



Restoring Takarunga Hauraki

Predator Free Health & Safety plan

1.0 Structure Table of Contents

1.1 Introduction	3
1.2 Recording of Near misses and incidents	3
2.0 People	3
3.0 Activities undertaken by RTH	3
3.1 Trapping	3
3.2 Baiting	3
3.3 Monitoring	3
4.0 Terrain in the RTH area	3
4.1 Flat areas, established tracks and bush	4
4.2 Cliff face	4
4.3 Coastal environments, waterways, and beaches.....	4
5.0 Weather related	4
5.1 Specific weather hazards	5
5.1.1 Electrical storms	5
5.1.2 Working near a water source during or after heavy or prolonged rain	5
5.1.3 Long periods of sunlight exposure and heat	5
6.0 Equipment.....	5
6.1 Trap Handling (DOC200).....	5
6.1.2 Trap Handling (T-rex trap).....	6
6.1.3 Trap Handling (Flipping Timmy)	7
6.1.4 Trap Handling (Trapinator).....	8
6.1.5 Trap Handling (A24).....	10
7.0 Risk Register	12

1.1 Introduction

The purpose of this document is for the use of Restoring Takarunga Hauraki (RTH) in the Predator Free workstream for Health & Safety (H&S). RTH is a community focused organisation that has predator trapping networks across the Takarunga Hauraki area. This document applies to all volunteers who do trapping, baiting or monitoring for RTH. For the purpose of this document ‘working’ includes both paid and unpaid work.

1.2 Recording of Near misses and incidents

RTH has provided a near miss and incident form available to all volunteers. When a near miss or incident is reported, RTH will review and update any H&S to ensure these don’t occur again.

2.0 People

New volunteers are required to read the manual and sign-up using the volunteer form. Training for T-rex traps, DOC200 traps, Flipping Timmy, Trapinator, and A24 will be done by the Predator Free Lead and must be signed off prior to use.

3.0 Activities undertaken by RTH

Activities in the field are specified below with a focus on H&S

3.1 Trapping

RTH undergoes trapping on land managed by Auckland Council (AC), Department of Conservation (DOC), Tūpuna Maunga Authority (TMA). This is done through the use of different types of traps targeted at different species. Multiple traps in one area are set out in a “trap line”.

3.2 Baiting

RTH undergoes baiting on land managed by AC. This is done through the use of toxin in locked bait stations 4 times a year, via a “pulse”. Bait is replaced halfway through the pulse.

3.3 Monitoring

RTH undergoes monitoring on land managed by AC, DOC and TMA. Monitoring of predator species present is conducted ideally every 3-4 months. The data from this monitoring identifies presence of species and locations of species. Monitoring includes tracking tunnels, chew cards and wax tags.

4.0 Terrain in the RTH area

The terrain within the RTH is incredibly varied. There are flat areas, established tracks, bush, cliff-face, coastal environments, near waterways and beaches. Some lines require descending or ascending hill sides to access traps, bait stations and monitoring locations. Some lines require walking alongside a cliff-edge. The following information provides guidance to mitigate the risks in the terrain.

4.1 Flat areas, established tracks and bush

- Remain alert at all times.
- Watch footing for unstable ground
- The volunteer should not do anything they are not comfortable with
- Ensure a trusted person knows where you have gone and your time of return. They must be able to reach out to people if the volunteer does not return

4.2 Cliff face

Note: A cliff face is defined as an area where there is a risk of falling from

- Walking along or near a cliff face should be avoided where possible
- If it not possible to be avoided due to the location of traps the following is required
 - Non-slip shoes with ankle support are worn.
 - Volunteers must remain 1.5 metres back from the edge of the cliff
 - Cliff faces are inspected before the start of a visit for wet soil, new cracks, dislodged rocks and slips
 - Cliff faces are only accessed during calm weather (windspeed < 20 km/hr) and with adequate visibility
 - Volunteers should not do anything they are not comfortable with
 - Volunteers are always given ample opportunity to ask questions and always have an opportunity to abstain from anything they feel is unsafe.

