

Manawatu Tramping and Skiing Club Inc.

# Health and Safety Plan

February 2022

***Your safety is your responsibility. You also have a collective responsibility for the group.***

The Manawatu Tramping and Skiing Club Inc. (MTSC) is committed to ensuring that all activities are run in a manner that acknowledges the hazards that exist for the activity.

The MTSC Committee is committed to ensuring that there is open discussion of safety concerns, and that events are reviewed to determine future mitigating actions.

Responsibility for safety lies with all group members, under the guidance of the trip leader and the experienced group members. This includes:-

- Being personally aware of hazards
- Ensuring that all party members are aware of hazards
- Ensuring that all concerns are communicated to the Trip Leader
- Negotiating hazards by appropriate collective group behaviour
- Ensuring all accidents, near misses and incidents are reported to the MTSC Committee on the Accident/Incident Report form

## **SAFETY TARGET**

- No Near Misses
- No Incidents
- Should an incident occur, this is reported to the MTSC Chief Guide within one week.

## **DEFINITIONS**

**Hazard** – Actual or potential source of harm. These are everywhere in our activities – injuries from stones, roots, vegetation, equipment, etc. and can occur anytime, anywhere.

A hazard is an obstruction or difficulty that could lead to significant injury or disruption for which the party needs to determine how to respond –includes adverse weather conditions, rivers, slips, treefalls, the onset of nightfall before a trip finishes, inability of a party member to continue, etc.

**Near Miss** – A potentially serious incident that was only just avoided, either by good luck or through good management for that member to continue with the activity.

**Incident** – A party member has suffered a serious injury or other problem making it difficult or impossible for that member, or the group to continue with the activity.

## **TRIP PREPARATION**

The MTSC Committee has a Trip Leaders Check List to assist new/experienced leaders to be consistent with trip preparation. There needs to be an awareness of members who have limited capabilities and for them to ensure they are on suitable trips, so they do not put themselves and other participants at risk. The Trip Leader has the right to refuse to take a participant on a trip if they believe the trip is unsuitable for them due to insufficient gear, lack of experience or fitness or known issues.

The Trip Leader's Checklist can be downloaded from the MTSC website [www.mtsc.nz](http://www.mtsc.nz)

## INFORMATION AND EDUCATION

It is important that MTSC members and visitors on our trips are informed of our safety management plan.

At the start of each day/trip the Trip Leader should hold a briefing for the group: -

- The trip leader should identify any known hazards and how they will be addressed
- The trip leader should identify who is carrying radios, PLBs and First Aid Kits
- Group members should identify any additional hazards that they note along the way
- The party must work together on any unexpected hazards to ensure the safety of all party members

The trip leader must be advised of any medical conditions that could be a problem on the trip. Individual members are responsible for any medications they may require.

Trip members should provide the trip leader with an emergency contact.

Group members should:

- Walk at a comfortable but steady pace, ensuring they have energy in reserve.
- Stop at track junctions/decision points to wait for others to catch up and to ensure no one has taken a wrong turn. If they are new to the club or are uncertain of the direction, stay with the group and maintain voice contact. On less well marked tracks, the group should walk together.
- Tell someone if they need to stop or leave the track for a toilet stop or any other reason, mark the point where they leave the track or have someone wait close by.

In the event of an emergency, the trip leader will consider all opinions and make the final call as to how to proceed, using the skills of the group. Every effort will be made to resolve the situation, but the outcome cannot be guaranteed and there may be no absolute right or wrong way to handle the event. Group members should be calm, contribute ideas, listen to others, and give the leader time to think. Help look after everyone in the party with shelter, food, drink, stress management.

Be aware of rivers, especially if there has been recent adverse weather. **IF IN DOUBT DO NOT CROSS.** Know When, Where and How to cross.

In the event of becoming "Geographically Embarrassed", stay where you are. If you have become separate from your group blow your whistle so that you can be re-united. As for all emergencies, follow the **STOP** principle:

- **STOP** take a breath, sit down and remain calm
- **THINK**, look around you, listen, brainstorm options
- **OBSERVE** what is around you, evaluate the possible consequences
- **PLAN** what to do, what is necessary to keep alive, then act. Water, shelter, warmth and the will to survive are the essential elements to your survival. If you are lost and awaiting rescue try to signal your position but **STAY PUT** to avoid walking into an area that has already been searched.

## EVENT DEBRIEF

If an incident or event occurs, the Trip Leader should debrief the group as soon as possible afterwards.

Debrief Key elements:

- Date of the event

- Description of the event
- Actions taken to address the consequences
- Improvement recommendations for the future
- Effective actions taken that should be included with the accident/incident report

### USE OF PERSONAL LOCATOR BEACONS (PLB)

Taking PLBs (Personal Locator Beacons) and using them in the event of an emergency where there is no cell phone reception is encouraged i.e. A beacon should be activated when there is a threat to life or the injury is such that the person is unable to walk out e.g. broken leg/ankle, badly sprained ankle, serious head injury, serious burns

Beacons should be registered with the appropriate authority.

