

Mountains to Sea Conservation Trust

Annual safety review –September 2021

Much of the Trust's credibility is based on outstanding safety standards. Its aim is to maintain this exceptionally high safety record and to continually improve safety management and procedures.

The culture of our organisation remains strong and committed to the health and safety of our participants. It was great to meet face to face this year at our annual wananga in Coromandel. We continue to use online regional catch ups and H & S discussion in response to the continued Covid 19 hazard.



Annual Safety objectives 2020-2021

Last years objectives

2020-21 Safety Objectives

1. **100% uptake and completion of quiz for acknowledging and understanding of H&S (SOP/SMP) changes.**

This is working well and we have had increased uptake - 100% have completed! the completion of the annual quiz will be recorded on the personnel file to keep up with endorsement status.

2. **Increase active participation in COVID-19 safety plan through bi-monthly regional catch-ups**

Yes we have had a great response to on-line catch ups. Our COVID safety plan is a dynamic plan that is circulated to our team during alert level changes.

3. **Increase opportunities to resource and upskill teams in area of child protection**

Yes this was achieved. Our co-directors and some coordinators attended child protection courses. We learned that there is currently no legal requirement to police vet MTSCT volunteers. However, there will be additional requirements for new coordinators as they need to be safety checked and re-checked every few years

4. **Increase recording of management of medical conditions on snorkel days**

This was discussed at our national coordinator meeting 2021.

Health and Safety Committee (HSC)

The team was picked as our committee at our national face to face coordinator meeting in Coromandel April 2021. The Health and Safety Committee is appointed annually and meets via zoom.

Appointed H&S representatives for 2021/2022:

- Samara Nicholas (EMR)
- Laura Torre (WBC)
- Freya McCall (EMR)
- Nick Hempston (WBC)
- Liz Gibson(EMR/WBC)
- Jorge Jimenez (EMR)
- Ray Downing (EMR)
- Teschna Christie(EMR)

H&S representatives contributed to the review of the Drugs and Alcohol policy and Emergency preparedness. With regards to tsunami, coordinators are advised to download the GEONET app for mobiles and MUST follow all advisories on the Civil Defence website <https://www.civildefence.govt.nz/>. Coordinators leading in water snorkelling must have a heightened awareness following a tsunami warning with regards to water movement.

Regional coordinators

Regional coordinators run the EMR and WBC programmes in other areas (including tasks of programme coordinators). These regional coordinators would be the main contact for the region, are the safety representatives and are administered under the regional provider organisation. Regional coordinators have the responsibility of reporting and evaluating to national programme coordinators. This includes incident reporting and ensuring that regional internal H&S meetings take place. They must ensure the completion site safety checklists and safety/event plans and internal meetings as required for their area. From November 2020 onwards regional coordinators will also be the regions child protection officers.

Region	EMR	WBC
Northland	Samara Nicholas	Isabel Krauss
Auckland	Sophie Journee	Laura Torre
Coromandel	Amber Boyd	Amber Boyd
Gisborne	Amy-Rose Hardy	Amy-Rose Hardy
Otago/Rakiura – satellite*		N/A
Wellington	Jorge Jimenez	Liz Gibson
Taranaki	Elvisa Van der leden	N/A
Nelson/Tasman	Freya McCall	Freya McCall
Canterbury	N/A	Kirsty Brennan

**EMR defines satellite regions as areas where we deliver events under the direct supervision of an endorsed coordinator in collaboration with a regional organisation, in absence of a provider organisation being established.*

National coordinator meeting attendees

Northland

Kim Jones (WBC), Isabel Krauss (WBC/EMR), Nina Pivac(WBC), Ray Downing (WBC/EMR), Samara Nicholas (EMR), Nic Naysmith (WBC) , Croatia Rudolph (EMR Taitamariki), Birta Kortner (WBC)

