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Health and Safety Procedures for Woodhill and Riverhead Forests



KAIPARA

Ngā Maunga Whakahii o Kaipara Ngahere
Limited

February 2023

Introduction & Scope

HEALTH AND SAFETY GOALS

Ngā Maunga Whakahii o Kaipara Ngahere Limited (NMWOKNL) aims to eliminate work-related illness and injury, mitigate risks to tribal assets, and discharge our responsibilities as the Landowner's manager concerning Forest Users.

NMWOKNL will comply with all relevant legislation and internal policies (for example, NMWOKNL Health & Safety Policy and NMWOKNL Risk Management Policy). NMWOKNL takes all reasonably practical steps to ensure Permitted Forest Users are aware of known hazards or hazards created by other activities in the forest.

Manulife Investment Management Forest Management NZ Limited (MFM (NZ)) and Matariki Forests NZ Limited (MFNZ) are responsible for operational forestry work sites within the Forests, including statutory signage when approaching their work sites.

FOREST OPERATIONS

NMWOKNL Health and Safety Procedures for Woodhill and Riverhead Forests are additional to those in the WorkSafe Approved Code of Practice for Safety and Health in Forest Operations (ACoP). NMWOK owns the underlying land on which the tree crop grows, and NMWOKNL is its subsidiary estate manager. NMWOKNL is not a Forestry Company, but its activities operate within a Commercial Forest Environment. This means NMWOKNL and its contractors must comply with the ACoP.

Manulife Forest Management NZ Limited (MFM (NZ)) and MFNZ are responsible for managing all their operational forestry work sites within the Forests, including signage required under statute, when approaching their operational work sites. MFM (NZ) and MFNZ have provided a copy of their Work Rules held onsite at the NMWOKNL Woodhill Headquarters.

The NMWOKNL Health and Safety Procedure, ACoP, and Work Rules exist to keep people safe when undertaking operations or activities within a Forest Environment. Staff, contractors (and their agents), subcontractors, license holders and visitors entering Woodhill & Riverhead Forests must always comply with these documents.

Radio Telephone (RTs) with the Woodhill Forest Road Safety Channel will be used by all vehicles entering the Forest (MFM (NZ) Channel 69) and Riverhead Forests (MFNZ 57) unless NMWOKNL has approved a traffic management plan, other than on public easements or for specific events where a traffic management plan has been approved by NMWOKNL and shared with forest users.

The MFM (NZ) Emergency Preparedness and Response Plan and the NZ Forest Owners Association Forest Fire Management Handbook outline the process, procedures, and checklists for such situations.

NMWOKNL MANAGEMENT OF THE SAFETY OF VISITORS AND FOREST USERS

NMWOKNL is committed to providing a safe environment for all Licensed Operators (access provided by an Access License) and Permitted forest users (access provided by a Permit). This includes zoning activities and providing clear signage and website information about forest access and use.

NMWOKNL will work closely with licensed operators and Permit holders to ensure they comply with their License and Permit conditions, MFM (NZ) Work Rules (Woodhill Forest only), MFNZ work rules, and ACoP. However, the ultimate responsibility for managing risks associated with other forest operations belongs to the licensed operators and permitted forest users.

A Shared Use Agreement negotiated between NMWOK, TPL3 and MFM (NZ) identifies each organisation's separate and joint responsibilities and rights concerning using and accessing Forest Areas. This identifies the difference in risk management responsibilities between NMWOK as the landowner, employer, licensor, and permit issued to our land; and MFM (NZ) and MFNZ as tree crop owners, employers, contract managers, licensor, and permit issuer for forestry operations. This agreement is now appended to forest licences, agreements, and permits.

Each quarter anyone from NMWOKNL with responsibilities for the Forest will be required to complete a Compliance Certificate as found in the appendix.

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Note: this document is uncontrolled in hard copy: see the Policy File for the most recent version. The [annual] review of the operating procedures for Woodhill and Riverhead Forests must incorporate any changes to NMWOKNL policies. These policies include:

- Legislative Compliance Policy
- Risk Management Policy
- Health & Safety Policy
- All incidents and accidents will be reviewed when they are received.

Any procedure changes will be updated immediately with notification to the Tumuaki.



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EMERGENCY/EVACUATION PROCEDURE

To use a mobile phone, check you have 2+ bars signal strength.

To clear the radio channel, say: **EMERGENCY, EMERGENCY, EMERGENCY**. Use your Radio Call Sign to Identify Yourself

1. Call **111** or call/radio "DISPATCH" or "SECURITY BASE". If using a radio, use the correct repeater channel and repeat the radio call every 30 seconds.

	DISPATCH	SECURITY BASE
	Radio Channel MFM NZ Channel 57	OUTSIDE NORMAL WORK HOURS
Location	(9am – 5pm Weekdays)	(TPL3/MFM (NZ)) Phone 09 283 9019
Woodhill	NMWOKNL Phone 09 420 9566	(NMWOKNL) 0211284550

2. Give your **LOCATION** i.e., Road, Harvest Area, GPS coordinates, forest Zone and evacuation route.

3. State the nature of your emergency,

4. People hazard (gunfire)/Weather/Biological/Chemical/Seismic/Flood or:

MEDICAL	or	FIRE	or	SPILL
Identify yourself		Identify yourself		Identify yourself
Medical Location? Route to Location?		Location of Fire? Route to Location?		Location of Spill? Route to Location
How Serious? Type of Injuries? Number of People? (No names).		Size of the fire What is Burning? Terrain, Weather Conditions		Details of Spill? (Name, quantity) Action is being taken. (contained spill?)
Service required: Ambulance? Helicopter?		Resources Required?		Resources Required?
Freeze the scene		Monitor fire (if it is safe to do so)		Freeze the scene

5. Send someone to meet the ambulance or other resources on the nearest main road at the agreed location.
Mark route at intersections.

6. Does part of the forest need to be evacuated?

Fire/People hazard (gunfire)/Weather/Biological/Chemical/Seismic/Flood

If so, call **094209566/0211284550 immediately after calling 111**, and **Evacuation instructions** shall include name, employer, North or South Woodhill, area to evacuate using Zones and Safe areas depending on the nature of the emergency (refer to evacuation maps), route, and assembly point. A person will be deployed to limit access to the forest (man nearest property boundary gate).

7. If you do not have radio or cell phone contact with the incident controller, send a nominated person to a high point to enable messages to be relayed via both methods: **STAY CALM**.
8. If without a mobile phone or radio, as soon as practical, get to a phone and call 111 – giving details of your emergency as in 2, 3, 4 and 5.
9. Contact the Emergency Evacuation Controller and report your evacuation point and that all team members are out of the forest.

Drive Safely!

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EMERGENCY EVACUATION CONTROLLER

Incident controller's form

Who raised the alarm.

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NAME (Caller)		DATE	
AREA (TO EVACUATE).	(use road names and evacuation zone where possible)	TIME	
ASSEMBLY POINT		TIME (Arrived)	
ALARM (circle)	111	Txt	Called

PRIMARY CONTACTS

Operation	Mobile	Name	Report/Progress	Clear?
Auckland Orienteering	220625779 21757014	Selwyn Palmer Martin Crosby		
Mountain Bike Park	272780969 275500888	Stefan Kreppold Mark Harrowfield		
4WD Park	275355770 275293704	Roger Winslade Barry Winslade		
D.O.C.	27 539 5901 272252255	Alex Wilson Stefan Sebrechts		
DELTA FORCE	275230525 275230525	Park phone Dean		
GRAZIER	274478176	Richard Morris		
GRAZIER	274981904	Wayne Porter		
GRAZIER	274599135	Richard Kidd		
GRAZIER	21927132	Darryl McDonald		
GRAZIER	211344985	John Clark		
MFM (NZ)	274934250 274882424	Peter Houston Scott Triplow		
KAKE HOIHO	2102970521	Kake Hōiho tablet		
KAITIAKI	211980408	Kaitiaki 1		
MBHT	21654622	Saara Soar		
M.E.A.C.T	220359741 21558520	Michael Fitchett Boyd Steele		
MURIWAI RANGERS	278375939 0278095583	Van Haresnape Mark Ranger		
NMWOKNL (land managers)	211306722 211658705 211284550	Wikiriwhi Ratima Tania Richards After-hours duty phone		
Northwest Orienteering	21597070 223554993	Rob Garden Nick Harris		
NZDF/KAWR	21703592 21927231 094202555	Base duty officer John Cartwright Compound/Accommodations		
RAYONIER MATARIKI	274375341 274635076	Sam Middlemass Will Steward		
Woodhill Group	274714628 21557938	Mike McCall Aaron Douglas		
The Sandpit	275208879 21363231	Tony Beuth Louise Beuth		
TREE ADVENTURES	275667842 211039675	Jimmy Moore Logan		
WOODHILL FALLOW	274854550 211132447	Brent Pankhurst Brent Neville		
OTAKANINI TOPU	21463458	Jeff Bradly		

Each operator will complete their evacuation plan and communicate their status to the controller. Do not re-enter the forest until permission is given by the incident controller or evacuation warden.

NOTE: NMWOKNL maintains a more fulsome list of up to three contacts for each operation that would be included in NMWOKNL-managed evacuation/emergency. Emergency controller to check the calendar and add any phone numbers of permit holders listed on the calendar for that day.



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EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation Zone 1 (EZ 1)

Fire- Follow the **Emergency/Evacuation Procedure**. Move quickly and carefully to the assembly area closest to you where your evacuation is not impeded by the emergency.

Earthquake- Follow the **Emergency/Evacuation Procedure** and move yourself to a clearing over 70 meters away from trees taller than you.

