Whitebait Connection (WBC)
Standard Operating Procedures

October 2026

The Whitebait Connection (WBC) is a programme of the Mountains to Sea Conservation Trust (MTSCT). We are a non-profit charitable trust whose mission is to offer concrete and specific ways in which all New Zealanders can come to understand and become involved in the future health of our local streams, rivers, lakes and wetlands.

Go to our website for Our Safety Management Plan (SMP) version 15 2026 and for additional policies and H & S forms.

www.mountainstosea.org.nz/health-and-safety

Date: October 2026

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Introduction 3
Purpose of this document 3
Section 1.0 Role definitions and training requirements for WBC coordinators 3
1.1 Role definitions 3
1.2 WBC Coordinator Endorsement Criteria and Training Checklist: 4
1.3 Expectations of a WBC Coordinator 7
Section 2.0 WBC Guidelines and Policies 11
2.1 Water Quality Guidelines 11
2.2 Sanitisation and Biosecurity Policy 11
2.3 Kayak Safety and Liability 11
2.4 Animal Ethical Considerations and our Kaupapa Policy 12
2.5 Cancellation Policy 13
2.6 Dangerous Land Animal Policy 13
2.7 Difficult people Policy 13
2.8 Gazebo Safety Position Statement 14
2.9 Wader Safety Position Statement 14
2.10 Nominated Person – Lone Worker Emergency Procedure 16
2.11 Personal Flotation Device (PFD) - Safety Position Statement 16
2.13 Walking Pole - Safety position statement 16
2.14 LittaTrap Health & Safety - SOP 16
2.15 Supervision Structures 20
2.16 Overlapping Duties – Collaboration and Health & Safety Responsibilities 22
Section 3.0 Forms and Templates 22
3.1 WBC Training Induction Checklist Form 22
3.2 Community Based Freshwater Monitoring (CBFM) Trainer Induction Checklist Form 22
3.3 Whitebait Connection SOP – Peer Appraisal 23
3.4 MTS School Agreement 23
3.5 2026 Nominated Person – Lone Worker Emergency Procedure 23
3.6 Risk Assessment and Supervision form (RAS) - Part 1 23
3.7 Freshwater Risk Assessment Form - Part 2 23
3.8 Whitebait Connection Pre - Operation Risk Assessment Form 23
3.9 Whitebait Connection Waterway Investigation Safety Briefing Checklist 23
3.10 Whitebait Connection Spotlighting Event - Organisational Notes - SOP 24
3.11 Night-time Spotlighting Event Safety Briefing Checklist 24
3.12 Whitebait Connection Night-time Stream Spotlighting Event Forms 24
3.13 Spotlighting Event - Walk Up Registration Form 24
3.14 Kayak Safety and Liability Form 24
3.15 Planting or Weed Release Event | Organisational Notes 24
3.16 Planting or Weed Release Event Safety Briefing Checklist 25
3.17 WBC Planting Event - Walk up Rego Form 25
3.18 Safe Operating Procedure - SOP for use of Petrol Weedeaters 25
3.19 Safe Operating Procedure - SOP for use of Spades & Niwashi's 25
3.20 Incident Report Sheet – Mountains to Sea Conservation Trust 25
3.21 Mountains to Sea (MTS) Programme Feedback Form 25
3.22 Collaborative Events (where WBC is leading the event) 26
3.23 Whitebait Connection Stakeholder Partnership MOU Example 27
3.24 MTSCT Volunteer Registration Form & Volunteer Terms 27
3.25 NĪSP Training Induction Checklist Form 27
Appendix One: Safety Management Plan (SMP) 27
Appendix Two: Summary of Changes 28

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Introduction

Purpose of this document

The purpose of this document is to clearly outline Whitebait Connection (WBC) role descriptions and what the WBC programmes Standard Operating Procedures (SOPs) and policies are in relation to WBC specific Health & Safety.

It is organised into four sections: 1. WBC Coordinator Role Description and Training Requirements. 2. WBC Guidelines and Policies. 3. Forms and Templates

MTSCT has a responsibility to ensure that WBC programme delivery, around NZ, meets best practice guidelines for Health & Safety and the obligations of the Health & Safety at Work Act 2015. The MTSCT Safety Management Plan (MTSCT SMP) (found on our website) covers all general Health & Safety items for all trust programmes, whereas this WBC SOP document covers things specific to WBC programme delivery. Therefore, WBC regional and programme coordinators need to familiarise themselves with both documents, be confident and trained in implementing them and sign the WBC Health & Safety declaration form every year.

It is our intention that we continually improve our practices and empower our coordinators to feel confident and professional when carrying the crucial responsibility of delivering the programme and vision to school staff, community members and students and being responsible for their Health & Safety when out in the field.

Section 1.0 Role definitions and training requirements for WBC coordinators

1.1 Role definitions

Participant

A person who takes part in WBC activities and is not staff.

Supervisor (casual volunteer or volunteer staff)

Person or persons responsible for supervising a student group, assisting group with activities and following instructions of the WBC coordinator. Supporting the field activity (stream investigation/planting), by taking responsibility for others within the activity. The role of 'supervisors' is to assist and supervise the students in and near the water and are expected to be fit and healthy and free from the influence of drugs or alcohol.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Staff identification and control – in field (including volunteers)

Person(s) responsible for leading, guiding, instructing, supervising or supporting an activity, or otherwise taking responsibility for others within the activity. Identify as a hazard any person who is unable to perform safety tasks as required to fulfil the responsibilities of their role.

Do not permit a staff member to undertake any safety related tasks if they are impaired and therefore may be a hazard to themselves or to any person on the activity. Impairment could be due to factors such as alcohol, drugs, injury or fatigue.

1.2 WBC Coordinator Endorsement Criteria and Training Checklist:

Endorsement Criteria:

- ☐ Complete police vet form and achieved satisfactory police vet (see our vetting policy) 2026 MTSCT Police Vetting Policy.pdf
  2026 MTS Information - Police Vetting for Applicants.pdf
- ☐ CV's and background character references for new coordinators – Safety Check
- ☐ MTSCT highly recommends attendance at our national Mountains to Sea Wānanga at least once every three years (or participate in equivalent local training)
- ☐ Maintain current first aid certification with the unit standards 6400, 6401 & 6402
- ☐ Sign most recent MTSCT Health & Safety Contract
- ☐ Sign Coordinator 2026 MTS Code of Conduct - to sign.pdf
- ☐ Complete the online training and complete 'Training and Induction' checklist
- ☐ Complete "Are you ready quiz"
- ☐ Undergo peer review regularly – to be documented using peer review form at least once annually
- ☐ Receive endorsement certification from National Coordinator
- ☐ Completed annual H & S requirements (e.g. H & S quiz)
- ☐ Undertake national reporting as required
- ☐ Visiting another region annually to observe/participate in delivery is recommended

Endorsed WBC coordinators and organisations providing WBC, are listed on our website.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

WBC Coordinator Training Checklist

Please also refer to 2026 WBC Training Induction Checklist Form.pdf

1. Safety policy

Regional/Programme Coordinators/contractors/leaders must

- [ ] Report all accidents - refer to incident management page 45 - 2026 SMP V15
- [ ] Complete site safety checklists and safety plans as required (including Pre-Site assessments and Risk Assessment Forms).
- [ ] Practice safe work methods including adherence to safety plans and the proper use of safety equipment.
- [ ] Sign an annual declaration that states the coordinator has read and understood the most recent MTSCT SMP and WBC SOP. The declaration can be part of the annual, mandatory H&S quiz.

