

Safety Management Plan – Joshua Cripps

Photography

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Section 1

Safety Management System Documents

1.1 Version table

Version	Amendments made	Approved by	Date
1	Initial Document Created	Joshua Cripps	11/09/17
1.1	Incorporated comments from initial audit	Joshua Cripps	27/11/17
1.2	Updated for re-commencement of operations post COVID-19 pandemic. Removed “Sea to Summit Photography Workshops” from entity name, and updated mentions throughout. Minor updates and clarifications throughout	Joshua Cripps	31/05/22

1.2 Safety management system document control

We will ensure our Standard Operating Procedure (SOP) documents are readable, identifiable and traceable to our activities.

In order to achieve this our SOP documents will be:

- Identified by a footer that states the name of the organization, version number, the page number and the number of pages
- Reviewed by Joshua Cripps and Tour Leaders annually or 3 months prior to every tour (which is sooner) and revised where necessary.
- Signed off as adequate by **Joshua Cripps**.
- Current and available via intra-company shared drives, as well as in a PDF form on our website, www.joshuacripps.com.
- Protected from unauthorized changes, deletion and publication and backed up via Google Drive, backed up to a dedicated folder every revision change.
- Controlled by **Joshua Cripps** as to how and where.
- Removed from circulation if obsolete or marked clearly that they are not to be used.

Archived copies and other safety-related records will be kept for seven years physically in a filing cabinet in Joshua Cripps' office, and virtually via the Joshua Cripps Photography Google Drive account.

NOTE: Once printed, documents are uncontrolled.

Section 2 Information on the Business

2.1 Introduction

This section provides information about our business and provides context to our SMS.

2.2 Description of business

Legal name

Joshua Cripps

Trading name

Joshua Cripps Photography

Main operating base

NA. We are not a physically-based business. Business activities take place at various locations worldwide. Office/correspondence location is:

PO Box 655

Lone Pine, CA 93545

USA

Activities

Joshua Cripps Photography provides on-location landscape photography instruction to clients of all skill and fitness levels. These workshops take place at scenic locations around the world such as Yosemite National Park and Death Valley National Park in the United States, and various national parks and other scenic lands throughout the South Island of New Zealand. During these tours we spend anywhere between 5-10 hours outside per day exploring the landscape with our clients and helping them improve their photographic skills. We may walk up to 12 km per day (though 6-8 km is more typical) over generally good terrain and trails, but there are no technical requirements for fitness or photographic participation. The workshops vary from 1 day to 3 days to 14 days depending on the location.

Ancillary activities

We contract with four types of ancillary services for our tours: transportation, scenic flights, cruises, and lodging. In each case we abide by each service's SMS.

Locations

This New Zealand photo tour will take place at the following locations:

- Queenstown Gardens
- Moke Lake
- 12 Mile Scenic Reserve
- Diamond Lake
- Rees River Overlook
- Lake Wanaka Lake shore

- Beacon Point, Wanaka
- Lake Tekapo, Church of the Good Shepherd
- Mt Cook National Park (Mueller Lake overlook, Kea Point, Tasman Lake outlet, Hooker Lake track)
- Elephant Rocks
- Moeraki Boulders
- The Catlins Region (Purakaunui Falls, Nugget Point, Tautuku Bay Overlook, Curio Bay, McLean Falls, Lake Manapouri Lake shore, Lake Te Anau Lake shore)
- Fiordland National Park (Mirror Lakes, Lake Marian, Monkey Creek, Tutoko Bridge, Milford Sound)

Refer www.joshuacripps.com for further information about our New Zealand Photo Tours.

Business aims

The aim of Joshua Cripps Photography is to provide the highest quality landscape photography tours. This includes providing 1-on-1 photography instruction on a level commensurate with each client's ability, creating a positive and fun learning environment, visiting spectacular locations, screening potential clients for group compatibility,

Staff

We are a sole proprietorship with a single owner who is also the lead tour guide. We have two part-time subcontractor Tour Leaders who each work with us for 1 tour each year in New Zealand.

Parameters of responsibility:

We will take all practicable steps to ensure the health and safety of our tour leaders, clients, and people who encounter our group while we are on tour.

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

Section 3 Safety Management System

3.1 Purpose

Our SMS was developed to help us achieve our business aims and comply with the Health and Safety at Work Act (HSE 2015), the Health and Safety at Work Act (Adventure Activities) Regulations 2016, and any other relevant legislation (refer Appendix 2).

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. Our SMS is like a building: it's built on a foundation of a strong safety culture, and is supported by our SMP, SOPs, and Tools and Forms.



All documents that comprise our safety plan can be viewed by all partners, subcontractors, clients, visitors, or other interested persons at our website, <https://www.joshuacripps.com/photo-tours/new-zealand-south-island-glaciers-and-fjords-photo-tour-september-2022/>.

3.3 Policies

Our SMS was developed to allow us to:

- Prevent serious harm to tour leaders, customers, and visitors.
- Provide a healthy and safe environment for our tours.
- Comply with health and safety legislation.
- Continually improve health and safety management.
- Establish and insist upon safe practices at all times.
- Maintain an ongoing commitment to good safety practices.
- Give tour leaders or clients the authority to halt an activity on safety grounds .
- Take all practicable steps to ensure the health and safety of tour leaders, participants, and visitors.

While developing the SMS is the sole responsibility of Joshua Cripps we will include all partners and tour leaders in the development process. We will seek input from tour leaders and integrate their suggestions into the SMS and SOPs. All partners and tour leaders will be responsible for implementing the SMS in accordance with the above policies.

3.4 Health and safety goal

Our goal is to provide an environment in which our tour leaders and clients feel safe to explore and photograph the landscapes of New Zealand. This environment will be:

- Commensurate with the physical capabilities of the tour leaders and clients.
- No pressure – no one will be pushed far enough outside their comfort zone as to endanger their person.
- Positive.
- Actively managed in order to minimize or eliminate the risks associated with guided photography walks.