4.3 Coastal environments, waterways, and beaches

- Avoid waterway crossings, especially those that are tidal
- If the work being carried out depends on tide, check the tides before heading out and allow enough time to return.
- Wear appropriate gear including: wet weather clothing and shoes
- If a volunteer is concerned about safety around water, do not participate in any activity that involves this.
- Do not enter areas where mud is above your ankles.

5.0 Weather related

It is the volunteers responsibility to check the weather prior to doing trapping, baiting or monitoring. If a MetService warning has been issued, a volunteer should not complete any trapping, baiting or monitoring and should wait after the warning has been finished to ensure the area they are in is safe.

5.1 Specific weather hazards

5.1.1 Electrical storms

- If thunderstorms are forecast do not do field work.
- To avoid lightning strikes, stay low and remove metal items

5.1.2 Working near a water source during or after heavy or prolonged rain

- If the water is higher than knee height do not cross
- If you can see debris in the water do not cross
- Remove belt clips from your bag when crossing the river in case you fall to make it easy to get up

5.1.3 Long periods of sunlight exposure and heat

- Ensure you wear sunscreen, have suitable clothing to cover your body and enough water to sustain you for the day
- Stay out of sunlight if in the field for long periods of time

6.0 Equipment

6.1 Trap Handling (DOC200)

DOC200 traps are used for stoat eradication. The main risks associated with DOC200 use are:

1. Impact injury as a result of accidental activation (usually hands and/or fingers); and
2. Exposure to infectious carcasses; and
3. Injury from repetitive servicing (likely back or knee injury).

Key safety requirements:

- trained and competent operators
- maintained traps
- securely mounted traps (screwed to box base)
- strong and flexible gloves always worn
- hand washing/hand sanitation materials are immediately available

Servicing Traps

1. With the trap box on the ground, unscrew and open trap box lid.
2. Place the bait and any lure material in the trap box. Use long handled tong to handle bait if preferred.

3. Hold the wire setting loop on the top of the kill bar in one hand. Use the free hand on the top of the box for stability (away from the kill bar). Lift and raise the kill bar up and over the top of the vertical trigger arm, allowing the trigger arm to swing back to a vertical position with base sitting on the trigger plate.
4. Slowly release pressure on the setting wire, allowing the base of the trigger arm to gently slide across the trigger plate arm to become wedged against the holding notch.
5. If the trigger plate arm does not easily move into a vertical position, hold the top of the trap with one hand while moving the arm with the other to get it into position.
6. The kill bar will now be held in a vertical position and the trap is set.
7. Gently close the trap box lid. Reinsert the locking screw and secure tightly.

Activated Trap Clearing & Rebaiting

1. With the trap box on the ground, unscrew and open trap box lid.
2. If a double set DOC 200 box that has only one carcass put a safety clip on the trap that has no carcass before clearing the other trap.
3. Lift the kill bar slightly and remove the carcass (either with tongs or gloved hands).
4. Gently lower the kill bar back onto the trigger plate.
5. Visually check the trap for damage or loose fittings. If necessary, clean the trap using a stiff brush.
6. Check and replace bait if required. When replacing eggs ensure safety clips are in place first in DOC 200 traps.
7. Gently close the trap box lid. Reinsert the locking screw and secure tightly.

6.1.2 Trap Handling (T-rex trap)

T-rex traps are used for rat eradication. The main risks associated with T-rex trap use are:

1. Impact injury as a result of accidental activation (usually fingers);
2. Exposure to infectious carcasses; and
3. Injury from repetitive servicing (likely hand injury).

Key safety requirements:

- trained and competent operators
- maintained traps
- strong and flexible gloves worn at all times
- hand washing/hand sanitation materials are immediately available

Servicing traps

1. Open the mesh on the service entrance
2. Remove the lure cup: Locate the lure cup on the underside of the T-Rex trap. Twist it to the left to unlock and pull it out.
3. Fill the lure cup: Fill the lure cup with a small amount of your bait.
4. Replace the lure cup: Twist the bait cup to the right to lock it back in place.
5. Set the trap: Squeeze the back end of the trap with until you hear a click. This will hold the trap jaws open.
6. Position the trap: Holding the back of the trap, slide the set trap, bait-end first, into your wooden tunnel box. Position the trap at the back of the trap tunnel
7. Replace the mesh on the service entrance

Activated Trap Clearing & Rebaiting

1. Open the mesh on the service entrance
2. Remove the t-rex trap. If activated with a carcass, using gloved hands squeeze the clip end to release the carcass. If activated with no carcass also squeeze the clip to open the t-rex trap
3. Remove the lure cup: Locate the lure cup on the underside of the T-Rex trap. Twist it to the left to unlock and pull it out.
4. Fill the lure cup: Fill the lure cup with a small amount of your bait.
5. Replace the lure cup: Twist the bait cup to the right to lock it back in place.
6. Set the trap: Squeeze the back end of the trap with until you hear a click. This will hold the trap jaws open.