2. Field Trip Plans

Base your plan on the templates provided in the SOP – depending on what activity you are undertaking. Email to your regional coordinator for comment. When working with school groups you must also use the school agreement; outlining responsibilities of each party, based on the MTSCT/WBC template provided.

3. Safety Equipment

See equipment list in this section. Ensure you have access to all items.

Ensure the following safety equipment is carried on you/worn at all times when delivering in the field:

- [ ] First Aid Kit 2026 MTS Equipment Checklist - First Aid Contents.pdf
- [ ] Whistle
- [ ] Throw rope
- [ ] Cellphone and/or VHF communication device
- [ ] Hi vis vest

4. Inwater and Fitness Ability

Keep your fitness levels up! Get confident being in the waterways you will be delivering in.

5. Local Conditions Knowledge

Make sure you always know the area above and below the water level, knowledge of the area is essential to developing appropriate safety plans. Always gain permission when accessing private land and consider getting official permission/permit through local

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

authorities if accessing via public land that is used by other providers or is in a heavily pedestrianised area.

6. First Aid Certificate

Please send your regional and national coordinators a copy of this for the national records. Must keep current. We require a comprehensive first aid course that covers unit standards 6400, 6401 and 6402 for WBC coordinators to ensure consistency with EMR First Aid cert requirements.

7. Driver's license

Must have a minimum of restricted license driver's license if driving to and from WBC delivery and full license if driving with passengers.

8. Teaching Experience/Ability

Must have experience working with children and be able to demonstrate effective teaching techniques.

9. Freshwater Biodiversity Knowledge

Skill yourself up with facts from the WBC freshwater monitoring & discovery handbook and field guide- be fully aware of catchment management issues on both a global and local context. Understand the different types of freshwater and catchment protection. Ideally coordinators have a minimum tertiary level qualification in Environmental Science and/or Teaching.

10. Police Vetting and Drug and Alcohol Policy

The trust requires every new coordinator to undergo a police vet and safety check in order to endorse you as an approved coordinator and to agree to abide by the MTSCT Drug and Alcohol Policy (as described in the MTSCT SMP). Coordinators may be asked to be re-checked every 3 years.

2026 MTSCT Police Vetting Policy.pdf

2026 MTSCT Drugs and Alcohol Policy.pdf

11. Staff Code of Conduct

Acknowledgement of the staff code of conduct.

2026 MTS Code of Conduct - to sign.pdf

12. Google Drive Induction

Coordinator has been set up and inducted with a Google Drive account.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

1.3 Expectations of a WBC Coordinator

1. Do I understand the WBC concept?

Whitebait Connection (WBC) is a national programme of experiential learning about freshwater conservation and catchment restoration. The programme is under the auspices of the Mountains to Sea Conservation Trust (MTSCT). WBC's independence, professional hands-on delivery, locally based focus and provision of a range of learning styles make it unique within New Zealand. Since its introduction in Northland in 2002, programme uptake has continued to increase throughout the country.

The WBC concept is the essence of the programme

Introduction about freshwater biodiversity.

- ➢ Investigation of the local catchment.
- ➢ Freshwater discovery experience in a freshwater environment.
- ➢ Freshwater biodiversity monitoring.
- ➢ Action for the freshwater environment.

In the final stage of the programme, it is time for the students to do something for the environment such as regularly monitoring their local waterway, sharing findings with the local community, running a public survey or making an official submission about water management in their area. This exercise empowers students to express their feelings and findings. Over the years students have been involved in a range of action projects, from writing letters to their local authorities to letters to Members of Parliament, and presentations in front of assembly to presentations at public events.

2. Have I completed the documentation?

I have signed the relevant WBC documentation, including the Health & Safety Declaration, prior to delivery of any programme or services. Has your umbrella organisation signed the 'Organisation Agreement'? Do I have a contract so I am able to understand how I get paid?

3. Am I fully trained?

I am fully trained in WBC Health & Safety Procedures including but not limited to a) thoroughly reading and understanding the WBC Health & Safety SOP and MTSCT SMPs (most recent version) b) Discussed and Understood the Health & Safety Documentation and discussed any questions with the WBC National Coordinator c) My training checklist has been signed off and I am able to develop appropriate risk management for my local areas and emergency procedures.

4. Have I got all the gear required?

For in water workshops (check WBC manual for full list, prices and where to get them)

WBC Equipment Checklist ***For 'standard' WBC streamside investigation***

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

2026 WBC Equipment Checklist - Stream Delivery.pdf

ALL GEAR SHOULD BE LABELLED ‘WBC’ AND WITH CHECK, CLEAN, DRY!

FIRST AID KITS

Requirements for use and supply of first aid kits are detailed in the relevant school agreements and programme manuals. Activity leaders and programme coordinators carry first aid kits for each field activity as a standard requirement.

Non first aid (personal) items for Programme Coordinator to carry

- [ ] Panadol
- [ ] Tampons/pads
- [ ] Antihistamine
- [ ] Eye wash
- [ ] Aspirin
- [ ] Inhaler (if applicable)

2026 MTS Equipment Checklist - First Aid Contents.pdf

Supplier https://www.first-aid.co.nz/

5. WBC Delivery Checklist

Pre delivery

- [ ] Identify suitable site/area for field trip/s on map
- [ ] Prepare site Field Intentions Forms (FIFs) if required and recce the site/s
- [ ] Approach school or community group and organise planning meeting

At planning meeting:

- [ ] Complete planning meeting checklist
- [ ] Complete WBC teacher pre-delivery evaluation
- [ ] Plan and agree on delivery methods, learning outcomes, number of sessions, field trips etc.
- [ ] Discuss required supervision structures, medical conditions of students and photo permissions
- [ ] School to sign ‘WBC school agreement’

After the planning meeting:

- [ ] Prepare school itinerary and share with school
- [ ] Prepare RAS/s and share with school

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

- [ ] Plan and deliver presentation/s and activity session/s with school
- [ ] Agree on weather call communications procedure with teaching staff

Before the field trip - Print and take to complete on site:

- [ ] RASs
- [ ] 2026 WBC Pre-site Assessment.pdf
- [ ] 2026 MTS Incident Report Form.pdf
- [ ] Worksheets and data sheets
- [ ] Full set clean gear/ 2026 MTS Equipment Checklist - First Aid Contents.pdf /safety gear/comms device
- [ ] 2026 WBC Waterway Investigation Briefing.pdf (laminated)

