## Contractor, Subcontractor or Service Provider’s name: \_\_­­­­­­\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number \_\_\_\_\_\_\_\_\_\_\_

Name of Person working alone: \_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile phone number \_\_\_\_\_\_\_\_\_\_

Nominated Buddy check-in Person: \_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_ Mobile phone number \_\_\_\_\_\_\_\_\_\_

## Work locations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ Forest located in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region

# Failure to Check-in / Failure to Arrive Home procedure

# Actions for the Nominated Check-in Person

## Action time: Summer: 7 pm, Winter: 6 pm

The nominated check-in person should:

1. Call the overdue person via cell phone and/ or VHF radio. If no response then…
2. Call the Principal contractor to see if work arrangements changed. If no response …
3. Where the person working alone has a VHF radio with the appropriate Ernslaw radio channel, Call Ernslaw One’s afterhours security service \_\_\_\_\_\_\_\_\_\_ [Gisborne and Bulls only] and request a call via VHF radio If no response then leave the overdue person a message confirming that overdue procedures have been activated.
4. Check with family members to establish if the overdue person has checked in or has revised his/her ETA. If no response then…
5. If a whiteboard, voicemail or text message system is used, check for updates to daily intentions.
6. Proceed to the persons last known location.

## Action If Overdue:

## If overdue by more than 1 hour (summer 7pm / winter 6 pm) then call the police and request that the Land Search and Rescue and a helicopter be put on standby.

## If the Nominated Check-In Person is Unavailable

## ACTIONS -Family member

Wives / Partners / children should raise an overdue alarm by calling the Principal contractor to see if work arrangements changed. If no response then Call Ernslaw One \_\_\_\_\_\_\_\_ office (0\_ \_\_\_\_\_\_\_\_\_\_), or after hours, notify the security service (0\_ \_\_\_\_\_\_\_\_\_\_\_\_\_) and request that the duty officer’s pager be activate.

If no response, call \_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## If no contact is made with Ernslaw staff within 15 minutes, then call the police (111) and request assistance from Search and Rescue.

## SELF RESCUE SYSTEM

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Signed \_\_\_\_\_\_\_\_\_\_\_\_ Updated (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 

## Leave a completed copy of this form with the Ernslaw One Supervisor or Forest manager.

## Contractors:

## Ensure that all service providers have had an induction, and have been issued with a General Entry Permit and a gate key (document 2.9), and when the fire danger is above low, a hot work permit for welding, gas cutting or grinding.:

**No induction – No Entry Permit – No Key - No work**

[Ends]

*The preceeding2 page template is for use by contractors and their supervisors.*

***ERNSLAW ONE’S* CORE REQUIREMENTS**

**1. Communications – one effective systems and one back up**

***ERNSLAW ONE’S*** Health and Safety Document 8.1 “Contractor Core requirements” specifies:

*Where an individual contractor, worker or their service providers work alone* *in Isolated and Remote Places, that person must have one effective means communication systems* (generally a PLB unless cell or VHF coverage is 100%) *and one back up system that enables them to organise their own self rescue, and operate a forest check-in and check-out system compliant with* ***Ernslaw One’s*** *local forest system. A third person must be available and able to raise an alarm if any individual contractor, worker or service providers who works alone fails to return home from working in any* ***Ernslaw One forest.***

**Reliance on cell phones is not sufficient unless universal coverage exists in the forest.**

Cell phones cannot be regarded as a primary means of effective communications in many of our forests, as cell phone coverage generally only exits along higher roads in the forests [with about 70 to 80% coverage], but typically only 10% coverage exists from gullies in the forests.

Personal Locator Beacons (PLBs) are a preferred primary means of effective communications.

***2. Golden Hour Response***

Any accident victim with life threatening injuries, a person with serious medical condition (heart attack or stroke) or in anaphylactic shock from a wasp or bee sting or spider bite has a much better chance of survival if they are in advanced medical care within one hour of the accident – the so called “Golden hour”. Almost all of our *Isolated and Remote Work Places* arewithin 30 minutes of a hospital via rescue helicopter, so every working alone plan must have a communications mechanism that can summon a rescue helicopter with paramedics on board with 30 minutes on an accident.

