

WBC Operational Stream Based Policies

Waders

Policy type	Year	Approved by
WBC Operational	2017	Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh

Definition

Waders are a key piece of equipment used by Whitebait Connection (WBC) coordinators to stay warm and dry during field work. They are high waterproof boots, or a waterproof garment for the legs and body, used especially by anglers when fishing.



Chest Waders



Thigh Waders

Purpose

To provide informative safe operating procedures and important Health & Safety points which local/regional/national coordinators need to consider when undertaking wader activities, particularly the use of waders by students.

Background

Wading in stationary or flowing water is hazardous, particularly when the depth and/or water flows are excessive. The likelihood of drowning is increased when wearing waders, compared to when you're not wearing waders. In the event of a fall, waders are likely to quickly flood with water, reducing your buoyancy. Hypothermia is also a potential hazard if your waders fill

with water. It is always best practice to have at least one other person on site with you when wearing waders.

Preparation

Careful preparation is necessary to ensure the Health & Safety of all persons when using waders.

Prior to using waders

- Check the forecast for any potential adverse weather.
- Ensure you inform the school and/or manager of the planned schedule, and when you expect to return.
- Construct a robust communication plan and itinerary and stick to it, within reason.
- Always plan your route of entry and exit.

Safe Operating Procedure

There are a variety of important factors which should be considered before entering a stream wearing waders. It is strongly recommended that anyone wearing waders for WBC delivery undertake Wader Safety training with a professional provider such as [OENZ](#) and wear neoprene waders. If PVC chest waders are worn, then a chest belt should be worn too.

These factors include

- Stream depth – only enter the water in waders if the water is no higher than mid-thigh level. If a coordinator wears waders in the stream and wades deeper than mid-thigh depth, they must also wear a PFD e.g. lifejacket.
- Stream velocity – only enter the water in waders if the water in the stream has a calm/low flow, it is also important to ensure there is no swift flow.
- Local conditions
- Recent weather conditions (heavy rainfall, flooding etc)
- The user's physical fitness and competence with waders
- Prior knowledge of the stream
- Substrate of the stream (e.g. soft sediment, cobble, bed rock etc). Cobble can be very slippery and silt can be a lot deeper than you initially think.
- Proximity to emergency services in the event of an incident
- Ensure there is a safety person onshore watching the entire time ready to initiate emergency response procedure if a participant gets into trouble.
- Wader use is incorporated into the Risk Assessment Form (RAF).

In the event of any persons falling into deep, fast-flowing water

- Immediately tuck up. In a tuck position, less water is likely to leak in and the air in your waders will be trapped maintaining your buoyancy and keeping you drier.
- Roll onto your back keeping your knees tucked. You will need to put your arms in the water to balance yourself.
- Do not panic. You must not try to swim, tread water or float in an upright position. If being carried by the current, face downstream (feet first).

In the event of an emergency, follow emergency procedure/response and dial 111.

Personal Flotation Device (PFD) Policy

Policy type	Year	Approved by
WBC Operational		Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh

In the event of a coordinator undertaking any WBC activity that isn't a group activity, and not having another person with them, **they must wear a PFD such as a lifejacket when close to or in a waterway**. This applies even when the waterway is shallow in case of the coordinator slipping on a rock and becoming unconscious. A lifejacket will be provided as part of your coordinator's kit.

Walking Pole Policy

Policy type	Year	Approved by
WBC Operational		Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh

When undertaking site recces, Whitebait Connection coordinators should use a walking pole particularly when close to or in a waterway, or in dense vegetation where the ground level is uneven and obscured. The walking pole should be used to test the depth of water in front of you and/or to detect any holes which are obscured by water or dense vegetation. The walking

pole can even be a stick which is long and sturdy enough for the purpose. Any participants (e.g. landowners or teachers) should also use a walking pole, particularly if they are unfamiliar with the terrain.

LittaTrap Health & Safety Policy

Policy type	Year	Approved by
WBC Operational	2020	Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh

LittaTrap Description

The LittaTrap is a low cost, hand-maintainable storm drain catch basin insert; designed to stop plastics and other gross pollutants from reaching waterways, beaches and harbours. The 1000 micron gross pollutant bag insert catches at least 95% of gross pollutants at a flow rate of up to 100 l/sec.