Auckland

Ella Walmsley(WBC/EMR), Kimberly D'Souza(WBC)), Sophie Journee (WBC/EMR), Koha Kahui-McConnell (EMR), Laura Torre (WBC), Briar Broad (WBC), Brendan Doogan (WBC), Teschna Christie (EMR)

Coromandel

Amber Boyd (WBC/EMR),

Wellington

Liz Gibson (WBC/EMR), Jorge Jimenez-Senen(WBC/EMR), Roni Mohan(WBC/EMR), Joe Warmington(WBC/EMR), Zoe Studd(WBC/EMR), Kara Kenny (WBC)

Gisborne

Amy Hardy ((WBC/EMR), Hana Hardy (EMR trainee) , Joe Palmer (EMR)

Tasman/Nelson

Freya McCall(WBC/EMR), , Mel McClogan (WBC), Christina, Mel, Thalassa (EMR Trainee)

Canterbury

Nick Hempston (WBC)

Mountains to Sea Wananga 2021

New team members and coordinators from the regions attended the April 2021 wananga and team training. It was so good to be able to catch up with the team over 5 days!

Below are long time coordinators Joe Palmer (Gisborne) and Zoe Studd (Wellington) with a group of participants. EMR cadet Koha Kahui-McConnell briefs a group and Sacha Williamson gives training to our coordinator team. We practise inwater rescue and listened to briefings from new coordinator Thalassa Kawachi (bottom left) and trainee coordinator Hana Hardy (bottom right).



In 2021 we updated EMR staff competency requirements to include either SSI Snorkel Instructor Course or NZQA 28391 & 28436 (formally 8296 and 4383) or existing divemaster/scuba instructor or PADI Free Diver (Externally delivered with EMR in water management training)

Snorkel day participant feedback

Highly recommended, Les {snorkel guide} was awesome - patient and felt really safe with our kids in his hands. Thanks

The kids learnt a lot today - they haven't snorkelled before so all new for them.

Fun time snorkelling with others. Well organised day with knowledgeable guides.

The guides were so calm and kind to my nervous children. I learnt extra safety tips for me as a parent when I take the kids out.



Teacher feedback

"Students and teachers were fully engaged and are now keen to take action to protect marine environment. Really great snorkelling equipment and leadership during the snorkelling expeditions. loved seeing them [students] gain so much knowledge and confidence snorkelling in the sea." – Teacher from Newtown Primary School (Wellington)

"This is my second time with EMR. It was amazing the first time and outstanding the second. I enjoyed that there were multiple instructors and groups involved the second time round. The time table was full but all complimented each other. Thank you for all your hard work and effort." - Teacher from Orakei School (Auckland)

"Brilliant programme that increased the awareness of marine conservation in my students" - Teacher from Makauri School (Tairāwhiti Gisborne)

New annual safety objectives for 2021 - 2022 include:

Objective	We will show we have met this objective by:
Objective 1: Better communication and storage of our policies	Clean google drives and ensure all are in the appropriate place on websites
Objective 2: Increased awareness of water quality and further develop guidelines around E.coli	Guidelines developed
Objective 3: 100% uptake in quiz - integrate questions about policies we have	Quiz completed by all coordinators
Objective 4: Increase communication and staff awareness about privacy, how we collect information, constant improvement	Include in team quiz

A review of our SMS and EMR SOP manual was undertaken (a list of changes are attached as an appendix).

Emergency preparedness, SOP practise, health and safety feedback and communication was achieved at our annual Mountains to Sea coordinator meeting, which was face to face at our wananga this year.

Volunteer training

We have continued to increase training opportunities for our volunteer teams, especially in Auckland where we have the highest number of events and volunteers. The volunteer rating system of Senior, Assistant, Trainee, Land based has worked well for our Auckland team. In Northland we have introduced rangatahi/taitemariki/youth training events. Because we are working on online signing of volunteer forms, we continue to ask our volunteers to re-sign the terms on the actual day of the event to reinforce volunteer roles for community guided snorkel days.

