



MOUNTAINS TO SEA
CONSERVATION TRUST



WHITEBAIT
CONNECTION

Whitebait Connection (WBC)

Standard Operating Procedures

December 2024

The Whitebait Connection (WBC) is a programme of the Mountains to Sea Conservation Trust (MTSCT). We are a non-profit charitable trust whose mission is to offer concrete and specific ways in which all New Zealanders can come to understand and become involved in the future health of our local streams, rivers, lakes and wetlands.

Go to our website for Our Safety Management Plan (SMP) version 13 2024 and for additional policies and H & S forms.

www.mountainstosea.org.nz/health-and-safety

Date: December 2024



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Introduction

Purpose of this document

The purpose of this document is to clearly outline Whitebait Connection (WBC) role descriptions and what the WBC programmes Standard Operating Procedures (SOPs) and policies are in relation to WBC specific Health & Safety.

It is organised into four sections: 1. WBC Coordinator Role Description and Training Requirements. 2. WBC Guidelines and Policies. 3. Forms and Templates

MTSCT has a responsibility to ensure that WBC programme delivery, around NZ, meets best practice guidelines for Health & Safety and the obligations of the Health & Safety at Work Act 2015. The MTSCT Safety Management Plan (MTSCT SMP) (found on our website) covers all general Health & Safety items for all trust programmes, whereas this WBC SOP document covers things specific to WBC programme delivery. Therefore, WBC regional and programme coordinators need to familiarise themselves with both documents, be confident and trained in implementing them and sign the WBC Health & Safety declaration form every year. More information on what parts of the SMPs are particularly relevant for WBC coordinators can be found in APPENDIX ONE.

These are dynamic documents – always being updated and always open to suggestions – if you see any gaps or think of suggestions to improve our Health & Safety practices and policies please let your national coordinator know. It is our intention that we continually improve our practices and empower our coordinators to feel confident and professional when carrying the crucial responsibility of delivering the programme and vision to school staff, community members and students and being responsible for their Health & Safety when out in the field.

Section 1.0 Role definitions and training requirements for WBC coordinators

1.1 Role definitions

Participant

A person who takes part in WBC activities and is not staff.

Supervisor (casual volunteer or volunteer staff)

Person or persons responsible for supervising a student group, assisting group with activities and following instructions of the WBC coordinator. Supporting the field activity (stream investigation/planting), by taking responsibility for others within the activity. The role of 'supervisors' is to assist and supervise the student's in and near the water and are expected to be fit and healthy and free from the influence of drugs or alcohol.

Staff identification and control – in field (including volunteers)

Person(s) responsible for leading, guiding, instructing, supervising or supporting an activity, or otherwise taking responsibility for others within the activity. Identify as a hazard any person who is unable to perform safety tasks as required to fulfil the responsibilities of their role.

Do not permit a staff member to undertake any safety related tasks if they are impaired and therefore may be a hazard to themselves or to any person on the activity. Impairment could be due to factors such as alcohol, drugs, injury or fatigue.

1.2 WBC Coordinator Endorsement Criteria and Training Checklist:

Endorsement Criteria:

- Complete police vet form and achieved satisfactory police vet (see our vetting policy [PDF 2024 MTSCCT Police Vetting Policy.pdf](#))
- CV's and background character references for new coordinators – Safety Check
- Attend Mountains to Sea Conservation Trust (MTSCT) National Marine & Freshwater wānanga within one year of starting (if appropriate regional training opportunity not available) then attend at least once every three years
- Maintain current first aid certification with the unit standards 6400, 6401 & 6402
- Sign most recent MTSCT Health & Safety Contract
- Sign Coordinator [PDF 2024 MTS Code of Conduct - to sign.pdf](#)
- Complete the online training and complete 'Training and Induction' checklist
- Complete "Are you ready quiz"
- Undergo peer review regularly – to be documented using peer review form at least once annually
- Receive endorsement certification from National Coordinator
- Completed annual H & S requirements (e.g. H & S quiz)

- Undertake national reporting as required
- Visiting another region annually to observe/participate in delivery is recommended

[Endorsed WBC coordinators and organisations providing WBC](#), are listed on our website.

WBC Coordinator Training Checklist

Please also refer to [2024 WBC Training Induction Checklist Form.pdf](#)

1. Safety policy

Regional/Programme Coordinators/contractors/leaders must

- Report all accidents to the Poutokomanawa/Co-director (marine lead), including near misses, whether or not these involve injury.
- Complete site safety checklists and safety plans as required (including Pre-Site assessments and Risk Assessment Forms).
- Practice safe work methods including adherence to safety plans and the proper use of safety equipment.
- Sign an annual declaration that states the coordinator has read and understood the most recent MTSCT SMP and WBC SOP. The declaration can be part of the annual, mandatory H&S quiz.

2. Field Trip Plans

Base your plan on the templates provided in the SOP – depending on what activity you are undertaking. Email to your regional coordinator for comment. When working with school groups you must also use the school agreement; outlining responsibilities of each party, based on the MTSCT/WBC template provided.

3. Safety Equipment

See equipment list in [this section](#). Ensure you have access to all items.

Ensure the following safety equipment is carried on you/worn at all times when delivering in the field:

- First Aid Kit [2024 MTS Equipment Checklist - First Aid Contents.pdf](#)
- Whistle
- Throw rope
- Cellphone and/or VHF communication device
- Hi vis vest

4. Inwater and Fitness Ability

Keep your fitness levels up! Get confident being in the waterways you will be delivering in.