There are two standard sizes to fit most precast regular and kerb entry catchpits.

Site Selection

LittaTraps can be installed either in a catchpit in the school itself, or in a catchpit on a nearby road.

Equipment required for site selection:

- LittaTrap installation instructions
- Tape measure
- Gloves
- Safety boots
- Road Cones
- Special grate lifting tool or crowbar optional

Procedure for site selection:

1. Choose a catchpit close to the school in consultation with the Drains To Harbour programme lead school teacher, at a location with low traffic volumes.
2. Choose a time of day for installation when traffic volumes are low.
3. Park in close proximity to the catchpit.
4. Isolate catchpit from pedestrian and vehicular traffic with road cones stationed at least 1.5m out from catchpit edge.
5. Hook and pull up the grate using special grate lifting tool (if the grate is missing, report immediately to your local council). Put grate on kerbside. Take care to avoid falling or dropping anything in the catchpit.
6. Inspect and measure the catchpit to ensure a LittaTrap will fit. If the catchpit requires maintenance before a LittaTrap can be installed, contact Whangārei District Council to arrange this.
7. Replace grate using special grate lifting tool.
8. Recover road cones
9. If catchpit is unsuitable, begin at Step 1.
10. Mark catchpit location on Whangārei District Council stormwater GPS map.
11. Print location map, attach to school maintenance agreement.
12. Email proforma LittaTrap school maintenance agreement with attached location map, to Drains To Harbour programme lead school teacher for them to sign.
13. Follow up with lead school teacher to obtain signed copy of LittaTrap school maintenance agreement and attached location map.

Installation

Installation is by a WBC contractor, following Stormwater360 LittaTrap installation instructions. A signed copy of the LittaTrap school maintenance agreement is required before installation can commence.

View the [instructional video](#) and follow the installation instructions before attempting installation.

Equipment required for installation:

- High visibility jacket
- Eye protection
- Ear protection
- Gloves
- Road cones with barrier arms
- Aspiration protection

- Measuring tape and floor mat to lie on
- Box knife or tin snips
- Rotary hammer drill, bits, charged battery
- Paperwork (RAFs, Incident Forms)
- First Aid Kit and Hand Sanitiser
- Hammer
- Marker Pen
- Battery Impact Driver and bits
- LittaTrap kit
 - Bracket with masonry bolts
 - Filter box with 4 plastic seals
 - Self driving screws
 - Filter bag
 - Installation guide
- Special grate lifting tool or crowbar (optional)

Procedure for installation:

1. Choose a time of day for installation when traffic volumes are low.
2. Park in close proximity to the catchpit.
3. Cone off and neutralise hazard: isolate catchpit from pedestrian and vehicular traffic with road cones stationed at least 1.5m out from catchpit edge. Put up barrier arms between road cones
4. Hook and pull up the grate using a special grate lifting tool or crowbar (if the grate is missing, report immediately to your local council). Working with another person, lift the grate onto the kerbside. Take care to avoid falling or dropping anything into the catchpit.
5. Install LittaTrap as per Stormwater360 supplied instructions or instructional video.
6. Replace the grate by working with another person to lift it into place.
7. Recover road cones and barrier arms

Maintenance

Maintenance is by the school, led by the school's Drains To Harbour programme lead teacher. Children participating in the programme should be present when the LittaTrap is lifted out for inspection.

Equipment required for maintenance:

- Gloves
- Safety boots
- Road Cones
- Special grate lifting tool
- Container to transfer contents of LittaTrap into
- Groundsheet for sorting contents of LittaTrap.

Procedure for maintenance:

1. Choose a time of day for maintenance when traffic volumes are low.
2. Ensure school children are located on kerbside, at least 1.5m from the catchpit.
3. Isolate catchpit from pedestrian and vehicular traffic with road cones stationed at least 1.5m out from catchpit edge.
4. Hook and pull up the grate using special grate lifting tool (if the grate is missing, report immediately to your local council). Put grate on kerbside. Take care to avoid falling or dropping anything in the catchpit.
5. Lift LittaTrap out of pit using handles.
6. Tip contents out of LittaTrap into suitable watertight receptacle.
7. Replace LittaTrap securely back into surrounding frame and seal.
8. Record the date of the maintenance event and the specific quantities of plastics, organics and other debris found in the LittaTrap. Take photos of the sorted contents of the LittaTrap. Provide this information to your Whitebait Connection Coordinator.

