

Mountains to Sea Conservation Trust – Annual safety review – September 2019

Annual Safety objectives 2018 - 2019

Last years objectives

Objective 1: Trial Google Quiz for acknowledging/understanding of H&S (SMP/SOP) changes - this has gone really well for EMR, although we still need to follow up a few people!

Objective 2: Implement H&S Regional meetings This has been great but need to make sure completed minutes go in right place in the drive

Objective 3: Continue to increase feedback regarding participant safety. This is collected via community days, social media and school evaluations

Objective 4: Trial volunteer rating system and training opportunities for community guided snorkel. This has worked well for EMR, but not yet a requirement for WBC

Health and Safety Committee (HSC).

The team were picked as our committee at our annual wananga and national coordinator meeting. The health and safety committee is appointed annually.

Samara Nicholas

Lorna Doogan

Sophie Journee

Freya McCall

Ella Walmsley

Kim Jones

Sarah Kachwalla

Elvisa Robb

Nina Pivac

Geoff Butturini (Trustee H & S)

Our health and safety committee was together at our wananga and google hangouts conference on the 23rd August 2019. We had a national team meeting at the wananga in April 2019.

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.

| Region | EMR | WBC |
|---------------|------------------------|----------------|
| Northland | Samara Nicholas | Isabel Krauss |
| Auckland | Lorna Doogan | Sophie Tweddle |
| Coromandel | Amber Boyd | Amber |
| Gisborne | Amy-Rose Hardy | Amy-Rose Hardy |
| Otago | Lorna Doogan - interim | N/A |
| Wellington | Sarah Kachwalla | Liz Gibson |
| Taranaki | Elvisa Van der leden | N/A |
| Nelson/Tasman | Jude Heath | Jude Heath |
| Canterbury | N/A | Kirsty |

Safety feedback

From 681 evaluations gathered over 17 events from Northland to Otago when participants were asked if they felt safe - only 3 participants felt unsafe during the snorkel which is less than 0.5%.

The feedback from those participants who said they felt unsafe was 'Highly enjoyable' and 'I loved today because there was no boring speeches and cause I like marine life' and no comment.

| Did you feel safe today? | |
|--------------------------|------------|
| No | 3 |
| Yes | 678 |
| Grand Total | 681 |

New annual safety objectives for 2019 - 2020 include:

| Objective | We will show we have met this objective by: |
|---|---|
| Objective 1: Implement google Quiz for acknowledging /understanding of H&S (SMP/SOP) changes | All coordinators to complete |
| Objective 2: Continue to Implement H&S Regional meetings | All regions to supply their reports with evidence. |
| Objective 3: Implement volunteer rating system for EMR and training opportunities for community guided snorkel day | Regional coordinators to report on training sessions and whether rating system worked. |
| Objective 4: Increase number of volunteer involved in delivery of WBC and health and safety | Establish clear roles for WBC volunteers |

A review of our SMS and EMR SOP manual was undertaken (a list of changes are attached as an appendix). Emergency preparedness, SOP practise and health and safety feedback and communication was achieved at our annual Mountains to Sea wananga (refer to coordinator meeting notes for 2019). We have also implemented the new H & S regional meetings for EMR and emergency practise.

Volunteer training

We have increased training opportunities for our volunteer team, especially in Auckland where we have the highest number of events and volunteers. The volunteer rating system of Senior, Assistant, Trainee, Land based worked well for our Auckland team. We had 27 volunteers attend the most recent training opportunity on Saturday the 7th of September 2019. The training was split into theory and pool based learning at the Glenfield Leisure Centre. Training covered the history of EMR, fish ID, karakia and briefings as well as equipment knowledge. We then were able to test volunteers inwater skills with swim tests with fins, duck diving, leading a group with safety scenarios, cramp removal and tired diver tows.

Feedback from a new volunteer

"You ladies rocked today. I wasn't sure what to expect when you start anything new. But the classroom session was really fun, recently changed jobs into a more people centric role and from where I was standing everyone had a very good day.

Pool sessions were fun too, parts reminded me very much of my Rescue Diver course earlier in the year. So many skills we gain in life are transferable in many ways, Stop, Think, Act.

Bring on the season!! If you do need any other help with events please do let me know, the sea has been good to me now it's time to give back." - Stephen Murphy



Incident Reports

Incident reports have been reviewed and the register updated.

Notifiable event

Term 4 2018 – Koru School. Teacher supervisor. Floating on his back. Couldn't recover himself – was pulled out of the water – choppered out as his oxygen levels couldn't stabilise. The EMR coordinator in charge did

everything right. All paperwork in place and detailed timeline available. Teacher participated in pool session was a diver and had all his own gear. No visible alarm bells. Phone briefing straight away with Samara + Lorna. Notifiable event. School was the main point of contact from Worksafe. Worksafe did not investigate further. In debrief with school suspected likely the teacher had a pre-existing medical condition that was not disclosed.. Shore person had a fear of the water – another teacher had to be called. Check in and out form has been updated to include “In an emergency you may be first on the scene at exit point and this may include assisting someone from the water” Supervisor form now includes asking

| | |
|---|---|
| <p>Are you using your own equipment today and is it fit for purpose?</p> <p><i>Please circle answer on right</i></p> | <p>Yes and I can confirm that I am familiar with this gear and I have/will conduct a buoyancy check (if using a weight belt)</p> <p>No I will use EMR's</p> <p>Some I will use a mixture of both with no weight belt</p> |
|---|---|

and an additional question re medical

Please let us know about any medical conditions that may affect your abilities in the water.