Age limits for volunteers. We have also introduced a permission form for under 18 snorkel guides that have achieved the senior rating level. We don't want to disempower our volunteers, especially those at the upper and lower age limits

- Anyone under 18 needs parental consent to accept the responsibilities in the water, especially if something goes wrong
- Under 18 volunteers can be used as assistant of trainee guides but cannot be a senior guide until completed a certain level of training
- Under 16 guides can be used as a 1:1 ratio
- **New policy:** For senior guide – increase medical screening (75+) and parental consent (U18) – if you find something of concern then maybe need to check with a doctor



Incident Reports

Incident reports have been reviewed and the register updated.

- Seasickness of a coordinator - paddling safety kayak and getting sea sick (vomiting is rated higher than 1-2 as it can leave you unable to help others) – need to be able to delegate tasks to someone else and focus on own wellbeing
- Tsunami evacuation – lesson learnt is for everyone to know where the tsunami safe zones are and they are not necessarily the general evacuation points that we use
- Planting day – child injured wrist in long kikuyu grass - lesson learnt is to pay attention to complaints even when teachers say the student is a 'diva' or overexaggerates
- Injury in the vicinity of your event – 82 year old man (bypasser) on an e-bike crashed and passed out, skinned every limb, ended up in hospital – lesson learnt – having awareness of things that are happening outside your group as well and potentially needing to assist and that sometimes students are really onto it helping in these scenarios also re-enforces why we need first aid unit standard of 6400 – managing first aid in emergency situations where the range is more than one patient and at least one medical emergency and two significant traumas.

As a result of incident reporting we have some new hazards to add to our register

- Covid plan, hand sanitiser as a risk (static electricity)
- Set net in the snorkel area (specifically for Wellington where there is a ban) – call MPI and they will give instruction on what to do next
- Add – dog and human poo into hazardous substances category and potentially carry dog poo bags with you (usually you will have something in equipment that may be able to help with removal)

No trends were identified during our investigations

Technical advice

We have received technical advice via external sources such as Kent Erickson. Last years resulted in phasing in requirement for all 3 unit standards in first aid space be included in first aid training including:

- 6402 – CPR etc
- 6401 – one patient with isolated injury or medical condition
- 6400 – managing first aid in emergency situations where the range is more than one patient and at least one medical emergency and two significant traumas. Hypothermia, hyperthermia and anaphylaxis are also in the 6400 range, not 6401. This is important as it reduces the possibility of any inconsistency in procedures and knowledge across our organisation.

In October 2021, we are making some training videos to support training in managing hypo/hyperthermia and anaphylaxis. We have also created a training page of useful videos for the EMR team.

Education Outdoors New Zealand (EOTC) was sought for advice for delivery in COVID Level 2. Here is a very useful youtube clip of the meeting Samara attended <https://www.youtube.com/watch?v=fe-WZ8f2818&t=1355s> If we need further advice on this matter we can contact eotcsupport@eonz.org.nz

Review of Dive Flag Use

Definitions

Flag A of the International Code of Signals (the divers' flag), a burgee (swallow-tailed) flag coloured in white and blue, or a rigid replica, with white to the mast. A flag exhibited on a vessel must be not less than 600mm by 600mm.

For divers not swimming from a vessel, or more than 200 metres from a vessel, a dive Flag A on a float must be used. The Flag A must be exhibited on a float which must be red, yellow or orange coloured minimum size 10 litres; this equipment must be fitted with a divers Flag A of at least 200mm x 200mm and be self-righting.

Northland Regional Council Navigation Safety Bylaw 2017 - Dive Operations state:

3.18.1 The master of every vessel from which dive operations are in progress must ensure that Flag A is displayed on the vessel in such a manner that it can be clearly identified by the operator of another vessel at a distance exceeding 200 metres, and ensure that the vessel remains within 200 metres of the divers.