5. Local Conditions Knowledge

Make sure you always know the area above and below the water level, knowledge of the area is essential to developing appropriate safety plans. Always gain permission when accessing private land and consider getting official permission/permit through local authorities if accessing via public land that is used by other providers or is in a heavily pedestrianised area.

6. First Aid Certificate

Please send your regional and national coordinators a copy of this for the national records. Must keep current. We require a comprehensive first aid course that covers unit standards 6400, 6401 and 6402 for WBC coordinators to ensure consistency with EMR First Aid cert requirements.

7. Driver's license

Must have a minimum of restricted license driver's license if driving to and from WBC delivery and full license if driving with passengers.

8. Teaching Experience/Ability

Must have experience working with children and be able to demonstrate effective teaching techniques.


9. Freshwater Biodiversity Knowledge

Skill yourself up with facts from the WBC freshwater monitoring & discovery handbook and field guide- be fully aware of catchment management issues on both a global and local context. Understand the different types of freshwater and catchment protection. Ideally coordinators have a minimum tertiary level qualification in Environmental Science and/or Teaching.

10. Police Vetting and Drug and Alcohol Policy

The trust requires every new coordinator to undergo a police vet and safety check in order to endorse you as an approved coordinator and to agree to abide by the MTSCT Drug and Alcohol Policy (as described in the MTSCT SMP). Coordinators may be asked to be re-checked every few years.

 [2024 MTSCT Police Vetting Policy.pdf](#)

 [2024 MTSCT Drug and Alcohol Policy.pdf](#)

11. Staff Code of Conduct

Acknowledgement of the staff code of conduct.

12. Google Drive Induction

Coordinator has been set up and inducted with a Google Drive account.

1.3 Expectations of a WBC Coordinator

1. Do I understand the WBC concept?

Whitebait Connection (WBC) is a national programme of experiential learning about freshwater conservation and catchment restoration. The programme is under the auspices of the Mountains to Sea Conservation Trust (MTSCT). WBC's independence, professional hands-on delivery, locally based focus and provision of a range of learning styles make it unique within New Zealand. Since its introduction in Northland in 2002, programme uptake has continued to increase throughout the country.

The WBC concept is the essence of the programme

Introduction about freshwater biodiversity.

- Investigation of the local catchment.
- Freshwater discovery experience in a freshwater environment.
- Freshwater biodiversity monitoring.
- Action for the freshwater environment.

In the final stage of the programme, it is time for the students to do something for the environment such as regularly monitoring their local waterway, sharing findings with the local community, running a public survey or making an official submission about water management in their area. This exercise empowers students to express their feelings and findings. Over the years students have been involved in a range of action projects, from writing letters to their local authorities to letters to Members of Parliament, and presentations in front of assembly to presentations at public events.

2. Have I completed the documentation?

I have signed the relevant WBC documentation, including the Health & Safety Declaration, prior to delivery of any programme or services. Has your umbrella organisation signed the 'Organisation Agreement'? Do I have a contract so I am able to understand how I get paid?

3. Am I fully trained?


I am fully trained in WBC Health & Safety Procedures including but not limited to a) thoroughly reading and understanding the WBC Health & Safety SOP and MTSCT SMPs (most recent version) b) Discussed and Understood the Health & Safety Documentation and discussed any questions with the WBC National Coordinator c) My training checklist has

been signed off and I am able to develop appropriate risk management for my local areas and emergency procedures.

4. Have I got all the gear required?

For in water workshops (check WBC manual for full list, prices and where to get them)

WBC Equipment Checklist For 'standard' WBC streamside investigation

 2024 WBC Equipment Checklist - Stream Delivery.pdf

ALL GEAR SHOULD BE LABELLED 'WBC' AND WITH CHECK, CLEAN, DRY!

FIRST AID KITS

Requirements for use and supply of first aid kits are detailed in the relevant school agreements and programme manuals. Activity leaders and programme coordinators carry first aid kits for each field activity as a standard requirement.

Non first aid (personal) items for Programme Coordinator to carry

- Panadol
- Tampons/pads
- Antihistamine
- Eye wash
- Aspirin
- Inhaler (if applicable)

 2024 MTS Equipment Checklist - First Aid Contents.pdf

Supplier <https://www.first-aid.co.nz/>

5. WBC Delivery Checklist

Pre delivery

- Identify suitable site/area for field trip/s on map
- Prepare site Field Intentions Forms (FIFs) if required and recce the site/s
- Approach school or community group and organise planning meeting

At planning meeting:

- Complete planning meeting checklist
- Complete WBC teacher pre-delivery evaluation
- Plan and agree on delivery methods, learning outcomes, number of sessions, field trips etc.