Material disposal

Material recovered from LittaTraps is intended to be sorted and audited by students for educational purposes.

Organic material

Organic material such as sediment and leaves should preferably be composted onsite by the school.

Recyclable material

Recyclable material must be put out for recyclable collection.

Landfill waste

Non-organic or recyclable material must be disposed of to landfill. The school is responsible for disposing of this material appropriately during the period the school has agreed responsibility for maintaining the asset.

EMR Operational Snorkel Policies

Full face masks

Policy type	Year	Approved by
Operational	2017	Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Marine

We do not allow the use of full face masks as of 2017/18 season, due to possible H & S risk. (mask can be hard to remove when full with water)

Shark policy

Policy type	Year	Approved by
Operational	2022	Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Marine

Any shark larger than 1.8 m (about the size of a human) should be considered potentially dangerous, any observation of any shark that size should prompt an orderly immediate evacuation of the water, as per EMR evacuation protocol.

Antihistamine Use Policy

Policy type	Year	Approved by
MTS Operational		Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh & Marine

Formal procedure for antihistamine administration.

Our team may carry over the counter antihistamine for personal first aid items. Coordinators do not administer any medication without specific written permission. We must ensure that we have captured information and increase identification of participants with known allergies and anaphylaxis via our pre – site assessment forms and/or other forms. Find out if there is an 'action plan for anaphylaxis' in place as part of our notes for medical/swimming management.

Dangerous Land Animal Policy

Policy type	Year	Approved by
MTSCT Operations		Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh & Marine

If an uncontrolled animal is encountered, the MTS leader should immediately assess whether the animal poses a potential risk to the coordinator or group. Examples of dangerous animals include uncontrolled dogs off-leash, cattle, horses, wild pigs or swans.

If the animal poses a potential risk and the risk can not be mitigated or eliminated (f.ex. by walking around a paddock where stock is present), the MTS activity has to be terminated or halted until the situation is resolved. If the animal encountered is acting in a threatening way, and cannot be immediately removed or contained, all children should be gathered together with adults on the outside protecting them whilst moving slowly towards a safe area e.g. bus.

If the dog owner is present, they can be asked if the dog is a threat (temperament) and asked to put on the lead if in a public area where dogs must be on a lead. If the owner is not present, or is not being helpful, and the dog is a threat, local animal control services should be rung immediately. For an aggressive unsupervised dog, Adopt STOP- STAND- LEAVE for an alternative site. Return to vehicles or bus, call dog management

Potential hazardous animals should be recorded on the pre-site assessment. Site selection for field trips should always be sensible.

Dangerous People Policy

Policy type	Year	Approved by
MTSCT Operations		Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh & Marine

Schools have their own policies on how to deal with dangerous people, bullying, abuse etc. based on [NZ Police guidelines](#). However, if a dangerous person arrives on a site where a WBC leader is leading an outdoor experience, the school may look to the WBC leader for guidance. If a person is acting in an inappropriate or threatening way, will not leave and cannot be immediately removed or contained, all children should be gathered together with adults on the outside protecting them whilst moving slowly towards a safe area e.g. bus, and WBC leader phones the police.

Gazebo Policy

Policy type	Year	Approved by
MTSCT Operations	2018	Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh & Marine

In response to a series of gazebo related incidents we have created the following Gazebo policy.

- Gazebos supplied by MTSCT - WBC or EMR MUST be pegged down no matter what the wind conditions
- During windy conditions we MUST peg and tie down the gazebo (to cars, trailers or water filled containers)
- Erected gazebos MUST not be left unmanned at any time

Site Recce and Working Alone in the Field Policy

Policy type	Year	Approved by
MTSCT Operations		Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh & Marine

Definition

A site recce is described by MTSCT as “when a site is visited and assessed by a coordinator for its suitability for a group experience/field trip”. ‘Recce’ is the informal term for ‘reconnaissance’.

