

## Risk Analysis and Management System – COASTAL field trips – PLB MUST BE CARRIED

<p><b>Risks:</b> <i>Vehicle Accident, Bad Experience, Medical Emergency, Accident causing personal harm, Cultural insensitivity, Lost person, people or equipment</i></p>	
<p><b>Contributing factors</b></p>	<p><b>Risk Management Strategies (Normal operation)</b></p>
<p><i>Ways that <b>people</b> can cause accidents/injuries.</i></p> <ul style="list-style-type: none"> <li>• Poor briefing / lack of information for participants</li> <li>• People getting lost</li> <li>• Poor health / fitness</li> <li>• No disclosure of medical or other problems</li> <li>• Inexperienced drivers</li> </ul>	<p><i>What you will do before and during the activity about each of these <b>people hazards</b></i></p> <ul style="list-style-type: none"> <li>• Thorough briefing prior to activity of hazards, expectations and outcomes for the day</li> <li>• Buddy system for people who move away from main group – record intentions with leader</li> <li>• Medical information in camera cases – location of medication known by trip leader</li> <li>• Check whether trip has a qualified First Aid person(s) going – identify on trip list</li> <li>• Contact list with trip leader, including next of kin (cell phone(s) carried and on for everyone)</li> <li>• Licensed and experienced drivers</li> </ul>
<p><i>Ways that <b>equipment and vehicles</b> can cause accidents/injuries.</i></p> <ul style="list-style-type: none"> <li>• Poorly maintained vehicles</li> <li>• Lack of safety plan and equipment</li> <li>• No or insufficient First Aid equipment</li> </ul>	<p><i>What you will do before and during the activity about each of these <b>equipment hazards</b></i></p> <ul style="list-style-type: none"> <li>• Vehicles checked by drivers prior to activity incl. WOF, etc.</li> <li>• Appropriate equipment / clothing checked by attendees using checklist off NPS website</li> <li>• First Aid Kits available at all times</li> <li>• PLB carried, including second PLB if a group splits off from main group</li> </ul>
<p><i>Ways that the <b>environment</b> can cause accidents/injuries</i></p> <ul style="list-style-type: none"> <li>• Changeable weather, hot, cold, wet, etc.</li> <li>• Lack of appropriate clothing if the weather does change</li> <li>• Inappropriate weather conditions</li> <li>• Marine organisms (e.g., seals)</li> <li>• Uneven terrain, slippery rocks, sharp rocks</li> <li>• Tides</li> <li>• Freak waves</li> <li>• Tidal waves / Tsunami</li> <li>• Earthquakes</li> <li>• Roads and traffic – movement of vehicles</li> </ul>	<p><i>What you will do before and during the activity about each of these <b>environment hazards</b></i></p> <ul style="list-style-type: none"> <li>• Weather forecast and local knowledge prior to activity</li> <li>• Ability to alter or cancel activities as appropriate</li> <li>• Avoid seals - do not get between seals and sea or seals and their pups</li> <li>• Stay off slippery rocks and sharp rocks</li> <li>• Stay at least 10 m from tide mark on exposed coasts</li> <li>• Have one person watching for freak waves</li> <li>• Wear appropriate foot wear</li> <li>• Tide times known before commencement of activity</li> <li>• Work with caution near base of any cliffs – check for loose rocks and other hazards before approaching</li> <li>• Move to high ground immediately and away from cliffs after earthquake – suitable areas to be identified on arrival</li> <li>• Cross road only when there is no traffic</li> </ul>
<p><b>Emergency procedures</b> <i>What you plan to do to deal with an accident/crisis (for when your risk management has failed and the risks have turned to reality)</i></p> <ul style="list-style-type: none"> <li>• Someone remains with injured party and on-site medical assistance given – any injuries fully recorded</li> <li>• Other field trip attendees located and brought together</li> <li>• Appropriate help summoned (cellphone / PLB)</li> <li>• Ensure emergency services have full details (location, nearest cross road(s), how far up <i>named</i> road for access)</li> <li>• Emergency vehicle(s) met at venue</li> <li>• Clear delegation of responsibility during emergency procedures (First Aid, communication with emergency services, group leadership)</li> </ul>	