- Discuss required supervision structures, medical conditions of students and photo permissions
- School to sign 'WBC school agreement'

After the planning meeting:

- Prepare school itinerary and share with school
- Prepare RAF/s and share with school
- Plan and deliver presentation/s and activity session/s with school
- Agree on weather call communications procedure with teaching staff

Before the field trip – Print and take to complete on site:

- RAFs
-  2024 WBC Pre-site.pdf
-  2024 MTS Incident Report Form.pdf
- Worksheets and data sheets
- Full set clean gear/  2024 MTS Equipment Checklist - First Aid Contents.pdf
/safety gear/comms device
-  2024 WBC Waterway Investigation Briefing.pdf (laminated)

On site at field trip:

- Follow field safety briefing checklist and school itinerary
- Take photos for media releases and social media (check permission)
- Report any incidents
- Collect a copy of any data collected

After the field trip/s:

- Check Clean Dry all waterway testing/discovery gear
- Record data on database/s as appropriate– e.g. NZFFD, SHMAK or Waicare
- Deliver post field trip workshop with photo story and support creation of action plan
- Follow up on action and agree on media release with school
- Send evaluation forms to teaching staff and students (if over ten years old)
- Complete report and share with regional coordinator

Please note: It is not the responsibility of the National Coordinator to find funding or equipment for your area (however the National Coordinator is available for advice and support). Local coordinators are responsible for insurance (public liability and equipment), kits and other programme related expenses/requirements such as a vehicle to transport your equipment for delivery. The details of how you get paid etc should be covered in your independent contract with MTSC or your umbrella regional WBC provider. Most WBC

coordinators are self-employed and therefore responsible for their own TAX and should have an accountant.

WBC Document checklist

Make sure you have the digital versions of these.

1. WBC Health and Safety

- WBC SOP (this document)
-  2024 MTSCT SMP V13
- Access to the Mountains to Sea Programmes and Templates Shared Google Drive


2. School Programme Info

- WBC coordinator handbook
- WBC Teacher handbooks
- WBC freshwater discovery and monitoring handbook for background knowledge and freshwater monitoring and biodiversity information.

'WBC Standards'

Briefing checklist and safety considerations

Sensible assessment of environmental conditions, clear instruction and adequate supervision are the keys to the WBC risk management policy. If participating in the programme with a WBC leader, then all risk management policies will be worked through with the teacher well before any field trips/camps commence. The leader undertakes pre-site inspection and obtains up-to-date weather reports before field trips commence. Leaders/coordinators will make recommendations to the teacher in charge, and decisions will be made cautiously. The school provides a first aid kit, and WBC also carries a specialised kit. All students must have permission from their parent/ guardian to attend field trips. Medical conditions should be disclosed, especially since students with, for example, epilepsy, diabetes or asthma require special attention.

WBC provides safety briefings and associated in-water leadership. Safety briefings will cover all components addressed in the [WBC Waterway Investigation Safety Briefing Checklist](#).  2024 WBC Waterway Investigation Briefing.pdf

The Waterway Discovery/Investigation Area

The area for discovery/investigation should be well defined for students, adults and helpers, with cones to mark boundaries. The WBC coordinator should explain the safest entry and exit points and proposed study site. The WBC coordinator will also explain what

they are likely to see. Hazards such as sharp rocks, soft sediments and slippery surfaces will be identified and any danger with currents or rips explained, along with an explanation of the need for caution. There must always be an adult on the lookout. This person can be the WBC coordinator unless you are working near deep water (see Deep Water Emergency Procedure). This person must be ready and equipped to handle any emergency (for example, knowing the location of first aid, medical and emergency information).

1.4 Health & Safety

The Mountains to Sea Conservation Trust takes all reasonably practicable steps to ensure the safety of all we associate with.


Our Safety Management System was last reviewed in September 2024. The latest policy and individual relevant parts of the policy are on our website.


www.mountaintosea.org.nz/health-and-safety

Section 2.0 WBC Guidelines and Policies

2.1 Water Quality Guidelines

For all Mountains to Sea Conservation Trust programmes

 2024 MTSCCT Water Assessment Policy.pdf

Document ALL decisions regarding weather or water quality on a pre site assessment form  2024 WBC Pre-site.pdf.

2.2 WBC Gear Sanitisation and Biosecurity Policy

 2024 MTSCCT Sanitisation Policy.pdf

2.3 Kayak Safety and Liability

 2024 MTS Kayaking Policy.pdf

Sometimes external participants who are not Mountains to Sea Coordinators may participate in Mountains to Sea led kayak activities for scientific investigations and surveys. These participants must read and sign the Mountains to Sea kayak safety and liability form before participating in the kayaking activity.

 2024 MTS Kayak Liability Waiver Form.pdf

Safety Guidelines

- Participants must wear a properly fitted personal flotation device (PFD/ lifejacket) at all times while kayaking. For information on PFD types refer to: <http://www.maritimenz.govt.nz/recreational/safety/lifejackets/lifejacket-types.asp>
- Follow the instructions of event controller/coordinators with regards to designated areas
- Do not consume alcohol or drugs before or during kayaking activities.
- Be aware of your surroundings, including other watercraft, wildlife, and natural hazards
- BYO kayaks and equipment are not under the responsibility of MTSCCT and we cannot confirm their safety.

Participants need to bring to the activity

- Clothing and footwear appropriate for the activity and location e.g. swimwear such as rash tops and/or wetsuits, footwear that can easily be removed or drained free of water, no cotton clothing or clothing likely to become heavy or limit movement when wet.
- Sunhat, sunscreen, warm hat - depending on the time of year and weather conditions.
- Any personal medication that could be needed during the activity i.e. EpiPen, asthma inhaler.
- Clothing for after the activity.

