

Southern Photography Adventures Safety Management Plan

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Section 1 Document Control

See Section 3 for an outline of the documents that make up our SMS.

1.1 Document control table

SMP version	Amendments made	Approved by	Date
1	NA		
1	NA		

1.2 Document control procedures

We will ensure our safety management system (SMS) documents are readable, identifiable, and traceable to our activities.

To achieve this, our SMS documents will be:

- Identified by a footer that states the name of the organisation, version number, the page number.
- Periodically reviewed by **Rachel Roberts** and revised where necessary.
- Signed off as adequate by **Rachel Roberts**.
- The master copy and hard copy of the SMS are kept at **Riverstone House West Coast, 296A Taramakau Highway, Westland**
- Protected from unauthorised changes and publication, and backed up **via hard drive at the beginning of each year at Riverstone House**.
- Controlled by **Rachel Roberts** as to how and where.
- Removed from circulation if obsolete, or marked clearly that they're not to be used.

Archived copies and other safety-related records will be kept for five years on hard drive at Riverstone House.

Note: Once printed, documents are uncontrolled.

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Section 2 Business Information

2.1 Introduction

Southern Photography Adventures Ltd conducts guided customised walks and photography tuition on DOC tracks in the Mackenzie, West Coast, Otago, Fiordland, Southland, Canterbury and any other tracks listed on our concession. The tracks are well formed and maintained by DOC.

Directors, who are also guides, are based in Tekapo, Greymouth, TeAnau and Timaru.

The trips consist of half day and/or full day walks and photography tuition. Trip duration is usually 4-6 hours maximum with food provided. The trips will be available 12 months of the year.

Our group size will be limited to 8 for one leader and maximum 60 on some tracks with multiple guides (on rare occasions).

On our website, brochure and advertising material we will state the trip requirements.

The safety plan will be available on the website, confirmation email and on request when filling out the disclosure form.

Transport to the starting point will be by clients own vehicle, by local taxi/shuttle company, by guides personal vehicle or on foot.

The objective of this operation first and foremost is about enjoyment and sharing our unique environment with our clients in a safe and fun way. Trips will not be undertaken if the weather, tide or track conditions are unsuitable, posing minimal risk to clients and guides.

2.2 Description of business

Legal name – Southern Photography Adventures Ltd

Trading name – Southern Photography Adventures

Main operating bases – Twizel, Greymouth, TeAnau, Timaru

Activities - Guided walks and photography tuition

Locations - Mackenzie, West Coast, Fiordland, Otago, Southland, Canterbury. Please see DOC concession for the full list of areas we are permitted to visit.

Business aims

Southern Photography Ltd aims to introduce people to photography whilst enjoying the outdoors, or improve their skill level and confidence while doing so in a safe manner.

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Staff

Southern Photography Adventures Ltd (SPA) is owned and operated by Joseph Pooley, Rachel Roberts, Douglas Thorn and Rachel Gillespie, all of whom are directors. SPA Ltd may also employ 3-5 part-time contract staff for larger workshops.

Parameters of responsibility:

The owners of Southern Photography Adventures Ltd will take all practicable steps to ensure the health and safety of our staff, participants and visitors to the workplace.

We will ensure that everyone complies with the requirements of our SMS.

Section 3 Safety Management System

3.1 Purpose

Our SMS helps us achieve our business aims and comply with the Health and Safety at Work Act 2015, and any other relevant legislation. See Appendix 1.

This section outlines the high-level policies and procedures that help us to run a safe business.

3.2 Content

Our SMS is made up of a safety management plan, safe operating procedures, safety tools and forms and, most importantly, a strong safety culture.

