

Health & Safety Plan for Wanderlust Tourism Group

Section A: Health and Safety Policy and Procedure Manual

Section B: Health and Safety Management

Authorised By:	Michael Chew – Managing Director Nathan Clear – Managing Director
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Consultation Undertaken:	Review undertaken to ensure we meet the Health & Safety At Work Act 2016 1. Staff Consultation 2. Management Team Consultation (Michael and Nathan)

Section A Health and Safety Policy and Procedure Manual

Contents

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- **6.0 Other Persons in the Workplace**

1.0 Health and Safety Framework

Overview

WTGL are committed to keeping staff and clients safe by meeting the Health and Safety at Work Act 2015 requirements and other health and safety legislation.

We have a duty to maintain the wellbeing of staff and clients by creating a safe and healthy environment and acting urgently and effectively when required to ensure health and safety. Health and safety is everyone's business, and every employee is expected to always act safely to ensure their own welfare, that of their fellow employees and our clients.

We will ensure the safety of employees and clients by:

- **Wanderlust Tourism Group Limited** having an effective health and safety system, with robust policies and procedures in place to ensure our environment is healthy and safe and complies with all relevant legislation. Health and safety policies and procedures are reviewed annually to ensure they meet legislative requirements and are fit for purpose.
- Management commitment to comply with all relevant health and safety legislation and commitment to continuous improvement in health and safety. Health and Safety is a standing agenda item at meetings. Staff are given the opportunity to participate in ongoing processes for improving health and safety.
- All staff (includes permanent and contract staff members):
 - a. Understanding and following WTGL health and safety policies and procedures. Staff meet annually to read and understand revised policies and procedures.
 - b. Being consulted and informed of the health and safety policies or policy changes.
 - c. Taking individual responsibility for health and safety.
 - d. Discussing health and safety at staff meetings, this is a standing agenda item.
 - e. Following instructions regarding hazard checks and reporting any unsafe conditions immediately.
 - f. Being provided with ongoing health and safety training as required.
 - g. Reporting accidents and incidents immediately.
- One staff member with a valid first aid certificate will be rostered every operational day.
- Ensuring all plant and equipment is safe.
- Actively working to reduce, and where possible, prevent accidents and injuries. This is achieved by:
 - a. Taking all reasonable steps to ensure that facilities, vehicles, and equipment are kept in good repair and maintained regularly.
 - b. Effective Risk and Hazard Management. Ensuring we have an effective method for identifying hazards. Hazards will then be controlled by:
 - i. Eliminating hazards that arise which are likely to cause harm to staff, clients or other people.
 - ii. Minimising the effects of hazards, if they cannot be practicably eliminated.
 - iii. Informing all staff of hazards and the hazard controls.
 - c. Accurate recording, investigating, and reporting injuries and incidents.

The following Health and Safety Policies and Procedures sit under this Framework Policy:

- 2.0 Risk Management and Hazard Identification Policy
- 3.0 Accident and Incident Policy
- 4.0 Safe Driving Policy
- 5.0 Emergency Management Plan
- 6.0 Contractors and Sub-Contractors Policy
- 7.0 Others in the Workplace Policy

Signed: _____
The Director

Dated: _____

ACTION: Ensure all employees read and understand this Health and Safety Policy Manual, and sign and date "Employee's Acknowledgement" form, in the Health and Safety Management Manual.

2.0 Risk Management and Hazard Identification Policy

Introduction

A healthy and safe workplace starts with identifying and understanding what the work-related health and safety risks are; particularly those that have the potential to cause people serious injury or illness. It then involves doing what is reasonable, what is practical and what can be done to eliminate or, where they can't be eliminated, minimise those risks. This is what we refer to as proportionate risk management.

As a professional tourism operator, the primary place of work is in the field driving and guiding our clients throughout the Wellington region, therefore this Policy has a significant focus on this dynamic operational environment.

Our focus and priority is managing the most significant risks. Our work activities are reviewed on an ongoing basis to identify any new risks that need to be managed.

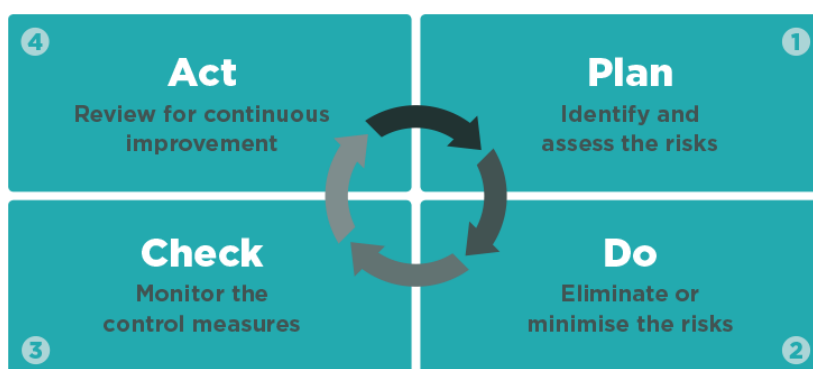
Purpose

The purpose of this policy is to prevent work-related accidents, injuries, and illnesses.

Implementation

Managing work health and safety risks

The following risk management framework describes the four-step process that we use to manage our workplace health and safety risks.



How do we manage workplace risks effectively?