6.1.3 Trap Handling (Flipping Timmy)

Flipping Timmie's are used for Possum trapping. The main risks associated with Flipping Timmie's are:

- Impact injury as a result of accidental activation (usually fingers or hand);
- Exposure to infectious carcasses; and
- Injury from repetitive servicing (likely hand injury).

Key safety requirements:

- trained and competent operators
- maintained traps
- strong and flexible gloves worn at all times
- hand washing/hand sanitation materials are immediately available

Servicing traps

1. Screw the trap to the tree, 1 metre off the ground
2. Place the bait on the bait bar
3. Close the lid and twist the red dial to closed
4. When string loop is short, the trap is safe
5. Placing your hand on the trap and pulling the string until it is long and at the end of the trap.

Activated trap clearing

1. If there is a possum in the trap you will need to reset the trap by pulling the cord to release the possum.
2. If a possum has been released or the trap is still set then the trap needs to be deactivated. Turn the red dial to be able to release the trap, hold onto the side of the Flipping Timmy tightly. Do not put your fingers in the head entrance when doing this.
3. Holding the cord, whilst wearing gloves place your thumb on the back of the kill bar. Do not put your fingers in front of the bar. Holding tension on the cord use your thumb to apply pressure on the kill bar to allow it to slowly lower it down.
4. Once the string is short, the trap is deactivated.

6.1.4 Trap Handling (Trapinator)

Trapinator purpose is for possums removal. The main risks associated with Trapinator's are:

- Impact injury as a result of accidental activation (usually fingers or hand);
- Exposure to infectious carcasses; and
- Injury from repetitive servicing (likely hand injury).

Key Safety requirements

- trained and competent operators
- maintained traps
- strong and flexible gloves worn at all times
- hand washing/hand sanitation materials are immediately available

Setting up traps

1, Screw the trap to the tree using screws (not the nails provided) to ensure that the trap can be moved. Do not screw the trapinator in too tight as the back will warp and make it unable to set the trap.

Look at this video for more information: <https://www.youtube.com/watch?v=DGVLyI7bdEQ>

2. Check the trap is set to the unset position by looking at the location of the red handle on the right hand side of the trap

3. If using the bite block spread the paste/jam on the block. Make sure the one lured the bait block is closer to the hole. If using fruit ensure that the fruit is not larger than the bait block.

4. Place the bite block stick down and close the lid.

5. Holding the side of trap use your other hand to push the bar down and away from you to set the trap. Check out this video to see this: <https://www.youtube.com/watch?v=LJPd2Wfu4B4>

Trap servicing

1, If the trap is still set and there is no catch care needs to be taken when de-setting it. Place your hand on the set arm and slowly release it, ensuring to maintain pressure as the spring is loaded. Check out this video from 3min 20 onwards:

<https://www.youtube.com/watch?v=LJPd2Wfu4B4>

2, If the trap has a catch push the lever slightly forward (not all the way) to release the head. You may need to tug on it in order to release it. See this video for a demonstration: <https://www.youtube.com/watch?v=9RBkOfFoygc>

3. Make sure the trap is not set by looking at the side of the trapinator then re-bait your trapinator above.

4. If using the bite block spread the paste/jam on the block. Make sure the one lured the bait block is closer to the hole. If using fruit ensure that the fruit is not larger than the bait block.

5. Place the bite block stick down and close the lid.

6. Holding the side of trap use your other hand to push the bar down and away from you to set the trap.

7. Check out this video to see visuals of this:

<https://www.youtube.com/watch?v=LJPd2Wfu4B4>

6.1.5 Trap Handling (A24)

A24 purpose is for rat removal. The main risks associated with A24's are:

- Impact injury as a result of accidental activation (usually fingers or hand); and
- Exposure to infectious carcasses.