2.4 Animal Ethical Considerations and our Kaupapa Policy

 2024 MTSCCT Ethics Policy.pdf

All of our WBC experiences are to be of the 'no-take' kind! We think it's important for us to role-model the ethic of kaitiakitanga and utilise our resources for conservation purposes to be able to effectively communicate our messages. All native animals caught or handled during field trips or classroom experiences must be returned to the stream alive after observation and being photographed.

However, If you ever catch pest fish as part of your stream studies you **MUST NOT** return them to the stream – it is illegal. You must dispose of them humanely – either put them in the freezer straight away if possible (great if you can then use as plant fertiliser) or 'release them' onto the grass away from the waterway and try to squish or iki (spike) them quickly to minimise any suffering. Please see the [section 2.2. on gear sanitisation and biosecurity policy](#) for more information.

When trapping fish please follow best practice guidelines outlined in our WBC Freshwater Monitoring Handbook, keep the fish alive in well oxygenated fish tanks for observation and return to the stream alive no later than two hours after capture.

When netting and collecting macroinvertebrates, please model best practices and keep the invertebrates in the shade when they are in the trays. Return ALL invertebrates to the waterway after study, even if they have perished during observation.



Figure 2. Please keep invertebrates in the shade during observation and return to the stream afterwards.


2.5 Cancellation Policy

WBC coordinators reserve the right to cancel any activity if participants have not met their obligations, as prior outlined, or if Health & Safety is being compromised on the day.

On some occasions, events may need to be cancelled or postponed at the last minute, due to weather or other unforeseen circumstances. Always have on hand the mobile phone number of the teacher/group leader and any other parties (e.g. volunteers) that you are working with (best to get these at initial planning meetings). Ensure that any cancellations or postponement messages are made directly to the teacher/group leader responsible for communicating the message to the wider group so that you can be sure they have received the message.

If they don't pick up the phone, leave a message explaining the decision with a request that they answer back via text or phone by a specified time (prior to when the event was supposed to start) to confirm they have received the message. A follow up phone call should be made if they do not ring back within the specified time and contact efforts should be continued until confirmation is received – this avoids messages not getting through and people getting very upset and let down!

2.6 Dangerous Land Animal Policy

 2024 MTSCT Dangerous Land Animal Policy.pdf

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.

2.7 Dangerous People Policy

 2024 MTSCCT Dangerous People Policy.pdf

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.

2.8 Gazebo Policy

 2024 MTSCCT Gazebo Policy.pdf

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

- Gazebos supplied by WBC 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 WBC gazebos MUST not be left unmanned at any time

2.9 Wader Policy

 2024 MTSCCT WBC Operational Policy.pdf

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.

2.10 Site Recce and Working Alone in the Field Policy

 2024 MTSCOT Operational Policies.pdf

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.

2.11 Personal Flotation Device (PFD) Policy

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.

2.12 Walking Pole Policy

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.

2.13 LittaTrap Health & Safety Policy

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.

2.14 Supervision Structures

Adequate supervision is crucial to the Health & Safety of all participants of the WBC programme, particularly when participating in activities in or near a stream. Supervisors must be able to assist and supervise the student's with the activity and are expected to be fit, healthy and free from the influence of drugs or alcohol. WBC strongly recommends the following supervisor to child ratios:

Age Group	Ratio – in/beside water	Ratio – not near water
Early Childhood/ Preschoolers	1:1	1:4
Year 0 to Year 8	1:4	1:4
Year 9 and above	1:6	1:8

Coordinators also need to adhere to the maximum coordinator:group ratio for each activity:

Activity	Ratio - Coordinator:group size
Instream	40:1
Beside Stream	60:1
Night-time spotlighting	30:1
Inanga spawning survey	40:1

2.15 Overlapping Duties – Collaboration and Health & Safety Responsibilities


Collaboration is an important part of WBC delivery. Working with other stakeholders is encouraged and often leads to much greater project outcomes. Whenever you share responsibilities with another operation, be clear on who is responsible for what. This may

take shape in the form of a clear outline on an [event plan](#) if the collaboration is a 'one-off' for a specific event. However, if the collaboration is part of an ongoing relationship you may like to also consider creating an MOU to formalise the relationship and clearly define how and why the partnership works (see [example](#)). It is crucial the overlapping duties of care are documented on Health & Safety planning paperwork and discussed between providers prior to and during the collaboration.

Section 3.0 Forms and Templates

When using these forms - please use the links to download the full version of the document or navigate to them from [All Form Templates](#) . **DO NOT TRY TO PRINT** from the SOP.


3.1 WBC Training Induction Checklist Form

 [2024 WBC Training Induction Checklist Form.pdf](#)

3.2 Community Based Freshwater Monitoring (CBFM) Trainer Induction Checklist Form

 [2024 Community Based Freshwater Monitoring \(CBFM\) Trainer Induction Checklist Fo...](#)

3.3 Whitebait Connection SOP – Peer Appraisal

 [2024 WBC – Peer Appraisal.pdf](#)

3.4 WBC School Agreement


 [2024 WBC School Agreement](#)

3.5 Field Intentions Form (FIF) – Whitebait Connection

 [2024 Field Intentions Form \(FIF\) – Whitebait Connection.pdf](#)

3.6 WBC Site Specific Risk Assessment Form (RAF) and Emergency Procedures (Risk Register and Hazard ID) EOTC Risk Assessment Form (WBC SOP Manual 2024)

