30kmph Use of PPE including wearing helmet.	In Place
Loading and Transporting	Impact from loss of control of vehicle	Travelling too fast Loss of load	Y M	Use approved ropes and tie down points Travel at correct speed.	In place Training
	Crush from motorcycling/ATV falling during loading	Ramps too short or not sturdy enough Ramps not fixed Angle of approach too steep	Y M	Use custom built ramps Walk machine up ramps. Do not ride. Load on a flat surface Comply with loading COP	In place