Setting up traps

<https://goodnature.co/pages/goodnature-a24-home-trapping-kit-quick-start-guide>

1. Using your forefinger and thumb, press the Black Tabs inwards and ease the orange Trap Mount along and off the Trap Body.
2. Using a screwdriver, screw in the orange Trap Mount 5" (about a hand width) above the ground onto a straight tree or post. Do not overtighten the screws.
3. Tilt the Trap Body backwards slightly and lower it onto the top locking tab of the Trap Mount. As you press downwards the Trap Body will be guided in toward the Trap Mount and lock in with a click. Ensure it is clicked in properly and the Trap Mount is firmly screwed to the tree or post before powering up your A24.
4. Remove the black cap from the gas canister. Be careful to keep the screw thread clean and free of debris. Screw the canister firmly into the trap. Hand tighten only
5. If using a Counter with your A24, slightly wet the inside of the rubber strap for lubrication and rotate the Counter counter-clockwise as you ease it up the canister. The Counter display must face directly away from the trap.
6. Zero the Counter by pressing the button and holding it down until the display shows '00'. The Counter goes to sleep a few seconds after the button is released. To check the tally on the Counter, quickly press and release the button. The display will show the number killed.
7. To test fire the A24, reach a pen or twig down through the top of the trap and push the Trigger gently to the side. The Striker will fire with a bang and then retract. **Always keep your hands clear of trap entrances and always treat the trap as live.**
8. Remove the coin from the top of the automatic lure pump (ALP) to activate the technology that slowly forces a steady stream of lure out for a 6 month period. When enough lure is forced out it will drop off and onto the ground and act as pre-feed, allowing rodents to build up their food preference before they enter the trap.
9. While keeping the Cap on the ALP, shape it into the Shroud Cap far enough so that its skirted edge sits aligned with the edge of the Cap. Now remove the ALP's Cap and a small amount of lure may be forced out, that's fine – just wipe this excess lure below the entrance of your trap as more pre-feed

10. Place the Shroud Cap with the ALP into the Lure Cradle and screw into the internal thread with a few turns. Once the ALP is screwed into the Lure Cradle, secure the Shroud Cap onto the trap by pushing down and clicking into place with another turn. The ALP is now set and active

Moving/de-gassing traps

1. When you unscrew the gas canister from your trap, this will deplete any remaining gas! Make sure you have a spare gas canister before moving your trap.
2. Remove the Counter (if you have one) by screwing it counter-clockwise as you ease it down the gas canister.
3. Hold the gas canister with a cloth to protect your hands and unscrew the gas canister from the trap. **Be careful as the gas canister will freeze rapidly when you unscrew it from the trap.**
4. Although the gas canister has been removed, the trap may still be live with one or more charges remaining in its chamber.
5. Test fire your trap by taking off the Shroud Cap and using a pen or a twig, reach down through the top of the trap and push the Trigger (thin metal rod) to one side. Keep pushing on the trigger until all gas has been flushed out. **Always treat the trap as live until you have de-gassed and test fired it. If the trap doesn't fire when triggered, the trap has successfully been de-gassed.**
6. With the trap de-gassed, your trap is now safe to detach from the Trap Mount. Using your thumb and forefinger, squeeze the Black Tabs and with upward pressure pull the trap up and off the Trap Mount. **Always keep fingers clear of trap entrances**

	7.0 Risk Register	
	Risk Management System	
Restoring Takarunga Hauraki	Issue Date: July 2026	

		← Consequence →					Risk Ranking Interpretation		
		Insignificant	Minor	Moderate	Major	Extreme			
← Likeli hood →	Almost certain	8	11	16	22	25	1 - 4	Very low	Undertake with care
	Very likely	6	10	15	20	24	5 - 8	Low	Undertake with caution
	Likely	4	9	14	18	23	9 - 13	Medium	Undertake with high caution
	Possible	2	7	12	17	21	14 - 19	High	Undertake with extreme caution
	Very unlikely	1	3	5	13	19	20 - 25	Extreme	DO NOT undertake