## 3. Nominated person buddy check-in & check-out system

Check-in by text or cellphone with the nominated person (buddy check-in) whenever starting earlier than normal.

When leaving a forest, call or text a message to your buddy specifying which forest has been exited. This is especially important when working in multiple forests and or staying away from home.

**4. Provision for Night Rescue.**

The effectiveness of a rescue helicopter pilot’s night vision equipment is greatly enhanced if you signal with a small flashlight or strobe light (an LED bicycle light will suffice). Always carry a flashlight if working alone under the canopy in winter.

**5. Fire and other emergencies**:

Follow the procedures on Ernslaw One’s emergency response sticker (H&S Doc 7.2), which should be attached the sun visor in your vehicle and displayed in the cab of every item of mobile plant and machinery.

**6. Log Truck Driver exclusion**

Working alone procedures only need be developed by log truck drivers not in regular contact with their dispatch office or when working when no other operations are underway in the forest (e.g. on night load-out or on Saturday mornings when not working in pairs).

**7. Recommendations:**

## a. Work location planning – Sole traders (at home)

Maintain a **white board** by the phone at your home address. Update it to specify:

* Forest name & Forest road name, Compartment number, GPS co-ords, Forest gate location (giving District Road name or State Highway number)
* Time in and expected time out of the forest

Or

**Update the Voicemail message** on your cell phone or send a **SMS text** message giving proposed work locations and ETA out of the forest and back in cell range.

(Update messages BEFORE leaving cell coverage)

**b. Check in Schedule**

Refer to Appendix 1

**c. File your system with Ernslaw One - Contractors or Service Providers**

Contractors or their Service Providers who *work alone in* *Isolated and Remote Forests* must leave a copy of their system with **ERNSLAW ONE’s** Operations or Forest Manager, along with details of their check out and self-rescue system.

Note: Our Operations or Forest Manager may prohibit working alone if systems are judged inadequate, or if the contractor or service provider cannot produce a record of recent check-ins or check-outs (i.e. evidence that the system is actually used).

## Appendix 1: Recommended Contractor Check-in Schedule

**Land Prep** Operators on other than flat land must always have two means of contact with another person. (e.g. R/T and personal locator beacon, with cellphone as back up), with regular check- in times to a base or nominated check-in person.

**Road Maintenance** Excavator or grader operators are generally in contact with log trucks and regular road traffic. In isolated areas, two reliable means of communication are required (e.g. personal locator beacon, with VHF radio or cellphone as back up) with regular contact maintained with a base, or have an observer present.

**Quad Bike Users** Forest users riding quad bikeson other than flat land must always have two means of contact with another person. (e.g. personal locator beacon, with a hand held VHF radio or cellphone as back up), with regular check- in times to a base or nominated check-in person.

**Chain saw use** Anyone, including Ernslaw One Staff, using a chain saw to remove a fallen tree on an access road or similar must check in before starting the saw, giving the location and estimated time for the work, and again on completion of the job.

**Communications Systems:**

**Personal Locator Beacons:** PLBs allow for up to three contact persons to be registered with the National Rescue Coordination Centre. Refer [www.Beacons.org.nz](http://www.Beacons.org.nz) .

**Ernslaw’s VHF radio network**: Ernslaw One’s Health and Safety Document 2.10 specifies Radio Communication Procedures while Document 2.10a is a Radio Authority Form, authorizing installation of Ernslaw One’s local VHF channel. Both of these documents are available on the Contractors page of our web site - [www.ernslaw.co.nz/contractors](http://www.ernslaw.co.nz/contractors/)

**Document control**

Changes – August 2014

– Coverage extended to Service Providers

- requirement to have*” a reliable communication system”* changed to *“one effective communication system and a back-up system”.*

Rationale: while mobile phones can be very reliable, they are not effective if there is poor or intermittent cell coverage. 95% coverage isn’t good enough.