



MOUNTAINS TO SEA
CONSERVATION TRUST



August 2025

Annual Safety Review



Overview	4
Annual review process	4
Accreditations	5
Prequalification	5
Adventure Activity	5
Top management approval	5
Legislation changes	5
Technical advice	6
Appointments	6
Health and Safety Committee	6
Regional Coordinators	7
Safety objectives	8
2024-2025	8
2025-2026	9
Communicating H&S Procedures	9
With Coordinators	9
With volunteers	14
With the public	15
Reporting	16
Incident and free lesson overview	16
Monday.com reporting systems	16
Feedback & Testimonials	18
New hazards	19
Notifiable events reminder	20
Natural Disasters	21
Natural Hazard Risk Assessment	21
Tsunami Advice and Background	23
Emergency preparedness	25
Industry Involvement	25
Review of other incidents relevant to our industry	25
Guides and Resources	25
Hazards	25
Operational parameters - Call threshold and triggers	25
Trigger points	26
Supervision structures	26
Internal audit visits - higher risk activities focus (snorkelling)	30
Updates requiring MTS Crew attention	30
Action required	30
Safety improvement plan	32
Appendix 1 Summary of Amendments	33
MTS SMP	33
EMR SOP	33
WBC SOP	34
Policy updates	34
Appendix 2 Evidence	34

List Of Images

- [Figure 1. H & S Roadmap](#)
- [Figure 2. H&S Quiz Results](#)
- [Figure 3. H&S Quiz Results](#)
- [Figure 4. Volunteer training in the Whangārei Pools](#)
- [Figure 5. How we communicate risk](#)
- [Figure 6. Website H & S information, including ALL risks](#)
- [Figure 7. Monday.com H&S reporting dashboard](#)
- [Figure 8. MTS Crew Newsletter Example - #2](#)
- [Figure 9. MTS Crew Newsletter Example of infographics](#)
- [Figure 10. Finding out about natural hazards](#)
- [Figure 11. Worksafe's Natural Hazard - Trigger point and response infographic](#)
- [Figure 14. Example of Mandarin Resource translation](#)

List Of Tables

- [Table 1. Appointed H&S Reps for 25/26](#)
- [Table 2. Regional Coordinators](#)
- [Table 3. 2024-2025 safety objectives](#)
- [Table 4. 2025-2026 safety objectives](#)
- [Table 5. New Hazards for Marine and Freshwater](#)
- [Table 6. Natural hazards - risk assessment](#)
- [Table 7. Supervision Structure examples](#)
- [Table 8. Internal audit visit records](#)
- [Table 9. Action required from coordinators](#)
- [Table 11. Safety improvement plan](#)
- [Table 12. Evidence appendix](#)

Overview

Much of Mountains to Sea Conservation Trust's (MTSCT or the trust) credibility is based on outstanding safety standards, exceptionally high safety record and our efforts to continually improve safety management, procedures and a positive safety culture.

Emergency preparedness, SOP practise, health and safety feedback and communication was achieved at our zoom national coordinator meeting, wananga training at the Hawkes Bay (2024) and our traditional wananga at Onuku in April 2025. Regional team meetings and regular communication via emails and zoom catch ups has allowed the team to engage in our SMS. Our new crew newsletters help to make H & S fun.

A review of our SMP and SOP manuals has been undertaken. The trust has made some new infographics throughout our updated documents. The trust continues to have a separate Risk Register and Hazard ID for MTSCT, split into marine and freshwater overall, which is reviewed annually or when required .

Since 2002 we have led a total of 213,385 snorkel experiences - with 19,558 of those in the last season.



Annual review process

Daily (ongoing):

- Poutokomanawa (marine lead) monitors new hazard IDs, incidents, and near misses in real time via the Activity Log.

Quarterly:

- Free lessons, incident investigations and reminders circulated in crew newsletters

July–August:

- Full review of hazard IDs, incidents, and near misses. Draft annual Health & Safety Review Report.
- H&S representatives contribute to setting new annual safety objectives and identifying improvements.

September (MTSCT AGM):

- New Safety Management Plan (SMP) approved and Annual H&S Review Report are tabled.

Start of Term 4:

- Updated SMP, SOP's and forms circulated to the team.
- All documents uploaded to the shared drive and website.

Accreditations

Prequalification

Prequal info and link to report  MOUNTAINS TO SEA CONSERVATION TRUST_Report.pdf

Adventure Activity

MTSCT snorkelling activities (EMR) are adventure activity safety audit certified AAO 534 (expires 5th Sep 2026).


 Qualworx Adventure Activity Safety Audit Certification - Exp Sept 2026 - .pdf

Mountains to Sea Conservation trust contributed to the Good Practice Guide for snorkelling

Top management approval

The draft report is circulated to top management and is scheduled for approval at the Annual General Meeting on September 23rd 2025.

Legislation changes

Signed by:

129EE724B618417...
05 October 2025 | 13:07 PDT

Upcoming changes in the pipeline/consultation

<https://www.beehive.govt.nz/release/reducing-red-tape-adventure-activity-and-amusement-ride-operators>

<https://www.beehive.govt.nz/release/reducing-ambiguity-about-what-reasonably-practicable-health-and-safety-compliance>

The Adventure Activities Amendment Regulations 2023 came into force on 1st April 2024

Safety Audit Standard - Key Changes

- a specific requirement to consider natural hazards in your risk management planning
- having a clear policy in place to determine when to call an activity off
- new requirements of technical advisors, particularly regarding natural hazards

Technical advice

We have received various advice and support over this last season from:

- Hilary Kearns - health and safety consultant - legislation changes
- Jae Whelan - internal technical advice - natural hazards (Tsunami)
- Sinead Neville - animal culture - dog behaviour (response to trend)

Appointments

Health and Safety Committee

Health and Safety Representatives (HSR) are appointed annually to form a committee. There is not a requirement for one per region, just a range of workers. These assist in developing standards, rules, and policies or procedures for work health and safety. They make recommendations relating to work health and safety and carry out other tasks that are agreed between the business and the committee. An HSR is a worker who has been elected by the members of their work group to represent them in health and safety matters. Any business can choose to have HSRs and they are a well-established way to support worker engagement and participation. HSRs are elected by a work group, which is a defined group of workers who work for the PCBU.

