

INDICATIVE SITE VISIT HEALTH AND SAFETY PLAN (PCBU AS TRANSPORTATION PROVIDER)

This Indicative Site Visit Health and Safety Plan has arisen because a site visit is to be undertaken by the Environment Court.

A person conducting a business or undertaking (PCBU) will provide, or facilitate the provision of, transport for the site visit for the purpose of:

(Select as appropriate)

- ☐ traversing or travelling across or along a formed or unformed road, or traversing or travelling off-road
- ☐ traversing or travelling across, over or under water
- ☐ traversing or travelling by air
- ☐ entry on to, in to, over, above or under land or water that accommodates the site that is to be accessed, visited, observed or viewed by the Environment Court
- ☐ OTHER: (specify) _____

PERSON CONDUCTION BUSINESS OR UNDERTAKING (PCBU)

Name of PCBU (as Transportation Provider): _____

Contact details (name): _____

(mobile): _____

(email): _____

Type of transportation provided: _____

Designated pilot/skipper/driver: _____

(mobile): _____

(email): _____

NATURE OF SITE VISIT:

(Type of event) _____
for the Environment Court to see (a site/range of sites) at or within (area) _____

DATE OF SITE VISIT: ____/____/____

START TIME: _____ AM / PM

FINISH TIME: _____ AM / PM

(If finish time unknown, PCBU/pilot/skipper/driver to contact _____ when the transportation requirements have been fulfilled.)

DEPART FROM: _____

RETURN FROM: _____
(Attach itinerary.)

PROPOSED TRAVEL PATH: _____
(Attach map.)

EVENT ORGANIZER CONTACT DETAILS

Event Organizer and mobile + email: _____

Environment Court Registry contact and mobile + email: _____

EVENT AND EMERGENCY CONTACTS
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SITE CELL PHONE COVERAGE

Yes / No / Unknown

FIRST AID

First aid trained staff attending site visit: Yes / No / Unknown

Name and contact details of first aider (mobile and email): _____

Name and contact details of first aider (mobile and email): _____

Access to:	First aid kit (Yes / No / Unknown)	AED (defibrillator) (Yes / No / Unknown)
	Fire extinguisher (Yes / No / Unknown)	

See <https://aedlocations.co.nz/> for AED (defibrillator) locations.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

List of Personal Protective Equipment (**PPE**) required for transportation to the site:

- 1.
- 2.
- 3.
- 4.
- 5.

Information and instructions as to the proper use of PPE required for transportation to the site:

- Induction/health and safety briefing: Yes / No

Induction/health and safety briefing details: _____

- Other: _____

MANIFEST

Total number of parties using transport provided by, or whose provision has been facilitated by, the PCBU: (including pilots/skippers/drivers): _____

List of passengers using transport provided by, or whose provision has been facilitated by, the PCBU:

Name	Organization	Contact details (mobile)

OVERVIEW OF HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

Overview of health and safety management responsibilities	Before event	During event
<p>The Ministry of Justice (MoJ) and the PCBU have overlapping duties under the Health and Safety at Work Act 2015 so have a shared responsibility for this Site Visit Health and Safety Plan.</p>	<ul style="list-style-type: none"> • The PCBU has a qualified pilot/skipper/driver, certified transportation vehicle, good health and safety plans, and a good health and safety record. • This Site Visit Health and Safety Plan is created and approved by the MoJ and the PCBU. • A copy of this Site Visit Health and Safety Plan is to be provided to the Environment Court, the MoJ, the PCBU and the event organizer, all of whom shall be responsible for providing a copy to relevant personnel. • This Site Visit Health and Safety Plan is well understood and followed. • Individuals participating in the site visit and using the type of transport provided by the PCBU are to carry with them, and use if required, any motion sickness remedies if they think this might be an issue. • Individuals are to wear suitable, closed-toe footwear, layered clothing (as appropriate), and carry with them any medications they need. 	<ul style="list-style-type: none"> • The PCBU/pilot/skipper/driver is to provide a briefing to the site visit party prior to the use of the transportation. • Each member of the site visit party is to follow the briefing from the PCBU/pilot/skipper/driver and follow all instructions of the pilot/skipper/driver. • There is a clear communication plan and chain of command at the MoJ, the PCBU and the event organizer in the case of an incident. See table below — “Emergency Response (with chain of command)”.