Tsunami – Follow the **Emergency/Evacuation Procedure**. Move to an area landward (east) of Inland Road as it is above the undulation zones. The area around Lagoon Road and Lone Pine Road will flood in this type of emergency, so exiting on Lagoon Road may not be a viable evacuation route. The exit is via Tasman/Trig Road.



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EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation Zone 2 (EZ 2)

Fire- Follow the **Emergency/Evacuation Procedure**. Move quickly and carefully to the assembly area closest to you where the emergency does not impede your evacuation.

Earthquake- Follow the **Emergency/Evacuation Procedure** and move yourself to a clearing over 70 meters away from trees taller than you.

Tsunami – Follow the **Emergency/Evacuation Procedure**. Move to an area landward (east)of Inland road as it is above the undulation zones. The exit is via Donohue or Tasman/Trig Road.



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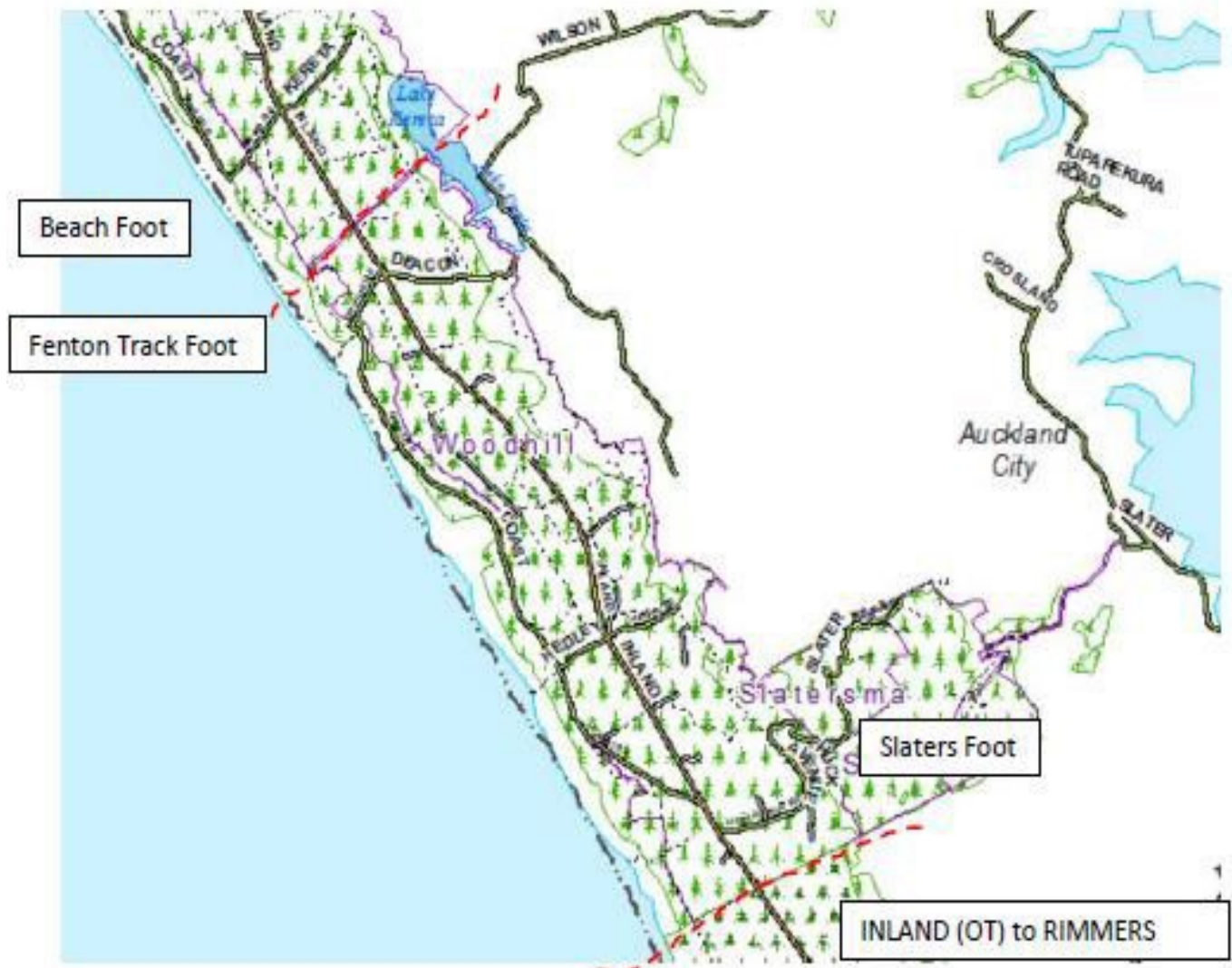
EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation Zone 3 (EZ 3)

Fire- Follow the **Emergency/Evacuation Procedure**. Move quickly and carefully to the assembly area closest to you where the emergency does not impede your evacuation.

Earthquake- Follow the **Emergency/Evacuation Procedure** and move yourself to a clearing over 70 meters away from trees taller than you.

Tsunami – Follow the **Emergency/Evacuation Procedure**. Move to an area landward (east)of Inland road as it is above the undulation zones. Exit is via Deacon Road o,r where permitted, Inland Road (via Otakanini Topu).



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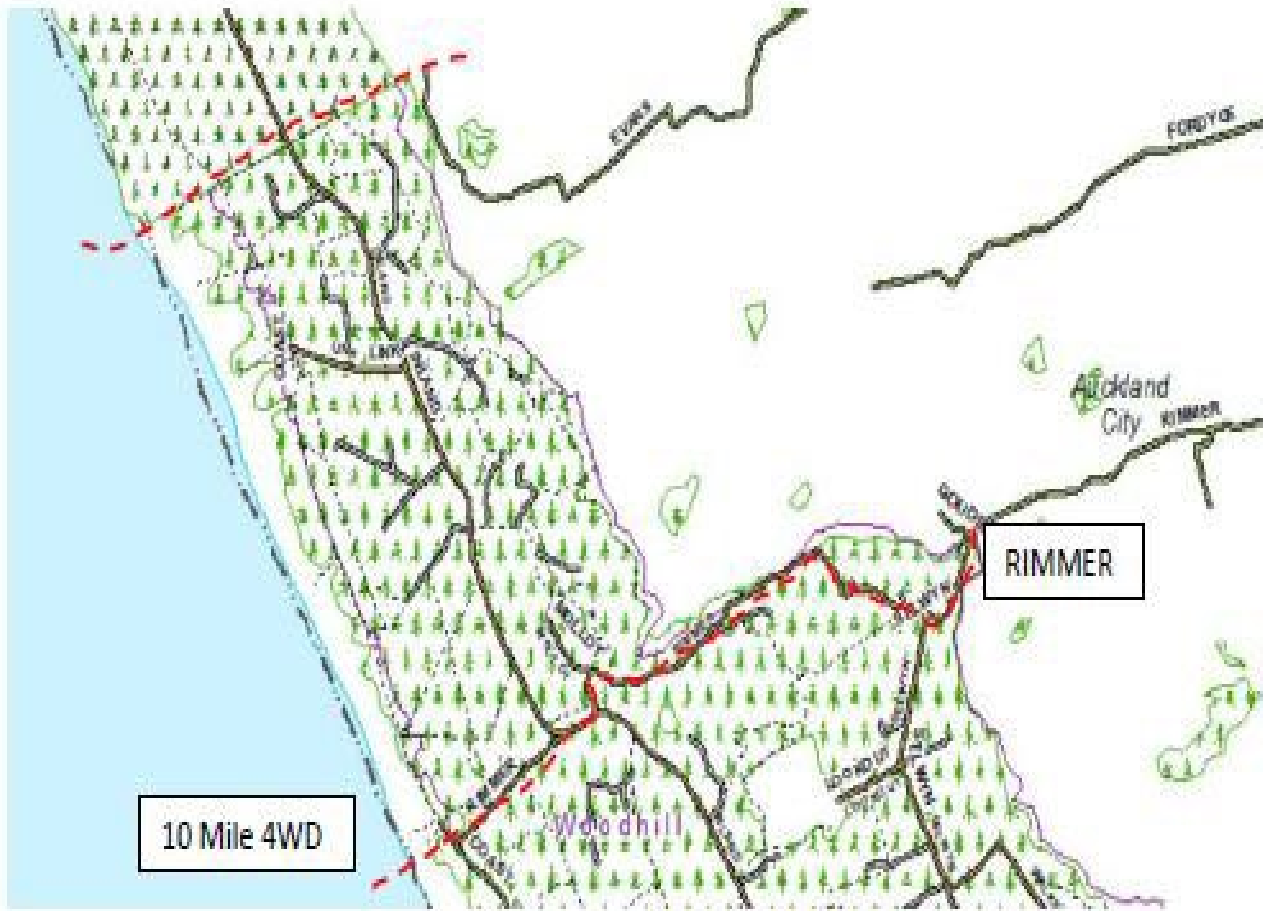
EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation Zone 4 (EZ 4)

Fire- Follow the **Emergency/Evacuation Procedure**. Move quickly and carefully to the assembly area closest to you where the emergency does not impede your evacuation.

Earthquake- Follow the **Emergency/Evacuation Procedure** and move yourself to a clearing over 70 meters away from trees taller than you.

Tsunami – Follow the **Emergency/Evacuation Procedure**. Move to an area landward (east)of Inland Road as it is above the undulation zones. The exit is via Rimmer Road.



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EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation Zone 5 (EZ 5)

Fire- Follow the **Emergency/Evacuation Procedure**. Move quickly and carefully to the assembly area closest to you where the emergency does not impede your evacuation.