In meeting these commitments the we will make safety the number one concern of all trips, stopping an activity that violates the parameters of our SMS.

3.5 Safety objectives

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

Objective

Prevent serious injury to tour leaders or clients during our 2022 New Zealand Photography Tours

Show zero time lost to injuries or incidents.

Conduct safety training for dealing with emergency

We will show we have met this objective by:

Having no serious injuries by the conclusion of our 2022 tours.

Measuring how much tour time is lost to injury or incidents.

Emergency situations identified in

situations

Appendix 5 will be simulated and Tour Leader participation signed off by management.

Yearly review and improvement of the SMP and SOP.

After every tour a review will be conducted by Tour Leaders and management. Changes to the documents will be discussed and signed off by management, with the new documents being included in the version tables.

Improve first aid equipment available

First aid kit and other safety equipment will be reviewed and signed off by Tour Leaders and management. Appropriate equipment will be identified by technical experts as well as needs from previous tours.

Ensure CPR/First Aid training of all Tour Leaders.

Maintain records of current CPR/First Aid training and require them to be current past the dates of current tours.

Approved by: Joshua Cripps Date: 28/06/2022

3.6 Responsibilities

We recognize the importance of clear responsibilities and accountability for maintaining a safe workplace. Employers, employees and contractors all have obligations under legislation, including general health and safety responsibilities. More detail is provided in specific job descriptions.

Management responsibilities

Management is responsible for developing the SMS and building the policies that keep tour leaders and clients safe.

Management is responsible for ensuring all tour leaders are familiar with the SMS and their responsibilities.

Management is responsible for creating a strong safety culture that encourages feedback from tour leaders and clients.

Management is responsible for stopping any activities that don't meet the safety guidelines and policies outlined in the SMP and SOPs.

Tour leader responsibilities

Tour leaders are responsible for understanding the scope of the SMS, and the individual details of the SMP and SOPs.

Tour leaders are responsible for meeting the basic CPR / First Aid requirements of the SMP.

Tour leaders are responsible for stopping any activities that don't meet the safety guidelines and policies outlined in the SMP and SOPs.

Section 4 Planning for Safety

4.1 Annual Safety Calendar

Management planning will include:

- Regular safety communication (safety updates, safety meetings, etc.).
- Review of CPR / First Aid Certifications.
- Review of the SMS, once per year or after each tour.

4.2 Maintenance and review of SMS

We recognize 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:

- Reviews are conducted by people with current competence in the activity.
- Opportunities for improvement are identified.
- Outcomes are communicated to tour leaders and other relevant parties.
- Actions arising from reviews are implemented.

Regular SMS maintenance and review processes:

- We will continually assess work processes 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.
- Engaging appropriate technical experts to inform the development of the SMS.
- Ongoing monitoring to ensure that the SMS remains up to date, and our operations continue to comply.
- The regular involvement of tour leaders in reviewing and developing the SMS.
- Changes to any aspect of the SMS will be communicated from management to Tour Leaders, requiring signature of the changes by each Tour Leader, and new training if applicable.

Internal reviews of activities are also conducted when:

- When prompted by audit findings; by changes to the activity, sites, hazards, environment, or key staff that could affect safety; or by incidents and emergencies.
- Complaints of a safety nature are received from participants or others.
- There are changes in legislation, standards, activity safety guidelines, codes of practices, sector developments or similar information.
- Technical advisors (internal or external as required) will be involved in any activity review.

Annual SMS review

We will conduct an annual review of the SMS, including:

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

Management is responsible for ensuring that reviews take place, but everyone in the operation is responsible for being part of the process. Results will be recorded and shared with all Tour Leaders and other similar operators.

4.3 External audit

We will get an external audit of our safety management systems on a regular basis (every 3rd year or as required by our DOC concession), and when prompted by a serious incident.

Section 5 Hazard Management

5.1 Introduction

This section identifies the policies and procedures that we have put in place to manage hazards.

5.2 Policies

Hazards are identified, assessed and controlled.

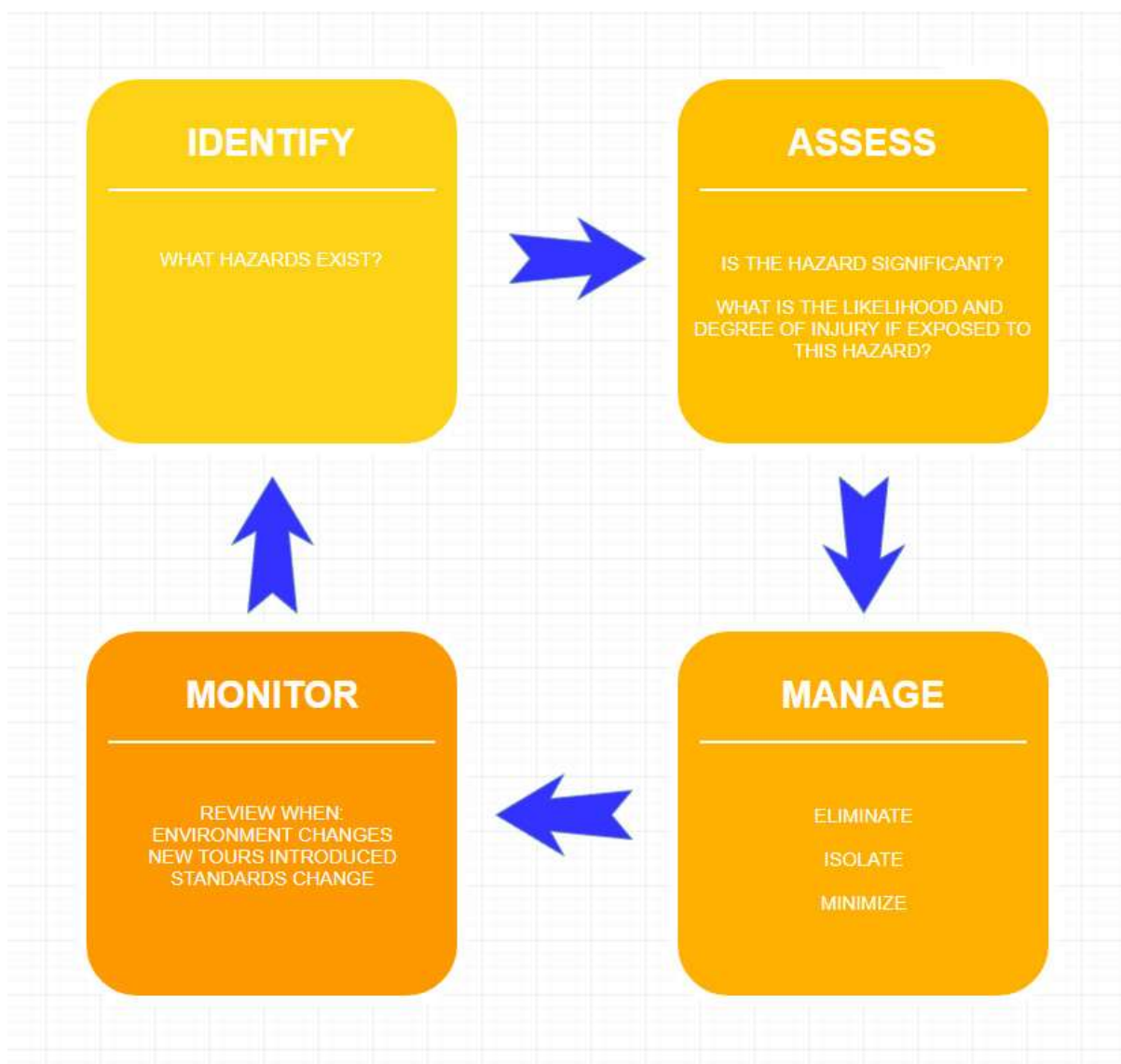
Tour Leaders are involved in the hazard management process.