<p>The Health and Safety at Work Act 2015 requires the PCBU (in this case, the Transportation Provider) to take reasonably practicable steps to ensure the safety of staff, volunteers and participants.</p>	<ul style="list-style-type: none"> • The MoJ and the PCBU are to ensure that acceptable health and safety plans are in place prior to the site visit. 	<ul style="list-style-type: none"> • The PCBU is to ensure the pilot/skipper/driver is suitably qualified/certified. • The PCBU is to ensure that the vehicle to be used for the site visit is of the required standard and fitness. • The PCBU is to ensure that any personal protective equipment provided to the site visit party for the purpose of the site visit is of the required standard. • The PCBU is to ensure that all members of the site visit party have been provided with any personal protective equipment and have received instructions and understand how to use such personal protective equipment. • The PCBU is to ensure that all health and safety plans and required certifications are in place. • The pilot/skipper/driver will be responsible for taking reasonably practicable steps to ensure the safety of themselves and the site visit party throughout transportation to the site and during the site visit while using the transportation provided by, or whose provision has been facilitated by, the PCBU for that purpose. • Each member of the site visit party is responsible for strictly following all instructions of the pilot/skipper/driver. • The pilot/skipper/driver or one of the members of the site visit party has a current first aid certificate: Yes / No (see details on page 3 of this document).
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<p>Worksafe must be notified if any Notifiable Event occurs during or leading up to the event.</p> <p>Examples of a Notifiable Event:</p> <ul style="list-style-type: none"> • Death • Notifiable illness or injury • Notifiable incident. 	<ul style="list-style-type: none"> • Ensure all persons involved understand the Site Visit Health and Safety Plan and their responsibility to complete incident reports. • Any Notifiable Event leading up to the provision or facilitation, by the PCBU, of the transport for the site visit must be referred to the event organizer, the MoJ and the PCBU, who will confer and determine whether or not the site visit can proceed. 	<ul style="list-style-type: none"> • Subject to any applicable statutory, regulatory or other framework governing the type of transportation to be provided or facilitated by the PCBU for the site visit, the PCBU (and event organizer if applicable) and the MoJ will decide whether or not the site visit will continue. Otherwise, responsibility for determining whether or not the site visit will proceed will rest solely with the PCBU as necessary. • Complete any incident/near miss reports if required.

HAZARD AND RISK MANAGEMENT

Key				
Unlikely		Possible		Very Likely
Hazard (and possible consequences)	Possible causes of hazard	Risk assessment	Proposed controls	Emergency procedures
Travel sickness (Vomiting, dehydration, dizziness, disorientation)	<ul style="list-style-type: none"> Transportation 	Possible	<ul style="list-style-type: none"> Individual to take motion sickness medications preventatively and carry them on the site visit. Weather conditions may require postponement of the site visit. 	<ul style="list-style-type: none"> ➤ Administer first aid in-situ. ➤ Pilot/skipper/driver can decide whether to abort the site visit.
Medical event (Maybe known or unknown)	<ul style="list-style-type: none"> Known and unknown medical conditions or events 	Possible	<ul style="list-style-type: none"> Individual to take medications as prescribed leading up to and during the site visit. Trained First Aiders onsite (see page 3 of this document). Any risks identified at induction/health and safety briefing. If pilot/skipper/driver considers risks are high, they can choose not to carry the individual. PCBU/pilot/skipper/driver to carry a means of communication to raise any alarm in the event of an accident/incident – eg, cellphone. 	<ul style="list-style-type: none"> ➤ Administer first aid as required. ➤ Abandon site visit if required. ➤ Call 111 and get individual to doctor or hospital.