SAFETY MANAGEMENT PLAN

Health and safety policy (including goals and responsibilities) and the following safety processes:

- Risk management
- Guide competency and monitoring
- Incident reporting and investigation
- Emergency response

SAFETY FORMS AND TOOLS

- Activity Report
- Hazard Identification Document
- First Aid Certificates
- First Aid Kit Supply Checklist
- Guide and Client Equipment Checklist
- Incident and Injury Register
- Emergency Response Guide
- Emergency Response Card
- Emergency Response Plan
- Equipment Register and Inspection Calendar
- Risk Disclosure Document
- Risk Management Plan
- Risk Register
- Complaint process and handling
- Job Descriptions
- Route Guide Form

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A STRONG SAFETY CULTURE REQUIRES

- Leadership
- Safe behaviour
- Everyone taking responsibility for safety

3.3 Policies

- Provide a healthy and safe workplace with safe equipment
- Comply with health and safety legislation
- Continually improve health and safety management
- Establish and insist on safe practices at all times
- All guides have the authority to halt an activity for safety reasons
- Take all practicable steps to ensure the health and safety of guides, participants and visitors
- All company directors are responsible for the SMS

3.4 Health and safety goal

Our goal is to achieve a no notifiable event record for operations each year.

SPA Ltd is committed to:

- Preventing harm to guides and clients
- Complying with all health and safety legislation.
- Continually improving health and safety management.
- Taking all practicable steps to ensure the health and safety of guides and clients

In meeting these commitments, the directors of SPA Ltd will:

- Provide a healthy and safe workplace, including safe equipment.
- Identify and manage all hazards and risks.
- Establish and insist on safe practices at all times.
- Report and record workplace incidents.
- Comply with all relevant legislation, regulations, and codes of practice.
- Involve all guides in developing health and safety systems.
- Invite feedback on, and regularly review safety systems and performance, to continuously improve health and safety management.
- Require all staff to take personal responsibility for safety.

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3.5 Safety objectives

The following safety objectives have been identified as part of our Annual Safety Improvement Plan:

Objectives	We will show we've met this objective by:
To maintain our incident free record	No incidences by 03/01/2024
To keep our first aid training/certificates up to date	Completing our individual first aid refresher courses biannually

Approved by Rachel Roberts -

Date: January 3rd 2023

3.6 Responsibilities

We recognise the importance of clear responsibilities and accountability for maintaining a safe workplace. Directors/Guides all have obligations under the legislation, including general health and safety responsibilities.

Owner responsibilities/procedures

The Directors will be the Head Guides in this operation and will take all responsibility for safety of the trips using the Activity Report, Route Guide Form along with the Guide and Client Equipment Checklist. Pre checks will be made on the weather forecast by 7.00am on the day of the trip along with a review of track conditions by contacting the local I-Site who have up to date conditions available 7 days a week.

The Head Guide will pace the group, watch weather and generally observe the clients management taking necessary steps. For example, if a client is tiring they will stop the entire group to take rests as required.

Each trip will have a written Route Guide, including trip time frames.

Relevant safety issues will be communicated by a review of each day being documented on the Activity Report and Route Guide Form and discussed by guides identifying any hazards, then filed in hard copy.

Industry experience and skills listed on page 11, section 5.

Guide responsibilities

All Directors and Contracted Guides of SPA Ltd have responsibility for health and safety by:

- Maintaining a constant interest in health and safety matters, including by requiring and reviewing regular reports on safety performance.
- Ensuring that the importance of effective safety management and conformance to the SMS is communicated to participants, contractors, and other relevant people.

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- Providing resources to establish, implement, maintain, and continually improve the safety management system.
- Ensuring that SPA Ltd complies with the HSW Act, the HSW (Adventure Activities) Regulations, the Safety Audit Standard for Adventure Activities, and other relevant legislation.
- Setting and achieving specific health and safety goals and objectives, which will take into account: hazards and risks, technology and usage options, financial, operational, and business requirements, and the views of guides and relevant other parties.
- Involving all in developing, implementing, and reviewing health and safety goals, objectives, policies, and procedures.
- Expecting all Guides to share the responsibility for meeting health and safety requirements and maintaining ongoing accountability through the roles and responsibilities defined.

Section 4 Planning for Safety

4.1 Safety is paramount

Our guides are expected to take any action needed to ensure that the level of risk that participants, guides, and others are exposed to remains acceptable.