PART 1

 2024 WBC Site Specific RAF (RAMs) and Emergency Procedure 2024 - PART 1 - TE...


3.7 Freshwater Risk Assessment Form – Part 2

 2024 MTS Risk Assessment Form - FRESH Part 2.pdf


3.8 Whitebait Connection Pre – Operation Risk Assessment Form

 2024 WBC Pre-site.pdf

3.9 Whitebait Connection Waterway Investigation Safety Briefing Checklist


 2024 WBC Waterway Investigation Briefing.pdf

3.10 Whitebait Connection Spotlighting Event – Organisational Notes – SOP

 2024 WBC Spotlighting Event - Organisational Notes - SOP.pdf


3.11 Night-time Spotlighting Event Safety Briefing Checklist

To be used in conjunction with the [WBC Spotlighting Event - Organisational Notes - SOP](#)

 2024 WBC Spotlighting Event - Briefing.pdf


3.12 Whitebait Connection Night-time Stream Spotlighting Event Forms

To be used in conjunction with the [WBC Spotlighting Event - Organisational Notes - SOP](#)

 2024 WBC Spotlighting Event Check in and out.pdf

3.13 Spotlighting Event – Walk Up Registration Form


To be used in conjunction with the [WBC Spotlighting Event - Organisational Notes - SOP](#)

 2024 WBC Spotlighting Event - walk up registration form.pdf


3.14 Kayak Safety and Liability Form

 2024 MTS Kayak Liability Waiver Form.pdf

3.15 Planting or Weed Release Event | Organisational Notes

 2024 WBC Planting Event - Organisational Notes.pdf


3.16 Planting or Weed Release Event Safety Briefing Checklist

 2024 WBC Planting Event - Briefing.pdf

3.17 WBC Planting Event – Walk up Rego Form

 2024 WBC Planting Event - walk up registration form.pdf


3.18 Safe Operating Procedure – SOP for use of Petrol Weedeaters


 [2024 WBC SOP - Weedeaters.pdf](#)

3.19 Safe Operating Procedure – SOP for use of Spades & Niwashi's


 [2024 WBC SOP - Spades and Niwashis.pdf](#)

3.20 Incident Report Sheet – Mountains to Sea Conservation Trust

 [2024 MTS Incident Report Form.pdf](#)

 [2024 MTS Incident severity scale.pdf](#)

3.21 Mountains to Sea (MTS) Programme Complaints Form

 [2024 MTS Complaints Form.pdf](#)

3.22 Collaborative Events (where WBC is leading the event)

There are many reasons for holding a collaborative event - it might increase the reach and success of the event or provide additional opportunities for both parties.

Careful planning and good communication between organisations is needed to ensure a successful and safe event.

Generally, each activity provider (including WBC) is responsible for the Health and Safety of their own activity, but an Event Plan or MOU can help to clearly outline responsibilities and overlapping duties of care.

Refer to the event plan template  [2024 MTS Event template](#)

Examples of previous collaborative events and event plans can be found on the Google Drive.


The documentation in the Google Drive can help to inform the planning process as well as providing useful resources for event plans, stakeholder engagement, communication and marketing.

An event plan should include:


- Project goals and event details
- How you will promote the event
- Sponsors and partners
- Event leadership
- Insurance and H & S info
- Roles for the day
- Overlapping duties of care – agreed to and signed by multiple agencies in safety sensitive roles
- Caring for your volunteer team (what you will provide and reminder about taking breaks, staying hydrated and adequate sun protection)
- Organisational notes/tasks
- Risk Assessment Form/s
- Briefing checklist
- Registration form
- Pre- site assessment
- Volunteer information and rating (completed on the day of the event)


3.23 Whitebait Connection Stakeholder Partnership MOU

Example

 2024 MTS MOU Template

3.24 MTSC Volunteer Registration Form & Volunteer Terms

 2024 MTS Volunteer Terms.pdf

 2024 MTS Volunteer Registration - Template - Regions can adapt this.



Volunteers interested in volunteering for Mountains to Sea Conservation Trust (MTSCT) programmes can complete the online registration form via the Monday.com link or the QR code below:

<https://wkf.ms/3W1OnvM>

Appendix One: Safety Management Plan (SMP) for WBC Coordinators

As outlined in the Introduction, the MTSCT Safety Management Plan (MTSCT SMP) (found on our website) covers all general Health & Safety items for all trust programmes, whereas the WBC SOP document covers things specific to WBC programme delivery. WBC coordinators will need to familiarise themselves with both documents - however, this section is aimed to provide more guidance around which sections are particularly relevant to WBC coordinators.

 2024 MTSCT SMP V13

General Information

- ❖ Chapter 2 - Introduction and Purpose
- ❖ Chapter 3 - Information about the business
- ❖ Chapter 4 - Safety Management Plan
- ❖ Chapter 5 - Legislation, standards, codes of practice and guidelines

Health and Safety:

- ❖ Chapter 7 - Risk and hazard management
- ❖ Chapter 8 - Drugs and Alcohol
- ❖ Chapter 9 - Emergency Preparedness and Response Plan
- ❖ Chapter 10 - Incident Management
- ❖ Chapter 11 - Document Control
- ❖ APPENDIX 3 - Police Vetting
- ❖ APPENDIX 6 - Complaints Policy
- ❖ Appendix 8 - Health & Safety Contract
- ❖ APPENDIX 9 - Child Protection Policy
- ❖ APPENDIX 10 - MTSCT Staff Code of Conduct
- ❖ APPENDIX 11 - MTSCT Privacy Statement