On site at field trip:

- [ ] Follow field safety briefing checklist and school itinerary
- [ ] Take photos for media releases and social media (check permission)
- [ ] Report any incidents
- [ ] Collect a copy of any data collected

After the field trip/s:

- [ ] Check Clean Dry all waterway testing/discovery gear
- [ ] Record data on database/s as appropriate– e.g. NZFFD, SHMAK or Waicare
- [ ] Deliver post field trip workshop with photo story and support creation of action plan
- [ ] Follow up on action and agree on media release with school
- [ ] Send evaluation forms to teaching staff and students (if over ten years old)
- [ ] Complete report and share with regional coordinator

Please note: It is not the responsibility of the National Coordinator to find funding or equipment for your area (however the National Coordinator is available for advice and support). Local coordinators are responsible for insurance (public liability and equipment), kits and other programme related expenses/requirements such as a vehicle to transport your equipment for delivery. The details of how you get paid etc should be covered in your independent contract with MTSCT or your umbrella regional WBC provider. Most WBC coordinators are self-employed and therefore responsible for their own TAX and should have an accountant.

WBC Document checklist

Make sure you have the digital versions of these.

1. WBC Health and Safety

- [ ] WBC SOP (this document)

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

- [ ] 2026 MTSCT SMP V15.pdf
- [ ] Access to the Mountains to Sea Programmes and Templates Shared Google Drive

2. School Programme Info

- [ ] WBC coordinator handbook
- [ ] WBC Teacher handbooks
- [ ] WBC freshwater discovery and monitoring handbook for background knowledge and freshwater monitoring and biodiversity information.

'WBC Standards'

Briefing checklist and safety considerations

Sensible assessment of environmental conditions, clear instruction and adequate supervision are the keys to the WBC risk management policy. If participating in the programme with a WBC leader, then all risk management policies will be worked through with the teacher well before any field trips/camps commence. The leader undertakes pre-site inspection and obtains up-to-date weather reports before field trips commence. Leaders/coordinators will make recommendations to the teacher in charge, and decisions will be made cautiously. The school provides a first aid kit, and WBC also carries a specialised kit. All students must have permission from their parent/ guardian to attend field trips. Medical conditions should be disclosed, especially since students with, for example, epilepsy, diabetes or asthma require special attention.

WBC provides safety briefings and associated in-water leadership.Safety briefings will cover all components addressed in the 2026 WBC Waterway Investigation Briefing.pdf

The Waterway Discovery/Investigation Area

The area for discovery/investigation should be well defined for students, adults and helpers, with cones to mark boundaries. The WBC coordinator should explain the safest entry and exit points and proposed study site. The WBC coordinator will also explain what they are likely to see. Hazards such as sharp rocks, soft sediments and slippery surfaces will be identified and any danger with currents or rips explained, along with an explanation of the need for caution. There must always be an adult on the lookout. This person can be the WBC coordinator unless you are working near deep water (see Deep Water Emergency Procedure). This person must be ready and equipped to handle any emergency (for example, knowing the location of first aid, medical and emergency information).

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Section 2.0 WBC Guidelines and Policies

2.1 Water Quality Guidelines

For all Mountains to Sea Conservation Trust programmes
2026 MTSCT Water Quality Assessment Policy.pdf

Document ALL decisions regarding weather or water quality on a pre site assessment form 2026 MTS Crew Pre-site Assessment.pdf or 2026 WBC Pre-site Assessment.pdf

2.2 Sanitisation and Biosecurity Policy

2026 MTSCT Sanitisation Policy.pdf
2026 MTSCT Biosecurity Policy.pdf

2.3 Kayak Safety and Liability

2026 MTS Kayaking Information.pdf

Sometimes external participants who are not Mountains to Sea Coordinators may participate in Mountains to Sea led kayak activities for scientific investigations and surveys. These participants must read and sign the Mountains to Sea kayak safety and liability form before participating in the kayaking activity.

2026 MTS Kayak Liability Waiver Form.pdf

Safety Guidelines

- ☐ Participants must wear a properly fitted personal flotation device (PFD/ lifejacket) at all times while kayaking. For information on PFD types refer to: http://www.maritimenz.govt.nz/recreational/safety/lifejackets/lifejacket-types.asp
- ☐ Follow the instructions of event controller/coordinators with regards to designated areas
- ☐ Do not consume alcohol or drugs before or during kayaking activities.
- ☐ Be aware of your surroundings, including other watercraft, wildlife, and natural hazards
- ☐ BYO kayaks and equipment are not under the responsibility of MTSCT and we cannot confirm their safety.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Participants need to bring to the activity

- ☐ Clothing and footwear appropriate for the activity and location e.g. swimwear such as rash tops and/or wetsuits, footwear that can easily be removed or drained free of water, no cotton clothing or clothing likely to become heavy or limit movement when wet.
- ☐ Sunhat, sunscreen, warm hat - depending on the time of year and weather conditions.
- ☐ Any personal medication that could be needed during the activity i.e. EpiPen, asthma inhaler.
- ☐ Clothing for after the activity.

2.4 Animal Ethical Considerations and our Kaupapa Policy

📄 2026 MTSCT Animal Ethics Policy.pdf

All of our WBC experiences are to be of the 'no-take' kind! We think it's important for us to role-model the ethic of kaitiakitanga and utilise our resources for conservation purposes to be able to effectively communicate our messages. All native animals caught or handled during field trips or classroom experiences must be returned to the stream alive after observation and being photographed.

However, if you catch pest fish, you MUST NOT return them to the stream - it is illegal). You MUST humanely dispose of them using one of the following methods:

- **Freezing immediately** if possible (great if you can use as plant fertiliser).
- **Physical euthanasia** (e.g., squish, iki, or quick blow to the head) this must be done quickly to minimise any suffering.
- **Clove oil immersion euthanasia**:
    - Prepare ~0.4 mL clove oil per litre of water
    - Add the oil slowly over 5 minutes to reduce distress
    - Keep the fish immersed until all gill movement stops, then wait a further 30 minutes to confirm death before disposal.
    - Once death is confirmed (via gill cessation and time elapsed), secure disposal (e.g. freezing) is required.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

If WBC Coordinators use clove oil for pest-fish euthanasia, it must be stored securely out of reach of students and not kept in the gear kit.

Please see the section 2.2. on gear sanitisation and biosecurity policy for more information.

When trapping fish please follow best practice guidelines outlined in our WBC Freshwater Monitoring Handbook, keep the fish alive in well oxygenated fish tanks for observation and return to the stream alive no later than two hours after capture.

When netting and collecting macroinvertebrates, please model best practices and keep the invertebrates in the shade when they are in the trays. Return ALL invertebrates to the waterway after study, even if they have perished during observation.



Figure 2. Please keep invertebrates in the shade during observation and return to the stream afterwards.

