



Forest & Bird
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Lone Working Safety Procedure: Trap Line Servicing or Auditing For: Staff and Volunteers

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Date:	Jan 2024
Review:	Jan 2025

Equipment – always carry a fully charged mobile phone, personal first aid kit, and whistle. Take a map of where you are going if the site is less familiar to you, along with adequate water, food and weather-appropriate protection gear (eg warm layers, hat, sunscreen). High-vis should be worn at all times on site.

- 1. Prior to setting off** : check in by texting or calling emergency buddy (someone to be established prior, this might be a family member or friend, or in the case of there not being anyone suitable:
- volunteers should make prior arrangements with one of the project team via Rhiannon Thomas 022 031 2178.
 - Staff should make arrangements with another staff member.

Emergency buddy must have the phone number and email address of the Project Manager (Jenny Hanwell, 02041205512) easily available to them (ie in their phone).

Log the following information by text or phone call with your buddy:

- Name and mobile number
- Line name and location, including access point address.
- Car make, model and rego
- Time leaving
- Approx maximum time you expect to be on the site.
- Weather conditions

Emergency buddy to confirm receipt. If buddy does not respond, do not commence work. Try to contact buddy again twice, and failing that contact a member of the project staff team as an alternative.

2. Checking out by text or phone call:

- Your name and contact number mobile and land lines
- Line and name.
- Time leaving site.

Emergency buddy to confirm receipt.

Where more than one site is visited, update buddy as per steps 1 and 2.

3. For buddies - in case of volunteer / staff not checking out

- a) Check their mobile and home number every 10 mins - if no response after 1 hour >>
- b) Buddy to contact Project Manager. Project Manager to contact other staff members / personal contact to obtain any additional information that might help locate the person.
- c) Staff team to rally at site, agree on method of search. Inform police of action. Report to Forest & Bird Manager National Projects, Mandy Noffke.
- d) If staff member / volunteer not found with team search > hand over to police search and rescue after providing full details of trap line and action taken.
- e) If staff member / volunteer is found inform police to stand down.

4. Staff member / volunteer action in case of accident

- a) Contact buddy by mobile
- b) Buddy to contact Project Manager Jenny Hanwell 02041205512.
- c) Provide details of accident and assistance required.
- d) Provide GPS position or the last trap inspected or any other information that would help find you.