1. Plan: Identify and assess the risks

Guidelines:

- Start by walking around your workplace and identifying what could seriously harm the health or endanger the safety of your workers and others (e.g., visitors, bystanders, or someone else's workers). This harm could be acute (occur immediately) or chronic (occur slowly over a long period of time).
- Think about your workers and clients and whether any of them might be vulnerable (e.g. young people, pregnant women, casual workers, night shift workers, workers with reduced literacy levels).
- Consider whether your workers' general health could reduce their ability to work safely (e.g. reduced mobility, existing illnesses or injury).
- Identify reasonably foreseeable hazards that could result in risks to people's health or safety.
- Look at your work processes and the machinery/equipment used, your workplace itself and your workers' activities.
- To work out which risks to control, think about the consequences of being exposed to the hazards you have identified, and how likely this is to occur (the frequency with which people are exposed to the hazard and the probability that they could be harmed).
- Focus your attention initially on the risks that could cause permanent injury or illness or death to workers or others – even if this is not very likely.
- Engage with your workers when assessing your risks.

2. Do: Eliminate or minimise the risks

Guidelines:

Once you've assessed the workplace risks associated with your business, you need to decide how you will deal with them.

Consider first whether the risk be eliminated (e.g., can you remove the source of the harm?). If the risk can't be eliminated, then it must be minimised using control measures.

To determine the control measures, you should use:

- Think about the current control measures you have in place, and whether they are managing the risk. If not:
 - Find out if there are any legal requirements relevant to the risk, and if there are any standards or guidance materials you could follow. For example, preventing falls from heights.
 - Ask others who do similar work to you how they manage the risk.
 - Seek specialist advice from a competent health and safety professional.
 - Think about how easy and accessible the ways to control the risk are and whether they will work within your business.
 - Think about whether the controls you implement could create other risks.
- The most expensive control option is not necessarily the best one. If there are well-known and effective controls already in use by your industry, and they are suited to the circumstances of your workplace, these controls may be implemented.
- Engage with your workers when making decisions about the ways to eliminate or minimise the risks.
- Communicate the risks and the control measures to your workers in a way that is appropriate to their needs (ie appropriate to the way they work, their work environment and their literacy and language).
- Remember that good health and safety is not about good paperwork, it is about active control of risk.

3. Check: Monitor the control measure

Guidelines:

Your health and safety systems should be 'living' and become part of business as usual. You should check that the control measures you put in place are being used by your workers and are effective. Monitoring mechanisms might include:

- Inspections, observations, and walk-throughs
- Meetings and worker feedback
- Checklists and audits
- Independent reviews
- Technology (monitoring alarms on machinery, or gas alarms for example)
- Health surveillance records
- Environmental monitoring activity (e.g., air quality and noise testing).

4. Act: Review for continuous improvement

Guidelines:

You should review your work activities on an ongoing basis to identify any new risks that might need to be managed.

Reviewing also means thinking about the way you identify, assess and control risks – do your processes work, or is there a better way to do these activities. For example, could you involve workers more, do you need to have a different method to assess consequences and the likelihood of the risk happening, and could you improve the way that you monitor your risk control effectiveness?

Procedures

- All staff must read and understand the Risk Management Policy and the Hazard Identification Sheets.
- Staff must report any new potential risks and hazards immediately. Staff are to record this on the white board in the office and discuss it with Nathan Clear or Michael Chew.
- The Management Team (Michael Chew and Nathan Clear) meet monthly to:

Note this meeting will be held at the end of every month. If this day is not suitable the following day will be booked for the meeting. Refer to the Calendar of Events.

- Discuss and document new risks and assess the Hazard using the Hazard Register.

- Review known hazards – this involves reviewing the Hazard Identification Register and Control Measures. (Refer to the Hazard Register at the back of this policy).
- Staff Meeting: Health and Safety, including Risk Management and the Hazard Identification Matrix Sheets (including the control measures) are discussed at the quarterly Staff Meeting. Staff are asked for their feedback.
- Observations: The Management Team (Michael Chew and Nathan Clear) are to observe workers and ensure that the correct Health and Safety Policies and procedures are being followed.
- Continuous improvement: The Annual Health and Safety Policy review will involve assessing whether the current policies, procedures and processes are working effectively and whether there are areas that can be improve

3.0 Accident and Illness Policy

Purpose

To ensure that staff and clients receive optimum care in the case of an accident or illness.

Implementation

First Aid

- All permanent staff hold a current first aid certificate. Certificate copies are kept in the Health and Safety Management Folder
- All WTGL vehicles have a well-stocked First Aid Kit. First aid kits are checked and replenished once a month by the Office Administrator (refer to the Calendar), however guides are to report if they need replenishing immediately.

Injury prevention

Risk and Hazard Management

WTGL have a robust Risk and Hazard Management System (refer to Risk Management Policy). The hazard management approach we take, is to eliminate or minimise hazards.

Daily Passenger Safety Briefing

All Guides must read/discuss the WTGL Safety Briefing to all clients. Refer to Appendix A.

Accident/ Illness (clients) procedures:

- In the event of an injury or illness, a first aid trained staff member assesses the severity of the injury or illness and gives the necessary first aid.
- If the injury/illnesses requires urgent medical attention, call an ambulance immediately. Then call Michael Chew or Nathan Clear.
- If it is not a medical emergency (as above), however you think that the person or child may need to be seen by a doctor or health professional, call Scott Courtney or Nathan Clear and arrange for the person/child to be taken to the hospital.
- In dealing with any injury, it is important that you wear disposable gloves, in case the person/child is carrying a blood-borne virus.
- In all cases, accidents and incidents are **recorded as follows:**
 - The staff member must complete the **Accident Investigation Form** (Refer to Appendix B attachment), upon returning to the office, the same day as the incident occurred.
 - If First Aid treatment is given, the First Aid Treatment Register must be completed (refer to Appendix C Attachment).
 - The Accident Investigation Form and First Aid Register Form are sourced from the WorkSafe NZ website: <http://www.worksafe.govt.nz/worksafe/toolshed/health-and-safety-templates>
 - All accident and incident records will be retained for a minimum of 24 months.