2.5 Cancellation Policy

2026 MTSCT Cancellation Policy.pdf

2.6 Dangerous Land Animal Policy

2026 MTSCT Dangerous Land Animal Policy.pdf

2.7 Difficult people Policy

2026 MTSCT Difficult People Policy.pdf

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

2.8 Gazebo Safety Position Statement

Gazebos supplied by MTS MUST be pegged down no matter what the wind conditions (except indoors). Max wind for erected gazebos is 20 knots, consider tying down the gazebo (to cars, trailers or water filled containers) in winds over 15 knots. Erected gazebos MUST not be left unmanned at any time(someone in the general area, that is able to respond).

2.9 Wader Safety Position Statement

Definition

Waders are a key piece of equipment used by Whitebait Connection (WBC) coordinators to stay warm and dry during field work. They are high waterproof boots, or a waterproof garment for the legs and body, used especially by anglers when fishing.



Chest Waders



Thigh Waders

Purpose

To provide informative safe operating procedures and important Health & Safety points which local/regional/national coordinators need to consider when undertaking wader activities, particularly the use of waders by students.

Background

Wading in stationary or flowing water is hazardous, particularly when the depth and/or water flows are excessive. The likelihood of drowning is increased when wearing waders, compared to when you're not wearing waders. In the event of a fall, waders are likely to quickly flood with water, reducing your buoyancy. Hypothermia is also a potential hazard if your waders fill with water. It is always best practice to have at least one other person on site with you when wearing waders.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Preparation

Careful preparation is necessary to ensure the Health & Safety of all persons when using waders.

Prior to using waders

- ☐ Check the forecast for any potential adverse weather.
- ☐ Ensure you inform the school and/or manager of the planned schedule, and when you expect to return.
- ☐ Construct a robust communication plan and itinerary and stick to it, within reason.
- ☐ Always plan your route of entry and exit.

Safe Operating Procedure

There are a variety of important factors which should be considered before entering a stream wearing waders. It is strongly recommended that anyone wearing waders for WBC delivery undertake Wader Safety training with a professional provider such as OENZ and wear neoprene waders. If PVC chest waders are worn, then a chest belt should be worn too.

These factors include

- Stream depth – only enter the water in waders if the water is no higher than mid-thigh level. If a coordinator wears waders in the stream and wades deeper than mid-thigh depth, they must also wear a PFD e.g. lifejacket.
- Stream velocity – only enter the water in waders if the water in the stream has a calm/low flow, it is also important to ensure there is no swift flow.
- Local conditions
- Recent weather conditions (heavy rainfall, flooding etc)
- The user's physical fitness and competence with waders
- Prior knowledge of the stream
- Substrate of the stream (e.g. soft sediment, cobble, bed rock etc). Cobble can be very slippery and silt can be a lot deeper than you initially think.
- Proximity to emergency services in the event of an incident
- Ensure there is a safety person onshore watching the entire time ready to initiate emergency response procedure if a participant gets into trouble.
- Wader use is incorporated into the Risk Assessment Form (RAF).

In the event of any persons falling into deep, fast-flowing water

- Immediately tuck up. In a tuck position, less water is likely to leak in and the air in your waders will be trapped maintaining your buoyancy and keeping you drier.
- Roll onto your back keeping your knees tucked. You will need to put your arms in the water to balance yourself.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

- Do not panic. You must not try to swim, tread water or float in an upright position. If being carried by the current, face downstream (feet first).

In the event of an emergency, follow emergency procedure/response and dial 111.

2.10 Nominated Person – Lone Worker Emergency Procedure

2026 MTS Nominated Person – Lone Worker Emergency Procedure.pdf

2.11 Personal Flotation Device (PFD) - Safety Position Statement

In the event of a coordinator undertaking any WBC activity that isn't a group activity, and not having another person with them, **they must wear a PFD such as a lifejacket when close to or in a waterway**. This applies even when the waterway is shallow in case of the coordinator slipping on a rock and becoming unconscious. A lifejacket will be provided as part of your coordinator's kit.

2.13 Walking Pole - Safety position statement

When undertaking site recces, Whitebait Connection coordinators should use a walking pole particularly when close to or in a waterway, or in dense vegetation where the ground level is uneven and obscured. The walking pole should be used to test the depth of water in front of you and/or to detect any holes which are obscured by water or dense vegetation. The walking pole can even be a stick which is long and sturdy enough for the purpose. Any participants (e.g. landowners or teachers) should also use a walking pole, particularly if they are unfamiliar with the terrain.

2.14 LittaTrap Health & Safety - SOP

LittaTrap Description

The LittaTrap is a low cost, hand-maintainable storm drain catch basin insert; designed to stop plastics and other gross pollutants from reaching waterways, beaches and harbours. The 1000 micron gross pollutant bag insert catches at least 95% of gross pollutants at a flow rate of up to 100 l/sec.

There are two standard sizes to fit most precast regular and kerb entry catchpits.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Site Selection

LittaTraps can be installed either in a catchpit in the school itself, or in a catchpit on a nearby road.

Equipment required for site selection:

- ☐ LittaTrap installation instructions
- ☐ Tape measure
- ☐ Gloves
- ☐ Safety boots
- ☐ Road Cones
- ☐ Special grate lifting tool or crowbar optional

Procedure for site selection:

1. Choose a catchpit close to the school in consultation with the Drains To Harbour programme lead school teacher, at a location with low traffic volumes.
2. Choose a time of day for installation when traffic volumes are low.
3. Park in close proximity to the catchpit.
4. Isolate catchpit from pedestrian and vehicular traffic with road cones stationed at least 1.5m out from catchpit edge.
5. Hook and pull up the grate using special grate lifting tool (if the grate is missing, report immediately to your local council). Put grate on kerbside. Take care to avoid falling or dropping anything in the catchpit.
6. Inspect and measure the catchpit to ensure a LittaTrap will fit. If the catchpit requires maintenance before a LittaTrap can be installed, contact Whangārei District Council to arrange this.
7. Replace grate using special grate lifting tool.
8. Recover road cones
9. If catchpit is unsuitable, begin at Step 1.
10. Mark catchpit location on Whangārei District Council stormwater GPS map.
11. Print location map, attach to school maintenance agreement.
12. Email proforma LittaTrap school maintenance agreement with attached location map, to Drains To Harbour programme lead school teacher for them to sign.
13. Follow up with lead school teacher to obtain signed copy of LittaTrap school maintenance agreement and attached location map.

Installation

Installation is by a WBC contractor, following Stormwater360 LittaTrap installation instructions. A signed copy of the LittaTrap school maintenance agreement is required before installation can commence.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

View the instructional video and follow the installation instructions before attempting installation.