Earthquake- Follow the **Emergency/Evacuation Procedure** and move yourself to a clearing over 70 meters away from trees taller than you.

Tsunami – Follow the **Emergency/Evacuation Procedure**. Move to an area landward (east)of Inland road as it is above the undulation zones. The exit is via Rimmer or Restall Roads.



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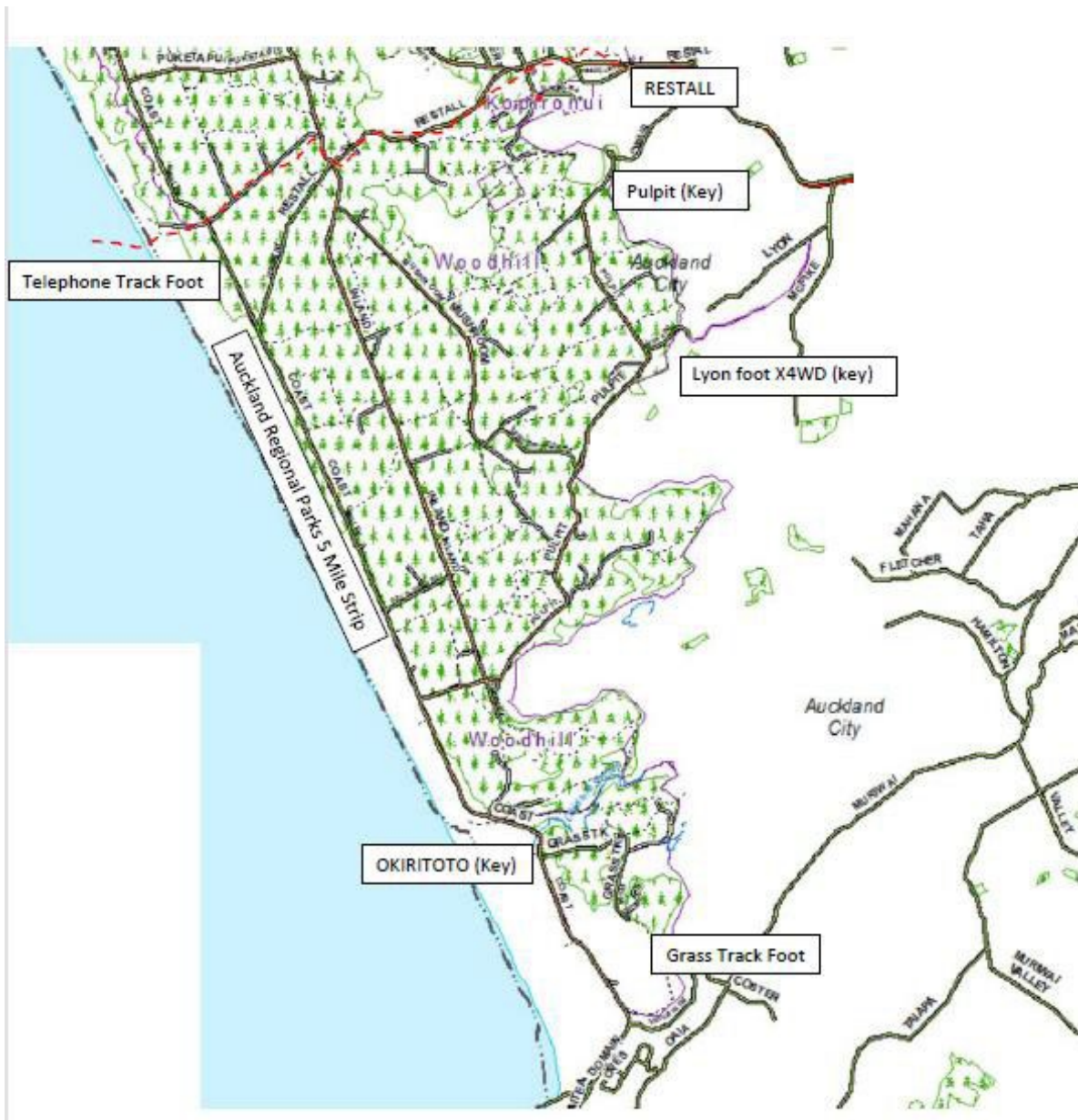
EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation Zone 6 (EZ 6)

Fire- Follow the **Emergency/Evacuation Procedure**. Move quickly and carefully to the assembly area closest to you where the emergency does not impede your evacuation.

Earthquake- Follow the **Emergency/Evacuation Procedure** and move yourself to a clearing over 70 meters away from trees taller than you.

Tsunami – Follow the **Emergency/Evacuation Procedure**. Move to an area landward (east)of Inland road as it is above the undulation zones. Exit via Restall Road. The area around Ōkiritoto Stream and the ford on Coast Road (Muriwai end) will flood in this type of emergency, and Ōkiritoto will not be a viable evacuation point.



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Health and Safety Guidelines

Forest Operations

Commercial Forest Operations can operate 24 hours a day, seven days a week. Many heavy vehicles operate in the forest, creating hazardous and dangerous situations.

Please always take extreme care while in these forest environments.

The Health & Safety and Employment Act 2015 and subsequent acts place specific responsibilities on the Forest Company and the Forest Owner towards the people who are authorised to enter the forest. NMWOKNL will supply a list of generic hazards through this document, the permit system, signage, and our website.

In addition, where necessary and appropriate, NMWOKNL will carry out site operation-specific hazard identification and control exercises with those persons required to have an Access License.

The Licensee's responsibility is to ensure anyone accompanying them into the forest also meets the requirements of their organisation's health, the safety guidelines and any legislative risk management requirements.

Harvesting Operations

- Warning signs are erected in the areas where contractors are operating.
- You may not enter any area where there are warning signs.
- Access through these areas may be permitted if you comply with the Forest Company's requirements.
- You must have a Simplex 69 radiotelephone channel with an automatic number identification attached to it and comply with all instructions on warning signs.

Vehicles in the Forest

- You may only use the vehicle and route specified on your Permit.
- Drive with lights on low beams always in the forest.
- Standard road rules apply.
- Drive at the posted speed, never exceed the 50 kph limit, and drive to the road conditions.
- Forestry roads are often narrow with rough surfaces.
- Your vision may be impaired due to vegetation, dust, fog, and blind corners.
- Some intersections are unmarked and not visible.
- Walk towards the traffic.

Vehicle Parking

- Park off the road.
- Do not block the road or gateways with your vehicle in anyway.

Safety

- Tell someone where you are going and when you expect to exit the forest.
- Always carry a cell phone with you while in the forest. However, cell phone coverage is limited. Seek high ground to make calls or text if coverage is unavailable.
- Contact POLICE 111 if you are concerned about the safety of someone you know is in the forest.

Hunting

- Hunting is prohibited unless specified on the Permit.

Fire

- Do not light any fires.

Health and Safety Hazards

Identify any hazards that cause a greater than average risk exposure at any site.

- It could be caused by either this operation or other operations in the area.

Note: It is not the role of NMWOKNL to identify everyday generic hazards normally faced by the operation.

- *For common hazards, use standard controls*

Potential hazards that should be considered and discussed include:

- Fall from above hazards – windthrow, heavy leaners, hang-ups, interlocking crowns, vines, heavy undergrowth etc. Any tree falling must have tree owner approval and a Comprehensive Tree Felling Plan identifying the specific methods to control the risk exposure (e.g., use of mechanised tree falling, use of an observer in high-risk areas, and specified experienced fallers in high-risk areas).
- Bluffs
- Excessively steep areas – where machinery stability is an issue, a Slope Stability Plan is required.
- Infrastructure – powerlines/pipelines/quarries/roads including batter slopes, fill vegetation and flumes.
- Other operations near your operation include tree-falling operations, aerial operations (drones, helicopters), chemical operations, quarries (blasting), or operations on neighbouring properties.
- Poor access to the operational area (operations blocking roads, prolonged or difficult walk into the operation area)
- Security issues, unauthorised public access (from road edges, neighbouring properties).
- Public and Forest road hazards, other likely road users.
- Operations near roadways and traffic control requirements.
- Any issues with landing or layout, truck turnarounds and parking.
- Natural hazards (wild animals like wasps/pigs/dogs/deer, sun, weather, vegetation, terrain).
- Radio call-up requirements on access roads.
- The use of chemicals (herbicides, insecticides, poisons, fertilisers) or hidden hazards associated with the operation (wildfire, smoke, heat, engine fumes, lithium batteries).
- Other permitted forest users (beehives, hunters, trappers, utility employees)
- Hazards associated with neighbouring properties' operations.

For each identified hazard, go through the risk assessment process.

- Discuss the risk rating with the licensee's representative.
- Agree on appropriate controls and ensure that the residual risk is low or medium.

Hazard Identification & Controls for Permits

All vehicle movements (excluding the Public Access Easement) and operations within Woodhill Forest must be entered into the shared Te Ngahere Activities Calendar. This is the google calendar that all operators in Woodhill have visibility of and can see where operations are from day to day that may impact any of their undertakings. It is vital to the safe operation of the forests that all the necessary information is added to this calendar correctly. The responsibility for this calendar sits with NMWoKNL, therefore any changes or addition to this calendar must be approved by NMWOKNL to ensure that any overlapping PCBUs have followed the appropriate procedures to work simultaneously.