Accidents/Illness (Staff) Procedures

In the case that a staff member has an accident or becomes unwell while at work the following procedures will be followed:

- If it is a medical emergency, then someone must call 111.
- If it is not deemed to be a medical emergency, treat using the first aid kit and call Scott Courtney or Nathan Clear.
- A staff member must complete the **Accident Investigation Form** (Refer to Appendix B attachment), upon returning to the office, the same day as the incident occurred.
- If First Aid treatment is given, the First Aid Treatment Register must be completed (refer to Appendix C Attachment).
- All accident and incident records will be retained for a minimum of 24 months.

Notifying WorkSafe NZ

Under the Health and Safety at Work Act 2015 (HSWA), all notifiable events must be reported to WorkSafe NZ.

What is a notifiable event?

A notifiable event is when any of the following occurs because of work:

- a death
- notifiable illness or injury
- a notifiable incident.

Go to the WorkSafe NZ website (link below) and use their Notifiable Event tool to help you with understanding which events are notifiable, what you need to do and when, and how to notify WorkSafe NZ. Or you can call Work Safe NZ.

<http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>

How to contact WorkSafe

You can report an incident by:

- Phoning 0800 030 040, or
- Completing the WorkSafeOnline Form

Appendix A - Daily Passenger Safety Briefing

(Guides must read/discuss with clients)

- 1) Ensure clients have appropriate footwear and weather protection.
- 2) Explain the level of fitness required and offer options to sit out parts of the tour.
- 3) Check to what extent clients can understand your instructions in English
- 4) Taking care when entering and exiting the buses/vans
- 5) Taking care not to cross the road on exiting vehicles (e.g., particularly at Alexandra Road and the Mt Victoria Lookout)
- 6) When ordering food check for food allergies.
- 7) Warn clients about possible hazards that will be encountered during tour.
 - Uneven ground in many sites (loose gravel, soft dirt and mud and tree roots)
 - Steep track at Mt Victoria
 - Danger of falling branches in high winds in particular
 - Stay on the marked tracks
 - Risks of going down into location sites (e.g., Escape off the Road, Frodo's Tree)
 - Mountain bike tracks in Mt Victoria in particular
 - The dangers of the rivers if they are in flood
 - Not to approach seals and other animals and birdlife (Seal Coast tours)
- 8) Explain that under New Zealand law you must wear a seatbelt, but it is the responsibility of the passenger to do so, and they would be responsible for the \$150 fine if caught. Children under 16 are the caregiver's responsibility. If not accompanied, it is the driver's responsibility.
 - a)** Remind clients to take their bags with them, or at least tuck them under seats when not in vehicles.

4.0 Safe Driving Policy

Purpose

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits.
- To maintain all company vehicles in a safe, clean, and roadworthy condition to ensure the maximum safety of the drivers, occupants, and other road users, and reduce the impacts of company vehicles on the environment.

Code of conduct

The code of conduct for WTGL states that: "While driving company vehicles, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits".

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- Texting or talking on a mobile phone while driving
- acquiring demerit points leading to suspension of licence
- any actions that warrant the suspension of a licence.

Responsibilities as an employee

Every driver of a company vehicle will:

- ensure they hold a current driver licence for the class of vehicle they are driving, and this licence is carried when driving a company vehicle
- immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- complete a work time logbook form for each tour
- perform daily vehicle checks as required. Regularly check tyre pressures, service date, COF, registration, and road user charges of company vehicles they regularly use
- comply with traffic legislation when driving
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving to the conditions
- Always wear a safety belt
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- avoid distraction when driving – the driver will adjust car stereos/mirrors/microphones etc before setting

off, or pull over safely to do so

- report infringements to a manager at the earliest opportunity
- report vehicle defects to a manager before the next vehicle use
- display the highest level of professional conduct when driving a company vehicle

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every five and half hours.
- stop when tired
- plan their journeys, considering pre-journey work duties, the length of the trip and post-journey commitments.

Responsibilities as an employer

WTGL will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, or fatigue.

The employer will do this by undertaking the tasks outlined below WTGL Management Team are responsible for ensuring this policy is followed from an employer perspective.

Giving priority to safety features when selecting new vehicles, including:

- fitting all vehicles with a first aid kit, fire extinguisher, reflective vest.

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator, and passenger safety by:

- servicing the vehicles according to manufacturers' recommendations
- Drivers check allocated vehicle prior to use for the day and report any issues immediately.
- A designated staff member will check vehicles' oil, water, tyre pressures and general cleanliness monthly, then record the inspections/faults.

Collecting and collating statistics on incidents, crashes, and their causes, including:

- the number of crashes
- who was thought to be at fault
- the probable causes of the crashes and other contributors, such as unrealistic work schedules
- the financial cost of all crashes
- the number of prosecutions
- other costs, such as downtime, ACC compensation claims, temporary workers and lost productivity.

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

- recommending staff to have 10 hours' minimum continuous rest and 13 hours' maximum duty time every 24 hours

Considering individual drivers' needs by:

- requiring staff to keep driving logs that are regularly checked by a supervisor or manager.

Identifying driver training needs and arranging appropriate training or retraining, including providing:

- a thorough induction to the company's road safety policies and procedures
- driver training opportunities to all staff
- driver assessment and required training as part of all staff inductions
- advanced driver training or specific practical training as required and identified (e.g., for seal coast tours)
- regular staff seminars or refresher meetings on safety features, fatigue, driver responsibility, drink-driving and fuel-efficient driving
- driver training log updates on personnel files.