Appendix Two: Summary of Changes

To our **Whitebait Connection (WBC)** – waterway investigation/restoration activities

Year	Changes
2024	<p>WBC pre-operation risk assessment form updated - including collaborating organisation overlapping duties of care acknowledgement, more detailed weather assessment (wind, rainfall, river flow, lawa water quality assessment, air temperature), maramataka phase, wahi tapu considerations, farmland considerations (electric fences & location of stock) & Management of Area Specific Hazards (M.A.S.H)</p> <p>Section 1.2 WBC Coordinator Endorsement Criteria and Training Checklist - undertake national reporting as required added to endorsement criteria and recommendation to visit another region annually to observe/participate in delivery added</p> <p>Section 1.3 - Full WBC equipment checklist added and first aid kit item list added</p> <p>Section 2.3 Kayak Safety and Liability and Appendix item 3.14 Kayak Safety and Liability Form added to SOP. External participants partaking kayaking for scientific research or surveys are now required to sign the kayak safety and liability form</p> <p>Section 2.6 Dangerous Animal Policy renamed to Dangerous Land Animal Policy. Wording added that for an aggressive unsupervised dog, Adopt STOP-STAND- LEAVE for an alternative site. Return to vehicles or bus, call dog management</p> <p>Section 2.14 Ratio Policy renamed Supervision Structures. Wording updated to include the role of supervisors</p> <p>Appendix item 3.2 Community Based Freshwater Monitoring Trainer Induction Checklist Form added to SOP</p> <p>Freshwater components separated from marine in Part 2 RAF - Appendix item 3.7 Freshwater Risk Assessment Form - Part 2</p> <p>Appendix item 3.10 Whitebait Connection Spotlighting Event - Organisational Notes - SOP added</p> <p>Appendix item 3.13 Spotlighting Event - Walk Up Registration Form added to SOP</p> <p>Appendix item 3.15 Planting or Weed Release Event Organisational Notes added to SOP</p> <p>Appendix item 3.16 Planting or Weed Release Event Safety Briefing Checklist added to SOP</p> <p>Appendix item 3.17 WBC Planting Event - Walk up Rego Form added to SOP</p> <p>Appendix item 3.18 Safe Operating Procedure - SOP for use of Petrol Weedeaters added to SOP</p> <p>Appendix item 3.19 Safe Operating Procedure - SOP for use of Spades & Niwashi's added to SOP</p> <p>Appendix item 3.24 Whitebait Connection Volunteer Registration Form renamed to MTSCCT Volunteer Registration Form. Form has been updated to an online Monday.com form. Volunteer terms added to Appendix item 3.24</p>

2023	<p>The pre-site assessment forms were combined into one document for school delivery, events and fieldwork. The checklist for contact details for attendees for contact tracing (covid level 2) in this document was removed. A section for notes on weather or water quality decisions was added along with the following wording - “Check the forecast for any potential adverse weather, and consider previous adverse conditions such as recent flooding in the area. Consider the height in relation to water depth, and the swimming ability of group members to determine a suitable operation area accordingly. If the flow is any swifter than 1 metre per second, relocate or postpone the activity.”</p> <p>Updated WBC Coordinator Training Checklist - Addition of the need to attend the MTSCCT national wānanga within one year of endorsement (unless other regional training opportunity is available within the year) and then once every three years. Addition of the need to deliver a health & safety debrief</p> <p>Updated School Agreement - addition of wording around privacy info - “For more information, including about why we are collecting this information and who will receive the information, please ask to see a copy of our privacy statement or go to www.mountaintosea.org.nz In the event requested information is not provided, it will be at the [coordinators]’s discretion whether participation is permitted.”</p> <p>The following sections were removed from the SOP:</p> <ul style="list-style-type: none"> Role descriptions Learning approach Organisation agreement (is found in the SMP) Teacher & student evaluation WBC performance monitoring and evaluation framework WBC Survey Guidelines Coordinator health and safety contract (is found in the SMP) Annual safety review section (sits in annual safety report) Section 2.0 Risk assessment and hazard register (this is part of the Part 1 RAFS) Hazard ID (this will site in the overall MTSCCT risk assessment and hazard ID) Community Engagement event evaluation board example removed Event rego forms have been updated with the addition of privacy info - For more information about why we are collecting this information and who will receive the information please see our privacy statement on our website. In the event requested information is not provided, it will be at the {coordinator’s} discretion whether participation is permitted. Part 1 RAFS have been updated to include a section about supervision structures (ratios)
2022	<p>Section 1.0 - added “All coordinators must provide programme and project reporting information back to their direct report as soon as possible, which is then fed back to MTSCCT.”</p> <p>Section 1.3 and 4.2 - update coordinator induction requirements to include requirement for First Aid Certification of unit standards 6400, 6401 and 6402.</p>