Purpose

To provide informative safe operating procedures and important Health & Safety considerations that local, regional and national WBC programme coordinators need to consider when undertaking any WBC site recce’s or activities that don’t have a researched Health & Safety Risk Assessment Form (RAF), such as; a site recce, collecting samples for a classroom session, or setting fish traps in preparation of a field trip.

Background

Undertaking any WBC activity that isn’t a group activity with a RAF could include; performing a site recce, collecting samples for a classroom session, or setting fish traps in preparation of a field trip. In this case, the coordinator must fill in a Field Intentions Form (FIF) (unless using a location sharing app) prior to conducting the site visit. Ideally, a coordinator should not undertake any of these activities on their own. However, there may be times when a coordinator must do so. In this case, there are a number of factors which should be considered before heading out and undertaking any WBC activity on their own.

Preparation

Careful preparation is necessary to ensure the Health & Safety of all persons when undertaking any WBC activity on their own.

Prior to doing so

- Ensure you have obtained permission from the appropriate person to enter the site, whether it be privately or publicly owned.
- Ensure you inform a colleague of your whereabouts (use a buddy system or Find my Friends App).
- Check the forecast for any potential adverse weather.
- Try to research the site first to gain prior knowledge.

- Ensure you inform the school and/or manager of the planned schedule, and when you expect to return.
- Construct a robust communication plan and itinerary and stick to it, within reason.
- Always plan your route of entry and exit.
- The [Field Intentions Form](#) will guide you through this process in the form of a checklist.

Safe Operating Procedure

There are a variety of risks associated for a coordinator when undertaking any WBC activity on their own. These include getting lost, injury, drowning, hypothermia, and in the worst possible case, death. The following control measures should be considered to reduce and mitigate these risks.

Communication

In the event of a coordinator undertaking any WBC activity that isn't a group activity, and not having another person with them, they **must have a fully charged cellphone and/or VHF (communication device)** with them.

The buddy system is recommended whereby a nominated person (colleague) should be informed of all planned activities. This will be done via face-to-face conversation, cell phone call, text message or email. The information must be confirmed as received and understood before the coordinator departs. A FIF should be completed when going to remote areas or potentially dangerous areas, even if there are more than one of you in case of getting lost or injured.

All Field Intention Forms (FIF's) made should include

1. Proposed time of departure and where
2. The planned destination or area of operation
3. The expected time of arrival (ETA) and next communication and/or expected time of return (ETR)
4. The total number of people involved

It is recommended that a map is shared with your nominated person which details your planned destination and/or area of operation, proposed entry and exit points, and proposed route. This can be marked on a google map or by using the Find Friends app (Iphone only) or something similar.

Subsequent communications must be made no later than the original planned time and substantial changes to the coordinator plans must be communicated before departing from the original plan.

The information above may also be provided to the Coastguard or Maritime Radio using VHF radio if deemed necessary (e.g. if doing a tidal river survey by boat or kayak). Changes to planned movements after departure **MUST** be notified to the WBC National Coordinator, Coastguard or Maritime Radio, should attempts to contact the nominated person ashore be unsuccessful.

All planned communications must be made at or before the agreed time and all trip reports to the nominated person ashore and Coastguard or Maritime Radio must be closed when/if appropriate.

If the coordinator is overdue and misses a scheduled call in time, the nominated person ashore will do the following:

1. If more than 15 minutes late, try to contact the coordinator by mobile telephone.
2. If there is no answer then, try again in 5 minutes.
3. If there is still no answer, attempt to make contact via other means such as through other operators known to be in the area, the marina office or harbour master.
4. If there is still no contact with the coordinator, call the Coastguard and/or Maritime Radio. Check with them to see if updates have been made or if the vessel can be contacted via VHF. If unable to raise Coastguard or Maritime Radio, go to step 5.
5. If concerns for the safety of the coordinator still exist, call 111 and ask for the Police. Advise them of the situation and follow their instructions.