Any conditions or recent surgery that may affect ability to snorkel safely ? e.g. ear damage, slipped disk or knee surgery

Technical advice

We have received technical advice via external sources such as Kate Malcolm (Dive Tutukaka). This resulted in including a grading system

Experiencing Marine Reserves has branched into running “Adventure Snorkel Days”. These events are where we explore offshore islands with the help of an external operator where we snorkel directly off the vessel. As participants are often very confident in the water we needed a new way of categorising participants to suit ability levels. There are also occasions where we may work with advanced snorkelers or the Poor Knights annual competition trip where we have experienced snorkelers.

Categorisation Levels

Whai | Haku | Mako

Whai – Stingray – Standard experience level to novice.

This is our default category. ALL EMR participants come under this category unless grading undertaken and standard EMR SOP and snorkel day procedure apply.

Haku – Kingfish – Experienced snorkellers

Criteria

Experience can be verified by EMR coordinator

To have shown strong confidence in the water

Attended an EMR snorkel day experience or snorkel day before

Both participants and supervisor experienced snorkelers

Policy

- Participants must have their grade noted against their name on the Check In/Out Form in the medical and grade info section
- Participants do not need to take a board

Mako – Shark – Experienced to advanced snorkelers/freedivers

Criteria

Be over the age of 15

Attended an EMR snorkel day experience or snorkel day before

Can provide evidence of experience to EMR coordinator

To have shown strong confidence in the water

Policy

- Participants must have their grade noted against their name on the Check In/Out Form in the medical and grade info
- Participants must check in and out with the designated check in/out person, stay within boundaries and return upon sounding of the boat horn.
- Participants must have a snorkel buddy and if freediving deeper than 3m observing the one up/ one down rule
- Participants do not need to take a board or be directly supervised by a snorkel guide/supervisor

In all cases above a minimum of 1 EMR coordinator/instructor is roving in water with an accessible board and within audible distance from the boat/group.

Industry Involvement

We have sought wider industry involvement by attending meetings such as the Northland Aquatic breakfast forum to discuss H & S and overlapping duties. Legislation has been reviewed.

Safety improvement plan

Funding for monitoring and evaluating safety performance via internal audits has been maintained (support from the Tindall Foundation). Refer to internal audit report. We will continue to develop our online evaluation system.

| |
|--|
| Trial use of the Goodsam app locations of defibrillators at our events |
| Introduce grading for snorkellers |
| Implement H & S updates and amendments communication online google quiz |
| Involve more external experts in training at our annual wananga |
| Implement field intentions form for WBC |
| Increase training opportunities for our volunteers |
| Continue to use volunteer rating system for EMR |
| Implement SSI Snorkel Instructor Course in 2020, as induction for new coordinators |

This report has been circulated to top management and was tabled at our Annual General Meeting on September 26th 2019.

Appendix 1

Summary of Amendments to SMS (but not limited to)

Annual safety objectives

Safety improvement plan

Added complaints policy

Updated roles

Vetting Policy

EMR SOP's

- Updated roles
- EMR Snorkelling SOP – Grading system introduced
- Supervisor form
- Check in and out form – option for grading and added In emergency you may be first on the scene at exit point and this may include assisting someone from the water
- Volunteer form
- School agreement – updated complaints policy
- Community Snorkel day roles – added rating system for volunteers

WBC SOP's

- Addition of MTSCT Volunteer Registration template for regional provider adaption.
- Hazards - Added peanut butter in chew cards and magnifying glasses left lying in the sun and chemical powder in SHMAK to hazard register.
- Updated Field Intentions Form (regarding location sharing)
- Inserted revised RAF template
- GMT tripping hazard to RAF
- 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.
- Added role descriptions to 1.1 Role Descriptions for WBC Coordinators: Co-Director, Deputy National Coordinator, Field Technician, Assistant Coordinator, Specialist Contractor.
- Updated WBC Coordinator Endorsement Criteria and Training Checklist
- Expectations of a WBC Coordinator'
- GMT string line to hazard register
- Added wording around Overlapping duties of care in Section 3.13 'Overlapping Duties – Collaboration and Health and Safety Responsibilities'
- Updated 'WBC Training Induction Checklist Form'
- Updated 'WBC SOP – Peer Appraisal'
- 'Whitebait Connection Teacher Evaluation – post programme'
- Added 'Pre WBC field activity operation risk assessment form – for fieldwork and events'
- Updated Appendix One 'Mountains to Sea Conservation Trust – Annual safety review – September 2019' to most recent objectives.
- Added Ecosourcing Policy (Section 3.15, page 48)