	<p>Section 1.4 - Change 'Treaty of Waitangi' to 'Te Titiri O Waitangi'.</p> <p>Section 1.5 - change on gear list recommendation of '2 Fyke Nets' to '1-2 Fye Nets'.</p> <p>Section 3.9 - update Wader policy to include strong recommendation for coordinators wearing waders to have formal training and use neoprene waders. If using PVC chest waders wear a chest belt.</p> <p>Section 4.5 - Updated School Agreement to add reference to COVID-19 safety plan: Read our Health and Safety plan, including the COVID-19 safety plan which follows the government COVID-19 guidelines. The school agrees to follow these guidelines including parents and volunteers that they bring along to field trips.</p> <p>Section 4.10 - Updated RAF on page 75 to include "don't kayak in rivers in times of high flow" as a mitigation measure for the risk of kayak capsize or collision. Updated on page 84 the risk of COVID-19 - updated to reflect the removal of the COVID-19 Traffic Light System.</p> <p>Sections 4.14 and 4.15 - PSAF forms - updated self-screening advice. Added a section to record what maramataka the day is.</p> <p>Appendix One updated - Annual Safety Review new 2022/23 Objectives.</p>
2021	<p>Section 1.2 Role Descriptions - inserted staff definition</p> <p>Section 1.3 WBC Coordinator Endorsement Criteria and Training Checklist - added potential requirement for new coordinators to be safety checked as well as police vetted. Long term coordinators may be required to be police vetted every few years.</p> <p>Section 3.1; Removed Performance monitoring and evaluation framework guidelines from SOPs and added to Policy/Guidelines folder on Google Drive. Re-wrote section to reflect requirements for National Reporting.</p> <p>Removed 3.15 He Kākano Ecosourcing policy from SOPs and moved to Regional Policies folders on Google Drive</p> <p>Section 3.3 WBC Gear Sanitisation and Biosecurity Policy - added Kauri Dieback</p> <p>Section 4.2 WBC Training Induction Checklist Form - added Staff Code Of Conduct to Checklist</p> <p>Removed section 4.6 Reporting format for individual projects and merged with 4.7 Reporting format for regional WBC projects.</p> <p>Section 4.10 WBC Site Specific Risk Assessment Form (RAF) and Emergency Procedures (Risk Register and Hazard ID)</p> <p>Added tsunami evacuation point in site specific RAFs</p> <p>Added tsunami to hazard list</p> <p>Add fungicide to RAFs:</p> <p>Added Kauri Dieback to RAFs</p> <p>Added Dog poo to RAFs</p> <p>Added Kayak Collision or capsize to RAFs</p> <p>Added Duck Shooting as hazard to RAFs</p> <p>Added Uneven ground as hazard to RAFs</p>

	<p>Added Hand sanitiser to hazard list and RAFs (as a hazard)</p> <p>Updated Deep Water Emergency Procedure</p> <p>Updated definition for Streamside observer (made sure it's consistent throughout document)</p> <p>Added requirement to wear closed-toe shoes when handling spades (planting days) and stream investigations (unless in pristine stream)</p> <p>Removed reference to adult supervisor forms and sanitisation policy</p> <p>Section 4.14 Pre WBC field activity operation risk assessment form – for schools</p> <p>Added QR code and contact tracing requirements</p> <p>Added requirements for daily health screen under level 2</p> <p>Added reference to water quality guidelines</p> <p>Added additional first aid and rescue training question</p> <p>Changed wording on risk matrix scoring for more clarity</p> <p>Added anaphylaxis in medical section</p> <p>Section 4.15 Pre WBC field activity operation risk assessment form – for fieldwork and events</p> <p>Added QR code and contact tracing requirements</p> <p>Added requirements for daily health screen under level 2</p> <p>Added reference to water quality guidelines</p> <p>Added additional first aid and rescue training question</p> <p>Changed wording on risk matrix scoring for more clarity</p> <p>Added anaphylaxis in medical section</p> <p>Section 4.18 Collaborative Event Plan example - replaced Kai Iwi Lakes Open Day event plan with resources from Google Drive</p> <p>Section 4.20 Community Engagement Event Evaluation Board - removed Figures 9 and 10</p> <p>Section 4.21 Volunteer Form</p> <p>Removed asking for address</p> <p>Added indication of level of fitness for volunteers</p> <p>Inserted reference to Police Vet Policy</p> <p>Inserted reference to staff code of conduct</p> <p>Inserted reference to Privacy Policy</p> <p>APPENDIX ONE - Updated 'Mountains to Sea Conservation Trust – Annual safety review with 2021/22 objectives</p> <p>APPENDIX TWO - added section about SMPs</p> <p>Added recommendation for First Aid Requirements (Unit standards 6400)</p>
2020	<p>Section 1.1 - Added requirement for regional coordinators to have training around child protection</p> <p>Section 1.1 - Updated field technicians job description</p> <p>Section 1.1 - Added WBC volunteer/intern role description to SOPs including trial of police vetting</p> <p>Section 1.2 - Included mandatory H&S quiz as a requirement for endorsed coordinators</p>

