

National Wilding Conifer Control Programme

HEALTH, SAFETY AND GOOD PRACTICE CHARTER

December 2019



**PREVENT
THE SPREAD**
National Wilding Conifer Control Programme

Health, safety and good practice charter

We're committed to the health and safety of our people.

Purpose

The purpose of this charter is to ensure we have a consistent approach to health, safety and good practice for all parties involved with the National Wilding Conifer Control Programme.

This charter recognises the high-risk nature of the programme. It complements health and safety legislation.

Our aim is that every worker goes home safe and healthy every day and the outcomes of the New Zealand Wilding Conifer Management Strategy are achieved.

By committing to this charter, we will keep ourselves and others safe, and fulfil our duties under the Health and Safety at Work Act 2015.

This document can also be used as a guide for voluntary organisations involved in wilding conifer control.

Who this charter is for

Parties to the charter include:

- the Ministry for Primary Industries (MPI),
- the Department of Conservation (DOC),
- Land Information New Zealand (LINZ),
- the New Zealand Defence Force (NZDF),
- regional councils,
- district councils,
- researchers,
- the New Zealand Forest Owners Association,
- Federated Farmers of New Zealand,
- Trusts and community groups, and
- all consultants, contractors and sub-contractors.

Note: This Charter will be reviewed at least annually.

Our commitments

Protecting everyone involved in the National Wilding Conifer Control Programme is something we do every day.

By adopting good practice and the commitments below we will continuously improve the health and safety of our people, environment and industry.

Leadership in governance

As leaders we will demonstrate a visible and practical commitment to health and safety.

The programme's Governance Group will commit to this charter and champion it. We will ensure health and safety is a key focus at all Governance Group meetings.

Working together

The National Wilding Conifer Control Programme will:

- treat others with respect,
- act in good faith, and
- respect the equality of all member organisations, their representatives and systems.

Health and wellbeing

We all protect our own and other workers' mental health, physical health and physical safety with equal diligence.

We will:

- manage the cumulative effects of stress, long hours or intensive field operations,
- manage the risks related to having people working in remote locations,
- provide education, information and any other materials about conifer control health risks to workers,
- provide education and follow procedures for injury management and prevention (including assigning roles and responsibilities),
- identify workplace health risks and hazards, such as exposure to harmful substances, working around moving vehicles and equipment, driving, or using aircraft during operations,
- monitor all potential risks and hazards,
- record and manage any accidents or incidents resulting in long-term harm with regular medical follow-up, and
- record and investigate all near-miss reports and share investigation findings.

Developing our competencies

All our workers will receive health and safety training and be inducted onto their worksite prior to starting work.

They will receive ongoing health and safety training, and we will supervise them until they are fully competent and compliant.

We will follow best practice, including:

- [the Approved Code of Practice \(ACOP\) for Safety and Health in Forestry Operations,](#)
- [Ministry of Business, Innovation and Employment's First Aid for Workplaces – A Good Practice Guide,](#)
- [Hazardous Substances and New Organisms Act 1996 \(HSNO Act\),](#)
- [the Health and Safety at Work Act 2015](#)
- [New Zealand Civil Aviation Rules,](#)
- [the Safety and Health in Arboriculture ACOP,](#)
- [Growsafe's Standard Manual,](#)
- [Safe Manual Tree Felling Best Practice Guidelines 2014,](#)
- [Working Safely with Chemicals and Fuels on Farms Good Practice Guidelines 2014,](#)
- [New Zealand Forest Owners Association Forest Practice Guides.](#)

We will also follow any guidelines provided by relevant organisations, such as information on vehicle driving standards, and operational field health and safety.

To achieve this commitment, all contractors will ensure workers can perform their tasks safely. They will:

- maintain a training record for workers, and make this available on request,
- have procedures for assessing and reassessing the competency of workers and ensure they remain qualified or licensed, and competent, and
- have an induction process for workers and visitors and record all workers and visitors to the site.

Operational safety

We implement and monitor operation-specific Health and Safety Management Plans as specified in our contractual agreements. We give workers access to specific safety information for each operation

Continuous improvement

We actively maintain our safety management systems, and we embrace opportunities to learn and improve.