A technical expert, internal or external, is involved in the process of identification and assessment.

Hazards and control measures are constantly monitored, and regularly reviewed.

All employees, participants and visitors will have the necessary safety clothing and equipment.

5.3 Hazard Management Process Flowchart



Hazard identification process

Internal technical experts and tour leaders will identify all potential hazards at all areas of our tours.

Hazard assessment process

Internal technical experts and tour leaders will assess whether the hazard is significant and the likelihood and degree of injury or harm occurring to a person if they are exposed to a hazard.

Hazard control process

Attempt to control hazards by taking all practical steps to firstly eliminate, then isolate, or then minimize the effect of significant hazards. Controls may reduce the significance of a hazard or the likelihood of it causing harm to tour leaders, clients, or others.

Hazard monitoring process

Internal technical experts and tour leaders will regularly review these steps when the work environment changes, new tours are introduced, or standards change.

Hazard management can be seen in the HazMan form in Appendix 3.

5.4 Assets, facilities, clothing & equipment

NA. Our operations do not require any specialized assets, facilities, clothing, or equipment that we provide.

5.5 Monitoring and review of hazard management

We ensure hazard controls are effective and new hazards are identified by:

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

Hazard management and safety issues are reviewed by tour leaders prior to and after every tour.

Section 6 Staff

6.1 Introduction

This section identifies the policies and procedures we use in relation to staff competency, induction, training, monitoring, and records.

6.2 Staff policies

Tour leaders will be competent to do their job.

Tour leaders will be inducted before they take responsibilities for others.

Participants will have ready access to someone with suitable and current first aid / CPR competence.

Tour leaders will have suitable and current first aid / CPR competence.

Tour leaders will comply with professional conduct and personal presentation standards.

Tour leaders have the authority to halt an activity if a hazard threatens the safety of any person associated with the activity.

Note: Contractors are used to provide transportation for Joshua Cripps Photography's New Zealand trips. Contractors:

- *Enter into a contract that specifies and allocates health and safety requirements while our clients are within their care.*
- *Provide details of their SMS including staff competency and experience, and records of health and safety performance.*
- *Are registered with WorkSafe NZ where required by the regulations.*
- *Are given appropriate information regarding the operation/activity, client profiles and health information.*
- *Are informed of hazards which they may be exposed to, and relevant emergency procedures.*

6.3 Roles and recruitment

Tour Leader Role

The Tour Leader is one of two people (two Tour Leaders per tour) responsible for leading tours. This role includes guided walking, location scouting, weather and location assessment, group management, photography instruction, and CPR / First Aid / Emergency Response as required. Tour Leaders must read, provide feedback to, and sign off understanding of the SMS. Tour Leaders are responsible for identifying hazards during a tour and directing tour activities to manage the hazard through the E,I,M approach.

Tour Leaders must be an accomplished working photographer with previous experience leading tours. Tour leaders must be in good walking fitness and be certified in CPR / First Aid.

Tour leaders are designated One and Two. Tour Leader 1 leads the group and acts as primary decision-maker regarding group fitness, safety, and excursion plans. Tour Leader 2 acts as “tail-

ender” during excursions, and acts as secondary decision-maker regarding group fitness, safety, and excursion plans. In this way Tour Leaders share responsibilities for the participants.

In the event of an injury or emergency one Tour Leader One will be responsible for administering CPR / First Aid while the other Tour Leader seeks emergency assistance.

Recruitment

NA – Tour Leaders are not being actively recruited.

Competency

The competencies required for each role are identified before Tour Leaders are employed. For activity-based roles, such as Tour Leader, each activity is assessed to determine the required staff competence.

These competency requirements focus on establishing whether Tour Leaders have sufficient competence to cooperatively manage, and instruct/facilitate to the required level, a group of clients in each tour.

Since there are no relevant established industry qualifications for photographic Tour Leaders we have developed in-house competencies.

All Tour Leaders must be able to show that they have the minimum competency requirements.