H&S representatives for 2025/2026

Northland & National	Samara Nicholas
Northland & National	Kim Jones
Northland	Andrea Booth
Northland	Tracey Phillip
Auckland	Briar Broad
Auckland	Sarah Dimitrijevic
Wellington	Sam Kearns
Wellington	Alice Jenkins
Nelson	Rosalie Bennett
Northland	Greer Morgan
Gisborne	Hana Hardy

Nelson	Scotty Keen
Hawkes Bay	Jae Whelan
Trustee	Kat Goddard

Table 1. Appointed H&S Reps for 25/26

Regional Coordinators

Region	EMR	WBC	Wai Connection
Poutokomanawa	Samara Nicholas	Kim Jones	Both
National	Lorna Doogan	Patricia Hawkins	Both
Northland	Ray Downing	Andrea Booth	
Auckland	Sophie Journee	Briar Broad	
Coromandel	Jorja Gilmore	Jorja Gilmore	N/A
Waikato	N/A	N/A	Jo Wrigley
Gisborne	Hana Hardy	Amy Hardy	
Wellington	Jorge Jimenez	Liz Gibson	
Taranaki	Rachel Eckersley	Wild for Taranaki	
Hawkes Bay	Robert Houkamau	Campbell Leckie	
Nelson/Tasman	Thalassa Kawachi	Rosalie Bennett/Jude Heath	
Canterbury	N/A	Jessica Halsey	
Otago	N/A	N/A	Judy Miller - replacement
Manawatu	N/A	N/A	June Mobley
Southland	N/A	N/A	Sandra King

Table 2. Regional Coordinators

* EMR defines satellite regions as areas where we deliver events under the direct supervision of an endorsed coordinator in collaboration with a regional organisation, in absence of a provider organisation being established.

Safety objectives

2024-2025

Objective	We will show we have met this objective by:	Progress
Objective 1: Continue to explore ways to reduce H & S paperwork	Processes in place to reduce paper	Yes. Laminated forms worked well and then photos are loaded directly into the activity log . Laminated check in and out form.
Objective 2: Developing more freshwater focused infographics	New infographic produced and feedback given to improve and implement	Yes more infographics have been produced
Objective 3: Internal audit of completion of regional H & S paperwork evidence	Uptake of use of Monday.com for evidence	Yes 100% take up from regions
Objective 4: Promote opportunities for personal H & S development amongst team	Online webinar opportunities promoted	Yes progress such as weather webinar
Objective 5: Regions record volunteer training for high risk activities (snorkelling)	Evidence compiled for each region	Yes recording happening
Objective 6: Produce a online H & S crew newsletter quarterly	4 newsletters a year produced	Yes 100% positive really good feedback

Table 3. 2024-2025 safety objectives

2025-2026

Objective	We will show we have met this objective by:
Peer appraisals are happening in all regions	Each regions produces evidence
Collect regional feedback on H & S systems and safety culture	Survey to be produced to test regional H & S understanding of roles
Continue to provide more useful webinars	More webinars delivered. Example ideas include seal behaviour , rescue techniques , wellbeing, farm related safety, quick reference, spearfishing awareness
local historic risk for tsunami and evacuation (tsunami zone awareness on RAF 1)	Examples of updated RAFS

Table 4. 2025-2026 safety objectives

Communicating H&S Procedures

With Coordinators

Onboarding

Poutokomanawa approval to begin training and for file check sign off at end of training . Online training modules are also being developed. National coordinators to conduct the training. Medical declarations are required every 3 years. Pre-season coordinator skills/fitness refresh are carried out.

Police vetting section will have an additional statement that the coordinator can not lead public facing events or school delivery alone until a vetting result has been received

- First aid section will have an additional statement that the coordinator will send their new first aid certificate to the national coordinator when their current first aid certificate expires
- A note will be added to the end of the checklist that the coordinator will undergo an annual peer appraisal
- A note will be added at the end of the checklist that the coordinator will lose their endorsement status when leaving a provider organisation and will need to notify the national coordinator when they are leaving.

H & S roadmap

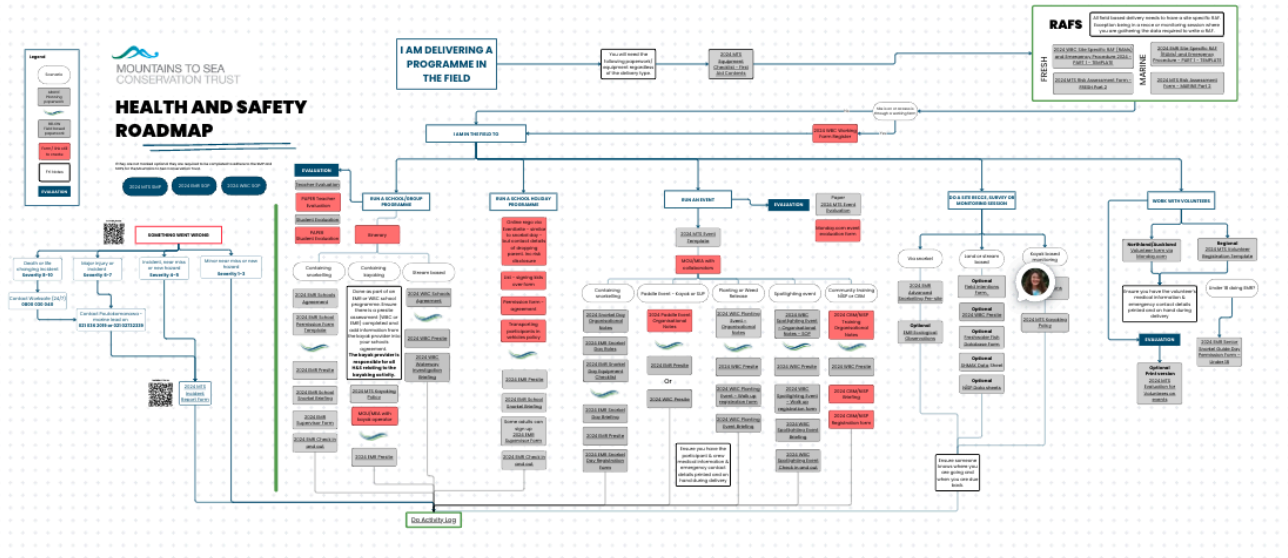


Figure 1. H & S Roadmap

Pre-season

Coordinator training reminder!

Pre-season coordinator skills/fitness refresh recommendation (team exercise that could coincide with internal H & S meeting or volunteer/rangatahi training)

- Demonstrate surface and underwater swimming using a mask and snorkel.
- Duck dive to 4 metres and retrieve an item from that depth.
- Perform unconscious snorkeller recovery from 4 meters.
- Demonstrate rescue procedures for a snorkeler who has suffered shallow-water blackout.
- Support buddy and tow or push 50 metres in a simulated rescue exercise

Health and Safety Quiz

Quiz results

114 responses

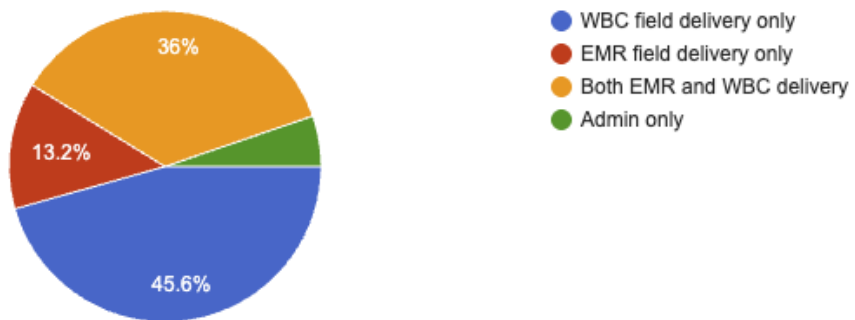


Figure 2. H&S Quiz Results

The briefing checklist was updated to include what the procedure is if the snorkel leader/EMR coordinator/s become/s incapacitated.