Equipment required for installation:

- ☐ High visibility jacket
- ☐ Eye protection
- ☐ Ear protection
- ☐ Gloves
- ☐ Road cones with barrier arms
- ☐ Aspiration protection
- ☐ Measuring tape and floor mat to lie on
- ☐ Box knife or tin snips
- ☐ Rotary hammer drill, bits, charged battery
- ☐ Paperwork (RAFs, Incident Forms)
- ☐ First Aid Kit and Hand Sanitiser
- ☐ Hammer
- ☐ Marker Pen
- ☐ Battery Impact Driver and bits
- ☐ LittaTrap kit
    - ☐ Bracket with masonry bolts
    - ☐ Filter box with 4 plastic seals
    - ☐ Self driving screws
    - ☐ Filter bag
    - ☐ Installation guide
- ☐ Special grate lifting tool or crowbar (optional)

Procedure for installation:

1. Choose a time of day for installation when traffic volumes are low.
2. Park in close proximity to the catchpit.
3. Cone off and neutralise hazard: isolate catchpit from pedestrian and vehicular traffic with road cones stationed at least 1.5m out from catchpit edge. Put up barrier arms between road cones
4. Hook and pull up the grate using a special grate lifting tool or crowbar (if the grate is missing, report immediately to your local council). Working with another person,

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

lift the grate onto the kerbside. Take care to avoid falling or dropping anything into the catchpit.
5. Install LittaTrap as per Stormwater360 supplied instructions or instructional video.
6. Replace the grate by working with another person to lift it into place.
7. Recover road cones and barrier arms

Maintenance

Maintenance is by the school, led by the school's Drains To Harbour programme lead teacher. Children participating in the programme should be present when the LittaTrap is lifted out for inspection.

Equipment required for maintenance:

- ☐ Gloves
- ☐ Safety boots
- ☐ Road Cones
- ☐ Special grate lifting tool
- ☐ Container to transfer contents of LittaTrap into
- ☐ Groundsheet for sorting contents of LittaTrap.

Procedure for maintenance:

1. Choose a time of day for maintenance when traffic volumes are low.
2. Ensure school children are located on kerbside, at least 1.5m from the catchpit.
3. Isolate catchpit from pedestrian and vehicular traffic with road cones stationed at least 1.5m out from catchpit edge.
4. Hook and pull up the grate using special grate lifting tool (if the grate is missing, report immediately to your local council). Put grate on kerbside. Take care to avoid falling or dropping anything in the catchpit.
5. Lift LittaTrap out of pit using handles.
6. Tip contents out of LittaTrap into suitable watertight receptacle.
7. Replace LittaTrap securely back into surrounding frame and seal.
8. Record the date of the maintenance event and the specific quantities of plastics, organics and other debris found in the LittaTrap. Take photos of the sorted contents of the LittaTrap. Provide this information to your Whitebait Connection Coordinator.

Material disposal

Material recovered from LittaTraps is intended to be sorted and audited by students for educational purposes.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Organic material

Organic material such as sediment and leaves should preferably be composted onsite by the school.

Recyclable material

Recyclable material must be put out for recyclable collection.

Landfill waste

Non-organic or recyclable material must be disposed of to landfill. The school is responsible for disposing of this material appropriately during the period the school has agreed responsibility for maintaining the asset.

2.15 Supervision Structures

The level and style of supervision typically required for an activity. More than 'ratio' of skilled and experienced leaders to participants for any given activity. Supervision needs vary according to age and ability of the participants (including fitness, health or other needs), the activity involved, the environmental conditions, and the competence of leaders and assistants.

For a competent and motivated group of young adults or adults who have good access to emergency communications and have demonstrated they are compliant to safety rules, reliable and able to look after themselves, a single leader might be appropriate. In this case you need to be confident in the participants' abilities to manage emergency situations if the single leader is incapacitated or busy/distracted. When there is more than one leader, clearly defined roles and responsibilities should be delegated. This is particularly important when using assistant leaders, accompanying teachers (who are not the activity leader), student leaders or parent helpers (supervisors). Plan with everyone's needs in mind. Supervision needs will change if participants have any special needs, behavioural or health needs.

An effective supervision structure for a large group should allow for the person in charge to be free from directly leading participants so they can have an overview of the whole group. The number of leaders should take into account requirements during a rescue or emergency, not just when things are going smoothly. In an emergency, responders have to focus on their roles; there still need to be leaders available to manage the other participants (e.g. when managing a group swimming, at least one person will be needed to watch the other participants if someone needs rescuing). In many activities there are often high-risk difficult spots or 'cruxes' (e.g. when a tramper is negotiating a steep section of track). Often each 'crux' requires direct one on one or greater supervision.

One way you can manage 'cruxes' is by staging participants in 'safe zones' away from the risk until you are ready to focus on them one at a time. For example, if lighting a stove is a 'crux' then don't have three inexperienced people lighting stoves all at once, but have them

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

go one at a time so they can be directly supervised by someone who can intervene if need be. This example could also apply during a difficult entry point for snorkelling or the stream. Ensure that any changes in the supervision structure between the 'event' and 'free time' are documented (itinerary) and understood by the whole leadership team (e.g. school and organisation). Ensure that the supervision structure has taken into consideration issues around impairment such as driver fatigue, sudden illness or injury.

For our programmes and events, supervision needs vary according to age and ability of the participants (including fitness, health or other needs), the activity involved, the environmental conditions, and the competence of leaders and supervisors .

The type of supervision you require must be documented Part 1 RAF (marine and freshwater), this still mentions a ratio aim but more focused on describing the supervision you require for the activity. For example some groups with challenging behaviours may require you to ask for additional teacher supervision, a challenging environment may require more lead coordinators in water, younger students going snorkelling may require experienced and additional supervisors .

Assess the level of risk that participants or staff might make errors leading to serious harm and the risk presented by other hazards of the freshwater site. Factors to take into account when assessing the level of risk include:

- Size, type and location of the site;
- Number of participants;
- Number of teachers:
- The competence of supervisors/participants, the likelihood that they will follow instructions and their acceptance of responsibility for managing hazards;
- The number and competence of staff;
- The general hazards of the snorkel activity and the site;
- Communication and language considerations.
- Overlapping duties of care and recommendations from partner schools and organisations

Adequate supervision is crucial to the Health & Safety of all participants of the WBC programme, particularly when participating in activities in or near a stream. Supervisors must be able to assist and supervise the students with the activity and are expected to be fit, healthy and free from the influence of drugs or alcohol. WBC strongly recommends the following supervisor to child ratios in conjunction with an appropriate supervision structure:

Age Group	**Ratio – in/beside water**	**Ratio – not near water**
Early Childhood/ Preschoolers	1:1	1:4
Year 0 to Year 8	1:4	1:4

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Year 9 and above	1:6	1:8

Coordinators also need to adhere to the maximum coordinator:group ratio for each activity:

Activity	**Ratio - Coordinator:group size**
Instream	40:1
Beside Stream	60:1
Night-time spotlighting	30:1
Īnanga spawning survey	40:1

2.16 Overlapping Duties – Collaboration and Health & Safety Responsibilities

Collaboration is an important part of WBC delivery. Working with other stakeholders is encouraged and often leads to much greater project outcomes. Whenever you share responsibilities with another operation, be clear on who is responsible for what. This may take shape in the form of a clear outline on an event plan if the collaboration is a 'one-off' for a specific event. However, if the collaboration is part of an ongoing relationship you may like to also consider creating an MOU to formalise the relationship and clearly define how and why the partnership works (see example). It is crucial the overlapping duties of care are documented on Health & Safety planning paperwork and discussed between providers prior to and during the collaboration.