Tour Leader competency is established through:

- Experience in leading or co-leading a minimum of 10 photography tours.
- Skills in photography instruction and communication (observed).
- Skills in group management and problem solving (observed).
- Interpersonal skills, positive attitude, positive morale (observed).
- CPR / First Aid Certification or higher.

All Tour Leaders are expected to have:

- Current CPR / First Aid Certification.

6.4 Induction

Tour Leaders will take part in an induction process. Since all Tour Leaders are already established and experienced in this field, the Induction concerns those things specifically relevant to New Zealand tours:

- Education in New Zealand landscapes, specific locations, weather patterns, conditions, customs, walking tracks, and physical requirements of our New Zealand photo tours.
- Review, signature, and training for the SMS, including the SMP and SOPs relevant to the Tour Leader role.

6.5 Staff training and supervision

Records are kept of all training (including induction).

Training is reviewed and evaluated for effectiveness.

The company owner, Joshua Cripps, is present on all tours (acting as Tour Leader 1), and monitors Tour Leader 2 to ensure they comply with activity plans and the SMS.

6.6 Staff records

Tour Leader competency is recorded.

Management is responsible for maintaining individual staff records, including copies of:

- Contract and Tour Leader information regarding contacts (including next of kin) and medical information.
- CV and qualifications (including CPR / First Aid).
- Competency information (including attestations and competency checklists) that clearly indicates which roles they have been assessed as competent to perform.
- Induction checklist, including Safety Management System sign off.
- Tour Leader performance, including management of the SMS.

Tour leader Roles, Competencies, Responsibilities, and Requirements will be detailed in each Tour Leader's contract or employment agreement.

6.7 Fit for work

Fit for work means that a Tour Leader is physically and mentally able to perform their tasks competently and in a manner that does not compromise the safety or health of themselves or others. Fitness for work can be impaired by fatigue, illness, psychological and emotional issues, and alcohol and drugs.

We will ensure that Tour Leaders are aware of these hazards, and when issues are developing, know how to recognize the relevant symptoms in themselves and in others.

We will ensure that Tour Leaders are aware of the responses expected of them, and understand that they are expected to intervene if something is compromising any Tour Leader's ability to perform their role safely.

In order to help manage these issues before they arise, we have the following policies:

- Tour Leaders will seek a minimum of 6 hours of sleep per night during tours.
- Tour Leaders will notify other Tour Leader as soon as illness or emotional issue arises.
- Tour Leaders will not consume alcohol or drugs during trip activities, and will limit drinks to two per day when off duty.

Section 7 Drugs and Alcohol

7.1 Introduction

Although we are not an Adventure Activity as defined by the Health and Safety at Work Act (Adventure Activities) Regulations 2016, we have still developed a Drugs and Alcohol Policy for our tours.

7.2 Policy

We will operate a workplace free of impairment from drugs and alcohol. Tour Leaders will not consume drugs or alcohol during tour activities. Tour Leaders may consume up to 2 drinks per day while off-duty during an on-going tour. Any Tour Leader suspected of performing Tour Leader duties under the influence of drugs or alcohol will be immediately suspended pending investigation.

7.3 Conclusion

Impairment due to drugs and alcohol is not a significant hazard to Joshua Cripps Photography and its operations.

7.4 Procedures

Tour Leader Responsibilities

Tour leaders will abstain from drugs or alcohol during tour activities. Tour Leaders may consume up to 2 drinks while off-duty during an on-going tour.

Tour leaders will also ensure that clients abstain from drugs or alcohol during tour activities. Clients may consume alcoholic drinks during off-tour hours insofar as their consumption does not affect future tour activities. In this case impaired clients may be asked to stay behind until they are sober, or they may be removed from the tour.

Drug and Alcohol Testing

No formal drug and Alcohol testing will be required. Tour Leader behavior will be observed by other Tour Leader during tours to check for signs of intoxication. In this case the other Tour Leader's responsibility is to remove the person from the role requiring performance of safety tasks.

Section 8 Safety First

The safety of staff, participants and others is paramount.

Our Tour Leaders are expected to take any action required to ensure the level of risk is kept at an appropriate level.

Tour Leaders are also expected to take full personal responsibility for safety management. For example, in a situation where Tour Leader opinions differ, it is expected that the safer course of action will be followed.

Safety Communication

Because there is no central office and all Tour Leaders live in separate parts of the world management will communicate safety issues to Tour Leaders in the following ways:

- Email – Tour Leaders will be emailed the SMS documents after each revision or after any document changes. Tour Leaders will read and initial each section, and this will be signed off by management.
- Company Intranet - Copies of each Tour Leader's Training and Induction will be kept in individual folders on the shared company drive.
- In person meetings prior to, during, and after each tour. Safety training will be conducted in-person prior to each tour, safety issues during the tour will be discussed and any changes made, and after each tour lessons learned and best practices will be identified and introduced to the SMS.

Safety is an ongoing process

Tour Leaders are expected to be well versed in risk assessment and management, and to be able to identify and assess risks and act accordingly at all times.

Building a strong safety culture is important. Safety and improvements to tours shall be addressed at all internal meetings.

Safety concerns

Tour Leaders can raise operational safety concerns with management at any time.

Right to refuse work

We recognize a Tour Leader's right to refuse to work if they believe it is likely to cause them serious harm. The Tour Leader must inform management of their reasons for refusal and shall enter into discussions in an effort to resolve differences in good faith.

Complaints

Complaints about safety will be addressed using the Complaints Process. Our complaints process is as follows:

- Clients can submit feedback about all aspects of our tours, including safety complaints at this URL: <https://www.joshuacripps.com/start-here/#contact>
- Tour leaders and management will engage in a verbal discussion regarding the complaint in a good faith effort to resolve the complaint.

- If a resolution can not be reached between Clients, Tour Leaders, and Management the discussion will be moved to an external, 3rd party arbiter, whose decision regarding the complaint and its resolution will be final and binding.
- Complaints regarding safety will trigger a review of the SMS

Section 9 Incidents

9.1 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.

9.2 Incident policies

The following incidents will be reported. Incidents will be recorded via the form in Appendix 4.