Encouraging safe driving behaviour by:

- not paying staff speeding or other infringement fines
- forbidding the use of mobile phones in vehicles while driving (including texts from management)
- encouraging regular breaks while driving
- providing taxis and designated drivers to and from work social events
- providing food and non-alcoholic drinks at work functions
- encouraging the use of taxis and buses whenever necessary
- ensuring the employer is informed if existing staff become unlicensed.

What Contractors are to do if there is a crash in a company vehicle:

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- details of the other vehicle(s) and registration number(s)
- name(s) and address(es) of the other vehicle owner(s) and driver(s)
- name(s) and address(es) of any witness(es)
- name(s) of insurer(s)
- If possible, obtain photographs of the damage to vehicle(s) and other property (if applicable)

Give the following information:

- your name and address and company details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- if there are injuries
- if there is a disagreement over the cause of the crash
- if you damage property other than your own

Follow-up

If there is an injury or major damage, report the crash to your manager as soon as you can.

5.0 Emergency Management Plan

Earthquake Emergency Response Procedures

During an Earthquake:

If Inside:

1. Keep calm.
2. Move away from windows.
3. Use stairs, not lifts.
4. Walk; never run.
5. Stay indoors unless otherwise directed by the Head Warden / Person in Charge.
6. Take cover under solid furniture or doorways.
7. Move away from anything that could fall on someone.
8. Curl into “turtle position” and protect the head.

If Outdoors:

9. Stay clear of buildings and tall structures, trees, high walls, electricity lines – anything that could fall on someone.
10. If evacuated, remain at assembly point or as directed by Head Warden / Person in Charge until all clear is given.

After an earthquake:

1. Look out for live electric wires and any other hazards.
2. Prepare for aftershocks; more things could fall.
3. Turn off electricity, gas, and water at mains.
4. Treat any injuries.
5. If there is a gas smell, evacuate the building as for gas leak.
6. Conserve water and try to stop any leaks.
7. If power is cut, keep refrigerator and freezer doors closed as much as possible.
8. Ensure utilities are in working order before re-occupying buildings (*contact utility company, if required*).

Evacuation Instructions:

Follow instructions of the Head Warden / Person in Charge.

(NB: in an earthquake emergency, evacuation decision makers may have to consider emergency requirements for a number of hazards – e.g. fire, gas leaks, etc.)

Ongoing actions to be prepared:

- Conduct earthquake emergency drills at least 6-monthly.
- Assess site buildings for structural adequacy (*get professional advice*).
- Include potential earthquake hazards on inspection checklists (*e.g. wall and ceiling fittings appropriately secured*).
- Secure all heavy equipment.
- Store heaviest objects in lower shelves of cupboards (*unless otherwise directed by dangerous goods regulations requirements*).
- Store breakable items (*e.g. glass, crockery, etc*) in cupboards that won't spring open.

Fire Evacuation Procedures

Please refer to back of manual for Fire Evacuation Procedures & Logs

Emergency Management Plan

Please see back of manual for Emergency Management Plans specific to Weta, Kaitoke, Mt Victoria and Wind Farm.

- For an earthquake, follow the earthquake instructions above as appropriate. If on tour, return to the vehicle if/when it is safe to do so.
- Check if anyone is injured, give first aid treatment and/or call for emergency services as required.
- Listen to the radio for emergency updates and instructions, road closures, etc
- If Guides get stuck due to road closures, find the nearest Civil Defence location. Refer to Appendix A for a list of Civil Defence locations

Environmental Emergency Response Plan

- In the event of an oil/diesel spill the driver is required to move the vehicle away from any waterways or native bush if safe to do so.
- If unable to move the vehicle, drivers must use the emergency shovel located in the vehicle to attempt to drain the spill away from any environments that would be affected.
- The driver must notify the landowner of the situation including what methods were attempted to mitigate damage to the environment.

Fire and Earthquake Drills

- We will ensure fire and earthquake drills, and evacuation procedures are practised at least 6 monthly. Refer to the Calendar of Events.
- We document the date of the drill.

Emergency Food and Water

- Emergency food and water is stored in the WTGL offices and is checked and replenished as required on an annual basis. Refer to the Calendar of Events.

Appendix A – Civil Defence Locations Relevant to WTGL

Hub Name	Venue	Address
Kaitoke	Kaitoke Country Gardens	SH2 Kaitoke
Miramar	Miramar Community Centre	27 Chelsa Street
Mount Victoria	Clyde Quay School	27 Elizabeth Street
Karori West	Karori West School	19 Allington Road
Lower Hutt	Eastern Hutt School	Kings Crescent
Mount Cook	Mount Cook School	160 Tory Street
Seatoun	Seatoun School	59 Burnham Street
Makara	Makara Model School	399 Makara Road
Martinborough	Martinborough Lions Club	Oxford Street
Featherston	ANZAC Hall	58 Bell Street

6.0 DUTIES TO “OTHERS IN THE WORKPLACE”

We have a duty to ensure the following persons are NOT HARMED:

- People in the vicinity of the workplace
- People who are lawfully at work
- People who are in the place with express or implied consent, and have paid to be here, or are buying or inspecting goods

We have a duty to ensure the following persons are advised of any significant hazards that we would not reasonably expect to find on our premises:

- Persons who are authorised to be here
- Persons who are on site under the authority of an Act, e.g. TrustPower, ACC

We do not have a duty to:

- Trespassers
- Persons on site solely for recreation or leisure (providing they were not authorised to be here)

Trainees / Loaned Workers / Persons Carrying out Work Experience

Trainees, loaned workers and persons doing work experience are to be treated as though they are our employees.