If an overlapping operational issue arises, that party must,

- Meet with License holders to identify hazards their operations may cause to normal operations and the hazards that MFM NZ, MFNZ or NMWOKNL may cause to that License holder. Controls must be agreed upon between the License holder and NMWOKNL, and those controls must be communicated to all affected parties for comment and approval.
- The final Hazard Identification and Control Plan shall be agreed to by NMWOKNL, MFNZ, MFM NZ and the License holder and communicated to affected parties.
- NMWOKNL shall keep copies of the Hazard Identification and Control Plan.
- The shared use agreement and the cost recovery principles should be considered throughout this process, including those areas of the forest that have not been returned to NMWoKNL management from the forester under the Crown Forest Licence.

Issue Forest Access Permits with generic forest hazards and controls	
Supply list of NMWOKNL contacts, including Security Supplier	Permit Issued
What hazards will be caused by the License Holder that will affect MFM (NZ) and MFNZ Forest operations? What hazards caused by MFM NZ or MFNZ Forest Operations will affect the License Holder? Identify Controls	Hazard Assessment
Who is likely to be affected? Who is likely to meet this operation? Who has good knowledge of the area and/ or activity? Who should know this activity is happening?	Circulate details, hazard identification, and control plan to affected parties for comment.
Review feedback from other parties and finalise hazards and controls. Get sign-off from License Holder. Communicate Hazard Identification and Control Plan to all persons likely to be affected by this activity.	Collate feedback and finalise hazard identification and control plan.
At the cessation of the activity, review the license holder and the hazard management process. Document any learnings for future activities.	Review

Risk and Hazard Assessment tool

- For significant hazards ensure both the hazard and controls are documented in the Preoperational Risk Assessment Form, including the person responsible for implementing the control.

Likelihood					Consequences
Rare Less than 1% chance	Unlikely Greater than 1% chance	Possible Greater than 10% chance	Likely Greater than 50% chance	Almost certain Over 90% chance	
High	High	Extreme	Extreme	Extreme	6 – Catastrophic Examples: Multiple fatalities. Significant irreversible effects to 10's of people
Medium	High	High	Extreme	Extreme	5 – Extreme Examples: Single fatality. Severe irreversible effects to one or more persons
Medium	Medium	High	High	Extreme	4 – Severe Examples: Moderate irreversible disability to one or more persons
Low	Medium	Medium	High	High	3 – High Examples: Hospitalisation required. Medium term impairment to one or more persons
Low	Low	Medium	Medium	High	2 – Medium Examples: Reversible disability requiring medical treatment
Low	Low	Low	Medium	Medium	1 – Low Examples: No treatment or minor first aid only
Risk control effective rating					
Residual Risk Level	Action Required			Suggested Timing	Authority To Proceed
Extreme	Immediately cease the activity Take action to reduce residual risk to Medium or below			Immediate	Not applicable
High	Take action to reduce residual risk to Medium or below			Immediate	Not applicable
Medium	Take action to reduce the risks further if practicable and monitor the effectiveness of existing risk controls			Normally within 1 month	Supervisor or above
Low	Monitor the effectiveness of risk controls. Reduce the risk further if practicable.			Ongoing	Worker
	Elimination		Physically remove the hazard		
	Substitution		Replace the hazard		
	Engineering Controls		Isolate people from the hazard		
	Administrative Controls		Change the way people work		
	PPE		Protect the worker with Personal Protective Equipment		

Forest Hazards

Te Ngahere o Woodhill and Riverhead are commercial forests that can operate 24 hours a day, 7sevendays a week. Many heavy vehicles and equipment are operating in the forest, potentially creating hazardous and dangerous situations for persons who do not follow the Approved Code of Practice for Forest Operations and Work Rules. Please always take extreme care while in these forest environments.

It is the responsibility of the Licensee/Permit Holders to ensure anyone accompanying them into the forest meets the requirements of their organisation’s health and safety management plan and the requirements made by the Licensor.

Hazards

Listed below are those hazards commonly expected within the forest environment. Hazards are site-specific, so not all these hazards apply to every site, and many sites will have additional hazard.

Hazard	Potential Harm	Suggested Action
Roads	Vehicle accident	Adjust driving to road conditions. Beware that forest roads are not constructed the same way as public roads. Caution should always be exhibited. Obey all signs. Watch for ruts, holes, and washouts. Always expect the unexpected on the road, i.e., pigs or deer.
Other vehicles	Vehicle accident	Always drive with the headlight on. Adjust driving to road conditions and always expect other vehicles. Always be able to stop at half of the visible distance. Always keep well to the left. Expect to meet trucks.
Operational Hazards	Struck by a vehicle, vehicle accident, accidental exposure to aerially applied chemicals.	Remember that this is a production forest, and there will be harvesting and establishment crews working and using the roads. Follow all signage that is erected, especially Road Closed Signs. Do not stop to watch operations in progress.
Animal Poisons	Poisoning	Do not touch any suspicious substances.
Fire	Burns, property damage	Do not light any fires; dial 111 if you see any fire.
Slippery Surfaces	Strains, sprains, fractures	Good footwear, be alert, have adequate rest breaks, and have enough sleep.
Wet Weather	Hypothermia, strains, sprains, fractures	Good footwear, suitable clothing, and diet. Check the weather forecast.
Stakes	Puncture wounds	Be alert, do not create sharp stakes.
Stumps, rotten logs, uneven ground surfaces	Strains, sprains, fractures	Good footwear. Be alert.
Falling debris from trees (see page 14 for Bad weather procedure)	Fracture, concussion	Wear a helmet, and look for unstable branches in crowns.
Falling rocks and debris from the slope above	Fracture, concussion	Wear a helmet, and look for unstable rocks/debris before working beneath the steep country.
Gorges/Cliffs/Bluffs/Steep slopes	Fractures, concussions, puncture wounds	Good footwear, be alert, target dry conditions, use the most experienced workers.
Holes in the ground	Strains, sprains, fractures	Move more carefully where the ground surface is not visible.

All-Terrain Vehicles (ATVs)	Vehicle accident	Operators must hold the appropriate NZQA training module. ATVs must be operated according to the manufacturer's guidelines. Passengers should only be carried if necessary and not over hazardous terrain.
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Tomo	Fall, broken bones.	If a tomo is discovered notify other people with you. Try and mark the area to warn other people. If applicable use hazard tape to mark off the area. Notify NMWOKNL with the location
Isolated work site	Unable to contact help quickly.	Test radios, test cell phones, ensure own vehicle is ready for emergency. Ensure all workers receive emergency procedure training. Ensure first aid kit is ready. Never work alone. Be aware of escape routes.
Slash and undergrowth (including blackberry)	Strains, sprains, fractures, lacerations	Wear protective clothing, be alert, have adequate rest breaks have enough sleep.
Chemicals (fertilisers, herbicides, fire retardants)	Poisoning (drift, spills, contamination)	Follow manufacturer's instructions.
Pollens/Fern Dust	Breathing problems, eye irritations	Try to avoid the hazard.
Poor vision conditions (due to undergrowth, topography, light)	Strains, sprains, fractures, lacerations	Wait until light conditions are adequate. Wear hi-vis clothing. Assess the situation carefully.
Cannabis plots	Concealed hazards, personal threats	Report all finds to your NMWoKNL contact Immediately.
Fences	Sprains, fractures, lacerations, electric shock	Be careful crossing or working near fences.
Wind	Falling debris, wind thrown trees.	If winds become excessively high operations should cease if there is a potential hazard from windblown trees or debris
Sun	Sunburn, dehydration	Sunscreen, hats, fluids, protective eyewear.

Safety Precautions.

The following are recommended safety precautions for Licensees when out in the forest:

- Tell someone where you are going and when you are expected out of the forest, particularly if you are going to be in the forest after **4:30pm**.
- It is recommended that you always carry a cell phone with you while in the forest. However, there are significant areas of the forest where there is no cell phone reception. Move to higher ground and check for cell phone reception before calling.

Any significant hazards identified must go through the risk assessment process and be specifically documented and clearly identified at the work site.

IN THE EVENT OF AN EMERGENCY DIAL 111

Bad Weather Policy

Aim

Promoting a stop work culture when bad weather creates hazards that cannot be mitigated.

Objectives

To ensure staff leave the forest when bad weather thresholds are exceeded.

Responsibilities

When harm from bad weather cannot be mitigated, every employee will leave the forest when

A: wind speed, including gusts, exceeds 65 km/hr.

Mitigate can include.

- Working in areas where wind speeds are at or below 50km/hour.
- Working further than two tree lengths from trees.
- Working in a machine with a certified fall protection system.



Source: Safe Tree.

B: rainfall exceeds 50mm in 6 hours or 100 mm per 24-hour period due to flooding. This risk may be elevated during high tide (source: Metservice).

Mitigate can include.

- Working in areas with less rainfall and no stream crossings are required.
- Route does not include travel through low-lying land or next to tidal waterways.
- Working in areas with gentle terrain and free-draining soils (to minimise the risk of flash floods).
- Known flash flood area is the Coast Road (Ōkiritoto Stream) Ford at Muriwai

C: weather that might cause significant disruption (e.g., Lightning storm). Mitigation

can include working in areas where disruption risk is minimised.

Forest Visitors

Forest visitors, including visitors to MFNZ or MFM (NZ) work areas, shall have approval from the person in charge of the worksite. The person in charge of the worksite or organisation issuing the access permit shall ensure that the permit holder is:

- Briefed on the relevant hazards, site rules and emergency procedure (all special conditions shall be listed on the Permit provided), including events listed on the Te Ngahere o Woodhill activities Google calendar, and comply with the Permit issuing organisations' Health and Safety rules and COVID 19 guidelines.
- Provides a cell phone number of a phone on their person throughout the duration of their work in Woodhill Forest (for contact in the event of an emergency).
- Shall report to the designated person in charge of the Work Area immediately upon arriving at the Work Area.
- Inducted by the person in charge of the worksite and recorded their visit in the visitors' registers.
- Knows the designated safe area(s) at the worksite.
- Supervised by a competent person for their safety while at the worksite.
- Follow COVID-19 guidelines, including sanitising their hands before and after using common surfaces, wearing a face mask indoors or within 2 metres, and practising social distancing.
- The person in charge of the work area shall stipulate the minimum requirements for protective clothing, equipment and COVID-19 for visitors...