<p>Unsafe to transport site visit party due to weather conditions or visibility, or unsafe to continue with transportation due to weather conditions or visibility</p> <p>(Accident / crash / collision / derailment)</p>	<ul style="list-style-type: none"> • Poor visibility • Wind • Rain • Other adverse weather conditions 	Possible	<ul style="list-style-type: none"> • PCBU to postpone site visit if unsuitable weather conditions forecast. • PCBU/pilot/skipper/driver to abort site visit if weather conditions or visibility requires. • PCBU/pilot/skipper/driver to carry a means of communication to raise any alarm in the event of an accident/incident – eg, cellphone. 	<ul style="list-style-type: none"> ➤ Return to _____ ➤ Abort and find a safe haven if cannot get back to return point. ➤ Pilot/skipper/driver to notify PCBU of change, and PCBU to notify event organizer and the MoJ.
<p>Incidents and injuries sustained while embarking / disembarking the transport provided</p> <p>(Cuts, bruises, sprains, strained muscles / tendons / ligaments)</p>	<ul style="list-style-type: none"> • Transport may have moving parts and/or may be challenging to get into and out of 	Possible	<ul style="list-style-type: none"> • Always follow instructions of pilot/skipper/driver. • PCBU/pilot/skipper/driver to carry a means of communication to raise any alarm in the event of an accident/incident – eg, cellphone. 	<ul style="list-style-type: none"> ➤ First aid trained individuals to provide first aid. ➤ Seek medical treatment if condition warrants. ➤ Complete incident report.
<p>Accident / crash / collision / derailment / sinking</p> <p>(Broken bones, cuts, bruises, crush injuries, internal injuries, burn injuries, hypothermia, drowning, death)</p>	<ul style="list-style-type: none"> • Vehicle issue, weather issue, pilot/skipper/driver error, passenger error, doors not being shut properly, fire 	Unlikely	<ul style="list-style-type: none"> • Vehicle well maintained by PCBU. • Vehicle checked before site visit by PCBU. • Pilot/skipper/driver qualified and well prepared. • Postpone site visit if unsuitable weather or poor visibility forecast. • Abort site visit if weather or visibility changes. • PCBU/pilot/skipper/driver to carry a means of communication to raise 	<ul style="list-style-type: none"> ➤ In the event of an accident or incident, the PCBU will be aware of the chosen site visit path and will initiate emergency procedures.

			any alarm in the event of an accident/incident – eg, cellphone.	
Site visit participant is left behind	<ul style="list-style-type: none"> Site visit participant is left behind following departure from site 	Unlikely	<ul style="list-style-type: none"> Participants to carry with them mobile phones together with the names and mobile phone contact details of the PCBU/pilot/skipper/driver/event organizer. A manifest, listing the site visit participants and their contact details, is to be created by the PCBU/MoJ before the site visit and provided to the PCBU/pilot/skipper/driver/event organizer ahead of the site visit. PCBU/pilot/skipper/driver is to conduct a head count against the manifest before leaving for the site visit and before departing the site. 	<ul style="list-style-type: none"> ➤ PCBU/guide to attempt to contact, via mobile phone, the participant who has been left behind. ➤ Participant who has been left behind to attempt to contact, via mobile phone, the PCBU/guide. ➤ PCBU/guide to return to site, as soon as reasonably practicable and if weather and visibility conditions permit, to collect the participant. ➤ PCBU/guide to call 111 for assistance if required. ➤ Complete incident report.

EMERGENCY RESPONSE (with chain of command)

For a **major** event:

- Pilot/skipper/driver (as able to) will direct any emergency first response in-situ and contact PCBU
- PCBU will alert 111 emergency services, and then advise _____ on mobile _____
- Once _____ has been contacted, they are to notify Harry Johnson (Ministry of Justice) on 027 280 8149
- Harry Johnson to notify MoJ CEO/COO, Chief Environment Judge, MoJ Media
- **All communication with media will be managed by MoJ. No other staff may make any public statement.**

For a **minor incident or event**:

- Pilot/skipper/driver will deal with in-situ
- MoJ, Environment Court and event organizer(s) will be notified at an appropriate time
- Incident report to be completed after the event.

SITE MAP	Appendixes (optional)
Attached	<ul style="list-style-type: none">• PCBU - Health and Safety Management Plan (optional)• PCBU – Operating Certificate (optional)• PCBU - Maintenance Status Records (optional)• PCBU - Insurance Details (optional)