55 / 55 correct responses

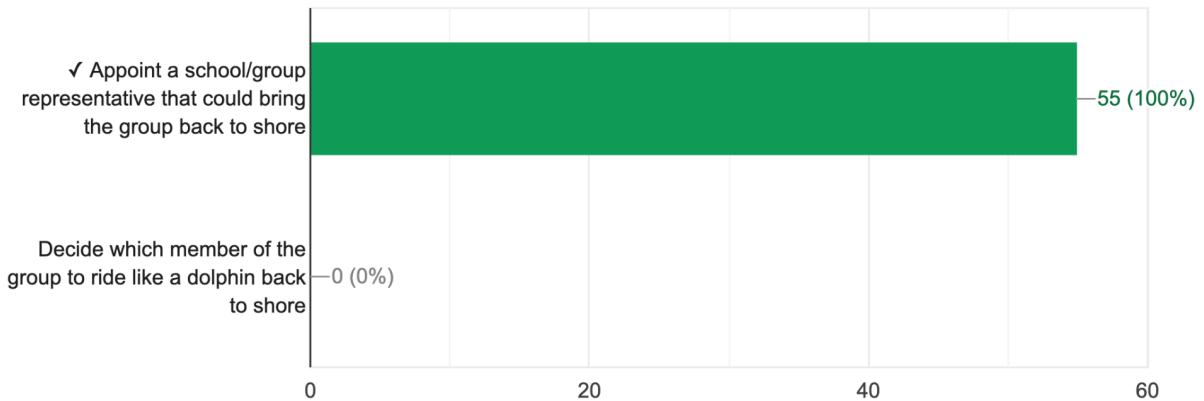


Figure 3. H&S Quiz Results

Quick Reference and H & S Overview Workshop

Recording: 📺 2025.05.16 - H & S quick reference and overview.mov

Slides: 📄 H & S workshop quick reference workshop 2025 .pdf

Regional H & S meetings – scenario practice sharing

Internal meetings need to cover off items in the regional internal H & S team meeting template . Overlapping duties of care is to be formalised through MOU’s and/or signing off as part of event plans. Through the review process it was noted that the regions could provide additional evidence of regional emergency practice. Event plans are required for events such as planting days with multiple partners/stakeholders. The SMP and SOP for the activities must be clearly stated on the plan.

Sample scenarios from the regions.

Weather emergency

You are on a field trip and an unexpected storm hits with torrential rain and thunder.

How do you manage this situation?

1. Blow the whistle three times
2. Go to the emergency meeting point with the children.
3. Head count
4. Get kids back on bus if available, or under a marquee or somewhere else safe
5. Coordinators and teacher/s to assess weather and make a call as to whether or not the field trip continues.
6. If you decide to go ahead, check the site for any changes (i.e. is the stream still safe, have water levels risen, any erosion?).

What could have been done to prevent this?

- Consider that water may likely be unsafe to go near after rainfall event.

Two children slip down a bank into a stream

One gets straight up but has cut their leg, the other is still sitting visibly upset and hurt in the water.

How do you manage this situation?

1. Blow whistle and assign coordinator to look after whole group away from incident
2. (head count, get the group to stay together.
3. Prioritise risk - child in the water is at higher risk
4. Assign adult to child with cut leg to administer first aid.
5. Assign adult to approach child in water.
6. DRSABC with child in water.

What could have been done to prevent this?

- Smaller groups
- Ones in place where stream edges are dangerous
- Are parent:child ratios being met
- Habitat assessment prior to field trip.

Safety Kayak capsized

We are halfway through a snorkel rotation, all groups and kayaks are out in the water. A volunteer guide notices one of the safety kayaks has capsized and are failing to get back into the kayak.

How do you manage this situation?

1. Guide who noticed the scenario, give the participants to the assistant guide, keep them together and stay still, do not panic the participants.
2. Signal the second safety kayak or EMR
3. crew via whistle or hand signal.
4. Senior guide to go over to kayak to support especially if
5. panicked or PFD not fitted correctly, utilise a board and or the kayak itself.
6. Can float them on their back or remove PFD if blocking the airways. Right the kayak and talk them through getting back on the kayak. If not the 2nd kayak or floating crew member to tow the kayaker and kayak back to shore.

What could have been done to prevent this?

- PFD fitting to be check by crew member
- Shore person role importance to be highlighted eg do not abandon role without handing over to someone else.

Missing person

Participants have a break between activities. Time to start the next activity but they have not shown up.

How do you manage this situation?

1. Call them however they are not picking up.

2. Do a physical search.
3. Make sure the participants
4. that are on site are with crew members.
Take phone/VHF when looking for them.
5. Ask the
6. second crew member to keep calling them.
7. Failure to find them call emergency contact.

What could have been done to prevent this?

- Potentially having a sign out tick box on the sign in sheet to keep track of people leaving the site.

Dog attack

In a council park -dog attack with lockjaw on child

How do you manage this situation?

1. Assess safety - protect the rest of the group (stop, stand, leave without panic/fast movements) - divide rolls very quickly with other adults.
2. Someone calls 111 immediately, they will need police and an ambulance (111 will call dog control).
3. Separate dog from child (this will be at least 2 adults). - don't pull the child, don't pull the dog, don't try to pull the mouth open, don't shout/hit the dog. (all these can make the dog more agitated and hold on stronger).
4. Hold child for their support, but keep yourself clear of teeth.
5. Try to distract the dog, with a loud whistle/throw coat over face/ water in eyes/sandwich - be aware if this is agitating the dog more, change tactic if needed.
6. Push against force of dog,
7. Once the dog has let go, get the child away from the scene - try to use a physical barrier, try to immobilize the dog, walk away slowly.
8. Treat wounds accordingly, wash thoroughly, under running water if possible, and apply pressure to any bad bleeding. Keep calm to help the child stay calm. Lots of reassurance for the child and other children nearby who witnessed the attack.
9. Patient goes to A&E with teacher or parent help.
10. Notify Poutokomanawa - depending on injury level from matrix
11. Write up incident form.

Above process is pending review from animal behaviour expert.

What could have been done to prevent this?

- providing dog attack training for crew members

With volunteers

Training events are being developed in all our regions and are a fantastic way to train youth and volunteers. Because we are working on online signing of volunteer forms, we continue to ask our volunteers to re-sign the terms on the actual day of the event to reinforce volunteer roles and ensure any updated medical information is recorded. for community guided snorkel days.