We do this by:

- staying up-to-date with technological advances that will improve health, safety and good practice,
- having worker-friendly systems in place for reporting all events, near-misses and hazards, and
- sharing outcomes from site audits and reports in a timely manner in order to improve our systems.

Operational communication

We commit to making our people aware of hazards and risks so they can look after themselves and keep others safe.

All workers will have at least two ways to send information or call for help whenever or wherever they are working.

All workers and visitors will communicate with those in charge of a site where they will be working to arrange to be inducted into the work site.

This includes:

- agreeing a time and place to meet with landowners or managers,
- asking for information on site-specific hazards, controls or site rules, and
- providing relevant safety plans and information for all hazards being introduced to the site.

Anyone undertaking conifer control work is responsible for the work including the immediate area where their work is done, regardless of who owns the site. This is based on the principle that anyone creating a risk, must own that risk.

Anyone from the National Wilding Conifer Control Programme who visits contractor operations must follow all reasonable instructions in accordance with their documented Health and Safety Management Plan.

No tolerance for impairment

We will not let people's safety be compromised by anyone fatigued or under the influence of alcohol or other drugs.

We will implement a drug and alcohol policy that includes:

- a commitment to work with employees, their representatives and contractors to promote a work environment free from drugs and alcohol,
- a process for pre-employment, post-incident, random and 'reasonable cause' drug and alcohol testing through a reputable company, and
- removing anyone from the worksite who is deemed 'unfit for work' or is thought to be under the influence of alcohol or other drugs.

Prevent fatigue-related incidents by:

- discussing fatigue as a potential hazard with all parties,
- identifying risks (for example, long hours, intensive operations, stress) that cause fatigue, and
- ensuring fatigued people don't drive or undertake other dangerous activities.

Health and safety roles and responsibilities

Organisations that enter into a contracting chain share overlapping health and safety duties which are documented in a Health and Safety Management Plan.

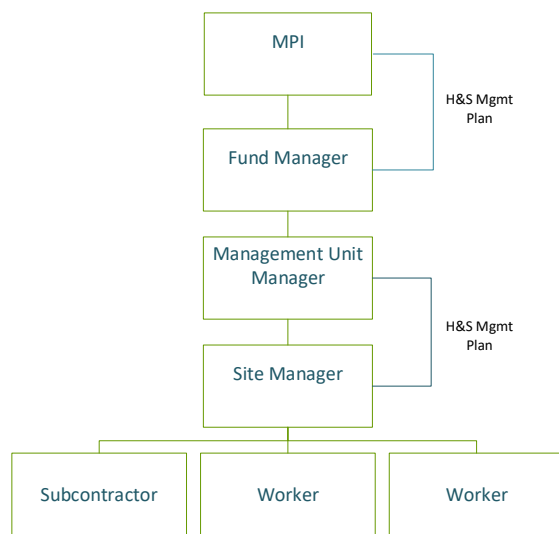


Figure 1: The National Wilding Conifer Control Programme contracting chain

The Wilding Conifer Control Programme contracting chain usually includes MPI, Fund Managers, Management Unit Managers, Site Managers, and workers (see Figure 1, above).

All parties have a duty to consult, cooperate, and coordinate activities.

They must agree on Health & Safety roles, responsibilities, expectations, and processes. These are documented in a Health and Safety Management Plan.

A Health and Safety Management Plan will be agreed between MPI and each Fund Manager.

It will define the Health & Safety roles and responsibilities of MPI, the Fund Manager, the management unit Manager and how they will work together to mitigate the risks and hazard related to the management of that fund. This will include how they will ensure agreed expectations and processes are being followed.

A Health & Safety Management Plan will also exist for each operation and be agreed between the Management Unit Manager and Site Manager.

It will detail the Health and Safety roles and responsibilities of the Management Unit Manager, Site Manager and subcontractors/workers. It will contain the site specific details, including the control methods that will be used, how the corresponding risks and hazards will be mitigated, and the near-miss and incident reporting processes.