3.18.2 Every person diving from a vessel must ensure that Flag A is displayed on the vessel in such a manner that it can be clearly identified by the operator of another vessel at a distance of 200 metres.

3.18.3 Every person diving must ensure that they remain within a 200-metre horizontal radius of the Flag A being exhibited, unless they additionally are attached to a dive Flag A on a float as defined in section one.

3.18.4 Every person who dives unaccompanied by a vessel or dives from the shore, such as when snorkelling, freediving or spearfishing, where there exists a likelihood of passing vessel traffic, must ensure that the Flag A is displayed on a buoy in the water within close proximity to the diver in such a manner that it can be clearly identified by the person in charge of another vessel at a distance exceeding 200 metres.

For the purpose of EMR in Northland, all our lead coordinators must exhibit with a float which must be red, yellow or orange coloured minimum size 10 litres; this equipment must be fitted with a divers Flag A of at least 200mm x 200mm and be self-righting. To tow a flag larger than 200mm x 200mm is often impractical. The 200mm x 200mm Flag A also serves the purpose of something for a snorkel group to follow, which is useful at many snorkel sites, it also doubles as a float to assist snorkellers. At sites with high boat traffic the larger 600mm by 600mm should be displayed on the beach or anchored

Legislation

Changes to the adventure activities regulatory framework. Consultation is now open on proposed changes to the adventure activities regulatory. Submissions close on the 5th November 2021 <https://www.mbie.govt.nz/have-your-say/adventure-activities/>

Industry Involvement

We have sought wider industry involvement by attending meetings such as the Northland Aquatic Breakfast Forum 2021 which was organised by Sport Northland and involved industry leaders and representatives from various organisations involved in aquatic sports and water safety.

The forum is designed to provide a platform for networking and facilitate discussions between participants. The discussions in this year's forum focused on previous achievements, future vision for the Northland Aquatic Sector (main themes and key priorities) and whether the creation of an online hub could provide an opportunity for engaging with more community members across Northland. Key topics were improving water safety for all Northlanders, preventing drownings region wide and how the forum could improve networking for individuals, groups and communities in these areas. As part of the forum, EMR actively engaged with other industry leaders on water safety issues and ideas moving forward.

Safety improvement plan

Funding for monitoring and evaluating safety performance via internal audits has been maintained and we have had an increase of online zoom meetings for regional evaluation and catch ups.

This year we engaged Sacha Williamson from Freedive Aotearoa Free to deliver PADI Free Dive course to new team members and additional training for in-water emergency situations and professional development for established coordinators. This year due to having 2 new perspective coordinators we offered EMR inhouse in water management training and SOP training along with the external PADI Freedive course.

Continue to implement grading system for snorkel participants
Continue to Implement H & S updates and amendments communication using online google quiz - now compulsory for coordinator endorsement status
List useful training videos Produce training videos for treatment for injuries caused by hazardous marine life, anaphylaxis and hypothermia, managing groups in an emergency, pocket mask use
Continue to Increase training opportunities for our volunteers and include rangatahi/taitamariki/youth
Continue to use volunteer rating system for EMR snorkel guides

Implement EMR SOP training at wananga - continue to investigate moving back to unit standards for snorkelling 28391 Snorkel dive in open water and 28436 instruct and assess client snorkel dives in open water. No unit standard requirement for those with existing Dive master or scuba instructor qualification. Continue to investigate most sustainable snorkel training qualification option for EMR
Review organisation document security and privacy matters by 2022
Reduce size of SMP document by 2023 (roles and trustee information to be a separate document)
Promote the use of personal health-screenings to regularly monitor physical and mental health and wellbeing. Even when not in covid alert levels. Wellington team is planning on creating an 'inflight safety video style" video for snorkel days

TOP management approval

This report has been circulated to top management and will be tabled at our Annual General Meeting on September 23rd 2021 for final approval.