Volunteer engagement learnings

Lessons from engaging volunteers

- Competency of assistants and volunteers - Ability to assist the leader in the management of the group in the water in normal and emergency situations.
- Tools such as camera should be able to be stowed away (hands free) to allow complete focus on supervision - priority is supervision
- Dependants that attend with volunteer snorkel guides must stay on the beach, unless independent confident snorkeler
- A taitamaraki/rangatahi/youth snorkel guide expectations agreement has been developed
- The importance of shallow water assessment - this is where you may pick up nervous or stressed behaviour e.g appearing Jumpy, hesitant, overly excited, fidgety or shaky hands or you might just pick up that they not as confident as they said they were
- Practise emergency preparedness



Figure 4. Volunteer training in the Whangārei Pools

With the public

Risk disclosure acknowledgement occurs through our website, school agreements and participant registrations.

Infographics help to disclose the role of supervisors and ensure their understanding of safety information.


 2025 MTS Infographic - How do we communicate risk.pdf



Figure 5. How we communicate risk

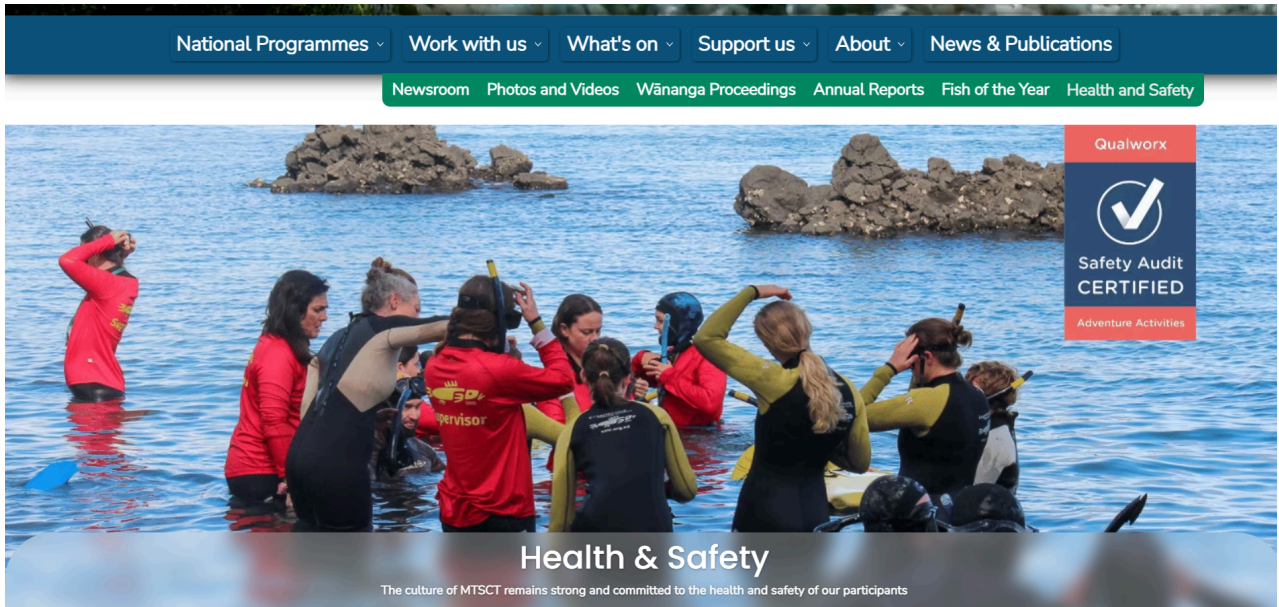


Figure 6. Website H & S information, including ALL risks

Reporting

Incident and free lesson overview

Marine and freshwater activity free lessons totaled 77, including 7 incidents since November 2024 - June 2025 via our daily log Monday.com system, these all feed into this Annual H & S report.

16 of the 77 are in relation to in water (snorkelling) of which 3 of the 16 free lessons were incidents, including Asbestos in the water, bull seal interaction and a vomiting incident in a pool. No incidents or free lessons in relation to natural hazards.

Monday.com reporting systems

As a result of incident reporting and free lessons (via pre-site assessment) we have some new hazards to add to our register for marine (snorkelling) and freshwater.

Complete - No action Required - H&S reports from Activity Log

Q Type to filter | People | Filter /1

MTS Activity Log - Do not open | work management | MTS Database & Evaluation

2025-2026 Season

Activity	Region	Date of delivery	Wher...	Preste a...	All other...	Were there any new hazards?	Incident f...	First aid equipm...	Overview of incidents, accidents, near mis...	H&S notes	H&S Action needed
Streamside Training Hooton Reserve	Auckla...	Jul 1, 2025	Y...	⊖				None	Incident: Large dog approached us while in the stream. Owner was nearby to control it...	Dog trend - reminder to annual report as a trend	Resolved
Waiopou river habitat assessments	North...	Jul 9, 2025	Y...	⊖					Came across 2 pig dogs at one of the properties, owner called them back before...	Dog trend	Resolved
Ōpaheke School Field Trip and Planting	Auckla...	Jul 29, 2025	Y...	⊖					One child had a blood nose. Gave him wipes and offered more tissues. Teacher managed...		No action required

Jul 1 - 29 | 9 files | 0 files | 0 files

2024-2025 Season

Activity	Region	Date of delivery	Wher...	Preste a...	All other...	Were there any new hazards?	Incident f...	First aid equipm...	Overview of incidents, accidents, near mis...	H&S notes	H&S Action needed
Mataia Creek	Auckla...	Jul 11, 2024	Y...	⊖		Very active German wasp nest in egg search area. We avoided...				Wasp trend	No action required
Puhoi planting	Auckla...	Jul 21, 2024	Y...	⊖		Trapped finger between flag sections when putting it in the...					No action required
Parklands School EMR Action	Nelson	Aug 1, 2024	Y...	⊖		Near misses only - site had bamboo stakes set out for...					No action required
Whakapaetuarā Planting	Nelson	Aug 1, 2024	Y...	⊖		Near misses only - the group of boys need regular reminders t...				Check on RAF part 2	Resolved
Waititiko Meola Spotlighting	Auckla...	Aug 20, 2024	Y...	⊖					Stray dog did wonder over after the event ended and was pretty reactive, be good to...		Resolved
Mangere Central Marine Investigation	Auckla...	Aug 20, 2024	Y...	⊖					The field was quite muddy and kids were having a bit of trouble moving around, so on...		No action required
Wautahi planting prep	Auckla...	Sep 4, 2024	Y...	⊖					Near miss while driving to site. I have emailed Samara.		Resolved
Ōpaheke Marine local	Auckla...	Sep 26, 2024	Y...	⊖		Drinking members of public - not sure if this is new. *Noted...		1 band aid	Noted that the boardwalk was a hangout spot, with some local homeless pissing...		No action required
Brooklyn CBFM group	Nelson	Oct 9, 2024	Y...	⊖					Near miss - boulder by stream unsteady. To move/stabilise boulder or mark to avoid next...		No action required
Ohiku spotlighting	Auckla...	Oct 16, 2024	Y...	⊖				0	the landowners kid was luring in an eel with his hand and got nipped! not badly but we...	add this to next crew newsletter	Resolved
Porangahau School	Hawke...	Jul 24, 2024	Y...	⊖		Children banged into each other playing whitbar wiggle...					No action required