Hazard Register

Workplace / Location: **Office / Administration Area**

Location	Risk/Hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Car Park	Moving Vehicles	Use car parks where possible, or bus park Keep together Stay to right hand side of thoroughfare Monitor traffic Quickly move to the assembly point by the waharoa/Otari sign Do not linger, especially in large groups.		1/7/24	1/10/24	2/01/25	10/4/25
Paths, ramps, steps	Slips, trips, and falls	Take care and walk slowly - don't run Be aware of loose gravel and exposed roots Surfaces can be slippery when wet. Take extra care after rain and use handrails, when required Always stay on marked paths, tracks, and lawns		1/7/24	1/10/24	2/01/25	10/4/25
All Ōtari	Cuts, grazes, skin irritations Poisonous plants	Don't pick or eat parts of plants, berries, fruit, or seeds unless directed by staff Take care touching plants – some have spikes, thorns, or irritating sap • Seek immediate assistance if skin or eye irritation starts after handling plants retain a piece of the plant for identification New Zealand National Poisons Centre 0800 764 766		2/7/24	16/10/24	13/01/25	10/4/25
All Ōtari	Getting lost/separated from the group Panic/distress	Keep together and in regular contact Regular head counts at intervals, especially after path intersections and stops Explain the importance of staying in groups on the paths and to take their time If lost, explain to stop, remain where they are and call out until found		1/7/24	1/10/24	13/01/25	10/4/25

Location	Risk/Hazard	Mitigation	Regular Check of Hazard Controls in Place			
			TRAINING REQUIRED	Date	Date	Date

			✓	Checked	Checked	Checked	Checked
Office	<i>Computers:</i> Occupational Overuse Syndrome (OOS) Stress Fatigue	▪ Ensure Approved Code of Practice for Safe Use of VDU's is being complied with. ▪ Assessment and correction of workstation. ▪ Training and Information on OOS and prevention ▪ Alternate administration and computer workloads	✓	1/7/24	1/10/24	13/01/25	10/4/25
Vehicle Maintenance	<i>Vehicle maintenance:</i> Accident resulting in injury	▪ Daily vehicle checks recording any faults and wear and tear		1/7/24	1/10/24	13/01/25	10/4/25
Office	<i>Manual Handling (i.e. lifting, bending, stretching):</i> Sprains, Strains, pain, discomfort.	▪ Identify high risk activities. ▪ Reduce or split loads to manageable weight and/or size ▪ Training in correct lifting and manual handling technique	✓	1/7/24	1/10/24	20/01/25	10/4/25
Office	<i>Electrical Equipment/leads:</i> Electrocution, possibly death.	▪ Use electrical appliance close to power source ▪ Use isolating transformers or residual current device (where necessary)		1/7/24	1/10/24	14/01/25	10/4/25

Hazard Register

Workplace / Location: **In Yard**

Location	Risk/Hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Carpark	<i>Movement of Vehicles:</i> Accident resulting in death or injury	▪ Ensure drivers have enough room to maneuver safely. ▪ Use Hi-Vis vests while in the yard. ▪ Control where and when staff put private vehicles in the yard.	X	1/7/24	1/10/24	14/01/25	2/4/25
Carpark	<i>General public in carpark:</i> Accident resulting in death or injury	▪ Increase awareness and signage to try to prevent them from entering the yard.		1/7/24	1/10/24	14/01/25	2/4/25
Carpark	<i>Safety when entering and exiting vehicles:</i> Accident resulting in death or injury	▪ Care to be exercised when loading and unloading vehicles when parked to ensure clear of hazards		1/7/24	1/10/24	14/01/25	2/4/25
Carpark	<i>Parking:</i> Accident resulting in death or injury	▪ Ensure using correct parking spaces and checking mirrors		1/7/24	1/10/24	14/01/25	2/4/25

Hazard Register

Workplace / Location: **Storage Area**

Location	Risk/Hazard	Hazard Controls	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Storage/toilets	<i>Chemical cleaners:</i> Toxic effects Dermatitis Burns Eye injury Spills	▪ Ensure correct storage (incl. incompatibles) ▪ Ensure all staff are trained. ▪ Develop emergency procedures.		1/7/24	1/10/24	15/01/25	11/4/25
Storage	<i>Manual handling (i.e., lifting, bending, stretching):</i> Sprains, Strains, pain, discomfort.	▪ Identify high risk activities. ▪ Use trolleys or manual handling aids ▪ Reduce or split loads to manageable weight and/or size ▪ Two person or team lifting ▪ Training in correct lifting and manual handling techniques		1/7/24	1/10/24	15/01/25	11/4/25
Storage	Storage shelves for tour kits and equipment: Trip hazard	▪ Maintain good housekeeping practices.		1/7/24	1/10/24	15/01/25	11/4/25

Hazard Register

Workplace / Location **In Vehicles**

Location	Risk/Hazard	Hazard Controls	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Driving	<i>Dangerous driving:</i> Accident resulting in death or injury	- Ensure drivers hold current licenses and receive ongoing training to make sure drivers adjust driving to suit different road conditions. - Records kept of driver licenses	X	1/7/24	1/10/24	27/01/25	11/4/25
Driving	<i>Uncomfortable driving posture:</i> Injury to back and arms	Effort to make sure the drivers are put in vehicles that suit their size and ability		1/7/24	1/10/24	27/01/25	11/4/25
Driving	<i>Safety when entering and exiting vehicles:</i> Accident resulting in death or injury	Care to be exercised when loading and unloading vehicles when parked to ensure clear of hazards		1/7/24	1/10/24	27/01/25	11/4/25
Driving	<i>Parking:</i> Accident resulting in death or injury	Ensure using correct parking spaces and checking mirrors		1/7/24	1/10/24	27/01/25	11/4/25
Driving	<i>Involved in a crash:</i> Accident resulting in death or injury	Contact base and emergency services if necessary. Fill out the incident report form.	X	1/7/24	1/24/24	28/01/25	11/4/25
Driving	<i>Props (e.g., swords, driving):</i> Accident resulting in injuries	- Props have blunted blades. - Store props in the boot when not in use. - Provide guests with guidance on how to handle the props when in use.		1/7/24	1/10/24	23/01/25	11/4/25