Injury Risk Consequence	
Very low	No treatment required
Low	First aid treatment
Medium	Medical treatment. Lost time injury (< 7 Days)
High	Serious harm. Hospitalisation. LTI (> 7 Days)
Extreme	Multiple casualties. Permanent disability. Death

Identified Hazard	Potential Harm	Initial Risk Ranking	Response Strategy	Hazard Controls	Residual Risk Ranking	Training Requirements
Excessively hot or cold weather conditions	Excessive UV exposure Sunburn Dehydration Reduced judgement Heat stress Hyperthermia (heat) Hypothermia (cold) Confusion, agitation, anxiety	H15 (Heat) M10 (Cold)	Minimise	Hot weather Dress appropriately – sunhat & sunglasses Regularly apply SPF50+ sunscreen. Carry water to maintain adequate hydration levels. Schedule activities for coolest times of day or manage route to avoid open areas in direct sunlight. Take allocated breaks. Seek shade wherever possible. Cold weather Dress appropriately – multiple layers, waterproof jacket, dry socks and a change of clothes Carry energy-rich food if out all day. Seek shelter wherever possible.	L5 (Heat) L5 (Cold)	Area and weather knowledge First-aid training
Excessively windy/stormy weather conditions including thunder and lightening	Physical injuries from flying debris Eye injuries (Airborne dust) Struck by lightning	H17	Minimise	Seek shelter as soon as possible Monitor weather reports before and during field work Avoid or postpone activities in the vicinity of mature trees or weak structures Ensure a trusted person knows where you are and able to reach for help if the volunteer does not return home	M12	Area and weather knowledge First-aid training
Heavy rain and flash flooding	Disorientation Slips, falls Landslide Toppled trees	H17	Minimise	Wear wet weather gear Seek shelter. Monitor weather reports & tide charts. Plan activities to avoid exposure to risks.		Area and weather knowledge Tidal knowledge

	Hypothermia Being swept away Drowning			Carefully assess sites, structures etc. Avoid or postpone activities in the vicinity of streams, mature trees, weak structures Avoid waterway crossings, especially those that are tidal. Ensure a trusted person knows where you are and able to reach for help if the volunteer does not return home Carry reliable method of communication	M12	
Driving to and from volunteering	Traffic, pedestrians, cyclists Collision Road-rage Road traffic accident Physical injury Serious harm Fatality	E20	Minimise	Trained, licenced drivers. Correctly maintained, certified vehicle. Adherence to all road rules at all times. Use of seat belts at all times. Appropriate speed for conditions. Display courtesy and patience at all times. Use backing cameras or spotters when reversing if available. Secure loads inside and outside of vehicle. Carry reliable method of communication.	H17	Drivers license
Bicycle or e-bike use	Traffic, pedestrians, other cyclists Collision Road-rage Road traffic accident Physical injury Serious harm Fatality	E20	Minimise	Correctly maintained bicycle / e-bike. Adherence to all road rules at all times. Wear helmet and hi-vis vest at all time Appropriate speed for conditions. Display courtesy and patience at all times. Secure loads inside and outside of bicycle / moped either with panniers or a backpack. Carry reliable method of communication.	H17	General bicycle road training
Working alone	Getting lost Physical injury Medical event	H17	Minimise	Inform a trusted person of location and ETA home. Ensure this person is able to call for help if needed	L5	Area knowledge Personal communication use

	Threatening encounter			Carry a reliable form of communication Remove yourself from any threatening encounter		
Rugged terrain	Excessive UV exposure Sunburn/Dehydration Fatigue Trips/falls Getting lost Physical injury Medical event	E20	Minimise	Dress appropriately, including suitable footwear Inform a trusted person of location and ETA home. Ensure this person is able to call for help if needed Carry a reliable form of communication	L7	Area knowledge Personal communication use
Working below cliff faces	Physical injury Serious harm Pain	E20	E20	Identify at risk areas Do not go after heavy rain fall Inform a trusted person of location and ETA home. Ensure this person is able to call for help if needed Carry a reliable form of communication	M12	Area knowledge Personal communication use Identification of at risk areas
Aggressive members of the public	Emotional distress Physical Injury Anxiety	H14	Minimise	Communicate intentions to the member of the public Make staff member aware Carry a reliable form of communication Do not engage and remove yourself from the situation	M12	Personal communication use Report incident to staff member
Domestic animal attack	Emotional distress Pain Panic Cuts, bruising Bite injuries Infection	H17	Minimise	Use bucket or bag or any item to put in between yourself and the animal Carry water and hand sanitiser	M12	First aid
Stinging insect attack	Emotional Distress Pain			Awareness of seasonal influence on stinging insect populations and behaviour.		Epi-pen use First aid training