Figure 7. [Monday.com](#) H&S reporting dashboard

Information about incidents, Trends, free lessons and timely reminders are communicated via our crew newsletters

Example material and link to all [crew newsletters](#)

Reminder examples

- Tie gazebos down!
- When rockpooling - replace rocks carefully
- Bamboo stakes at planting sites - advise and brief to move around site with caution
- **Site specific RAFS Part 1** should have site specific emergency considerations and procedures. This emergency response information should be relevant to the site and any potential natural hazard related emergency (ie. Where to evacuate to in the event of a tsunami alert for example).
- Seek community knowledge of sites prior to events whenever possible
- Be sure to add site specific hazards to your briefing such as oysters or cutty grass
- Check your first aid kit - do you have gloves ?
- Have you signed up your non-school provided volunteers for school delivery ? <https://www.mountaintosea.org.nz/volunteer>
- Do you have the 2024 version of H & S paperwork in your beach/stream boxes ?

Trends

- Slips, trips and falls
- Stray dogs

- Wasps

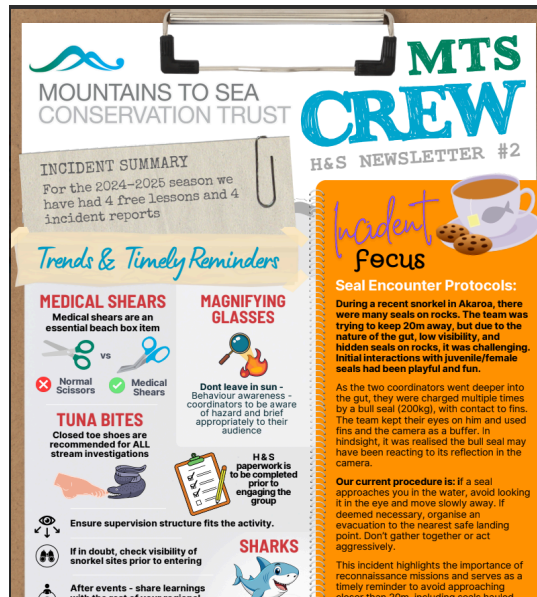


Figure 8. MTS Crew Newsletter Example - #2

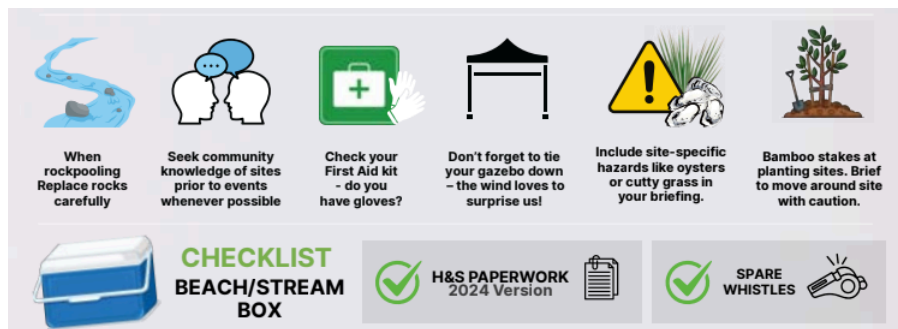


Figure 9. MTS Crew Newsletter Example of infographics

Feedback & Testimonials

Participant feedback from events in 2024–25 highlighted strong outcomes in water safety, skill development, and environmental awareness. Most participants reported feeling safe throughout the activities, indicating that the event structure and facilitator guidance effectively supported a secure learning environment. Many attendees were engaging in snorkelling or rockpooling for the first time, with responses suggesting these experiences helped build water confidence and foster new skills.

The events also succeeded in increasing awareness of local marine ecosystems, with participants noting their exposure to new species and safe exploration practices. Overall, the combination of well-managed safety protocols and hands-on learning opportunities contributed to positive participant experiences and strengthened connections to the marine environment. These outcomes reflect the programme’s effectiveness in balancing adventure with safety, while also promoting environmental stewardship.

“It was a really valuable time for me, waterwise at Milford as a child was actually a bit of a traumatic time so I wanted to experience a more positive time in the water here. I loved it. Thank you for organising!” - Hala Nsar

“Great experience, I felt very safe and awesome to see our backyard and learn so much. Thank you!” - Sharron Marshall

“Was soooo awesome - not so scared of water anymore.” Anonymous

“Excellent, patient guides who created a very positive and encouraging experience. My daughter and I loved snorkelling during today's event and appreciated the use of quality gear with experience guides! We feel lucky that this event is available for free and hope it continues!” - Eva Wang

“I learnt the use of fins and board and I saw some real mosquito fish. It was a great experience. Keep doing good work.” - Deepika Manglani

“Vicky and Selena were awesome guides. They made us feel comfortable and safe in the water. They showed us urchins, starfish and a sea hare.” - Aftale Hussau

“Very impressed. Well organised, knowledgeable staff, really enjoyed my day and feel so much happier after!” - Waitangi Manukau

“Kim and her daughter were a fabulous calming team, keeping our family of 6 all safe together. We will be back for the sting rays!” - Khyati Raja

“We learnt a lot of things, like how to use those snorkelling gear and learning to dive safely in the water with stingrays and other hazards.” - Paepae Corin

“Saw many fishes, improved my skills! Perfect first snorkelling experience!” - F Lin

New hazards

Part 2 RAF is (now separated into marine and freshwater)

Marine	Freshwater
Asbestos	Asbestos
Dead marine life in water or on beach	Dead marine life in water or on beach
New wetsuit sanitiser DX50 - vapor risk	
History of a site - Tapu	History of a site
Rusty nails	Rusty nails
	Waratahs - yellow caps

Overlapping duties of care	Overlapping duties of care
Increased risk of sea lice in estuaries, include in briefing (as about specific allergies)	
Be prepared for slips, trips and falls - crocs - stong recommendation	Be prepared for slips, trips and falls - crocs issue
Foil surfers	
Science snorkels - heavy catch bags and equipment such as pickers , science equipment , tanglement in rope	
Retrieving large heavy items during clean ups	Retrieving large heavy items during clean ups
Fish hooks in shallows	
Unusual short tail ray behaviour is shallow water	
Spearfishers in water close to group	
Participants leaving events early without telling anyone (kayak days with multiple activities)	Participants leaving events early without telling anyone (kayak days with multiple activities)
Kids translating for parents (need mandarin resources)	
	Fainting due to fish dissection
	Visiting areas after floods Silt - inhaling pathogens from it. Other hazards of wire, tin, bank stability etc but at a larger scale.