Forest Access Policy

Terms and Conditions of Forest Access Permit

Rubbish	The dumping of rubbish is strictly prohibited. All rubbish must be removed.
Fires	Lightening of fires is prohibited. No smoking in the Forest. Dial 111 if you see a fire in the Forest.
Camping	Camping is prohibited unless expressly permitted by this Permit.
Hunting	Hunting is prohibited unless expressly permitted by this Permit.
Firearms	Firearms are not permitted in the forest other than for authorised hunting or unless permitted by this Permit.
Poisons/Traps	Poison and traps are used in the Forest. DO NOT touch any baits, lures, carcasses, or traps. Dogs are particularly susceptible to the poison. NMWOKNL accepts no responsibility for the effects of any poison.
Firewood	The cutting and commercial sale of firewood are prohibited. You must not cut log stacks.
Trees	You must not cut, fall, intentionally damage, mark or remove any tree, shrub, or other forest produce.
Driving	You may only use the vehicle detailed on your Permit. During daylight hours, drive with lights on a minimum of the low beam in the forest. Normal road rules apply. Drive at a speed that suits the road conditions, never exceeding 50 kph.: Forestry roads are narrow with rough surfaces. Vision may be obscured due to vegetation, dust, fog, and blind corners. Some intersections are unmarked and not visible. Park off the road. Do not block the road or gateways with your vehicle in any way. Walk towards the traffic. All vehicles used on forest roads must carry third-party insurance of no less than \$10 million.

Hazards/Risks

The permit holder acknowledges that the forest is a place of potential hazards and shall take all proper care in exercising this Permit, including being responsible for those persons accompanying the permit holder.

The permit holder agrees to enter the forest at their own risk and shall be solely responsible for those persons accompanying the permit holder. The permit holder releases to the full extent permitted by law the Trust employees and agents from all liabilities, fines and demands of any kind which may arise out of any incident, accident or injury occurring to any person or property in the exercise of this Permit.

NMMOK makes no representation whatsoever as to the suitability of the Forest for the purpose intended by the permit holder.

Indemnity

The permit holder shall indemnify NMWOK in respect of (a) any loss, damage or injury to the real property of NMWOK or its contractors, (b) any loss, damage or injury to the property of NMWOK or any person on the Land, (c) All claims or actions by any third party against NMWOK for any loss, damage, fines proceedings or injuries; where such loss, damages, fines or injury result arising out of the permit holder's presence (or those persons who accompany the permit holder) in the forest or from the permit holders use of the forest tracks and roads or the undertaking of the rights under this Permit.

Permit Requirements

This Permit must always be carried and produced on demand whilst the holder is within the Forest. This Permit is not transferrable and may be revoked at any time by notice given by or on behalf of NMWOKNL, either verbally or by a public notice or by advertisement.

The permit holder must comply with all reasonable directions issued by NMWOKNL personnel. The permit holder and those persons accompanying the permit holder shall not interfere with NMWOKNL activities in the forest or any person granted access to the forest by NMWOKNL. The permit holder shall not do anything or omit to do anything that may become or is an annoyance, nuisance, damage or a disturbance to NMWOK land or other occupiers or owners of land adjoining the land.

The permit holder shall only enter the forest along the access ways directed by NMWOKNL and shall not enter those parts of the forest except as authorised on this Permit. The permit holder shall be responsible for the actions of all persons accompanying the permit holder under the Permit whilst in the forest. The permit holder shall immediately notify NMWOKNL of any damage to the forest area or any injuries to anyone occurring within the forest.

Breach of Permit Conditions

This Permit will terminate immediately upon any breach of its terms. In the event the Permit is revoked or breached, the permit holder and those people covered by the Permit shall immediately leave the Forest and shall not re-enter the Forest and could face trespass.

Supplementary Regulations for Organised Events in Woodhill and Riverhead Forest

Organisers of all events will ensure that:

- Detailed maps are provided for approval at least two weeks before the associated event.
- All events take place only in the final approved route.
- No event signs or markers are nailed to trees or forest signs.
- No permanent markers (i.e., paint) are used to mark routes.
- All markers are removed immediately following the event.
- All litter pertaining to the event is removed from the forest.
- There is to be no removal of any trees without prior consent from Nga Maunga Whakahii o Kaipara Ngahere Ltd (who will seek permission from the tree crop owner)
- Nga Maunga Whakahii o Kaipara Ngahere Ltd is to be notified of all hazards identified in the forests or all damage to the forest or land.
- The club or organisation accepts financial liability for any damage sustained to the forest roads – fencing or other addition determined by Nga Maunga Whakahii o Kaipara Ngahere Ltd.
- Forest gates are always locked another than when Forest Security is manning the gates.
- Areas of the forest are grazed from time to time. It is important to ensure that the forest gates are closed. (There is no grazing within Riverhead Forest)
- All persons, competitors and spectators entering the forest in association with the event maintain a responsible level of conduct.
- All vehicles pertaining to the event (participants, organiser and spectators) are parked so as to leave gateways, roads and tracks clear for emergency access.
- Nga Maunga Whakahii o Kaipara Ngahere Ltd reserves the right to cancel any event.

Safe Driving and vehicle policy (NMWOKNL)

Aim: Promoting a safe driving culture and reducing at-fault driving incidents within our organisation.

Objectives: To ensure staff who drive vehicles in the course of their work always demonstrate safe efficient driving skills and good road safety habits.

Responsibilities: every employee will:

- Ensure they hold a current driver's licence for the class of vehicle they are driving, and this licence is carried when driving.
- Immediately notify their Manager if the driver's licence has been suspended or cancelled or has had limitations placed upon it.
- Be responsible and accountable for their actions when driving their vehicle for the purposes of work.
- Assess hazards while driving and anticipate 'what if' scenarios.
- Drive within legal or posted speed limits, including driving to the conditions.
- Always wear a safety belt
- Never drive while 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 before setting off or pull over safely to do so.
- Report any near hits, crashes or driving incidents to their manager while driving during work hours. A near-hit form is to be completed.
- Their car must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request.
- The employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts.

While driving in the Forest

- Drive with lights on low beam
- Drive at the posted speed limit or to the road conditions.
- Forestry roads are narrow with rough surfaces.
- Vision may be obscured due to vegetation, dust, fog, and blind corners.
- Some intersections are unmarked and not visible.
- Walk towards the traffic.
- Park off the road.
- Do not block the road or gateways with your vehicle in any way.
- Tell someone where you are going and when you expected out of the forest.
- It is recommended that you always carry a cell phone while in the forest.
- Channel 69 must be used to call up your vehicle location while travelling on forest roads.
- If a loaded truck is approaching your direction, advise the truck driver that you will pull over and wait for them to pass.
- No person shall proceed through a Traffic Control barrier without ensuring they have gained the authority to proceed from the designated person in the crew in charge of the Traffic Management Plan.
- The person proceeding through the Traffic Control barrier must place all signs exactly how they found them.

In addition, it is required that all drivers:

- Take regular and adequate rest breaks, at least every two hours.
- Stop when tired.
- Plan their journeys, considering pre-journey work duties, trip length, and post-journey commitments.
- Complete a six monthly vehicle audit (attached) and rectify any issues by the date specified.

Environmental Hazards(NMWOKNL)

Ensure any specific environmental issues and risks in the block are documented.

Potential issues that should be considered:

- Any new or unusual Resource Consent requirements. Does a person with a specific license or authorisation need to be on-site (Approved or Certified handler for chemicals? Archaeologist for HPT sites? Chemical rating for aerial application? RCA license? CAA license (manned and unmanned), Specialised insurance (drones?)
- Operations around waterways:
 - Ensure waterways are correctly marked on the operation prescription/plan.
 - Discuss stream classification and controls in operation prescription/plan.
 - Requirement's pre-operation (neighbour notification, water uptake notification)
 - Measures required to protect the waterway from harm discussed and agreed upon (no chemical spray areas, machine setbacks, reduced payloads etc.).
 - Requirements post-operation (remove cull stems or vegetation, inform water uptake neighbours that operation is completed).
- Temporary crossings – location, type of crossing, monitoring and removal requirements.
- Any new tracking or tracks to be reopened – to be agreed upon and signed off. Track rehabilitation work completed.
- Wet weather plan – identify any high-risk areas and plan to minimise risks of adverse effects. Alternative work areas? Trigger points to elevate the issue to NMWOKNL.
- Slash/cull stem management plan – identify how slash or cull stems will be managed and where they will be stored.
- Archaeological sites or wāhi tapu.
 - Locations understood, sites marked in the field.
 - HPT Authority conditions and operation instructions on site and understood.
- Indigenous reserves – measures required to prevent damage.
- Threatened species – location and protection measures required.
- Any community/neighbours' issues or agreements. Do neighbouring properties hold any easements (water)?
- Potential to impact neighbour's property – spray drift, fences, vegetation, pasture, and cull stems on flood plains (if any damage is possible, discuss with the neighbour well before that part of the operation starts).
- Any infrastructure in the block that requires protection – tracks, culverts, bridges, pipelines etc.
- Management of water controls on roads and landings
- Protected Areas / PSP plots in the block.
- Location of chemical, fertiliser, fuel and oil storage and refuelling.