Section 3.0 Forms and Templates

When using these forms - please use the links to download the full version of the document or navigate to them from All Form Templates. **DO NOT TRY TO PRINT** from the SOP.

3.1 WBC Training Induction Checklist Form

2026 WBC Training Induction Checklist Form.pdf

3.2 Community Based Freshwater Monitoring (CBFM) Trainer Induction Checklist Form

2026 Community Based Freshwater Monitoring (CBFM) Trainer Induction Checklist Fo...

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

3.3 Whitebait Connection SOP – Peer Appraisal

2026 EMR Peer Appraisal.pdf

3.4 MTS School Agreement

2026 MTS School Agreement.pdf

3.5 2026 Nominated Person – Lone Worker Emergency Procedure

2026 MTS Nominated Person – Lone Worker Emergency Procedure.pdf

3.6 Risk Assessment and Supervision form (RAS) - Part 1

2026 WBC Site Information - Risk Assessment and Supervision (RAS) and Emergen...

3.7 Freshwater Risk Assessment Form - Part 2

2026 MTS Risk Assessment and Supervision Form (RAS) - FRESH Part 2.pdf

3.8 Whitebait Connection Pre - Operation Risk Assessment Form

2026 WBC Pre-site Assessment.pdf

3.9 Whitebait Connection Waterway Investigation Safety Briefing Checklist

2026 WBC Waterway Investigation Briefing.pdf

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

3.10 Whitebait Connection Spotlighting Event - Organisational Notes - SOP

2026 WBC Spotlighting Event - Organisational Notes.pdf

3.11 Night-time Spotlighting Event Safety Briefing Checklist

To be used in conjunction with the
2026 WBC Spotlighting Event - Organisational Notes.pdf
2026 WBC Spotlighting Event - Briefing.pdf

3.12 Whitebait Connection Night-time Stream Spotlighting Event Forms

To be used in conjunction with the
2026 WBC Spotlighting Event - Organisational Notes.pdf
2026 WBC Spotlighting Event Check in and out.pdf

3.13 Spotlighting Event - Walk Up Registration Form

To be used in conjunction with the
2026 WBC Spotlighting Event - Organisational Notes.pdf
2026 WBC Spotlighting Event - Walk Up Registration Form.pdf

3.14 Kayak Safety and Liability Form

2026 MTS Kayak Liability Waiver Form.pdf
2026 MTS Kayaking Information.pdf

3.15 Planting or Weed Release Event | Organisational Notes

2026 WBC Planting Event - Organisational Notes.pdf

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

3.16 Planting or Weed Release Event Safety Briefing Checklist

2026 WBC Planting Event - Briefing.pdf

3.17 WBC Planting Event - Walk up Rego Form

2026 WBC Planting Event - walk up registration form.pdf

3.18 Safe Operating Procedure - SOP for use of Petrol Weedeaters

2026 WBC Weedeaters - Information.pdf

3.19 Safe Operating Procedure - SOP for use of Spades & Niwashi's

2026 WBC Spades and Niwashis - Information.pdf

3.20 Incident Report Sheet – Mountains to Sea Conservation Trust

2026 MTS Incident Report Form.pdf
2026 MTS Incident Severity Scale.pdf

3.21 Mountains to Sea (MTS) Programme Feedback Form

2026 MTS Feedback Form .pdf

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

3.22 Collaborative Events (where WBC is leading the event)

There are many reasons for holding a collaborative event - it might increase the reach and success of the event or provide additional opportunities for both parties.
Careful planning and good communication between organisations is needed to ensure a successful and safe event.

Generally, each activity provider (including WBC) is responsible for the Health and Safety of their own activity, but an Event Plan or MOU can help to clearly outline responsibilities and overlapping duties of care.

Refer to the event plan template 2025 MTS Event Template

Examples of previous collaborative events and event plans can be found on the Google Drive.

The documentation in the Google Drive can help to inform the planning process as well as providing useful resources for event plans, stakeholder engagement, communication and marketing.

An event plan should include:

- [ ] Project goals and event details
- [ ] How you will promote the event
- [ ] Sponsors and partners
- [ ] Event leadership
- [ ] Insurance and H & S info
- [ ] Roles for the day
- [ ] Overlapping duties of care – agreed to and signed by multiple agencies in safety sensitive roles
- [ ] Caring for your volunteer team (what you will provide and reminder about taking breaks, staying hydrated and adequate sun protection)
- [ ] Organisational notes/tasks
- [ ] Risk Assessment Form/s
- [ ] Briefing checklist
- [ ] Registration form
- [ ] Pre- site assessment
- [ ] Volunteer information and rating (completed on the day of the event)

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

3.23 Whitebait Connection Stakeholder Partnership MOU Example

2026 MTS MOU Template

3.24 MTSCT Volunteer Registration Form & Volunteer Terms

2026 MTS Volunteer Terms.pdf
2026 MTS Volunteer Registration - Template - Regions can adapt this.

Volunteers interested in volunteering for Mountains to Sea Conservation Trust (MTSCT) programmes can complete the online registration form via the Monday.com link or the QR code below: https://mtsct.fillout.com/t/j38PV7Z28nus

3.25 NĪSP Training Induction Checklist Form

2026 WBC - NĪSP Trainer Induction Checklist Form.pdf

Appendix One: Safety Management Plan (SMP)

As outlined in the Introduction, the MTSCT Safety Management Plan (MTSCT SMP) (found on our website) covers all general Health & Safety items for all trust programmes, whereas the WBC SOP document covers things specific to WBC programme delivery. WBC coordinators will need to familiarise themselves with both documents.
2026 MTSCT SMP V15.pdf

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

Appendix Two: Summary of Changes

To our **Whitebait Connection (WBC)** – waterway investigation/restoration activities