Guides are also expected to take a cautious approach to safety management, e.g. in a situation where guide opinions differ, the safer course of action will be followed.

Safety is an ongoing process

Guides are expected to be knowledgeable of risk assessment and management, and to be able to identify and assess risks in the dynamic environment they work in, and act appropriately.

At the time of booking, the risks of each area we travel to will be outlined in a Risk Register that each client will be asked to view, then sign along with the Risk Discloser document

4.2 Overlapping duties

We have or may have overlapping duties with other Persons Conducting a Business or Undertaking (PCBUs) (Mt Cook Ski Planes, Heli Works, Andersons Helicopters, Glacier Helicopters) and we will consult, co-operate and co-ordinate with them to control risks.

4.3 Annual safety calendar

Directors planning will include:

- Emergency response practice
- Mock emergency scenario's and Base Person practice calls.
- Equipment checks
- Safety reviews – activity based, post workshops
- SMS review, including activity management review and all other safety management documents
- Regular safety communication, e.g. safety updates and safety tool box meetings.

4.4 Maintenance and review of SMS

We recognise the need to continually improve health and safety systems and performance. We use the processes in this section to support our focus on continual improvement and to ensure compliance to, and/or identify opportunities to improve, the safety management system.

When we conduct SMS reviews and maintenance, we will ensure that:

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- Reviews are conducted by all Guides
- Opportunities for improvement are identified.
- Outcomes are communicated to all Guides and other relevant parties.
- Actions arising from reviews are implemented.

Regular SMS maintenance and review processes

Regular assessment of work processes, equipment, and environments to identify hazards and develop appropriate control measures.

Review of safety management processes following any critical event and/or significant change in work practice.

Internal reviews of activities are also conducted when:

- Prompted by audit findings, changes to the activity, sites, hazards, environment, key staff, incidents, and emergencies.
- Complaints regarding safety are received from participants and staff. **Please see complaints procedure and client complaint form.**
- There are changes in legislation, standards, activity safety guidelines, codes of practices, sector developments, or similar information.

Annual SMS review

We will conduct an annual review of the Safety Plan, and all other relevant documents at the beginning of each year including:

- Reviewing policies and procedures in line with any organisational changes.
- Checking for ongoing compliance to new and changing legislation, standards, codes of practice, and good practice guidelines.
- Checking for changes in current good practice.
- Reviewing the effectiveness of hazard and risk management processes.
- Analysing incidents and any incident trends.
- Reviewing emergency procedures.
- Reviewing health and safety goals and targets, and developing action plans to improve safety performance.

4.5 External audit

We will get an external audit of our safety management systems on a regular basis, and when prompted by an incident.

Section 5 Hazard and Risk Management

5.1 Introduction

This section outlines the policies and procedures that we've put in place to manage our activities' hazards and risks. It also goes into detail of our individual experience and expertise.

Douglas Thorne has grown up with tramping in his family. Having both parents working for DOC growing up, he spent most holidays as a child tramping across New Zealand. He has done all the Great Walks in Fiordland as well as the ten day Dusky and North West Circuit.

He worked as a guide for Trips and Tramps in Fiordland for five years. This involved guiding clients on the three Great Walks in Fiordland, the Kepler, Milford and Routeburn track. Safety was paramount for these guiding trips, as Fiordland's weather can turn for the worst very fast. Making sure himself and clients were safely dressed with warm and wet weather gear was essential. Also keeping tabs on current weather conditions became an everyday task. In poor weather, Douglas is not afraid to turn a trip around if safety is a concern. A safety briefing was held every trip, clients were told what to do in an emergency. Whilst working for Trips and Tramps, Douglas was trained by Search and Rescue personnel and vehicle experts. He was taught how to operate a PLB and what to do whilst waiting for a rescue.

Douglas now feels comfortable tramping multi-day trips completely off track.