Environmental Policies (NMWOKNL)

Access License Holders Environmental Standards

The following environmental standards apply to all Access License/Permit holders on NMWOK Land.

General

- The Licensee/Permit holder is responsible for obtaining any resource consents necessary to carry out their operations/activity on NMWOK Land. All conditions of the resource consent(s) held by the Licensee and/or NMWOK must be complied with.
- Ensure that any restrictions identified on maps (such as archaeological sites or riparian zones) are understood and complied with.
- Water crossings shall not be installed without prior approval from NMWOKNL.
- Avoid causing damage to water control structures wherever possible. If damage to water control structures does occur, it must be reinstated by the land preparation contractor on completion of that component of the operation or communicated to the NMWOKNL representative if further work is required.
- Track construction or other earthworks shall not be carried out with prior approval from NMWOKNL (this excludes existing track maintenance)
- Where access is permitted, tracked or wheeled machinery shall not operate within 10m of a permanent water body without prior approval from NMWOKNL.
- Sediment runoff created by the activity should pass through a zone for trapping sediment before it enters a flowing stream or lake or flows onto a public road or neighbours' property.
- Vegetation shall not be removed or disturbed (except cutting back adjacent to existing tracks) without prior approval from NMWOKNL.
- The site must be kept free of rubbish. Other foreign materials (broken equipment, waste oil etc.) must be removed regularly before leaving the site.
- Any use of fuel, oil or chemicals must always comply with the Hazardous Substances and New Organisms Act 1996 (HSNO Act) or the appropriate industry Approved codes of practice or guidelines.
- Containers for the storage and use of any fuel, oil or chemicals must be secured from leaks and sited so that the liquid is contained in the event of an accidental spill.
- Known archaeological and cultural sites shall not be disturbed.
- If any possible archaeological or cultural sites are discovered, all activities within 30m of the site must be stopped, and NMWOKNL must be notified immediately.
- Where a permit has been issued for the harvesting of non-productive species (e.g., flax or ponga), the removal of other species is not permitted.
- Other NMWOK Environmental Standards which exist for activities that these Standards do not cover may be issued by NMWOKNL where appropriate.
- If you cannot comply with these Environmental Standards, notify NMWOKNL before commencing any work.

Environmental Standards – Alternative Land Use

NMWOKNL - Forest's Environmental Standards establish the standards by which any activity will be required to operate. The following provides an interpretation of those standards to assist in understanding what NMWOKNL requires.

Activities around Watercourses

Any activity around a watercourse (stream, river, wetland, etc.) is subject to the following standards:

Standard 2.1

Water crossings shall not be installed without prior approval from NMWOKNL.

Standard 2.6

Riparian vegetation must not be disturbed without prior approval from NMWOKNL.

Standard 2.9

Tracked or wheeled machinery shall not operate within 10 metres of a permanent water body.

Standard 2.10

The operation shall not create earth flows, loose fill, or sediment fans within 10 metres of a water body.

These standards aim to protect water quality by ensuring bank integrity and the retention of riparian vegetation. All activities, but especially motorised activities, should avoid all watercourses. No track or trail should be constructed within 10 metres of a watercourse. Existing bridges or culvert crossings should be used when an activity needs to cross a watercourse. Where existing crossings are impossible, explicit approval will need to be obtained from NMWOKNL before any bridge, culvert, or ford is installed in or over any watercourse.

Tracks, Trails, and other Earthworks

The use of or construction of any track, trail, jump, ramp, roll-over, pit, etc., is subject to the following standards:

Standard 2.3

Runoff should pass through a zone for trapping silt before entering a permanent water body or actively flowing watercourse.

Standard 2.5

Runoff from earthworks is dispersed or, where concentrated, is directed onto the erosion-resistant ground.

Standard 2.7

No earthworks shall be carried out on the site without prior approval from NMWOKNL.

Earthworks include a track where the repeated use of the track is likely to give rise to preferential flow paths leading to scouring and erosion. Cut-offs must be installed on all tracks and trails, existing or otherwise, where there is no protective surface (metal or seal). A cut-off is a channel cut at right angles to the runoff flow, the design of which is dependent on the likely runoff flow, terrain, and subsequent use of the track. Cut-offs for a single track used by a one-off mountain bike or a horse event may consist of shallow cut-offs, while a regularly used motorcycle track would require a deep cut-off designed to allow motorcycles to travel over it without destroying the cut-off. Cut-offs should be spaced at least every 30m on rolling to steep terrain.

Rubbish

Any material not naturally found in the forest is rubbish and subject to the following standard:

Standard 4.1

The site must be kept free of rubbish. Other foreign materials (equipment etc.) must be removed before leaving the site.

It goes without saying that all rubbish must be removed from the forests. This includes all track markers. No rubbish, including organic rubbish, must be buried within the forests.

Fuels, Oils, and Other Chemicals

All equipment and storage containers are required to meet the following standards:

Standard 4.2

Containers for the storage and use of any fuel, oil or chemicals must be secured from leaks and spills, and stored so that in the event of an accidental spill, the liquid is contained.

Standard 4.3

Mechanical equipment must be maintained to prevent leaks and sited so that in the event of a leak or spill, fuel and oil cannot enter a watercourse. Refuelling must be carried out in a secure area where accidental spills can be contained.

Any event using vehicles must ensure that those vehicles are well maintained. Any refuelling required should only be undertaken in specifically designated areas. Any spill of oil, fuel or another chemical must be reported to NMWOKNL as soon as is practicable.

Reserves and Archaeological Areas

Reserves and archaeological sites are generally restricted areas and subject to the following standards:

Standard 5.2

Reserves and native vegetation must not be disturbed without approval from NMWOKNL.

Standard 6.2

Known archaeological and cultural sites shall not be disturbed.

Standard 6.3

Work must be stopped if any possible archaeological or cultural sites are discovered during the operation, and NMWOKNL must be notified immediately.

Restricted areas will be marked on maps, but, as a rule, all areas of native vegetation and any archaeological site (pā, pits, or midden) are to be avoided – especially where motorised or horse-riding events are planned. Tracks through areas of native vegetation should only be used with the explicit approval of NMWOKNL staff. NMWOKNL should be notified of the discovery of any site that may be an archaeological site as soon as practicable.

Neighbours

NMWOK seeks to be a good neighbour. The following standard applies to all activities in our forests:

Standard 7.1

The lessee is responsible for consulting with neighbouring properties and managing their activities to prevent unnecessary impacts on neighbours or the local community.

All activities should be managed to prevent unnecessary impacts on NMWOK neighbours and the local community. Approval to enter land owned by NMWOK does not approve to enter our neighbours' lands. Activities along our boundary should be avoided unless the neighbour has been consulted.

