

NZMSC - HEALTH AND SAFETY INFORMATION

STUDENT REQUIREMENTS

Students should bring – clipboard, notebook, pencils, pens, ruler and a calculator. Large clear plastic bags (big enough for clipboards) are useful to keep field notes dry.

Food – please bring packed lunches and any food required for tea breaks; a lunch room and kitchen are available. We are able to supply mugs and hot water. You will need to supply your own tea, coffee, milk and sugar.

Appropriate clothing – warm outdoor clothing, wet weather gear and boots are needed as we will be doing fieldwork when scheduled (even if it is raining!) Sturdy footwear, that can get wet, is necessary for the shore work and it is essential that **students do not wear open-toed footwear in the laboratory.**

TEACHER / ADULT SUPERVISOR RESPONSIBILITIES

Teachers and Adult Supervisors are responsible for students at all times.

To ensure that your group has an enjoyable and safe visit, we ask that all teacher/adult supervisors follow these guidelines:

- Ensure children follow instructions given to them by NZMSC staff
- Keep your group together
- Leave no child unsupervised
- Carry out headcounts regularly
- Supervise children visiting the toilet/washroom
- Do not allow running and pushing
- Take extra care on paths, wharves and jetties where surfaces may be slippery
- Take care on uneven ground ie. the rocky shore

TRANSPORT LOGISTICS

BUSES/COACHES - Please be aware that Hatchery Road is narrow in places and, while judged suitable for buses, care should be taken. **Parking is in a designated BUS/COACH parking area at the North End of the carpark.** OR large buses and multiple vans would be best to park on the grass area (to the left) where the access road divides.

In case of an unforeseen emergency or cancellation near the time due to weather etc, both parties will attempt to be in contact as soon as possible and renegotiate an alternative booking. If cancellation occurs due to another factor, a 10% cancellation fee may be incurred.

MARINE SCIENCE DEPARTMENT VEHICLES

The Marine Science Department has two vehicles which are used for field work and access to the Portobello Marine Laboratory from town. Department vehicles are only driven by marine science staff and/or senior marine science students who hold a full license, have passed the required induction test, and are accepted as designated drivers. Vehicles are registered, warranted and maintained to a high standard.

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FIELD WORK

Trip details are given to NZMSC staff in the front office and include; the total number in group, the party leader/contact person, the intended destination, a contact phone number and an estimated time of return (together with an “at the latest ETA”). The party leader will carry a mobile phone or radio on all field trips.

In the field, specific warnings and directions are given about uneven surfaces, heavy rocks, sharp surfaces (such as oyster shells), tide movement, wave/surf action, study area boundaries, and other specific potential hazards relevant to any one location. The behaviour of wildlife that may be encountered in the field will also be disclosed, and students instructed in safe practice around these animals.

Care for the environment and wildlife is an important consideration in our activities and minimum impact procedures will be explained. Some sampling/collecting may have ethical ramifications, so collection log information must be completed and given to a NZMSC Educator for central recording. All activities comply with Department of Conservation, Ministry of Fisheries and University of Otago ethics guidelines.

Transport for small teams doing field research away from the NZMSC will be provided by a University of Otago vehicle driven by a Marine Science Department approved driver, or by the visiting groups own approved vehicle/s and drivers.

ACCOMMODATION ON QUARANTINE ISLAND

For residential programmes managed by the NZMSC, a NZMSC staff member will be in residence overseeing and managing the group on the island. It is appreciated if groups can also offer parent/teacher assistance for these overnight stays. Strict adult supervision of students is provided in the evening and there are clearly designated male and female student dorm rooms and appropriate staff.

Boat transport across to the island (3-5mins) will be on a registered passenger vessel, or the marine laboratory vessel RV Beryl Brewin. No student is to be on the wharf area without an adult supervising. All passengers will wear a lifejacket on any vessel.

The resident keeper on Quarantine Island will give a talk on arrival including all the key safety points. Students will be instructed that no one is to go near the water without an adult supervisor, or on the old shipwrecks, or wandering beyond the keepers house without permission. Fire is the number one hazard on the island so no fires should be lit at any time. No smoking is permitted.

There is a direct landline for emergency phone contact, with the nearest doctors located at Portobello (Dr. Peter Cooke or Dr. Janet Downes).

Quarantine Island Resident Keeper: Ph 03 478 0874

PORTOBELLO MARINE LABORATORY SMALL VESSELS

All marine science vessels are operated under a strict code of safe boating compliance. Life jackets are supplied and worn at all times on vessels. Skippers hold a minimum qualification of Coast Guard Boatmaster, plus they have been given specific instruction on the use of other small vessels.

The Portobello Marine Laboratory has a Field Technician/Skipper for the vessels “Tuhura” (6 passengers) and “Beryl Brewin” (20 passengers). There is strict pre-trip briefing protocol and students are accompanied by their mentor and/or teacher.