Joseph Pooley has 10+ years hiking, tramping and camping experience as well as 10 plus years experience snowboarding. He also has extensive experience tramping in alpine environments and hiking on snow/ice covered terrain.

He recently completed an introductory mountaineering course with Alpine Recreation Canterbury and has basic competency in outdoor rope skills.

Rachel Gillespie has years of experience tramping in the South Island at a club and personal level from 1 day to 1 week in duration. She has been involved with adventure/mountain photography from a young age and works as a professional guide in the South Island on a daily basis.

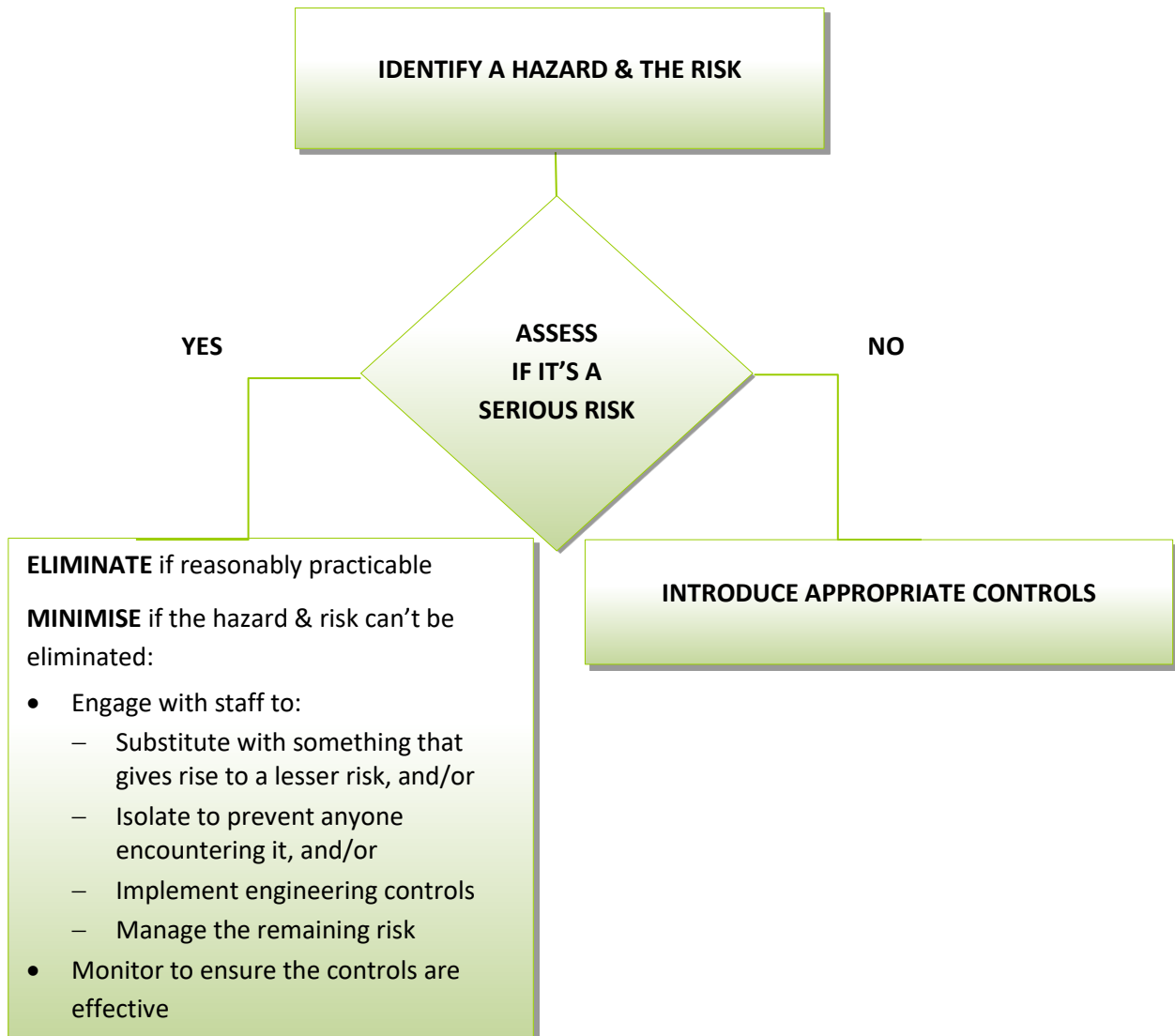
Rachel Roberts has lived on the West Coast her whole life, an area notorious for quickly changing weather conditions and its wild environment. She has 10 plus years experience navigating rocky coastal beaches, camping along the Coast and a deep understanding and respect of the tides and swell, as well as the ever changing tidal estuaries, rivers and lakes listed in the concession. She has also worked in hospitality for 20 plus years and understands the cultural considerations, social and psychological factors along with client needs whilst being hosted on our workshops and tours.