Year	Changes
2026	Site recce and working alone in the field policy - replaced with 2026 Nominated Person – Lone Worker Emergency Procedure Safety position statements - now labelled throughout SOP
2025	The addition of clove oil euthanasia guidelines for pest fish added to section 2.4 Animal Ethical Considerations and our Kaupapa Policy. 2.14 Supervision Structures updated with additional detail. WBC Training Induction Checklist Form updated with the following inclusions: - Additional statement added to police vetting section outlining that the coordinator can not lead public facing events or school delivery alone until a vetting result has been received - Statement added to the first aid section that the coordinator will send their new first aid certificate to the national coordinator when their current first aid certificate expires -A note added to the end of the checklist that the coordinator will undergo an annual peer appraisal - A note 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. NISP Induction Checklist added to section 3.25 forms and templates
2024	WBC pre-operation risk assessment form updated - including collaborating organisation overlapping duties of care acknowledgement, more detailed weather assessment (wind, rainfall, river flow, lawa water quality assessment, air temperature), maramataka phase, wahi tapu considerations, farmland considerations (electric fences & location of stock) & Management of Area Specific Hazards (M.A.S.H) Section 1.2 WBC Coordinator Endorsement Criteria and Training Checklist - undertake national reporting as required added to endorsement criteria and

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

	recommendation to visit another region annually to observe/participate in delivery added Section 1.3 - Full WBC equipment checklist added and first aid kit item list added Section 2.3 Kayak Safety and Liability and Appendix item 3.14 Kayak Safety and Liability Form added to SOP. External participants partaking kayaking for scientific research or surveys are now required to sign the kayak safety and liability form Section 2.6 Dangerous Animal Policy renamed to Dangerous Land Animal Policy. Wording added that for an aggressive unsupervised dog, Adopt STOP-STAND- LEAVE for an alternative site. Return to vehicles or bus, call dog management Section 2.14 Ratio Policy renamed Supervision Structures. Wording updated to include the role of supervisors Appendix item 3.2 Community Based Freshwater Monitoring Trainer Induction Checklist Form added to SOP Freshwater components separated from marine in Part 2 RAF - Appendix item 3.7 Freshwater Risk Assessment Form - Part 2 Appendix item 3.10 Whitebait Connection Spotlighting Event - Organisational Notes - SOP added Appendix item 3.13 Spotlighting Event - Walk Up Registration Form added to SOP Appendix item 3.15 Planting or Weed Release Event | Organisational Notes added to SOP Appendix item 3.16 Planting or Weed Release Event Safety Briefing Checklist added to SOP Appendix item 3.17 WBC Planting Event - Walk up Rego Form added to SOP Appendix item 3.18 Safe Operating Procedure - SOP for use of Petrol Weedeaters added to SOP Appendix item 3.19 Safe Operating Procedure - SOP for use of Spades & Niwashi's added to SOP Appendix item 3.24 Whitebait Connection Volunteer Registration Form renamed to MTSCT Volunteer Registration Form. Form has been updated to an online Monday.com form. Volunteer terms added to Appendix item 3.24
2023	The pre-site assessment forms were combined into one document for school delivery, events and fieldwork. The checklist for contact details for attendees for contact tracing (covid level 2) in this document was removed. A section for notes on weather or water quality decisions was added along with the following wording - "Check the forecast for any potential adverse weather, and consider previous adverse conditions such as recent flooding in the area. Consider the height in relation to water depth, and the swimming ability of group members to determine a suitable operation area accordingly. If the flow is any swifter than 1 metre per second, relocate or postpone the activity."

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

	Updated WBC Coordinator Training Checklist - Addition of the need to attend the MTSCT national wānanga within one year of endorsement (unless other regional training opportunity is available within the year) and then once every three years. Addition of the need to deliver a health & safety debrief Updated School Agreement - addition of wording around privacy info - "For more information, including about why we are collecting this information and who will receive the information, please ask to see a copy of our privacy statement or go to www.mountainstosea.org.nz In the event requested information is not provided, it will be at the [coordinators]'s discretion whether participation is permitted." The following sections were removed from the SOP: Role descriptions Learning approach Organisation agreement (is found in the SMP) Teacher & student evaluation WBC performance monitoring and evaluation framework WBC Survey Guidelines Coordinator health and safety contract (is found in the SMP) Annual safety review section (sits in annual safety report) Section 2.0 Risk assessment and hazard register (this is part of the Part 1 RAFS) Hazard ID (this will site in the overall MTSCT risk assessment and hazard ID) Community Engagement event evaluation board example removed Event rego forms have been updated with the addition of privacy info - For more information about why we are collecting this information and who will receive the information please see our privacy statement on our website. In the event requested information is not provided, it will be at the {coordinator's} discretion whether participation is permitted. Part 1 RAFS have been updated to include a section about supervision structures (ratios)
2022	Section 1.0 - added "All coordinators must provide programme and project reporting information back to their direct report as soon as possible, which is then fed back to MTSCT." Section 1.3 and 4.2 - update coordinator induction requirements to include requirement for First Aid Certification of unit standards 6400, 6401 and 6402. Section 1.4 - Change 'Treaty of Waitangi' to 'Te Titiri O Waitangi'. Section 1.5 - change on gear list recommendation of '2 Fyke Nets' to '1-2 Fye Nets'. Section 3.9 - update Wader policy to include strong recommendation for coordinators wearing waders to have formal training and use neoprene waders. If using PVC chest waders wear a chest belt. Section 4.5 - Updated School Agreement to add reference to COVID-19 safety plan: Read our Health and Safety plan, including the COVID-19 safety plan which follows the government COVID-19 guidelines. The school agrees

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

	to follow these guidelines including parents and volunteers that they bring along to field trips. Section 4.10 - Updated RAF on page 75 to include "don't kayak in rivers in times of high flow" as a mitigation measure for the risk of kayak capsize or collision. Updated on page 84 the risk of COVID-19 - updated to reflect the removal of the COVID-19 Traffic Light System. Sections 4.14 and 4.15 - PSAF forms - updated self-screening advice. Added a section to record what maramataka the day is. Appendix One updated - Annual Safety Review new 2022/23 Objectives.
2021	Section 1.2 Role Descriptions - inserted staff definition Section 1.3 WBC Coordinator Endorsement Criteria and Training Checklist - added potential requirement for new coordinators to be safety checked as well as police vetted. Long term coordinators may be required to be police vetted every few years. Section 3.1; Removed Performance monitoring and evaluation framework guidelines from SOPs and added to Policy/Guidelines folder on Google Drive. Re-wrote section to reflect requirements for National Reporting. Removed 3.15 He Kākano Ecosourcing policy from SOPs and moved to Regional Policies folders on Google Drive Section 3.3 WBC Gear Sanitisation and Biosecurity Policy - added Kauri Dieback Section 4.2 WBC Training Induction Checklist Form - added Staff Code Of Conduct to Checklist Removed section 4.6 Reporting format for individual projects and merged with 4.7 Reporting format for regional WBC projects. Section 4.10 WBC Site Specific Risk Assessment Form (RAF) and Emergency Procedures (Risk Register and Hazard ID) Added tsunami evacuation point in site specific RAFs Added tsunami to hazard list Add fungicide to RAFs: Added Kauri Dieback to RAFs Added Dog poo to RAFs Added Kayak Collision or capsize to RAFs Added Duck Shooting as hazard to RAFs Added Uneven ground as hazard to RAFs Added Hand sanitiser to hazard list and RAFs (as a hazard) Updated Deep Water Emergency Procedure Updated definition for Streamside observer (made sure it's consistent throughout document) Added requirement to wear closed-toe shoes when handling spades (planting days) and stream investigations (unless in pristine stream) Removed reference to adult supervisor forms and sanitisation policy Section 4.14 Pre WBC field activity operation risk assessment form – for schools