	<p>Section 3.13 - Updated Littatrap equipment checklist</p> <p>Section 3.14 - Updated Ratio policy</p> <p>Section 3.6 - Updated Dangerous animals policy</p> <p>Section 4.12 - Added new hazards to RAFs: Dangerous animals</p> <p>Section 4.12 - Updated wording of training around power tools in RAFs</p> <p>Section 4.12 - Added new hazards to Whitebait Run Game</p> <p>Section 4.1, 4.3 and 4.19 - Updated Kim's address on Organisation Agreement and H&S</p> <p>Declaration Form and complaints form</p> <p>APPENDIX ONE - Updated 'Mountains to Sea Conservation Trust – Annual safety review – September 2019' with most recent objectives (2020) -</p> <p>APPENDIX TWO - Updated annual safety objective</p> <p>Added macrons to Te Reo/Māori words</p> <p>Updated Links to websites</p>
2019	<p>June</p> <p>Page 127 – Addition of MTSCCT Volunteer Registration template for regional provider adoption.</p> <p>Page 21 - Added peanut butter in chew cards and magnifying glasses left lying in the sun and chemical powder in SHMAK to hazard register.</p> <p>August</p> <p>Page 81 – Updated Field Intentions Form (regarding location sharing)</p> <p>Page 84 – Inserted revised RAF template</p> <p>October 2019</p> <p>Whole document – Updated headings and table of contents</p> <p>Changed font to Signika</p> <p>Updated Kim's address on Organisation Agreement</p> <p>Added GMT tripping hazard to RAF</p> <p>Updated Risk assessment matrix on PSAF to include level 7 risks (ie. Extreme conditions, difficult adults and early childhood) as well as add year levels correlating to ages.</p> <p>Added role descriptions to 1.1 Role Descriptions for WBC Coordinators: Co-Director, Deputy National Coordinator, Field Technician, Assistant Coordinator, Specialist Contractor.</p> <p>Updated Section 1.2 'WBC Coordinator Endorsement Criteria and Training Checklist' in relation to: Require online training, national coordinator endorsement certificate, check fitness ability, minimum drivers license for driving and driving passengers, experience and qualifications.</p> <p>Updated gear list in 1.4 'Expectations of a WBC Coordinator'</p> <p>Add GMT string line to hazard register</p> <p>Added wording around Overlapping duties of care in Section 3.13 'Overlapping Duties – Collaboration and Health & Safety Responsibilities'</p> <p>Updated references to WBC SOP year in Section 4.1 'Organisation Agreement'</p>

	<p>Updated Section 4.2 'WBC Training Induction Checklist Form'</p> <p>Updated Kim's address on Section 4.3 'Health & Safety Declaration Form'</p> <p>Updated Section 4.4 'WBC SOP – Peer Appraisal'</p> <p>Updated Section 4.9 'Whitebait Connection Teacher Evaluation – post programme'</p> <p>Added Section 4.17 'Pre WBC field activity operation risk assessment form – for fieldwork and events'</p> <p>Updated Kim's address on complaints form</p> <p>Updated Appendix One 'Mountains to Sea Conservation Trust – Annual safety review – September 2019' to most recent objectives.</p> <p>Added Ecosourcing Policy (Section 3.15, page 48)</p>
2018	<p>Page 22 – Added 'Waders' and 'Walking Pole' to Hazards Register</p> <p>Page 37 – Inserted Wader Policy (Section 3.9)</p> <p>Page 39 – Inserted Site Recce and Working Alone in the Field Policy (Section 3.10)</p> <p>Page 41 – Inserted Litta Trap Health & Safety Policy (Section 3.11)</p> <p>Page 56 – Updated Peer Appraisal Form (Section 4.4)</p> <p>Page 77 – Inserted Field Intentions Form (Section 4.11)</p> <p>Page 81 – Replaced all RAMS with one RAFS table</p> <p>Page 92 – Inserted emergency procedure for falling into deep water</p> <p>Page 2 – WBC National Coordinator (Kim's) landline contact phone number updated</p> <p>Page 4 and throughout – change reference to SMS (Safety Management System) to SMP (Safety Management Plan)</p> <p>Appendix One - Replace Appendix One 2016 Annual Safety Review with 2017 review.</p> <p>Updated school agreement</p> <p>Updated students evaluation form to ask if they felt safe on field trips.</p> <p>Updated pre-site assessment form (group numbers and reference to RAMS to RAF)</p> <p>Update organisation agreement – term to 36 months and address for service</p>
2017	<p>Page 69: Stream Study RAMS template – edited and added some risks and notes on management.</p> <p>Updated all Health & Safety documentation on WBC website and WBC Google Drive.</p>
2016	<p>Page 84-89 - SOP - Overlapping Duties – when collaborating on events. MOU example (For ongoing collaborative partnerships) and a collaborative event plan example (when WBC is leading the event)</p> <p>Page 90-91 - Community Event Evaluation Form/Template</p> <p>Page 92 - Complaints Form</p> <p>Animal ethical considerations and our kaupapa Policy</p> <p>Cancellation Policy</p> <p>Uncontrolled Dog policy</p>

	<p>Dangerous People Policy</p> <p>Gazebo Policy</p> <p>Drain Stencilling RAMS</p> <p>Added “Purpose of this document” section to WBC SOP.</p> <p>Page 4-6 – Updated Role Descriptions and added new images</p> <p>Page 10 – updated tangata whenua communication policy</p> <p>Page 16 – School Agreement – updated reference to new H&S legislation</p> <p>Page 21 – Organisation Agreement – updated reference to new H&S legislation</p> <p>Page 42 – Took out reference to isolation of risks as no longer relevant in new legislation.</p> <p>Page 47-48 – Took out risk isolation column in table.</p> <p>Page 64 - Took out risk isolation column in table.</p> <p>Page 97 – Added in WBC Hazard register</p> <p>Page 72-74 – Update pre-site assessment form – added table for headcount details and ‘anxiety issues’ to example list of things to ask teacher about. Added more detail to post event notes page.</p> <p>Page 80 – Updated reference to new H&S legislation on WBC H&S declaration.</p> <p>Page 83 – took out reference to Supervisor form on peer review form.</p>
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