Hazard Register

Workplace / Location: **Housekeeping / Facilities**

Location	Risk/Hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Office	<i>Emergency evacuation:</i> Fire, Earthquake damage to building	Is the date of the last emergency evacuation within 12 months?	X	1/7/24	1/10/24	17/01/25	11/4/25
Office	<i>Housekeeping:</i> Danger of slip or fall or tripping.	- Are all areas properly cleaned? - Are all goods stored safely? - Hot water, soap and drying means available? - Clean up spills.		1/7/24	1/10/24	17/01/25	11/4/25
Office		- Keep it clean and tidy. - Rubbish bin with lid. - Hot and cold water.		1/7/24	1/10/24	17/01/25	11/4/25
Office/vehicles	<i>First Aid kit access:</i> Unable to provide assistance when required.	- Ensure first aid kit is kept accessible. - Ensure kit is stocked and maintained in accordance with First Aid Regulations.		1/7/24	1/10/24	18/01/25	11/4/25
Office	<i>Accident register:</i> Unable to track and eliminate accidents	Are all accidents/incidents recorded in the register?		1/7/24	1/10/24	18/01/25	11/4/25
Office/vehicles	<i>Fire extinguishers accessible/functioning:</i> Inability to respond to fire emergency	- Are they fully charged? - Are they within their service period?		1/7/24	1/10/24	18/01/25	11/4/25
Office	<i>Non staff in the workplace:</i> Not entering storage areas	Restrict access.		1/7/24	1/10/24	18/01/25	11/4/25
Stress and Fatigue	Make errors in judgement	Refer to OSH publication, "Stress and Fatigue"		1/7/24	1/10/24	18/01/25	11/4/25

Hazard Register

Workplace / Location: **Kaitoke Regional Park**

Location	Risk/Hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Tracks	<i>Tour participant getting lost/falling down steep bank:</i> Injury	Briefing tour participants to always stay on tracks and with group		2/7/24	1/10/24	15/01/25	9/04/25
Tracks/forest	<i>Weather hazards (cold, wind, rain, hypothermia):</i> Injury	- Obtain the current weather forecast before entering the site. - Wear appropriate clothing. If winds over 100km hr beware of falling branches - Don't enter the forest.		2/7/24	1/10/24	15/01/25	9/04/25
Tracks/forest	<i>Working in an isolated area:</i> Time required to get help is longer than usual	Carry communication tools. 1st aid kit to be always on hand.		2/7/24	1/10/24	15/01/25	9/04/25
Waterworks Road/Gorge Section	<i>Gorge section/Waterworks Road:</i> Vehicle could leave the road. head on crash	Speed limit of 30km/h max through this section		2/7/24	1/10/24	15/01/25	9/04/25
Tracks, forest, meadows	<i>Witnessing illegal activities from other park users:</i> Threats or assault	Do not approach, ring police		2/7/24	1/10/24	15/01/25	9/04/25
Carpark	<i>Parking/moving vehicles:</i> Incidents with other vehicles	Find safe space to park or call ranger for another arrangement		2/7/24	1/10/24	15/01/25	9/04/25

Hazard Register

Workplace / Location: **Hutt River**

Location	Risk/Hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Carpark/riverbed	<i>Loose shingle/river stones:</i> Trip hazard	- Warn guests to watch footing		2/7/24	1/10/24	15/01/25	8/4/25
River/riverbed	<i>Flooding:</i> Drowning	- Check weather forecast for adverse weather - Do not approach river if in flood		2/7/24	1/10/24	15/01/25	8/4/25
Carpark	<i>Getting vehicle stuck in loose gravel:</i> Needing assistance or towing to get free	- Do not drive down on to the loose stones		2/7/24	1/10/24	15/01/25	8/4/25
Riverbed	<i>Weather event with lack of cover:</i> Exposure	- If rain is heavy minimize time spent out of van or bus		2/7/24	1/10/24	15/01/25	8/4/25

Hazard Register

Workplace / Location: **Mt Victoria**

Location	Risk/hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Tracks	<i>Steep paths:</i> Tripping, falling	- Brief all guests of the dangers and ask them to move slowly downhill at speed they are comfortable with - Stick to safest part of path		2/7/24	1/10/24	16/01/25	3/4/25
Tracks/forest	<i>Getting lost:</i> Falling, exposure	Warn all guests to stay on the main path and not leave the group.		2/7/24	1/10/24	16/01/25	3/4/25
Mountain bike tracks/shared tracks	<i>Mountain bike tracks/shared tracks:</i> Collision	- When bikes in immediate area stop all guests from moving between sites - Make sure bikes are giving way - Meeting with bike clubs to make sure rules are being followed		2/7/24	1/10/24	16/01/25	3/4/25
Tracks/forest	<i>Falling branches and pinecones:</i> Being hit by falling branch	- Check weather conditions before entering the forest. - If conditions deteriorate leave forest immediately - Call council to remove hazards		2/7/24	1/10/24	16/01/25	3/4/25
Alexandra Road	<i>Sports events:</i> Heavy traffic on paths	- Move the timing of tours in needed so not using at high traffic times - Talk to organizers to make sure they can work around us		2/7/24	1/10/24	16/01/25	3/4/25
Alexandra Road carpark/road	<i>Tour buses/vehicles/public buses and traffic</i> Accidents and injuries	Warn all guests to take care exiting and entering the buses		2/7/24	1/10/24	16/01/25	3/4/25