Table 5. New Hazards for Marine and Freshwater

Notifiable events *reminder*

Under the Health and Safety at Work Act 2015 (HSWA) you must notify us when certain work-related events occur. Deaths, injuries or illnesses that are unrelated to work are not notifiable e.g.

- A diabetic worker slipping into a coma while at work
- A worker being injured driving to work, when that driving is not part of their work
- Injuries to patients or rest home residents that are triggered by a medical reason (e.g., Injuries from a fall caused by a stroke)

- A worker fainting from a non-work-related cause.

A notifiable event means any of the following events that arise from work:

- a) The death of a person; or (must contact Worksafe immediately)
- b) A notifiable injury or illness; or (must contact Worksafe)
- c) A notifiable incident. (Must contact Worksafe ASAP and Qualworx)

(any of the above also require you to notify Poutokomanawa who will also notify our insurance provider if required)

A notifiable illness or injury is an illness or injury requiring the person to have immediate treatment (beyond first aid).

Change to threshold for notifying an injury or illness to 'An injury sustained or illness acquired by a person in connection with an adventure activity that requires, or would usually require, the person to have medical treatment within 48 hours of the injury/illness being sustained'

Follow the link for the detailed meaning of a notifiable illness or injury <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html>

A notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure.

New notifiable incidents, that need to be declared to WorkSafe:

- a natural hazard that, taking into account the hazard's type, severity, and other distinguishing features, is not a hazard routinely encountered during the ordinary course of the adventure activity:
- a situation where safety-critical equipment used to provide an adventure activity fails or malfunctions while in use; or is defective and at significant risk of failure or malfunction while in use.

See the full definition

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html>

For snorkelling, an example of this could be the collapse or partial collapse of a structure, e.g., cliff above the snorkelling site

Level 6 and above on the incident severity scale is a notifiable event.

Natural Disasters

Natural Hazard Risk Assessment

In relation to our snorkelling activities, we have identified natural hazards and assessed each of these according to the matrix, our incident record shows very little hazard risk these hazards previously.

General Risk Assessment – Natural Hazards

Natural Hazard	Presents a Serious Risk?	Controls / Technical Advice
Storm - High winds, extreme hot and cold weather, lightning strikes, heavy rainfall, hailstorm, thunderstorm.	Yes – quite possible, incl: Strong winds Swell Heat & cold effects Lightening	SOP's to include: <ul style="list-style-type: none"> • Monitor MetService / Windy, incl as part of pre-site • Clear operating parameters through pre-site assessment Em Response Plan includes evacuation & shelter from storm
Flooding / water surge	Possible – due to tsunامي or rogue wave	Site Specific SOP's to include: <ul style="list-style-type: none"> • Understand local tsunami threat & advisory systems (NEMA) • Signs of tsunami Em Response Plan includes evacuation
Rockfall or Landslip	Maybe - depends on site, & more likely on beach	Site Specific SOP's to include: <ul style="list-style-type: none"> • Identify potential rockfall/landslide hazard and avoid (eliminate)
Earthquake	Unlikely &/or difficult to predict.	Em Response Plan includes evacuation & where to
Volcanic Activity	Possible at some sites	Site Specific SOP's to identify if threat at specific site (GNS) If so, develop trigger pts & monitor Em Response Plan includes evacuation & where to
Wildfire	Unlikely, could impact group on beach	Site Specific SOP's identify if serious risk, & if so: <ul style="list-style-type: none"> • monitor fire risk (FENZ), • act accordingly (ie/ fire bans etc) Em Response Plan includes evacuation & where to
Snow Avalanche / Ice Fall	Nil	Nil

Table 6. Natural hazards - risk assessment

How do we find out about natural hazards?



Figure 10. Finding out about natural hazards

Tsunami Advice and Background

Northland's tsunami risk differs from the rest of New Zealand because it doesn't experience large, local earthquakes. This is why Northland uses tsunami sirens. In other parts of the country, a large earthquake is considered the primary warning, as sirens may fail.

We all have Emergency Mobile Alerts, but technology can fail, so it's important to understand and respond to all types of warnings.

Tsunami Types and Warnings

Local Tsunami

A **local tsunami** is caused by an earthquake less than 100 km away, giving you under an hour of warning. The primary and most reliable warning for a local tsunami is the earthquake itself.

- **Long or Strong Get Gone:** If you feel an earthquake that is **long** (more than a minute) or **strong** (hard to stand up), you must **Drop, Cover, and Hold**, then evacuate immediately to higher ground or inland once the shaking stops. Do not wait for an official warning.

- **Official alerts** from the National Emergency Management Agency (NEMA) may take at least 30 minutes to be issued after GNS Science confirms the earthquake's location and strength. Power and communication lines may also be damaged, so relying on the natural warning is crucial.
 - The **Hikurangi Tectonic Plate Boundary** is New Zealand's biggest local tsunami threat, with the potential for a magnitude 8.9 earthquake. Other large earthquakes, like a rupture of the **Alpine Fault**, could also trigger offshore faults and cause a tsunami.
-

Regional and Distant Tsunamis

- **Regional tsunamis** originate 100–1000 km away, providing 1–3 hours of warning.
- **Distant tsunamis** originate over 1000 km away, giving 3+ hours of warning.

These are the most likely types of tsunamis to affect Northland.

Warning Signals

You should evacuate immediately if you receive any of the following warnings:

Natural Warnings

- A **strong earthquake** where it's hard to stand up.
- A **long earthquake** lasting a minute or more.
- Unusual sea behavior, such as a sudden rise or fall in sea level, or loud, unusual noises from the sea, like a roaring sound.

Official Warnings

- Emergency Mobile Alert.
- Tsunami siren.
- Warnings from official sources like www.civildefence.govt.nz.

Unofficial Warnings

If you receive an unofficial warning from the public or the internet that seems trustworthy, consider evacuating, but always prioritize official information.

Emergency preparedness

Emergency plans have been updated, especially in relation to earthquakes and tsunami Site specific RAFS Part 1 to specify if site in a Tsunami alert zone a where to evacuate to in the event of a tsunami alert.

Our staff are encouraged to practice evacuation to 'sense check' where they would go and what that could be like. On foot is recommended where there is a local tsunami risk as damage to roads may mean you are not able to take a vehicle, plus gridlock is a real likelihood in built up areas. If there is a hill nearby, running up that is better than getting in your car.

Industry Involvement

We have sought wider industry involvement by attending meetings such as the Northland Aquatic Lunch Forum in 2025 which was organised by Sport Northland and involves industry leaders and representatives from various organisations involved in aquatic sports and water safety.