Appendix 1

Summary of Amendments to SMS (but not limited to)

Safety Management Plan (SMP) Version 10 - September 2021

- Trustee information update – page 14
- Annual safety objectives page 29
- Updated staff competency requirements - EMR snorkel instructor requirements – page 40
- Continued improvement – page 80
- Contract for services template – appendix 4
- Inclusion of latest COVID 19 Safety plan appendix 10
- Updated RAMS appendix 12 - added some new hazards – Appendix 12
- Drugs and alcohol policy reviewed – page 47
- Emergency preparedness reviewed – page 66

Experiencing Marine Reserves (EMR) snorkelling activity Standard Operating Procedures (SOP) Manual, September 2021 (amendments summary page to be added September 2020 to current SOP printed manuals as so few changes)

Amendments:

1. New hazards added to EMR RAMS Assessment Form Part 2 – Appendix 12
2. Updated staff competencies
3. Updated Tsunami and Earthquake in Section 3: Emergency Preparedness
4. Updated School Agreement – Appendix 7
5. New Appendix 13 – Senior Snorkel Guide Day Permission for under 18
6. Updated Volunteer Form – Appendix 5

1. New hazards added to EMR RAMS Risk Assessment Form Part 2

Hand sanitiser causing static electricity burns	Injury	L	e) allow hand sanitiser to fully absorb into skin before continuing work	L	Cover when in use	Comply with EMR instructors
Set net in snorkel area (specifically for Wellington where there is a ban)	Entanglement	M	m) call MPI and they will give instruction on what to do next	L	Have phone and MPI number on site	Comply with EMR instructions in water
Hazardous substances – dog or human poo	Incident	L	e) carry dog poo bags if in an area known to have a lot of dogs	L	Site checked and monitored	Comply with EMR instructors

2. Updated staff competencies

EMR snorkel instructor requirements (SSI Snorkel Instructor Course or NZQA 28391 & 28436 (formally 8296 and 4383) or existing divemaster/scuba instructor or PADI Free Diver (with EMR in water management training)

3. Updated Tsunami and Earthquake in Section 3: Emergency Preparedness Tsunami

Advance warning of a tsunami in New Zealand is highly likely, and timely evacuation from coastal sites is therefore very possible. Coordinators are advised to download the GEONET app for mobiles and MUST follow all advisories on the Civil defence website <https://www.civildefence.govt.nz/> . Coordinators leading in water snorkelling must have a heightened awareness following a tsunami warning with regards to water movement.

Emergency Mobile Alert

Emergency Mobile Alerts are messages about emergencies sent by authorised emergency agencies to capable mobile phones. The alerts are designed to keep people safe and are broadcast to all capable phones from targeted cell towers.

[Find out more about Emergency Mobile Alert](#)

If it's long and strong get gone!

However, if coordinators/consultants, volunteers and/or participants find themselves in the path of a tsunami:

- Blow whistle 3 times, immediately evacuate snorkellers to evacuation meeting point. Confirm tsunami warning
- Go immediately to higher ground and stay there until the water recedes;
- Advise emergency services of your situation and location whenever this is practicable.

Earthquake

Coordinators are advised to download the GEONET app for mobiles and MUST follow all advisories on the Civil defence website. Coordinators leading in water snorkelling must have a heightened awareness following a tsunami warning with regards to water movement.

Emergency Mobile Alert

Emergency Mobile Alerts are messages about emergencies sent by authorised emergency agencies to capable mobile phones. The alerts are designed to keep people safe and are broadcast to all capable phones from targeted cell towers.

[Find out more about Emergency Mobile Alert](#)

If coordinators/consultants, volunteers and/or participants are in the field during an earthquake:

- Blow whistle 3 times, immediately evacuate snorkellers to evacuation meeting point. Confirm tsunami warning and find out how long you will have in each area.
- If outdoors, find a safe, stable place away from trees etc. which may fall readily;
- If very close, get indoors immediately to a stable/strong place;
- Wait until the shaking stops;
- Advise emergency services of your situation and location if you need assistance.