Hazard Register

Workplace / Location: **Harcourt Park**

Location	Risk/	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Paths/meadows/ gardens	<i>Falling tree branches/pinecones:</i> Head injury	▪ Check weather conditions when high winds forecast ▪ Don't enter forested part of the forest		2/7/24	1/10/24	15/01/25	8/4/25
Meadows/gardens	<i>Frisbee Golf:</i> Getting hit by Frisbee	▪ Guide to keep an eye out for players ▪ If people on course wait for them to finish ▪ Keep group together near players		2/7/24	1/10/24	15/01/25	8/4/25
Park entrance	<i>Narrow entrance to park:</i> Hitting fence or barrier, vehicle exiting the park	▪ Max speed 15km, give way to other road users		2/7/24	1/10/24	15/01/25	8/4/25
Capark	<i>Vehicle theft:</i> Vehicle damage, property loss	▪ Make sure guests have bags with them ▪ Lock vehicles when unattended ▪ Park in open spaces		2/7/24	1/10/24	15/01/25	8/4/25

Hazard Register

Workplace / Location **Terawhiti Station to Tongue Point (Seal Coast Safari)**

Location	Risk/Hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Farm roads/coast	<i>Dangerous driving:</i> Accident resulting in death or injury	- Ensure drivers hold current licenses and receive ongoing training to make sure drivers adjust driving to suit different road conditions. - Records kept of driver licenses	x	1/7/24	1/10/24	21/01/25	7/4/25
Driving vehicle	<i>Uncomfortable driving posture:</i> Injury to back and arms	Effort to make sure the drivers are put in vehicles that suit their size and ability		1/7/24	1/10/24	21/01/25	7/4/25
Farm roads/coast	Dangerous terrain (sheer drops, no barriers, falling debris, unsealed roads): Accident resulting in death or injury	Ensure drivers hold current licenses and receive ongoing training to make sure drivers adjust driving to suit different road conditions.	x	1/7/24	1/10/24	21/01/25	7/4/25
Farm roads/coast	<i>Other vehicles on the roads:</i> Accident resulting in death or injury	Ensure drivers hold current licenses and receive ongoing training to make sure drivers adjust driving to suit different road conditions.		1/7/24	1/10/24	21/01/25	7/4/25
Ridgeline/farm roads/coast	<i>High winds:</i> Accident resulting in death or injury	Ensure drivers hold current licenses and receive ongoing training to make sure drivers adjust driving to suit different road conditions.	x	1/7/24	1/10/24	21/01/25	7/4/25
Farm roads/ridgeline/coast	<i>Safety when entering and exiting vehicles (particularly in high winds):</i> Accident resulting in death or injury	- Care to be exercised when loading and unloading vehicles when parked to ensure clear of hazards - Warn all guests at start of tours of the risks of opening the doors/being too close in high winds)	x	1/7/24	1/10/24	21/01/25	7/4/25

		▪ Park vehicle into the wind at Tongue Point during high winds					
Farm and seal coast	<i>Risk of falls and tripping hazards due to unstable/rocky terrain:</i> Accident resulting in death or injury	▪ Warn guests of fall and tripping hazards		1/7/24	1/10/24	21/01/25	7/4/25
Farm roads	<i>Cows, goats and sheep grazing in areas where gates are being opened/closed:</i> Accident resulting in death or injury	▪ Train guides in how to lock and unlock gates and manage encroachment of animals ▪		1/7/24	1/10/24	21/01/25	7/4/25
Farm roads	<i>Cows, sheep or goats impeding driving on farm roads:</i> Damage to the vehicle	▪ Train guides/drivers on appropriate protocols to shift animals while driving		1/7/24	1/10/24	21/01/25	7/4/25
Seal Colony	<i>Seals approach or attack guests/staff:</i> Accident resulting in death or injury	▪ Warn guests of the rules and protocols related to observing seals. People must not get within 20 metres of a seal ▪ Proactively observe guests and provide additional warnings if they get too close to the seals		1/7/24	1/10/24	21/01/25	7/4/25
Farm roads/ridgeline/coast	<i>Parking:</i> Accident resulting in death or injury	▪ Ensure using correct parking spaces and checking mirrors		1/7/24	1/10/24	21/01/25	7/4/25
Farm roads/coast	<i>Involved in a crash:</i> Accident resulting in death or injury	▪ Contact base and emergency services if necessary. Fill out the incident report form.		1/7/24	1/10/24	21/01/25	7/4/25