- Incidents that disrupt the tour such that time is lost dealing with the incident.
- Incidents that require any client or tour leader to leave a tour to seek medical attention.
- Near-miss, or non-injury incidents that expose a weakness in the SMS.

Incidents will be investigated and the underlying causes identified.

Incidents will be reported to management as soon as possible.

Management will be responsible for following up on incidents, modifying the SMS as necessary, and communicating any changes to Tour Leaders.

Incidents involving crime will be reported to NZ Police as soon as possible.

All “notifiable events” (these include incidents resulting in serious harm or near-misses that could have led to serious harm) will be reported to WorkSafe NZ as soon as possible and within seven days (via the forms at www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm).

Serious harm incidents will prompt a review of the SMS.

All incidents will be regularly reviewed to identify any trends.

Section 10 Emergencies

10.1 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.

10.2 Emergency policies

Potential emergency situations are identified for all locations of operations.

Responsibilities and procedures to be followed in an emergency will be identified in our SOPs.

Tour Leaders are involved in the development of emergency procedures.

Adequate first aid supplies are available to all employees and customers.

All Tour Leaders receive training and information in relevant emergency procedures.

In the event of an emergency, management is to be informed as soon as practical.

Management has sole authority for communication with the media.

10.3 Responding to emergencies

Emergency Response Guides have been developed for the situations shown in Appendix 5.

10.4 Emergency preparedness

Emergency response plans will be known by Tour Leaders and are made available to participants and other relevant parties.

Appropriate equipment, communication devices and information for dealing with potential emergencies will be identified and carried by (or be available to) relevant staff.

10.5 Emergency training

All Tour Leaders will receive emergency procedures information as part of their induction.

Emergency training will take place prior to every tour, and wherever possible involve all Tour Leaders, and include practice scenarios. This training is recorded and evaluated.

Emergency procedures will be tested through drills, and reviewed after training, practice and actual emergency events.

Section 11 Appendix 1 - Terms and Definitions

Competent person

Person able (through knowledge, training and / or experience) to perform an assigned task.

Harm and Serious Harm

Harm is illness, injury, or both, and includes physical and mental harm caused by work-related stress.

Serious harm is death, or harm of a kind defined to be serious for the purposes of the HSE Act.

Hazard and Significant Hazard

A hazard is anything that does or could cause harm, and includes a situation where a person's behavior may be an actual or potential cause or source of harm to themselves or to another person (for example, due to the effects of fatigue or drugs and alcohol).

A significant hazard is one that does or could cause serious harm, or harm from prolonged exposure, or harm that does not usually occur or become apparent until later.

Incident (or accident)

Event that caused or could have caused harm to any person.

Note: An incident that did not cause harm is also called a 'near hit', 'close call', 'near-accident', or similar. The HSE Act uses the term 'accident' to define the duties of employers, self-employed persons and principals to record and report certain accidents and incidents.

Injury

Harm or damage to a person.

Must and Should

'Must' refers to requirements that are essential for compliance with the SMS.

'Should' refers to matters that are recommended.

Policy

Intentions and direction of the operator as formally expressed by the top leadership.

Principal

A person who engages any person (other than as an employee) to do work for gain or reward.

Procedure

How the organization implements the policy.

Risk Management

A process of identifying and managing risks in order to prevent an accident, incident or loss.

Safe

(a) In relation to a person, means not exposed to any hazards; and

(b) In every other case, means free from hazards, - and "unsafe" and "safely" have corresponding meanings.

Section 12 Appendix 2 - Legislation, Standards, Codes of Practice and Guidelines

This section provides an overview of relevant health and safety related legislation. It identifies what legislation is relevant to, and imposes responsibilities on, the management, staff, and contractors of Joshua Cripps.

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

No.	Document title	Reviewer	Date reviewed
1	HSE Act 2015	Joshua Cripps	28/05/22
2	Regulations (Health and Safety at Work) <ul style="list-style-type: none">– Adventure Activities (2016)– General Risk and Workplace Management	Joshua Cripps	28/05/22
3	Environmental Legislation <ul style="list-style-type: none">– The Conservation Act 1987– National Parks Act 1980– Walking Access Act 2008– Reserves Act 1977	Joshua Cripps	28/05/22
4	Good Practices for Alpine Hiking	Joshua Cripps	28/05/22
5	Tramping Activities Good Practice Guide 2019	Joshua Cripps	27/06/22
6	Guidelines for tourism activities under the NZ COVID-19 Protection Framework	Joshua Cripps	27/06/22

Tour Leaders and Management should visit www.supportadventure.co.nz for details of the above documents.

Management will review these documents annual for relevant changes.

Section 13 Appendix 3 - HazMan Form for Joshua Cripps

Photography

Version: 02

Date Reviewed: 27/06/2022

By: Joshua Cripps

General Risks

Risk What could go wrong?	Hazard Why would this happen?	Significant? Could cause Serious Harm	Controls How can it be prevented? Using the hierarchy of control: e)liminate, i)solate, m)inimize	Controls have been:
				Implemented
Hypothermia	Weather effects (rain, snow, wind)	YES	e) - not practical I) - don't go out on an unsuitable weather forecast m) – guides will be aware of current weather forecasts - clients will be required to bring appropriate clothing for the anticipated conditions - guides will have extra clothing and “safety blankets” on hand during tour excursions	
	Client immersed in water, due to slipping, tripping, or voluntarily getting in water for a better photo	YES	e) - not practical i) – target tour locations where exposure to water is not a factor - without appropriate clothing and equipment, clients will stay a minimum of 5 feet away from significant cold water hazards m) – clients will be advised in advance which tour locations have water and whether additional equipment (such as waders or gumboots) are recommended	