Review of other incidents relevant to our industry

<https://www.rnz.co.nz/news/national/536742/plea-follows-four-deaths-in-24-hours-stay-safe-be-cautious-around-water>

Guides and Resources

Natural Hazards

<https://www.worksafe.govt.nz/topic-and-industry/adventure-activities/adventure-and-outdoor-recreation-activities-managing-the-risks-from-natural-hazards/>

<https://www.civildefence.govt.nz/get-ready/learn-about-hazards>

Operational parameters – Call threshold and triggers

MTS establishes its operational parameters through the pre-site assessment. Site specific RAF forms identify the most suitable conditions for the site. A threshold call is made after the weather assessment. Operational parameters are defined via the matrix.

The coordinator/snorkel leader/event controller makes the final 'safety' call on whether events/school delivery. Deciding to go ahead or not is based on the pre-site assessment .

Staff running any activity have the authority to cease an activity for any safety reason.

Dynamic risk management means regularly checking high-risk or changing environments during an activity and effectively managing any new risks. Natural hazards can change or become more likely due to factors such as erosion, climate change, or weather events.

Trigger points

If you share duties with other PCBUs, such as land owners, land managers, or other activity operators or providers, you should check if they have their own trigger points for the area and include these in your event plan.

Discuss trigger points at your next Internal regional H & S meeting


NATURAL HAZARD	TRIGGER POINT AND RESPONSE
 <p data-bbox="193 987 363 1016">Water surge</p>	<p data-bbox="512 846 719 875">Before activity:</p> <ul data-bbox="512 891 1114 920" style="list-style-type: none"> - if swells are unsafe, postpone the activity. <p data-bbox="512 949 719 978">During activity:</p> <ul data-bbox="512 994 1422 1055" style="list-style-type: none"> - if there is a tsunami warning, move to the nearest safe area until the risk is gone.

Figure 11. Worksafe's Natural Hazard - Trigger point and response infographic

Supervision structures

Effective supervision is about more than just a simple leader-to-participant ratio. The level and style of supervision you need for an activity depend on several factors:

- The **participants' age and ability**, including their fitness, health, and other specific needs.
- The **activity itself** and the **environmental conditions**.
- The **competence of the leaders and supervisors**.

Key Principles of Effective Supervision

Supervision for Different Group Needs

For a **competent and motivated group of young adults or adults** who can look after themselves and have access to emergency communication, a single leader may be enough. In this case, you must be confident that the participants can handle an emergency if the leader becomes incapacitated.

For **larger or more complex groups**, particularly those with special behavioral or health needs, the supervision structure should allow the person in charge to have an overview of the entire

group rather than being focused on directly leading participants. When you have more than one supervisor, clearly **delegate roles and responsibilities**—this is especially important for assistant leaders, accompanying teachers, or parent helpers.

Planning for Emergencies

The number of leaders should be based on what's needed during an emergency, not just when things are going smoothly. In a crisis, leaders will need to focus on specific tasks, so there should always be enough supervisors available to manage the other participants. For example, if you are supervising a group swimming and someone needs to be rescued, at least one other leader must still be watching the remaining swimmers.

Managing High-Risk Situations

Many activities have high-risk "cruxes" or difficult spots, such as a steep section of a hiking trail. These situations often require one-on-one or greater supervision. A good way to manage these is to stage participants in "safe zones" away from the risk until you are ready to supervise them one at a time. For instance, if you have three inexperienced people who need to light a stove, have them do it individually so they can be directly supervised.

Documenting Your Supervision Plan

Your supervision plan should be **documented** and understood by the entire team on the day. This includes any changes in supervision between the planned activity and "free time." Your plan should also account for potential issues like leader fatigue, sudden illness, or injury.

For your programmes and events, be sure to document your specific supervision plan, considering the unique needs of your participants, the activity, and the environment. For example, a group with challenging behavior may need additional teacher supervision, or a challenging marine environment might require more lead coordinators in the water.

Some 'guidance' below

Group type	Supervision structure example	Paperwork (briefings for all situations)
Whanau snorkel	Led by 2 endorsed coordinators, mixed ages, adopt community snorkel day ratios (participants know each other, check in and out to be completed, run like a school guided snorkel, experienced members of whanau as supervisors Separate briefing for supervisors	Pre- site completed Check in and out Event registration form Supervisor form (if not a volunteer online form complete

		Event plan
Science snorkel (school)	A supervisor must be in direct supervision of groups (dedicated to watching the activity take place) undertaking science snorkels. Participants must have participated in training. Extra equipment may be required (add to itinerary) . School ratio applied Additional equipment (gloves and hammer) and increased briefing required Separate briefing for supervisors	Pre- site completed Check in and out Supervisor forms Itinerary Event plan
Night snorkel	Endorsed coordinator familiar with night snorkel location. Night snorkel experience and leads without a group themselves . Use community snorkel day ratio, run like a school group tour Spotter should be crew or experienced volunteer Separate briefing for supervisors	Check in and out form Registration forms (online or on day) Volunteer online form or Supervisor forms Event plan
Corporate tour (12 people)	Dependant on experience of group and location. Endorsed coordinator lead only Buddy system used within group	Pre- site completed or Advanced pre-site completed Permission form collected Itinerary
School Holiday programme	Use school programme ratio, supervisors supplied by MTS or mixture , experienced level of supervision for these as supervisors come from MTS All have their experience level pre vetted by the event lead (pre registration collected via Eventbrite)	Pre- site completed Permission form collected by MTS Volunteer online form or supervisor form (once off) Event plan
Community Snorkel Day	MTS team are based in the tent as event controllers and endorsed coordinators are also in water as snorkel guides (with oversight and observation of other groups in water Rate snorkel guides Separate briefing for supervisors/snorkel guides	Pre- site completed Registration forms Volunteer online form or supervisor form (once off) Volunteer sign in sheet Event plan

Poor Knights annual trip	<p>1:2 or 1:4 respective to swimming capability and experience of supervisor</p> <p>Students are buddied up with their guardian, if the guardian is not deemed appropriate as supervisor, EMR coordinator is buddied up to go with them. We have a roving EMR coordinator on photography duty that is also looking out for groups but not supervising themselves. Pre planned buddy pairing and customised water check in and out. Direct in water supervision by EMR, Indirect supervision from Dive Tutukaka (safety look out)</p> <p>Everyone to follow advised snorkel route and boundary (advised once on site) . Each group has a boogie board (unless graded haku). Whistles for all supervisors (clearly identified by red rash shirts)</p>	<p>Pre- site completed</p> <p>Event registration (acceptance to be a supervisor or not)</p> <p>Event plan</p>
Youth group	<p>Ratio same as school groups, mix of provided and MTS volunteers</p>	<p>Pre- site completed</p> <p>Check in and out</p> <p>Volunteer online form or supervisor form (once off)</p> <p>Volunteer Itinerary</p>
Advanced snorkel	<p>1:6, working in buddy pairs for trained participants.</p> <p>1 EMR endorsed coordinator to 6 trained divers</p>	<p>Advanced pre-site completed</p>
School snorkel	<p>EMR endorsed coordinator to lead (ideally without having a group themselves) Some sites may stimulate that the lead is to have no participants as part of Part A RAFS. Body boards are used by EMR as buoyancy aids and for additional visibility. There should be 1 body board per buddy group for year 8 and below. At least 1 body board must be carried by the snorkelling group for year 9 and above.</p>	<p>Pre site completed</p> <p>Check in and out</p> <p>Supervisor forms</p> <p>Itinerary</p>

Table 7. Supervision Structure examples

Internal audit visits - higher risk activities focus (snorkelling)



Coroman del 3-4th March 2025	Lorna Doogan & Jorja Gilmore	School Delivery and site recess for Coroman del	EMR Training, shadowing and signing off of endorsement	
Canterbury 10th of April 2025	Lorna Doogan, Sophie Journee, Robert Houkamau (other crew acting as supervisors)	Onuku Wananga Field Trip - Snorkel	Real life scenarios of a weather call with a localised squall in cold wintery conditions	

Table 8. Internal audit visit records

Updates requiring MTS Crew attention

Action required

A summary and quick links to sections of this report that require action from coordinators.