Trailer Policy

Policy type	Year	Approved by
MTSCT Operational		Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh & Marine

For coordinators/ contractors/ trustees who will be towing/ storing MTSCT trailers.

Before you tow:

- Make sure you have your own third-party vehicle insurance and your vehicle is suitable for towing the trailer (load, towbar rating etc.). The 'wet weight' of the trailer is estimated to be a maximum of 750kg. More information on towing can be found [here](#)
- Ensure that you read those parts of the [NZ Road Code pertaining to towing trailers](#)
- Please make sure you familiarise yourself with this policy

Before moving off with your trailer:

- Check that you have lifted the stands and the pin is securely in place
- Check that you have connected your trailer to your tow bar
- Check that the lock pin is in place and locked down so that trailer cannot pop off tow bar
- Check that you have fitted your D pin shackle with chain
- Connect your lights and make sure they are working

When driving your trailer:

- Ensure that you read those parts of the NZ Road Code pertaining to towing trailers and note the maximum speed for a light vehicle towing a trailer on the open road is 90 km/h. Warning – Be aware of the reduced stopping distance of the vehicle due to the weight of the trailer
- Make sure you follow the road rules - Coordinators are liable for all fines incurred while towing the trailer

Care of trailer:

- Make sure your trailer is kept locked (tow pin and trailer contents) and secure at all times
- Regularly clean your trailer with freshwater (once a week when in use and before storing your trailer, mild detergent can be used to remove any mould and this should be removed regularly)

- When storing the trailer for long periods, cover the trailer with a tarpaulin to protect the canvas and signwriting from UV degradation, and keep an eye out for pests and carry out pest control if needed, e.g., rats, mice & ants might move in

Report any problems with the trailer to the Regional Coordinator.

Training

Before training

- Coordinator reads through and familiarises himself/herself with this policy.
- Coordinator to provide evidence of full driver's licence.

Coordinator is able to demonstrate

- Knowledge of road rules when towing a trailer (speed and weight limit, load distribution, following distance, length of safety chain)
- Correct connection of trailer to vehicle
 - Safety Chain hooked up with D-shackle
 - Lock pin in place and locked
 - Electronics connected and checked
 - Jockey Wheel up
 - Trailer stands are up and secured
 - Load is secured and loaded correctly; all sides tied down
- Correct parking of trailer
 - Secure (and level) parking spot
 - How to put stands down (EMR) and adjust jockey wheel for secure storage
 - Disconnection of safety chain and electronics
- Knowledge of trailer care and tyre pressure
- Desirable: Demonstration of trailer backing

Scenarios to be discussed

- Secure storage of trailer (long term and overnight)
- Parking options and planning for on-site delivery (e.g. Goat Island, Maitai Bay, Reotahi) - safety cones?
- Safe loading of trailer
- Insurance and accidents

It is the coordinator's responsibility to make sure the vehicle towing the trailer is safe and suitable for towing the EMR trailer (towball rating, towing capacity, rated safety chain and shackle).

Safe towing guidelines from NZTA:

<https://www.nzta.govt.nz/roadcode/heavy-vehicle-road-code/road-code/about-driving/key-driving-skills/towing/>

Safe towing guidelines

- You must be able to see behind the towed trailer or vehicle. If you can't see behind with your rear-view mirrors, you may need to fit a special mirror.
- There must be no more than 4 metres between your vehicle and the trailer or vehicle it is towing.
- At night, the back of the trailer/towed vehicle must show a red light.
- If you're towing a disabled vehicle at night, its headlights must light up the towing connection.
- Remember, you may be slower than other traffic when towing. Check behind often to see if other vehicles are held up behind you.
- If the road is winding or narrow and vehicles can't pass you, stop at a safe place and let them pass.
- Leave more space than usual between your vehicle and the vehicle in front, so that others can pass you.
- Remember that the added weight behind you means you will need more space to stop.
- The towing connection and safety chain or cable that holds the trailer/vehicle must be safe and strong.
- If you are towing another vehicle without a rigid towing system, eg with a rope or a strop, the maximum allowable speed is 50km/h.
- If you are towing another vehicle with a rigid towing connection, the maximum is 90km/h.