Risk What could go wrong?	Hazard Why would this happen?	Significant? Could cause Serious Harm	Controls How can it be prevented? Using the hierarchy of control: e)eliminate, i)solate, m)inimize	Controls have been:
				Implemented
Heat stroke	Hot weather while hiking without access to shade or water	YES	e) - not practical l) - don't hike during hottest part of day in hot and dry areas m) – guides will be aware of current weather forecasts - clients will be required to bring appropriate clothing (hat, sunglasses) for the anticipated conditions - clients will be required to bring a large water bottle on all hikes in hot weather - guides will have extra water and snacks	
Clients can't return from hike	Changing Weather	YES	e) – not practical i) – don't go on a unsuitable weather forecast m) – have emergency response plan - monitor weather, so as not to be caught out - emergency equipment carried includes food, water, safety blanket, cell phones, and personal locator beacon	
	Unfit hikers	No	e) – not practicable i) – don't hike on trails outside of fitness level of clients - require participants to have some prior experience and an appropriate level of fitness m) – return from hike early if client fitness deteriorates	

Risk What could go wrong?	Hazard Why would this happen?	Significant? Could cause Serious Harm	Controls How can it be prevented? Using the hierarchy of control: e)eliminate, i)solate, m)inimize	Controls have been:
				Implemented
Clients can't return from hike	Debilitating injury (sprained / broken ankle, stroke, heart attack, allergic reaction, etc.)	YES	e) – not practical i) – don't walk on trails with a high degree of technical skill required - don't walk in wilderness areas with no access to emergency facilities close by m) – have emergency response plan - require participants to have some prior experience and an appropriate level of fitness - require guides to be CPR / First Aid Certified - emergency equipment carried includes food, water, safety blanket, cell phones, epi-pen (if required) and personal locator beacon	
	Clients get separated and lost	YES	e) – not practical i) – inform clients of geography, location of hikes, starting and end points, and emergency services m) – use experienced guides with experience managing groups - clear client briefings, set up a buddy system - clients required to stay within earshot of at least 1 guide - clear signals and effective means of communication (whistle, voice)	
Clients pulled into river and swept away	Slipping, tripping, or voluntarily getting in water for a better photo	YES	e) – not practical i) – minimize walks in areas where fast moving water is present – clients must stay a minimum of 5 feet away from any fast moving water m) – clear client briefings about the presence of individual water hazards and indicating safe places to stand	
Serious injury due to rock slides	Geologic activity	Yes	e) – not practical i) - limit walks in areas of possible rockfall m) – minimize time walking near cliffs and steep slopes	

Risk What could go wrong?	Hazard Why would this happen?	Significant? Could cause Serious Harm	Controls How can it be prevented? Using the hierarchy of control: e)eliminate, i)solate, m)inimize	Controls have been:
				Implemented
Serious injury due to falling / sliding down steep terrain	Slipping, tripping, or voluntarily getting close to steep terrain to get a better photo	YES	e) – not practical i) – minimize walks in areas where steep terrain is present – clients must stay a minimum of 5 feet away from any steep slopes m) – clear client briefings about the presence of steep terrain hazards and indicating safe places to stand	

Specific Risks – Aoraki / Mt. Cook National Park

Risk What could go wrong?	Hazard Why would this happen?	Significant? Could cause Serious Harm	Controls How can it be prevented? Using the hierarchy of control: e)eliminate, i)solate, m)inimise	Controls have been:
				Implemented
Serious injury due to falling	Swing bridges collapse	YES	e) - not practicable i) – limit exposure to trails with swing bridges m) – ensure pedestrian limits of individual bridges are being obeyed	

Specific Risks – Canterbury and Catlins

Risk What could go wrong?	Hazard Why would this happen?	Significant? Could cause Serious Harm	Controls How can it be prevented? Using the hierarchy of control: e)eliminate, i)solate, m)inimise	Controls have been:
				Implemented
Swept out to sea	Client slips off rocks near waters edge at Curio Bay	YES	e) - not practical i) – clients required to stay 10 feet away from any rocks/ledges/precipices above the sea. 15 feet if rocks/ledges/precipices are wet. m) – clear client briefings about the presence of individual water hazards and indicating safe places to stand	
	Rogue wave or current surprises unaware client at Curio Bay or Moeraki	YES	e) - not practical i) – clients required to stay 10 feet away from any rocks/ledges/precipices above the sea. 15 feet if rocks/ledges/precipices are wet. m) – clear client briefings about the presence of individual water hazards, safe seascape practices, tidal shifts, swell forecast, and indicating safe places to stand	
Client injured	Waves cause client to fall, or drive client into the ground or other obstacles on the beach at Moeraki	YES	e) - not practical i) – clients required to stay out of water more than shin to knee deep, depending on the swell and tide m) – clear client briefings about the presence of individual water hazards, safe seascape practices, tidal shifts, swell forecast, and indicating safe places to stand	

Specific Risks – Fiordland National Park

Risk What could go wrong?	Hazard Why would this happen?	Significant? Could cause Serious Harm	Controls How can it be prevented? Using the hierarchy of control: e)eliminate, i)solate, m)inimise	Controls have been:
				Implemented
Serious injury due to falling	Swing bridges collapse	YES	e) - not practicable i) – limit exposure to trails with swing bridges m) – ensure pedestrian limits of individual bridges are being obeyed	
Client injured	Waves cause client to fall, or drive client into the ground or other obstacles on the beach at Milford Sound	YES	e) - not practical i) – clients required to stay out of water more than shin to knee deep, depending on the swell and tide m) – clear client briefings about the presence of individual water hazards, tidal shifts, swell forecast, and indicating safe places to stand	

Section 14 Appendix 4 - Incident Report

Describe the Incident (what happened?)

What was the result of the incident (injury, property damage, near miss, etc.)

What factors led to the incident (human error, negligence, decision-making, equipment failure, weather, natural causes, etc.)

Could the incident have been prevented through different actions? How?

Describe any recommended changes to the SMS, SMP, or SOPs to prevent similar incidents in the future.