If needed activate only **one** PLB and do not turn it off once activated.

### REPORTING ACCIDENTS AND INCIDENTS

All accidents and serious incidents should be reported to the MTSC Club Chief Guide within one week of the event. Report forms are available in the Club's website and in the Club minivan.

Examples of events that should be reported are:

- Accidents involving injury
- Individuals or groups becoming lost on trips
- Incidents that necessitate a significant deviation from a planned trip

### RISK/HAZARD CONTROL EXAMPLES

Risk	Hazard	Control
Person unfit	Tired, slow, other members getting cold	Ascertain fitness prior to trip Manage speed to prevent exhaustion Have adequate rest stops Lighten their load Ensure all group members have adequate clothing
Wet Weather	Person get cold and wet Gear gets wet	Ensure correct gear Gear packed in waterproof bags Use spare set of clothing
River Crossing	Person gets cold and wet Gear gets wet Person swept away	Assist from river and get into dry clothing Party stops and regroup Party sticks together and formulates a plan
Fire lighting and cooking	Burns	Ensure safety and have adequate first aid knowledge and equipment to hand
Trip Hazards	Person trips or falls	Ascertain injury and appropriate care Administer First Aid If needed activate <b>one</b> PLB

Injury – stings, sunburn, impaired health	Person is unwell	Carry group first aid kit Ensure everyone has own first aid kit Carry PLBs
Party Loses Person	Person gets lost	<b>Group stops and regroup</b> Group sticks together and formulates a plan Leader checks if lost person has cell phone contact and attempts contact. Check with other groups using MTSC radios. Try backtracking to last known point. Leader checks contact list to see if person has PLB
Lost Person	Person can't find rest of party	Stay Put, blow whistle, call out, keep warm Make a shelter

#### RECOMMENDED EQUIPMENT LISTS – ALL TRIPS

- Compass
- Map
- Whistle
- Emergency shelter

#### Day Trips

- All persons should carry their own personal gear. Clothing to be worn: Wool or polypropylene. T-shirt, shorts, socks, boots and gaiters (cotton clothing, jeans and tracks pants aren't suitable), wool or fleece jacket.
- Additional Clothing: Long johns, long sleeve wool or polypropylene, top, raincoat, over trousers, socks, hat, gloves.
- Gear: Pack with plastic liner, torch (hands-free head torch recommended), spare batteries, whistle, matches, toilet paper, personal first aid kit, map and compass, plastic bags, pencil and paper.
- Food: Drink bottle (minimum 1 litre), lunch, snacks and spare food. (You should have enough food for one extra day).
- Group gear: shelter (tent fly or bivvy bag), cooker and fuel, personal locator beacon, club radios, GPS, cell phones

#### Overnight & Longer Trips

- ***In addition to the above:***
- Food: a normal overnight trip includes 1 breakfast, 2 lunches and 1 dinner, snacks, and spare food.
- Additional gear: cup, plate, knife, spoon, torch, hut tickets/annual pass, change of clothing for hut, hut shoes (optional).
- Sleeping gear: Sleeping bag, liner and bedroll/mattress
- In Winter: Extra clothing, socks, snow goggles, sun-screen, crampons, ice axe (depending on the trip - check with leader)

**First Aid Kit**

- 75mm Co-adhesive bandage
- 25mm Strapping tape
- 75 x 75mm Cotton Swabs
- Assorted size Band-Aids
- Small pair of scissors
- Pair of Tweezers
- Paracetamol Tablets

Approximate weight 120g

Pack into a small waterproof plastic bag or small dry sack

Add personal medications where appropriate e.g. Asthma inhaler, Aspirin, antihistamines or Epi-pen

**Survival Kit**

- Pocket knife
- Waterproof matches
- Nylon Cord
- Water purifying tablets
- Firestarter

Pack into waterproof bag

**LODGE**

“The Club will adhere to health and safety guidelines issued by the New Zealand Government and the Ministry of Health around infectious and communicable diseases such as Covid-19. The Committee will issue guidelines from time to time regarding vaccinations and mask wearing and these will be published on the Club’s website.”

**FOOD SAFETY**

The Manawatu Tramping and Skiing Club has a Lodge Food Control Plan. This plan has been complied with reference to the Ministry of Primary Industries “Template Food Control Plan: Simply Safe and Suitable”, Document number S39-00002. Copies of the plan are located at the lodge and the MTSC Dropbox.

**VAN**

“The Club will adhere to health and safety guidelines issued by the New Zealand Government and the Ministry of Health around infectious and communicable diseases such as Covid-19. The Committee will issue guidelines from time to time regarding vaccinations and mask wearing and these will be published on the Club’s website.”

Sharing driving on longer trips e.g., Ruapehu or Taranaki, should be considered. Passengers should be responsible for checking that the driver is not unduly fatigued.