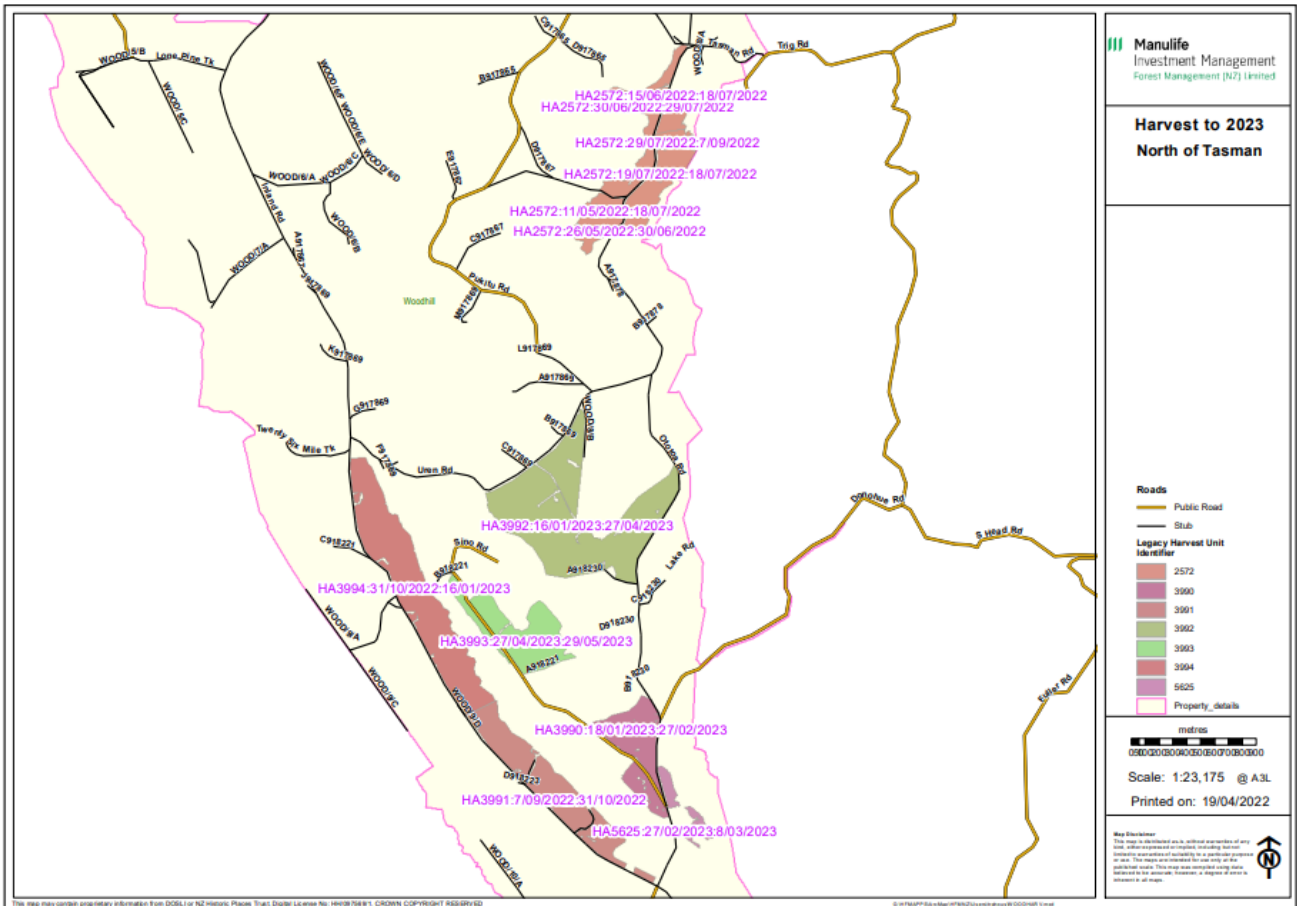
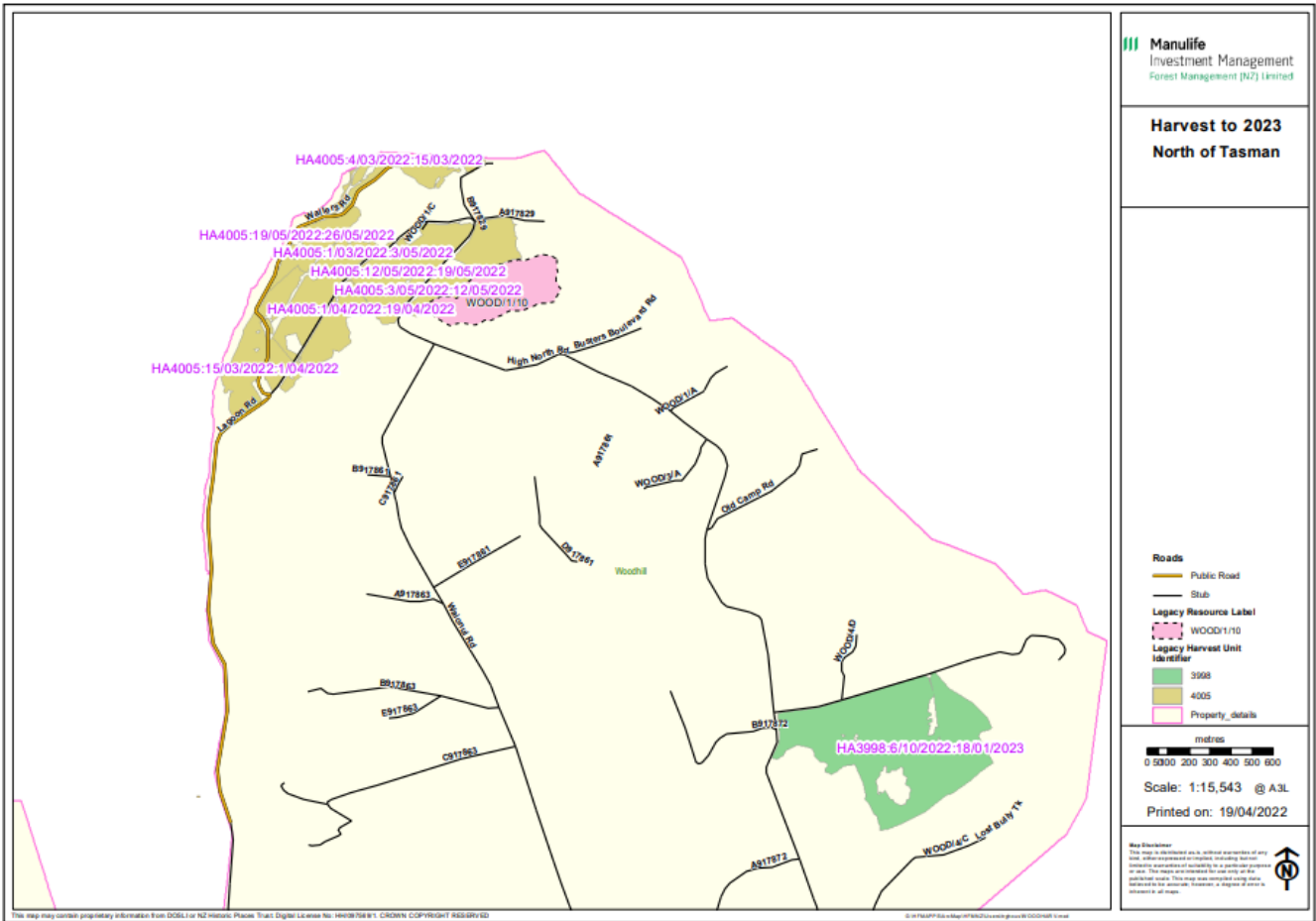
All activities should respect other forest users.

Compliance

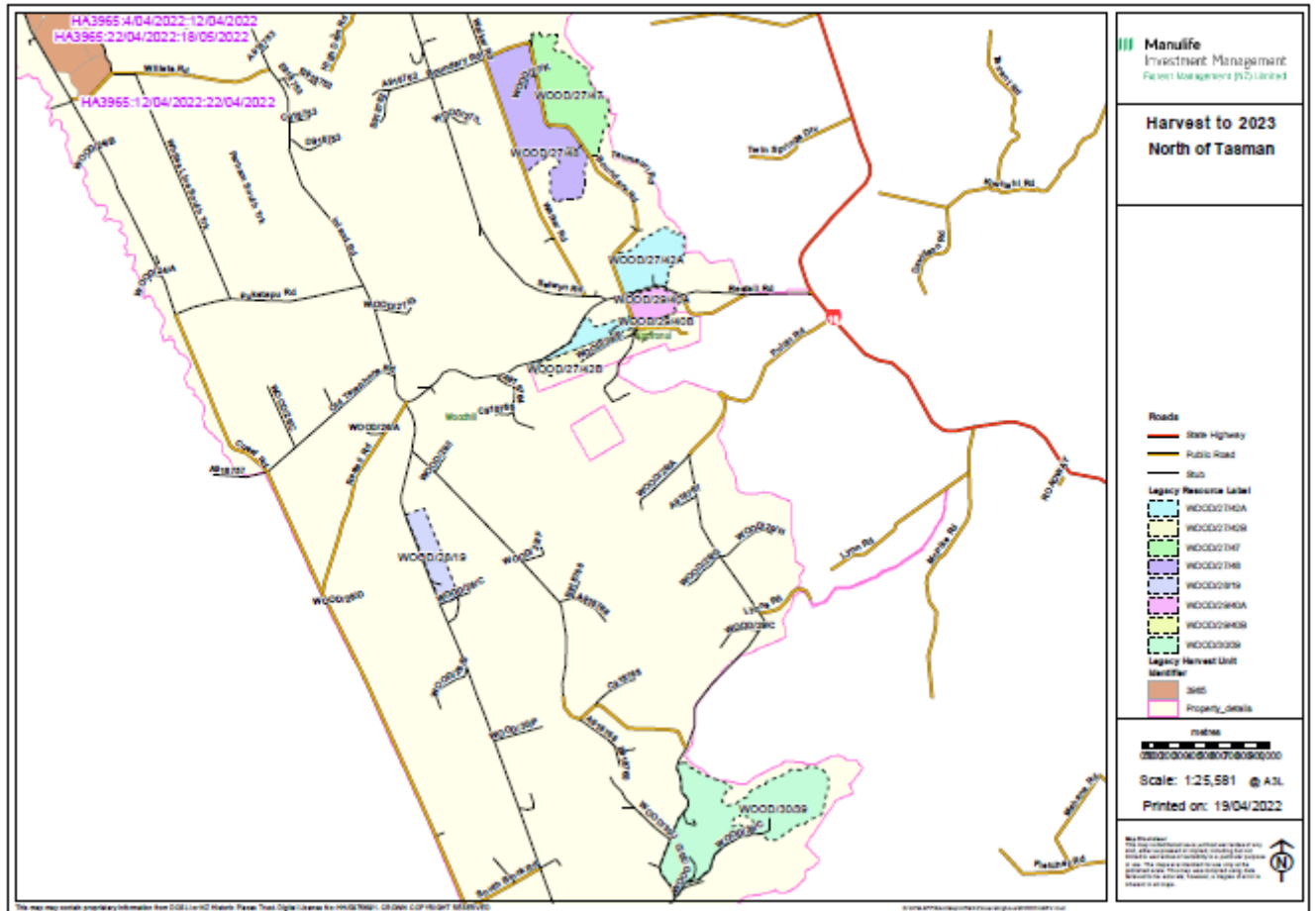
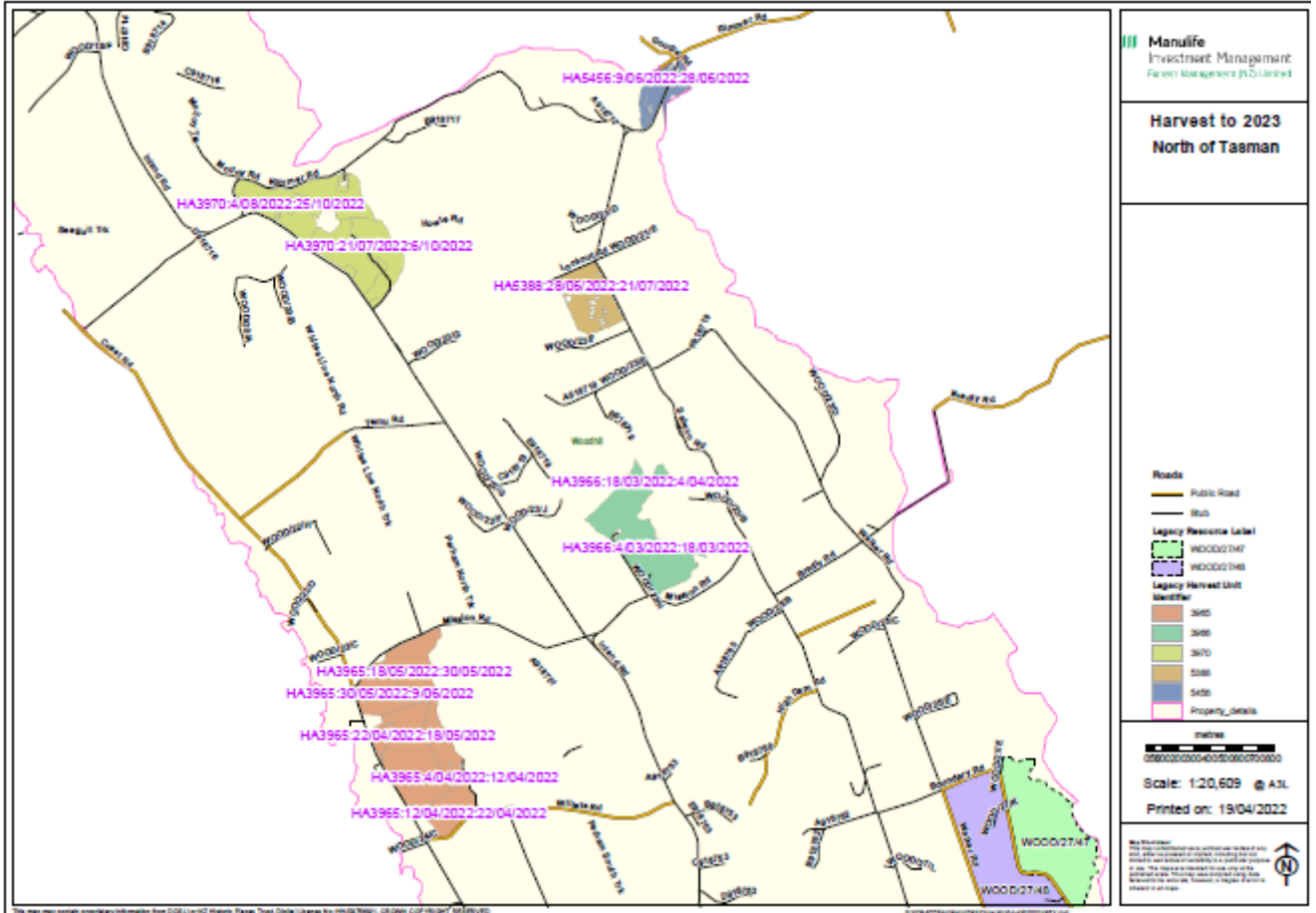
All activities will be required to meet or exceed the above environmental standards. Lessees, concessionaires, and event organisers will be required to confirm compliance with the above standards at either: the end of the planned event or, for ongoing activities, within six months of commencement and through (up to 6 monthly) audits thereafter.