Section 15 Appendix 5 - Field / General Emergencies

Version: 02

Date Reviewed: 27/06/2022

By: Joshua Cripps

Emergency	Response Plan	Tour Leader 1 Responsibilities	Tour Leader 2 Responsibilities	Equipment Required
Natural disaster (Fire, Flood, Earthquake, Rockfall, Tsunami, etc.) affecting safety of group	Predetermine safe locations for each field location Assess current safety of group If safe, move group to safe location Otherwise contact Emergency Services	Coordinate response with Tour Leader 2 Determine status / safety of clients Determine safety of situation Assist with extraction / evac of clients as required Direct other Tour Leader to contact emergency personnel Begin CPR / First Aid as necessary	Coordinate response with Tour Leader 1 Determine status / safety of clients Determine safety of situation Assist with extraction / evac of clients as required Contact emergency personnel (via mobile phone, radio, or in person) Assist with CPR / First Aid as necessary	Food, water, safety blanket, cell phones, walkie-talkies, ignition source, and personal locator beacon

Emergency	Response Plan	Tour Leader 1 Responsibilities	Tour Leader 2 Responsibilities	Equipment Required
Natural disaster (Fire, Flood, Earthquake, Rockfall, Tsunami, etc.) affecting safety of individual	<p>Assess current safety of group</p> <p>If safe, move group to safe location</p> <p>Assess current safety of scene and individual</p> <p>If scene is safe, begin evacuation/extraction of individual</p> <p>If Individual is not seriously harmed, move to safe location</p> <p>Otherwise call Emergency Services</p> <p>Provide CPR / First Aid until Emergency Services arrive</p>	<p>Coordinate response with Tour Leader 2</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Assist with extraction / evac of clients as required</p> <p>Direct other Tour Leader to contact emergency personnel</p> <p>Begin CPR / First Aid as necessary</p>	<p>Coordinate response with Tour Leader 1</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Assist with extraction / evac of clients as required</p> <p>Contact emergency personnel (via mobile phone, radio, or in person)</p> <p>Assist with CPR / First Aid as necessary</p>	Food, water, safety blanket, cell phones, walkie-talkies, ignition source, and personal locator beacon
Clients can't return from hike due to weather conditions	<p>Seek shelter</p> <p>Stay warm and dry</p> <p>Contact emergency services</p> <p>Monitor changing weather for extraction opportunities</p>	<p>Coordinate response with Tour Leader 2</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Assist with extraction / evac of clients as required</p> <p>Direct other Tour Leader to contact emergency personnel</p>	<p>Coordinate response with Tour Leader 1</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Assist with extraction / evac of clients as required</p> <p>Contact emergency personnel (via mobile phone, radio, or in person)</p>	Food, water, safety blanket, cell phones, walkie-talkies, ignition source, and personal locator beacon

Emergency	Response Plan	Tour Leader 1 Responsibilities	Tour Leader 2 Responsibilities	Equipment Required
Debilitating injury, non-life threatening (sprains, broken bones, etc.)	<p>Determine if client / tour leader is able to walk</p> <p>If so, return from excursion and seek medical attention</p> <p>If not, provide safety / shelter / food / water and contact emergency services</p>	<p>Coordinate response with Tour Leader 2</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Assist with extraction / evac of clients as required</p> <p>Direct other Tour Leader to contact emergency personnel</p>	<p>Coordinate response with Tour Leader 1</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Assist with extraction / evac of clients as required</p> <p>Contact emergency personnel (via mobile phone, radio, or in person)</p>	Food, water, safety blanket, cell phones, walkie-talkies, ignition source, and personal locator beacon
Debilitating injury, life threatening (stroke, heart attack, choking, falls, allergic reaction, etc.)	<p>Assess current safety of scene and individual</p> <p>Contact Emergency Services</p> <p>If scene is safe, begin assessment of injured person</p> <p>Provide CPR / First Aid until Emergency Services arrive</p>	<p>Coordinate response with Tour Leader 2</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Direct other Tour Leader to contact emergency personnel</p> <p>Begin CPR / First Aid as necessary</p> <p>Assist with extraction / evac of clients as required</p>	<p>Coordinate response with Tour Leader 1</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Contact emergency personnel (via mobile phone, radio, or in person)</p> <p>Assist with CPR / First Aid as necessary</p> <p>Assist with extraction / evac of clients as required</p>	Food, water, safety blanket, cell phones, walkie-talkies, ignition source, epi-pen (if necessary), and personal locator beacon

Emergency	Response Plan	Tour Leader 1 Responsibilities	Tour Leader 2 Responsibilities	Equipment Required
Client goes missing	<p>Assess current safety of group</p> <p>If safe, move group to safe, known location and don't move (unless hazards dictate a change of location)</p> <p>Assess scene for hazards which may have affected lost individual</p> <p>Begin search for missing client</p> <p>If client remains missing after a reasonable time call Emergency Services</p>	<p>Coordinate response with Tour Leader 2</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Direct other Tour Leader to search for missing client</p> <p>Maintain direct supervision over group</p> <p>Maintain communication with Tour Leader 2</p> <p>Contact emergency personnel</p>	<p>Coordinate response with Tour Leader 1</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Begin search for missing client</p> <p>Do not enter any situations where hazards pose a risk to searching</p> <p>Maintain communication with Tour Leader 1</p>	Food, water, safety blanket, cell phones, walkie-talkies, ignition source, and personal locator beacon

Hotel Emergencies

Emergency	Response Plan	Tour Leader 1 Responsibilities	Tour Leader 2 Responsibilities	Equipment Required
Natural disaster in hotel (flood, fire, earthquake)	Designate emergency rendezvous location Evacuate per hotel's emergency response plan	Coordinate response with Tour Leader 2 Maintain a list of client room numbers Ensure clients under direct responsibility are accounted for during evacuation Notify emergency personnel of missing / unresponsive / trapped clients	Coordinate response with Tour Leader 1 Maintain a list of client room numbers Ensure clients under direct responsibility are accounted for during evacuation Notify emergency personnel of missing / unresponsive / trapped clients	Mobile Phones
Client suffers debilitating injury in room	Determine status / safety of client Determine safety of situation Contact emergency personnel Stabilize client with CPR / First Aid	Coordinate response with Tour Leader 2 Maintain a list of client room numbers Ensure clients under direct responsibility are accounted for during call times Attempt to contact client in room If no response, enter room Determine status / safety of client Determine safety of situation Direct other Tour Leader to contact emergency personnel and retrieve AED Begin CPR / First Aid	Coordinate response with Tour Leader 1 Maintain a list of client room numbers Ensure clients under direct responsibility are accounted for during call times Attempt to contact client in room If no response, enter room Determine status / safety of client Determine safety of situation Contact emergency personnel and retrieve AED Assist with CPR / First Aid as necessary	Mobile Phones, First Aid Kit, Hotel-supplied AED