Section	Action
Tsunami	Evacuation practise if in a Tsunami zone
Discuss trigger points at next regional internal meeting	Record discussion of trigger points
Notifiable events	Also require you to notify Poutokomanawa who will notify our insurance provider and audit provider and support you to complete the notification to worksafe
Part 1 RAFS	Tsunami zone and supervision structure


EMR SOP	Group and supervision structure updated
Freshwater SOP's	To read and review new SOPs.
New Snorkel Protocols for EMR	Review and adopt whanau snorkel definition and science snorkel procedures
Endorsed coordinators	<ul style="list-style-type: none"> • First aid section will have an additional statement that the coordinator will send their new first aid certificate to the national coordinator when their current first aid certificate expires • A note will be added to the end of the checklist that the coordinator will undergo an annual peer appraisal • A note will be added at the end of the checklist that the coordinator will lose their endorsement status when leaving a provider organisation and will need to notify the national coordinator when they are leaving.

Table 9. Action required from coordinators








Safety improvement plan

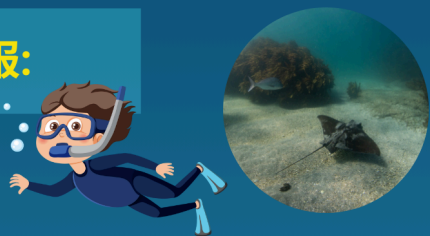
Translating some of the resources in Mandarin. Recording of briefing for high risk activities in Te Reo and Mandarin
Continue to Implement H & S updates and amendments communication using online google quiz - now compulsory for coordinator endorsement status.
Work towards an online pre-site assessment for technical fieldwork
Continue to Increase training opportunities for our volunteers and include rangatahi/taitamariki/youth.
Develop more operational and activity specific SOPs as need arises
Continue to use incident and free lesson recording and responding in Monday.com
Continue to produce H & S crew newsletters
Continue to use Docusign for contracts and new H & S agreements
Record discussion around trigger points for internal H & S meetings
Practise Tsunami evacuation if snorkelling in a Tsunami zone
Translate key field emergency scenarios (and steps) into a more manageable field guide to support field staff in the event of an emergency situation in the field
Further develop MTS crisis support and communications (internal escalation plan)
Identify some new technical advisors to review hazards assessment annually

Table 11. Safety improvement plan



安全指引/海滩简报:


-  登记帐篷是我们的紧急集合地点
-  海滩和登记帐篷内均提供急救服务
-  请始终跟随您的导游
-  请勿独自返回岸边，必须由 EMR 导游或皮划艇陪同
-  请勿穿着脚蹼行走，若必须移动，请倒退行走
-  请勿触摸、坐或站在任何岩石上，这些岩石可能会伤害您
-  请勿围观或在鹰鳐或者鲑鱼上方游泳，以免惊扰它们



哨声信号


导游会使用哨声传达信息：

- 听到一声哨响表示导游需要您的注意，请尽快靠近导游；
- 听到三声哨响表示出现紧急情况，请立即与导游一同离水




我们使用手势进行水下交流


- 这是“OK”手势，表示一切正常。如果导游对您做出疑问手势，您必须回应。如果一切正常，请重复“OK”手势；
- 如果您感到不适，请将一只手臂伸直，表示“我需要帮助”；
- 如需紧急救援，请挥动一只或两只手臂，这是“紧急情况”的手势。
- 请勿向海滩上的人挥手，否则我们可能会误认为您正处于紧急情况



“OK”



“我需要帮助”



“紧急情况”

Figure 14. Example of Mandarin Resource translation

Appendix 1 | Summary of Amendments

Including but not limited to the following.

MTS SMP

Safety Management Plan (SMP) Version 14 - September 2025

- New H & S objectives
- Updated continued improvement.
- Updated Emergency preparedness
- Updated Police Vetting Policy
- Separate document with Updated risk register and hazard ID, marine and freshwater

EMR SOP

Experiencing Marine Reserves (EMR) snorkelling activity Standard Operating Procedures (SOP) Manual, September 2025

A hard copy to be provided to all regions - 1 per trailer/beach box and additional copies on request for coordinator use

- Updated RAF part 1
- Updated supervision structure section
- Updated coordinator training checklist

WBC SOP

Whitebait Connection (WBC) Standard Operating Procedures (SOP) Manual, September 2025

Not subject to Adventure Activity Audit

A NISP induction checklist will be added to the WBC SOP

The WBC induction checklist will have the following updates:

- Police vetting section will have an additional statement that the coordinator can not lead public facing events or school delivery alone until a vetting result has been received
- First aid section will have an additional statement that the coordinator will send their new first aid certificate to the national coordinator when their current first aid certificate expires
- A note will be added to the end of the checklist that the coordinator will undergo an annual peer appraisal
- A note will be added at the end of the checklist that the coordinator will lose their endorsement status when leaving a provider organisation and will need to notify the national coordinator when they are leaving.
- [The Equipment Checklist for WBC Stream Delivery](#) will have all first aid equipment required added to it on a second page
- Section 2.14 Supervision Structures - will add a statement about recording supervision structures in your RAF - and something about it not just being the ratios - you talked about this recently in a Coordinator meeting

Policy updates

- Police vetting

Appendix 2 | Evidence

Checklist of evidence for the health and safety annual audit

Samples of completed H & S forms	All active regions - samples provided to the auditor
Sample of induction evidence	Recent new coordinator

Internal annual audit - Peer appraisal	Meeting notes from national visits – H & S annual review. Pair appraisal
Coordinator meetings	See H & S committee and National coordinator meeting
External technical advice	See list of contributors in Annual Safety Report
Overlapping duties of care	Attach evidence sample
Top management approval	At AGM 2024
Communication	See National meeting
Emergency practise and discussion	See regional internal H & S meetings sample
Incident record	See record of incidents
National provider agreements	See sample
Contract for Service	See sample school/provider agreement

Table 12. Evidence appendix