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5.2 Policies

- A Director will always be the Head Guide of a tour/workshop and will hold a current first aid certificate and carry a PLB where this is no mobile coverage.
- Clients to be aged no younger than 10yrs, to be of medium fitness and required to carry or wear appropriate gear as per trip requirements on booking. Please see Guide and Client Equipment Checklist.
- Any trip can be cancelled due unsuitable weather/track conditions on the day.
- The Head Guide will be responsible for the client's safety. Briefing prior to each trip on safe walking near/on rocks, beach walking with changing tides and swells, steep mountain tracks, road safety, weather and intended trip route and duration.
- The Head Guide will outline any identified hazards and how they will be approached. Appropriate safety gear to be worn or carried.
- Clients will be made aware of all risks in each area visited on workshops/tours via the Risk Register and Risk Disclosure form which is to be completed and signed by the client at time of booking. If there are any concerns about the client, the Head Guide will address before departure. It may be deemed the trip is unsuitable for them.
- A client can be denied the trip at the discretion of the Head Guide if it is felt there is any risk to their or the groups health or safety.
- Up to date weather, wind and tide report obtained from the met service and/or local I-Site by phone or online by 7am on the day of the trip for suitability of weather.
- Client ratios are 1 guide to 8 people, group size a maximum of 60. The guides will be at the front and the rear, clients in the middle. Our group size is generally 12 people with 2 guides.
- Guides debrief using the post activity section on the Activity Report plus the Risk Register to document any hazards where necessary in order to eliminate, isolate or minimise any hazards for future trips.
- All Directors are involved in the hazard and risk management process.
- Hazards and risks are identified – what are the reasonably foreseeable harms (risks) and what could cause them (hazards)?
- Hazards and risks are assessed – what could cause the risk to be serious?
- Hazards and risks are controlled.
- Hazard, risks, and controls are monitored and regularly reviewed.
- Equipment is fit for purpose and regularly inspected using our Equipment Register and Inspection Calendar.

5.3 Hazard and risk management process flowchart



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5.4 Assets, facilities, clothing, and equipment

We make sure assets, clothing, and activity equipment are fit for purpose by:

- Regular and thorough inspections (and resupply if need be) of first aid kits, plastic raincoats, survival blankets, PLB's, vehicle fire extinguishers etc. Please see our **Guide and Client Checklist, First Aid Checklist and Equipment and Inspection Calendar.**
- Having the Head Guide in charge of the inspection process.

5.5 Monitoring and review of hazard management

We ensure risk controls are effective and new hazards and risks are identified by:

- Regularly checking activity areas.
- Regularly inspecting equipment.
- Seeking information from participants and interested parties.
- Reviewing incidents.
- Keeping up to date with good practice.
- Internal field reviews of activities.

We will meet to discuss and review risk management and safety issues **after each workshop**

Section 6 Drugs and Alcohol

6.1 Introduction

We will operate a workplace free of impairment from drugs and alcohol.

Impairment due to drugs and alcohol is a high hazard to Southern Photography Adventures Ltd and its operation.

Directors will self manage and commit to be drug and alcohol free in the field.