If it's long and strong get gone!

4. Updated School Agreement – Appendix 7

Following text:

o Acknowledgement of the risk associated with snorkelling and agreement to read and review snorkelling risk assessment forms (RAMS) and seek appropriate school approval.

CHANGED TO:

o We acknowledge the risks associated with snorkelling. We fully understand and have read and AGREE with the potential risks and risk reduction strategies identified in the EMR Snorkelling Quick reference RAMS and Site Specific RAMS - Risk register and hazard ID EOTC Risk Assessment form Part 1 and Part 2 provided by EMR for the snorkelling activity.

WBC SOP's (not subject to Adventure Activity Audit)

Section 1.2 Role Descriptions - inserted staff definition

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.

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.

Removed 3.15 He Kākano Ecosourcing policy from SOPs and moved to Regional Policies folders on Google Drive

Section 3.3 WBC Gear Sanitisation and Biosecurity Policy - added Kauri Dieback

Section 4.2 WBC Training Induction Checklist Form - added Staff Code Of Conduct to Checklist

Removed section 4.6 Reporting format for individual projects and merged with 4.7 Reporting format for regional WBC projects.

Section 4.10 WBC Site Specific Risk Assessment Form (RAF) and Emergency Procedures (Risk Register and Hazard ID)

Added tsunami evacuation point in site specific RAFs

Added tsunami to hazard list

Add fungicide to RAFs:

Added Kauri Dieback to RAFs

Added Dog poo to RAFs

Added Hand sanitiser to hazard list and RAFs (as a hazard)

Updated Deep Water Emergency Procedure

Updated definition for Streamside observer (made sure it's consistent throughout document)

Added requirement to wear closed-toe shoes when handling spades (planting days) and stream investigations (unless in pristine stream)

Removed reference to adult supervisor forms and sanitisation policy

Section 4.14 Pre WBC field activity operation risk assessment form – for schools

Added QR code and contact tracing requirements

Added requirements for daily health screen under level 2

Added reference to water quality guidelines

Added additional first aid and rescue training question

Changed wording on risk matrix scoring for more clarity

Added anaphylaxis in medical section

Section 4.15 Pre WBC field activity operation risk assessment form – for fieldwork and events

Added QR code and contact tracing requirements

Added requirements for daily health screen under level 2

Added reference to water quality guidelines

Added additional first aid and rescue training question

Changed wording on risk matrix scoring for more clarity

Added anaphylaxis in medical section

Section 4.18 Collaborative Event Plan example - replaced Kai Iwi Lakes Open Day event plan with resources from Google Drive

Section 4.20 Community Engagement Event Evaluation Board - removed Figures 9 and 10

Section 4.21 Volunteer Form
 Removed asking for address
 Added indication of level of fitness for volunteers
 Inserted reference to Police Vet Policy
 Inserted reference to staff code of conduct
 Inserted reference to Privacy Policy

APPENDIX ONE - Updated 'Mountains to Sea Conservation Trust – Annual safety review with 2021/22 objectives

APPENDIX TWO - added section about SMPs

Appendix 2

Checklist of evidence (audit 2021)

Samples of completed H & S forms	All regions - attach sample
Sample of induction evidence	New coordinator Thalassa Kawachi
Internal annual audit - Pair appraisal	wananga training – H & S annual review
Coordinator meetings	See H & S committee and National coordinator meeting
External technical advice	See contributions from Kent Erickson for 2021
Overlapping duties of care	Attach evidence sample
Top management approval	See MTSCT AGM 2021 meeting minutes
Communication	See email comms to the teams (EMR/WBC) COVID 19 policy
Emergency practise and discussion	See regional internal H & S meetings sample - wananga 2021
Incident record	See record of incidents and recent incident investigations
National provider agreements	See sample
Contract for Service	See sample school/provider agreement