Audits will be undertaken to ensure compliance. Non-compliance will be dealt with on a case-by-case basis but may result in future access being denied.

Woodhill Forest North

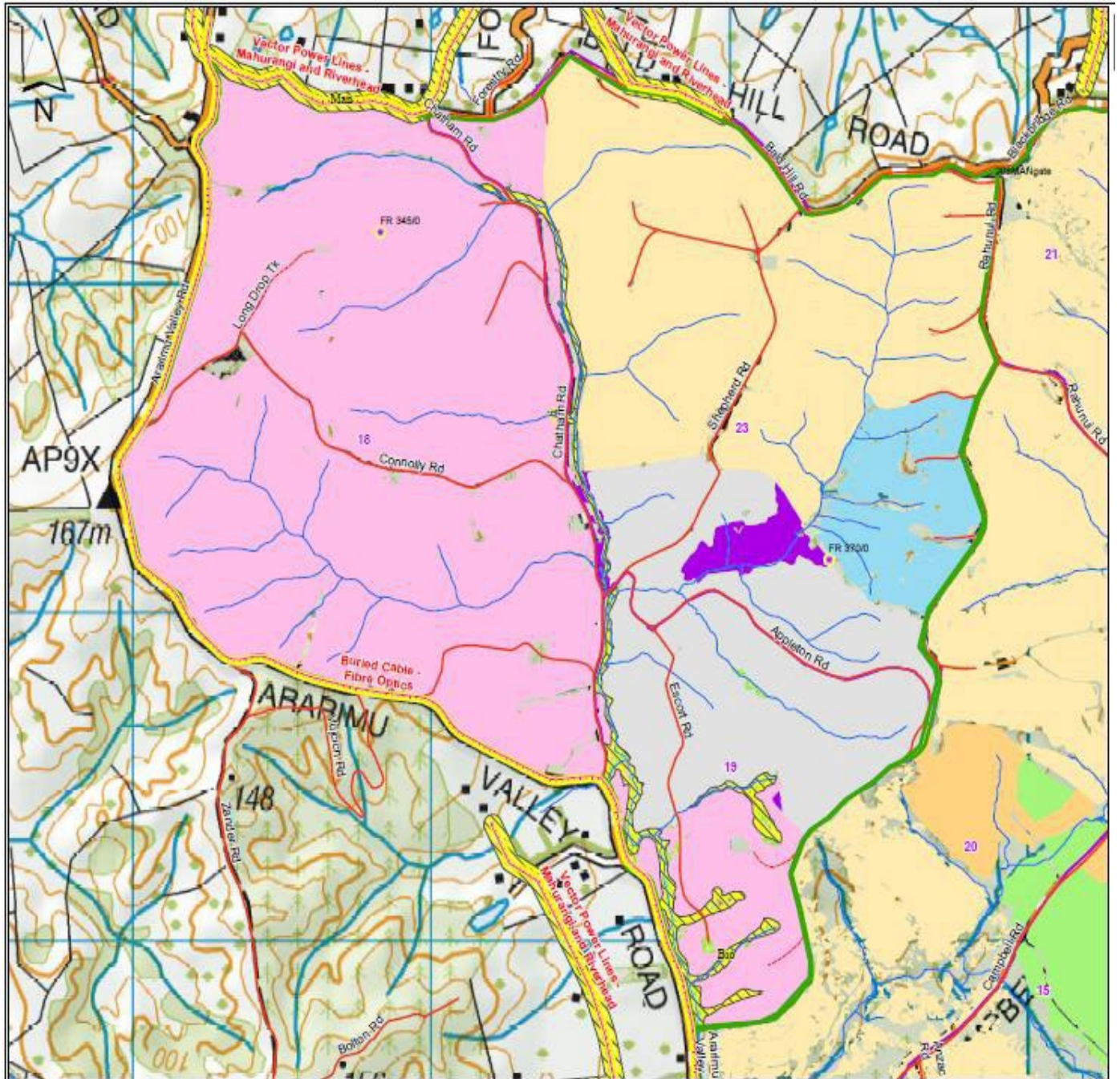


Woodhill Forest South



Map - Riverhead Forest Ararimu Block

NMWOKNL manages the Ararimu Block of Riverhead Forest. All permits issued by NMWOKNL for access to this property expects that the permit holder should follow and observe all policies and procedures listed in this document.



Induction checklist for NMWOKNL Contractors

Name			
Company			
Address			
Contact			
Start Date		End Date	

Checklist	Contractor agreed	Staff Witness
Signed copy of the Work Agreement, including any health and safety requirements.		
Introduced contractor to our health and safety officer.		
Provided a full health and safety briefing, including specific hazards that may affect the contractor or their employees.		
Clearly outlined restricted areas.		
Explained company rules that the contractor will be required to comply with.		
Given contractor a copy of the workplace evacuation plan. Explained emergency procedures and the location of the first-aid facilities.		
Provide any safety or other equipment required for the job or verify that the contractor's personal protective equipment is appropriate.		
Given any specific job instructions and work methods required.		
Told the contractor about reporting requirements, such as whom to contact in case of absence or an emergency in the workplace and the process for reporting accidents and incidents, including near-miss events.		

Contractor sign: _____ NMWoKNL sign: _____



KAIPARA

Ngā Maunga Whakahii o Kaipara Ngahere Limited

Incident/Accident/Hazard Reporting Form

All accidents or incidents (including 'near misses') that occur in Woodhill forest must be reported to the permitted provider.

If you are not involved directly in the incident but have witnessed unusual sites or behaviour and/or possible future hazards whilst exercising your Permit, you and/or your company must report those incidents/accidents to the permitted provider.

Person reporting incident/accident:

Name:				Date:	
Address:					
Incident Type (Threat)	Assault – Caught in/under/between – Confined space – Cut/puncture/scrape – Explosion or burns - Electrical – Falls from height – Strain – Pressure release – Slips & trips – Struck by – Water-related – Other _____				
Company:					
Email:					
Phone:		Work:		Mobile	
Date of Incident		Potential Severity		Time of Incident	

Details of the incident:

Date:		Time:	
Location of Accident/incident:			
Number of people affected.			
Details of Accident / Incident: P.T.O if more space is required)			
Immediate Causes (people, equipment, materials, environment?)			
Underlying Causes			



KAIPARA

Incident/Accident/Hazard Reporting Form

Underlying Causes/Cont.			
Action Plan(s) to Rectify		Person responsible	Due Date
Who is responsible for completion?			
Name		Date	
Actions confirmed as completed.			
Name		Completion Date	
Hazard Identification			
Describe the Hazard	Where is this hazard?	What risk does it pose	