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

	Added QR code and contact tracing requirements Added requirements for daily health screen under level 2 Added reference to water quality guidelines Added additional first aid and rescue training question Changed wording on risk matrix scoring for more clarity Added anaphylaxis in medical section Section 4.15 Pre WBC field activity operation risk assessment form – for fieldwork and events Added QR code and contact tracing requirements Added requirements for daily health screen under level 2 Added reference to water quality guidelines Added additional first aid and rescue training question Changed wording on risk matrix scoring for more clarity Added anaphylaxis in medical section Section 4.18 Collaborative Event Plan example - replaced Kai Iwi Lakes Open Day event plan with resources from Google Drive Section 4.20 Community Engagement Event Evaluation Board - removed Figures 9 and 10 Section 4.21 Volunteer Form Removed asking for address Added indication of level of fitness for volunteers Inserted reference to Police Vet Policy Inserted reference to staff code of conduct Inserted reference to Privacy Policy APPENDIX ONE - Updated 'Mountains to Sea Conservation Trust – Annual safety review with 2021/22 objectives APPENDIX TWO - added section about SMPs Added recommendation for First Aid Requirements (Unit standards 6400)
2020	Section 1.1 - Added requirement for regional coordinators to have training around child protection Section 1.1 - Updated field technicians job description Section 1.1 - Added WBC volunteer/intern role description to SOPs including trial of police vetting Section 1.2 - Included mandatory H&S quiz as a requirement for endorsed coordinators Section 3.13 - Updated Littatrap equipment checklist Section 3.14 - Updated Ratio policy Section 3.6 - Updated Dangerous animals policy Section 4.12 - Added new hazards to RAFs: Dangerous animals Section 4.12 - Updated wording of training around power tools in RAFs Section 4.12 - Added new hazards to Whitebait Run Game Section 4.1, 4.3 and 4.19 - Updated Kim's address on Organisation Agreement and H&S Declaration Form and complaints form

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

	APPENDIX ONE - Updated 'Mountains to Sea Conservation Trust – Annual safety review – September 2019' with most recent objectives (2020) - APPENDIX TWO - Updated annual safety objective Added macrons to Te Reo/Māori words Updated Links to websites
2019	**June** Page 127 – Addition of MTSCT Volunteer Registration template for regional provider adoption. Page 21 - Added peanut butter in chew cards and magnifying glasses left lying in the sun and chemical powder in SHMAK to hazard register. **August** Page 81 – Updated Field Intentions Form (regarding location sharing) Page 84 – Inserted revised RAF template October 2019 Whole document – Updated headings and table of contents Changed font to Signika Updated Kim's address on Organisation Agreement Added GMT tripping hazard to RAF Updated Risk assessment matrix on PSAF to include level 7 risks (ie. Extreme conditions, difficult adults and early childhood) as well as add year levels correlating to ages. Added role descriptions to 1.1 Role Descriptions for WBC Coordinators: Co-Director, Deputy National Coordinator, Field Technician, Assistant Coordinator, Specialist Contractor. Updated Section 1.2 'WBC Coordinator Endorsement Criteria and Training Checklist' in relation to: Require online training, national coordinator endorsement certificate, check fitness ability, minimum drivers license for driving and driving passengers, experience and qualifications. Updated gear list in 1.4 'Expectations of a WBC Coordinator' Add GMT string line to hazard register Added wording around Overlapping duties of care in Section 3.13 'Overlapping Duties – Collaboration and Health & Safety Responsibilities' Updated references to WBC SOP year in Section 4.1 'Organisation Agreement' Updated Section 4.2 'WBC Training Induction Checklist Form' Updated Kim's address on Section 4.3 'Health & Safety Declaration Form' Updated Section 4.4 'WBC SOP – Peer Appraisal' Updated Section 4.9 'Whitebait Connection Teacher Evaluation – post programme' Added Section 4.17 'Pre WBC field activity operation risk assessment form – for fieldwork and events' Updated Kim's address on complaints form

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

	Updated Appendix One 'Mountains to Sea Conservation Trust – Annual safety review – September 2019' to most recent objectives. Added Ecosourcing Policy (Section 3.15, page 48)
2018	Page 22 – Added 'Waders' and 'Walking Pole' to Hazards Register Page 37 – Inserted Wader Policy (Section 3.9) Page 39 – Inserted Site Recce and Working Alone in the Field Policy (Section 3.10) Page 41 – Inserted Litta Trap Health & Safety Policy (Section 3.11) Page 56 – Updated Peer Appraisal Form (Section 4.4) Page 77 – Inserted Field Intentions Form (Section 4.11) Page 81 – Replaced all RAMS with one RAFS table Page 92 – Inserted emergency procedure for falling into deep water Page 2 – WBC National Coordinator (Kim's) landline contact phone number updated Page 4 and throughout – change reference to SMS (Safety Management System) to SMP (Safety Management Plan) Appendix One - Replace Appendix One 2016 Annual Safety Review with 2017 review. Updated school agreement Updated students evaluation form to ask if they felt safe on field trips. Updated pre-site assessment form (group numbers and reference to RAMS to RAF Update organisation agreement – term to 36 months and address for service
2017	Page 69: Stream Study RAMS template – edited and added some risks and notes on management. Updated all Health & Safety documentation on WBC website and WBC Google Drive.
2016	Page 84-89 - SOP - Overlapping Duties – when collaborating on events. MOU example (For ongoing collaborative partnerships) and a collaborative event plan example (when WBC is leading the event) Page 90-91 - Community Event Evaluation Form/Template Page 92 - Complaints Form Animal ethical considerations and our kaupapa Policy Cancellation Policy Uncontrolled Dog policy Dangerous People Policy Gazebo Policy Drain Stencilling RAMS Added "Purpose of this document" section to WBC SOP. Page 4-6 – Updated Role Descriptions and added new images Page 10 – updated tangata whenua communication policy Page 16 – School Agreement – updated reference to new H&S legislation

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.

	Page 21 – Organisation Agreement – updated reference to new H&S legislation Page 42 – Took out reference to isolation of risks as no longer relevant in new legislation. Page 47-48 – Took out risk isolation column in table. Page 64 - Took out risk isolation column in table. Page 97 – Added in WBC Hazard register Page 72-74 – Update pre-site assessment form – added table for headcount details and 'anxiety issues' to example list of things to ask teacher about. Added more detail to post event notes page. Page 80 – Updated reference to new H&S legislation on WBC H&S declaration. Page 83 – took out reference to Supervisor form on peer review form.

© Mountains to Sea Conservation Trust 2026.
Distributed under Creative Commons License CC BY-NC-SA 4.0.