Transportation / Ancillary Service Emergencies

Emergency	Response Plan	Tour Leader 1 Responsibilities	Tour Leader 2 Responsibilities	Equipment Required
Transportation incident resulting in minor injuries	<p>Assess current safety of scene and group</p> <p>If scene is safe, begin assessment of injured people</p> <p>Seek medical attention / Contact Emergency Services</p> <p>If required provide CPR / First Aid until Emergency Services arrive</p> <p>Invoke Transportation Agency's Emergency Response Plan</p>	<p>Coordinate response with Tour Leader 2</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Direct other Tour Leader to contact emergency personnel if required</p> <p>Begin CPR / First Aid as necessary</p> <p>Assist with extraction / evac of clients as required</p>	<p>Coordinate response with Tour Leader 1</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Contact emergency personnel (via mobile phone, radio, or in person) if required</p> <p>Assist with CPR / First Aid as necessary</p> <p>Assist with extraction / evac of clients as required</p>	Food, water, safety blanket, cell phones, radio, and personal locator beacon
Transportation incident resulting in major injuries	<p>Assess current safety of scene and group</p> <p>Contact Emergency Services</p> <p>If scene is safe, begin assessment of injured people</p> <p>Provide CPR / First Aid until Emergency Services arrive</p> <p>Invoke Transportation Agency's Emergency Response Plan</p>	<p>Coordinate response with Tour Leader 2</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Direct other Tour Leader to contact emergency personnel</p> <p>Begin CPR / First Aid as necessary</p> <p>Assist with extraction / evac of clients as required</p>	<p>Coordinate response with Tour Leader 1</p> <p>Determine status / safety of clients</p> <p>Determine safety of situation</p> <p>Contact emergency personnel (via mobile phone, radio, or in person)</p> <p>Assist with CPR / First Aid as necessary</p> <p>Assist with extraction / evac of clients as required</p>	Food, water, safety blanket, cell phones, radio, and personal locator beacon

Section 16 Appendix 6 - Training and Induction Form

SMS Review

SMS Section	Tour Leader Sign off	Management Sign off
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Appendix 2		
Appendix 3		
Appendix 4		
Appendix 5		

SOP Review

SOP Section	Tour Leader Sign off	Management Sign off
Planning		
Activity and Group Mgmt		
Environment & Hazard Mgmt		
Emergency Procedures		
Tour Leader Training		
Client Safety		
Equipment		

Incidents		
SMS Review		

Training

Training Conducted	Tour Leader Sign off	Management Sign off
Field Emergency, Non-life threatening		
Field Emergency, Life threatening		
Hotel evacuation		
Bus crash		

Section 17 Appendix 7 - Risk Disclosure

All clients must sign and return an Acknowledgment of Risks form before participating in a tour. The form is below:

In consideration of the services of Joshua Cripps Photography, their officers, agents, employees, and stockholders, and all other persons or entities associated with those businesses (hereinafter collectively referred to as “Joshua Cripps Photography”) I agree as follows:

Although Joshua Cripps Photography has taken reasonable steps to provide me with appropriate equipment and skilled guides so I can enjoy an activity for which I may not be skilled, Joshua Cripps Photography has informed me this activity is not without risk. Certain risks are inherent in each activity and cannot be eliminated without destroying the unique character of the activity. These inherent risks are some of the same elements that contribute to the unique character of this activity and can be the cause of loss or damage to my equipment, or accidental injury, illness, or in extreme cases, permanent trauma or death. Joshua Cripps Photography does not want to frighten me or reduce my enthusiasm for this activity, but believes it is important for me to know in advance what to expect and to be informed of the inherent risks. The following describes some, but not all, of those risks:

Dehydration, disorientation, heat stroke, sunburn, hypothermia, snake bites, wasp stings, other wild animal attacks, falls, cuts, bruises, sprains, strains, broken bones, illness (including but not limited to COVID-19, influenza, the common cold), severe injury, and death.

I am aware that visiting an outdoor environment entails risks of injury or death to any participant. I understand the description of these inherent risks is not complete and that other unknown or unanticipated inherent risks may result in injury or death. I agree to assume and accept full responsibility for the inherent risks identified herein and those inherent risks not specifically identified. My participation in this activity is purely voluntary, no one is forcing me to participate, and I elect to participate in spite of and with full knowledge of the inherent risks.

I acknowledge that engaging in this activity may require a degree of skill and knowledge different from other activities and that I have responsibilities as a participant. I acknowledge that the staff of Joshua Cripps Photography has been available to more fully explain to me the nature and physical demands of this activity and the inherent risks, hazards, and dangers associated with this activity.

I certify that I am fully capable of participating in this activity. Therefore, I assume and accept full responsibility for myself, including all minor children in my care, custody, and control, for bodily injury, death or loss of personal property and expenses as a result of those inherent risks and dangers identified herein and those inherent risks and dangers not specifically identified, and as a result of my negligence in participating in this activity.

I have the following medical conditions which may affect my participation in this activity:

I have carefully read, clearly understood and accepted the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon myself, my heirs, assigns, personal representative and estate and for all members of my family, including minor children.

Signature

Date

Emergency Contact:

Phone:

Email:

Signature of Parent or Guardian, if participant is under 18 years of age

Signature

Date