	Panic Localised swelling Allergic reaction Confusion Anaphylaxis Cardiac arrest Fatality	H14	Minimise	Pre-existing medical issue disclosure to staff. Dress appropriately (cover up). Careful site assessment. Avoid powerfully scented cosmetics. Carry antihistamine. Carry adrenaline or epi-pen if known to be allergic.	M12	
Handling or preparing trap bait or lures	Knife cuts Puncture wounds Allergic reaction/Anaphylaxis (peanut-based baits) Exposure to infectious material Infection and/or illness	H15	Minimise	Use sharp, well maintained knives or shears. Cut only on suitable, stable surfaces. Wear appropriate gloves. Only used marked dedicated chopping boards for bait and keep away from the kitchen. Always cut away from self. Place prepared bait in suitable, leak-proof container for storage/transport. Correctly dispose of all resulting waste material – ideally bury or incorporate into active compost to bio-degrade. Thoroughly clean and disinfect all equipment and hands on completion. Place clean knives etc. in suitable scabbard or pouch. Store prepared bait in a cool environment separate from general (human) foodstuffs. Avoid peanut-based bait exposure if you are allergic.	M12	Safe food handling First aid training
Handling and installing predator traps and monitoring stations	Trips, falls Sprains, strains Cuts Bruising			Trained, competent users. Purpose-made trap-box cartage back-packs where possible or use of wheelbarrow Sound and correctly maintained traps.		Predator trap use and maintenance training First aid training

	Broken bones Infection	H16	Minimise	Solid, level surface to set and place trap boxes. Use of appropriate, close-fitting gloves at all times. Carry hand sanitiser. Carry first-aid kit.	M12	
Checking, emptying, rebaiting and resetting predator traps	Trips, falls Sprains, strains Cuts, bruising Broken bones Exposure to infectious organisms (bacteria, viruses)	H16	Minimise	Trained, competent users. Sound and correctly maintained traps. Solid, level surface to set and place trap boxes. Appropriate hand hygiene is used when removing carcasses from traps Use of appropriate, close-fitting gloves. Carry water, hand sanitiser and first-aid kit.	M12	Predator trap use and maintenance training Hand hygiene used First aid training
Vertebrate Toxin Agent use - Bromindalone - Diphacinone	TBC	TBC	TBC	TBC	TBC	TBC
Accidental discovery of unlawful activity	Physical injury Aggressive encounter Intimidation Threatening behaviour Unsafe location	H17	Minimise	Remove yourself from the situation Report to a staff member Call police on 111 Alter future track routes and traps to avoid area	L5	
Working adjacent to public road	Traffic, pedestrians and cyclists Collision Road-rage Road traffic accident Physical injury Serious harm Fatality	E20	Minimise	Locate traps or bait stations as far off road as possible and away from mowing areas. Wear Hi-viz vest at all times Remain aware of surroundings	H17	

Disease from carcasses	Disease	H17	Minimise	Wear gloves at all times Once gloves are removed immediately wash and sanitise hands	L7	Correct training on hand hygiene
Trap signage not present to stop people putting hands in traps	Confusion Unaware members of the public Physical injuries	H17	Minimise	Ongoing updating of signage to stop people putting hands in traps No new traps being deployed without visible signage	L7	
Park signage not complete	Confusion Unaware members of the public Physical injuries	H17	Minimise	An ongoing audit of locations without traps is occurring and updated No new trap lines in parks will be deployed without signage	L7	
Impact from golf balls	Physical Injury	H18	Minimise	Watch out for golf activities when around golf courses and before walking onto the course Wear hi-vis and avoid landing zones for golf balls	H14	Training around golf course activities