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R.V. POLARIS II

A detailed cruise plan is compiled by staff responsible for any boating voyages. All student contact information and medical details are required as part of this cruise plan.

Participant numbers are limited to 42pax within harbour limits, inclusive of supervising adults and staff. Participant numbers for overnight and extended time at sea voyages (beyond the harbour limits - 12 nautical miles offshore) is 14pax inclusive of Captain, crew and staff.

PRE-TRIP

All participants need to ensure they have strong closed toe footwear with good grip surface, warm weatherproof clothing, pre-trip medication for sea-sickness and sufficient food and drink (if going for more than 2.5 hours). Students will be supervised and should board the vessel with care. If only on a short voyage, students are requested to use toilet facilities before boarding. On extended trips, please see the Captain before using the onboard toilet on the Polaris II.

ON-BOARD

Whilst on the Polaris II, the Captain and experienced crew are in charge and oversee all operations. There is at least one Marine Studies Centre staff member on board who is familiar with the workings of the vessel. Counting all staff and adult supervisors, we expect to have a minimum ratio of 1 adult to 6 students. For extended research trips with students (ie. Deep Thought Expedition) there will be a dedicated "Ships Mum" who looks after the comfort of the students and food preparation.

Upon boarding, the Captain will give an introductory safety talk, disclosing hazards and outlining the importance of following instructions and signs. Deck fittings and machinery are to be handled by the Captain and crew only. All persons and their limbs must be inside the railings and guards at all times. All ropes, hoses and wires are to be left alone unless directed by the Captain, crew or instructor.

There are specific hazards present around the winch and stern area of the boat while trawling or dredging. During these operations all students must be forward of a defined line, not obstructing the winch-mans view and well clear of the winch. Students may be invited by the Captain to steer the vessel for experience, in which case following his instructions responsibly is essential.

Lifejackets will be available onboard and participants will be directed to wear them depending on weather/sea conditions and the location.

The location and use of safety equipment will be highlighted in case of an emergency. Students are not to interfere with rescue gear and/or life rafts. The Captain and crew are trained in their safe use, and there is sufficient space for all according to passenger limits of the vessel. On board there is a detailed hazard identification and action register fixed to the main cabin bulkhead, which is a reference for the Captain and students are welcome to read this.

Captain: Bill Dickson 021 283 7735

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FIRE EMERGENCY

NZMSC and PML Staff are trained regularly in fire safety and emergency procedures.

Students are informed of the fire risks and the procedures in case of a fire alarm are covered in the introductory talk.

IN CASE OF FIRE

Look to supervising NZMSC staff and follow instructions. Move immediately to the evacuation area in front of brown garages in the NZMSC car park area.

Student medical details and permission forms are the responsibility of the teachers in charge of the visiting schools, BUT it is expected that these teachers will share essential information with staff leading the group.

For NZMSC residential programmes, the parent permission forms with medical details will be held on file in the NZMSC office. NZMSC staff in charge will share any essential information with fellow mentoring staff, boat skippers etc.

NZMSC MEDICAL EMERGENCY POLICY & PROCEDURES

It is University of Otago's policy that if someone becomes unconscious, collapses, or is perceived to have a drop in level of consciousness (eg. fails to respond to simple questions or is unable to be aroused) then medical help must be sought.

EMERGENCY SERVICES: DIAL 1 (for an outside line) THEN DIAL 111

Directions for Ambulance

We are on the Otago Peninsula. Take Portobello Road, along the edge of Otago Harbour, to Portobello (about 20 mins from Dunedin). Turn left at Portobello Store into Hatchery Road (junction of Harington Point Road). Follow the gravel road approximately 1.5km to the end where the NZ Marine Studies Centre is located.

NOTE – IF EMERGENCY SERVICES ARE CALLED, SEND SOMEONE TO THE ROAD ABOVE THE NZMSC CARPARK TO STOP ALL TRAFFIC FROM LEAVING, IN ORDER TO KEEP THE ROAD CLEAR.

If the patient has started to respond normally, and you feel the emergency is over, you MUST still seek medical advice. Call the local Doctor for further instructions:

Peninsula Medical Centre: 12 Allans Beach Road, Portobello
Contact: Ph: 03 478 0880
Surgery hours: 8.30pm–5pm (Monday–Friday)
Outside of surgery hours: Call Emergency Services (1) 111

Complete a University of Otago Accident and Incident Form and give this to the NZMSC Manager to follow up. The University Health and Safety Manager, Andrea McMillan, must be informed of serious accidents and can give advice on University policy and procedures. Phone her as soon as possible on Ext. 7380 or mobile 027 227 7796.

PML After Hours Contacts are 021 279 1986 or 021 279 1575.
Campus Watch can be contacted on 03 479 5000.