Hazard Register

Workplace / Location: **Otari-Wilton's Bush**

Location	Risk/Hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Car Park	Moving Vehicles	Use car parks where possible, or bus park Keep together Stay to right hand side of thoroughfare Monitor traffic Quickly move to the assembly point by the waharoa/Otari sign Do not linger, especially in large groups.		1/7/24	1/10/24	22/01/25	04/04/25
Paths, ramps, steps	Slips, trips, and falls	Take care and walk slowly - don't run Be aware of loose gravel and exposed roots Surfaces can be slippery when wet. Take extra care after rain and use handrails, when required Always stay on marked paths, tracks, and lawns		1/7/24	1/10/24	22/01/25	04/04/25
All Ōtari	Cuts, grazes, skin irritations Poisonous plants	Don't pick or eat parts of plants, berries, fruit, or seeds unless directed by staff Take care touching plants – some have spikes, thorns, or irritating sap • Seek immediate assistance if skin or eye irritation starts after handling plants retain a piece of the plant for identification New Zealand National Poisons Centre 0800 764 766		1/7/24	1/10/24	22/01/25	04/04/25
All Ōtari	Getting lost/separated from the group Panic/distress	Keep together and in regular contact Regular head counts at intervals, especially after path intersections and stops Explain the importance of staying in groups on the paths and to take their time If lost, explain to stop, remain where they are and call out until found		1/7/24	1/10/24	22/01/25	04/04/25
All Ōtari	Agrichemicals Poison	Take note of any signage onsite when agrichemicals have/are being used. This includes spraying lawn Stay away from Predator Free traps and bait stations		1/7/24	1/10/24	22/01/25	04/04/25
All Ōtari	Weather	Review the weather forecasts and be prepared to cancel the trip if extreme weather events are forecast. Forest areas are more hazardous during high winds due to risk of trees & branches falling		1/7/24	1/10/24	22/01/25	04/04/25
All Ōtari	Earthquake, fire, water,	Stop all activities. Evacuate to the main car park on Wilton Road		1/7/24	1/10/24	22/01/25	04/04/25

		Following a strong and long earthquake do not use the Canopy Walkway. Exit via the Banks Entrance and walk along Wilton Road to the main car park . Remain there until advised of further actions by the Ōtari staff or emergency services.					
All Ōtari	Site works Vehicle movements and machinery	Remain outside of any barriers Service vehicles operate in and around Ōtari. Please always keep clear of vehicles and machinery.		1/7/24	1/10/24	22/01/25	04/04/25
Other Ōtari not in Seal Coast tour							
Circular Walk/Troup Picnic Area	Barbecues - Burns Stream - Drowning	Barbecues can be turned on by anyone. They can be hot at any time of the day. Children should not touch. Keep children out of streams and ponds, all are unfenced		1/7/24	1/10/24	22/01/25	04/04/25
Nature Trail	Post 6 – Hinau Platform Platform collapse-falls Bridge – falls Steps Trip/slip/fall	Limited space on platform for a maximum of 12 people. When full, all others must remain on the path Cross in single file as there is a handrail on one side Many of the paths throughout Ōtari are steep and can be slippery after rain. Children and visitors should always take care, walk and not run. The forest paths have loose gravel surfaces, exposed roots and deep steps		1/7/24	1/10/24	22/01/25	04/04/25
Forest and garden areas	Streams and garden ponds Water hazards Drowning	Keep guests out of the streams and ponds Streams are not fenced		1/7/24	1/10/24	22/01/25	04/04/25
Staff restricted areas	Cuts, bruising, vehicle movements, falls electrical hazards,	Storage areas, depots and other restricted areas are not to be entered without staff supervision at any time		1/7/24	1/10/24	22/01/25	04/04/25

Hazard Register

Workplace / Location: **Discover Wellington tour**

Location	Risk/Hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Tour stops (particularly south coast)	<i>Tour participant falling/tripping on unstable ground:</i> Injury	Briefing tour participants to watch their step and always stay on tracks and with group		1/10/24	28/01/25	04/04/25	
Tour stops	<i>Weather hazards (cold, wind, rain, hypothermia):</i> injury	- Obtain the current weather forecast before entering the site. - Wear appropriate clothing. If winds over 100km hr beware of falling branches - Don't enter the forest.		1/10/24	28/01/25	04/04/25	
Tour stops	<i>Safety when entering and exiting vehicles (particularly in high winds):</i> Accident resulting in death or injury	- Care to be exercised when loading and unloading vehicles when parked to ensure clear of hazards - Warn all guests at start of tours of the risks of opening the doors/being too close in high winds)	x	1/10/24	28/01/25	04/04/25	
Pick up/drop-off/tour stops	<i>Parking:</i> Incidents with other vehicles	Find safe space to park or move to another similar location that is safe.		1/10/24	28/01/25	04/04/25	

Hazard Register

Workplace / Location: **Fernside Gardens**

Location	Risk/Hazard	Mitigation	Hazard Controls in Place				
			TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Water	Open waterways,waterfalls, ponds and lakes	Take care at the edge of waterways, be mindful of trip hazards near water bodies. Do not enter the water	X	12/11/25			
Slips, trips and falls	Uneven ground, tree roots, slippery wood or rocks.	Take care on bridges, timber and stone surfaces. particularly when it is wet		12/11/25			
Vehicles	Truck, ATV, tractor or ride on lawnmower	Take care on driveways or where vehicles are in use.		12/11/25			
Machinery/ Cutting blades	Mower, hedge trimmer, chainsaw, weed eater	- Avoid staff operating machinery - Communicate with gardening staff if you require use of an area, so they can move if possible.		12/11/25			
Flying debris	Blower, weed eater, hedge trimmer, mower, chainsaw, water blaster	Avoid staff using machinery		12/11/25			
Chemicals, Sprays	Herbicide, pesticide, insecticide sprays	Avoid sprayed areas, or area actively being sprayed		12/11/25			
Overhead branches,falling debris	Rotten and wind damaged trees	Avoid walking under large trees in heavy winds.		12/11/25			
Wasps/bees	Stinging injury	Active nests are usually marked with a white stake. These are normally dealt with soon after discovery.		12/11/25			
Sun/heat exposure	Direct sunlight and high	Use sunscreen, wear a hat, and stay hydrated. Carry water if on longer walks.		12/11/25			