Section 7 Incidents

7.1 Introduction

This section is about reporting, recording, and investigating incidents.

The intent of an incident process is to identify improvements that can be made to prevent a recurrence. There may also be a legislative requirement.

7.2 Incident policies

Incidents will be reported and recorded.

Incidents will be investigated and the underlying causes identified.

Incidents resulting in a notifiable event will be reported to WorkSafe NZ as soon as possible by the Head Guide and/or Rachel Roberts, by the fastest possible means in the circumstances.

Notifiable incidents and notifiable events will prompt a review of the SMS.

A regular review of all incidents occurs to identify any trends.

REPORT

All incidents are reported and classified according to actual or potential severity. The following incidents are documented:

- 1 - Low Risk, 2 – Moderate Risk, 3 – High Risk, 4 – Very High Risk, 5 – Extreme Risk
- And any others (including safety complaints) as required.



REVIEW

All documented incidents are reviewed by **Rachel Roberts** and the guides involved in the incident.



ACTION

When the review identifies a hazard and risk that isn't adequately controlled, you must take immediate action.

The hazard and risk management process is used to identify appropriate controls.



COMMUNICATE

Rachel Roberts will ensure relevant details of each incident are communicated to other staff as soon as possible.

Any changes to procedures are incorporated into the SMP and / or the SOPs

Section 8 Emergencies

8.1 Introduction

This section sets out how we prepare for and respond to an emergency.

The purpose of our structured emergency preparedness and response plan is to:

- Preserve life and property, and prevent further loss in an emergency situation.
- Provide guidance, so we know what to do in an emergency situation.

8.2 Emergency policies

- Potential emergency situations will be identified. Please see Emergency Response Plan.
- Responsibilities and procedures to be followed will be identified.
- All guides are involved in developing emergency procedures.
- Adequate first aid supplies are available to all guides and clients.
- All guides receive training and information in relevant emergency procedures.
- In the event of an emergency, all directors are to be informed as soon as possible.
- Initially the incident/injury will be recorded on the Activity Report sheet immediately following the activity.
- Notifiable events will be reported to Works Safe and DOC as soon as possible, by the fastest possible means in the circumstances
- All incidents/injuries will be identified according to the definition of notifiable event(s) and will be recorded on the Incident and Injury Register.
- A notifiable event is one that could have caused or did cause serious harm, eg: a serious head injury.
- The incident/injury will be investigated and steps taken to safeguard and avoid a repeat of the incident/injury, the change to an alternative route can be easily made until the situation is rectified.
- There are procedures for external reviews of the safety plan after a serious accident/incident.

8.3 Emergency preparedness

Emergency response plans will be known by all guides and are made available to clients and other relevant parties. Please see Emergency Response Plan.

Appropriate equipment, communication devices, and information for dealing with potential emergencies will be identified and available to all guides and clients in the Risk Register, Risk Disclosure, Guide and Client Equipment Checklist, and the Emergency Response Plan.

8.4 Emergency training

All Guides will receive emergency procedures information and be versed in the Emergency Response Plan.

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Regular emergency training will take place, involve all guides wherever possible, and include practice scenarios and Base Person calls. This training is recorded.

Emergency procedures will be reviewed after training, practise, and actual emergency events.

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Appendix 1:

Legislation, Standards, Codes of Practice, and Guidelines

This section provides an overview of relevant health and safety legislation. It identifies what legislation is relevant to, and imposes responsibilities on, the **Directors and contractors of Southern Photography Adventures Ltd**

It also identifies other legislation that might be relevant to our business.

Document	Reviewer	Date reviewed
Health and Safety at Work Act 2015	Rachel Roberts	13/06/22
Health and Safety at Work (Adventure Activities) Regulations 2016	Rachel Roberts	13/06/22
Good Practice Guideline, Driving - v1	Rachel Roberts	19/11/22
Land transport Act 1998	Rachel Roberts	17/02/23

Safety Manager

Rachel Roberts



Date - 17/02/2023