



**Rangimarie  
Bush Centre**

**Rangimarie Bush Centre  
Safety Management Plan**

Version 1.1

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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	Original	David Le Pelley	Feb 2022
1.1	Minor edits, remove irrelevant sections	David Le Pelley	Mar 2025

## 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, and the number of pages.
- Periodically reviewed by **David Le Pelley** and revised where necessary.
- Signed off as adequate by **David Le Pelley**.
- Current and available at the **RBC office**.
- Protected from unauthorised changes and publication, and backed up to **Google Drive**.
- Controlled by **David Le Pelley** 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.

*Note:* Once printed, documents are uncontrolled.



## Section 2 Business Information

### 2.1 Introduction

This section provides information about our business Rangimarie Bush Centre (RBC) and provides context to our SMS.

### 2.2 Description of business

**Legal name**

Le Pelley Partnership

**Trading name**

Rangimarie Bush Centre

**Main operating base**

2350 Kawhia Rd, SH31, Waikato

**Activities**

Bush craft

**Ancillary activities**

Navigation, survival skills, team games

**Locations**

Refer <https://www.rangimariebushcentre.co.nz> for further information.

**Business aims**

Promote outdoor education and bush skills to youth in New Zealand in a safe and accessible way.

**Staff**

David Le Pelley (Managing Director, activity instructor), Kate Le Pelley (Director, craft instructor)

**Parameters of responsibility:**

RBC will take all practicable steps to ensure the health and safety of our staff, participants, and visitors to the workplace.

RBC 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 legislation, 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.



### 3.3 Policies

- Provide a healthy and safe workplace, safe equipment, and proper materials
- Comply with health and safety legislation
- Continually improve health and safety management
- Establish and insist on safe practices at all times
- Staff have the authority to halt an activity for safety reasons
- Take all practicable steps to ensure the health and safety of staff, participants and visitors

### 3.4 Health and safety goal

Our aim is to allow participants to experience a rich, immersive range of activities whilst effectively managing and mitigating inherent risks associated with those activities. We endeavour to provide a safe & healthy place for staff to work.

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

RBC is committed to:

- Preventing harm to staff, customers, and visitors.
- Complying with health and safety legislation.
- Continually improving health and safety management.
- Taking all practicable steps to ensure the health and safety of staff, customers, and visitors.

In meeting these commitments, the management of RBC:

- 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 staff 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.

### 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:
Actively log H&S concerns annually or as the need arises	Annual review Feb 2026

Approved by: **David Le Pelley**

Date: 05/02/2002

## 3.6 Responsibilities

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

### Management responsibilities

David Le Pelley has ultimate 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 staff, participants, contractors, and other relevant people.
- Providing resources to establish, implement, maintain, and continually improve the safety management system.
- Ensuring that RBC complies with the HSW Act 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 staff and relevant other parties.
- Involving staff in developing, implementing, and reviewing health and safety goals, objectives, policies, and procedures.
- Incorporating health and safety as an element in job descriptions and as a measurable outcome of an individual's performance appraisals.
- Expecting all staff to share the responsibility for meeting health and safety requirements and maintaining ongoing accountability through the roles and responsibilities defined below.
- Recruiting and employing staff with the relevant qualifications/competency, and safety-related attributes, for their job
- Providing leadership and direction in matters of health and safety.
- Maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice, and guidelines.
- Establishing, monitoring, and achieving health and safety goals and objectives.
- Reviewing, evaluating, and reporting on the performance of the SMS.
- Ensuring that staff understand health and safety management relative to their position.
- Ensuring that staff receive appropriate training, and are involved in the continual development of the SMS.
- Ensuring that staff are promptly informed of any changes to operational policies and procedures.
- Monitoring staff performance in relation to assigned safety responsibilities and delegations.
- Ensuring that any complaints or concerns raised regarding safety are dealt with according to our process.

- Ensuring that hazards are identified that could cause serious risks and that there are appropriate controls.
- Ensuring that all incidents are accurately recorded, reported, and properly investigated.
- Ensuring that systems are in place and in order, and all staff can respond to potential emergency situations.
- Arranging the regular review of safety management and emergency response systems.

### **Staff responsibilities**

All RBC activity staff are responsible for the effective implementation of the SMS within RBC activities by:

- Providing strong safety leadership to foster and support a strong safety culture.
- Encouraging everyone to take a personal responsibility for safety.
- Ensuring that a strong focus is retained on hazard and risk management out in the field.
- Performing relevant safety tasks and complete safety processes, e.g. hazard and risk identification, intentions, equipment checks, and incident reporting.
- Ensuring that safety performance is a part of the annual review and regular appraisal processes.
- Providing adequate support and resource so that safety systems and standards are maintained and improved.

## Section 4 Planning for Safety

### 4.1 Safety is paramount

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

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

#### **Safety is an ongoing process**

Activity staff 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.

### 4.2 Annual safety calendar

Management planning will include:

- Staff training – new and returning staff.
- Equipment checks
- Safety reviews – activity based, post programme and/or post season (as below)
- SMS review, including activity management review.

### 4.3 Maintenance and review of SMS

RBC recognise the need to continually improve health and safety systems and performance. The following processes will support this focus on continual improvement:

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

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

We'll conduct an internal review of activities:

- To identify opportunities to improve the SMS.
- When prompted by audit findings, changes to the activity, sites, hazards, environment, key staff, incidents, and emergencies.
- Following changes in legislation, standards, activity safety guidelines, codes of practices, or sector information.

We will:

- Conduct ongoing monitoring to ensure that the safety management system remains up to date, and RBC operations continue to comply.
- Involve all staff in reviewing our safety management systems.

Our annual review of the safety management system, will include:

- Reviewing policies and procedures in line with any organisational changes, including any overlapping duties with other organisations, e.g. schools who contract our services.
- Checking for ongoing compliance to new and changing legislation, standards, codes of practice, 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 support improved safety performance (Annual Safety Improvement Plan).

## Section 5 Hazard and Risk Management

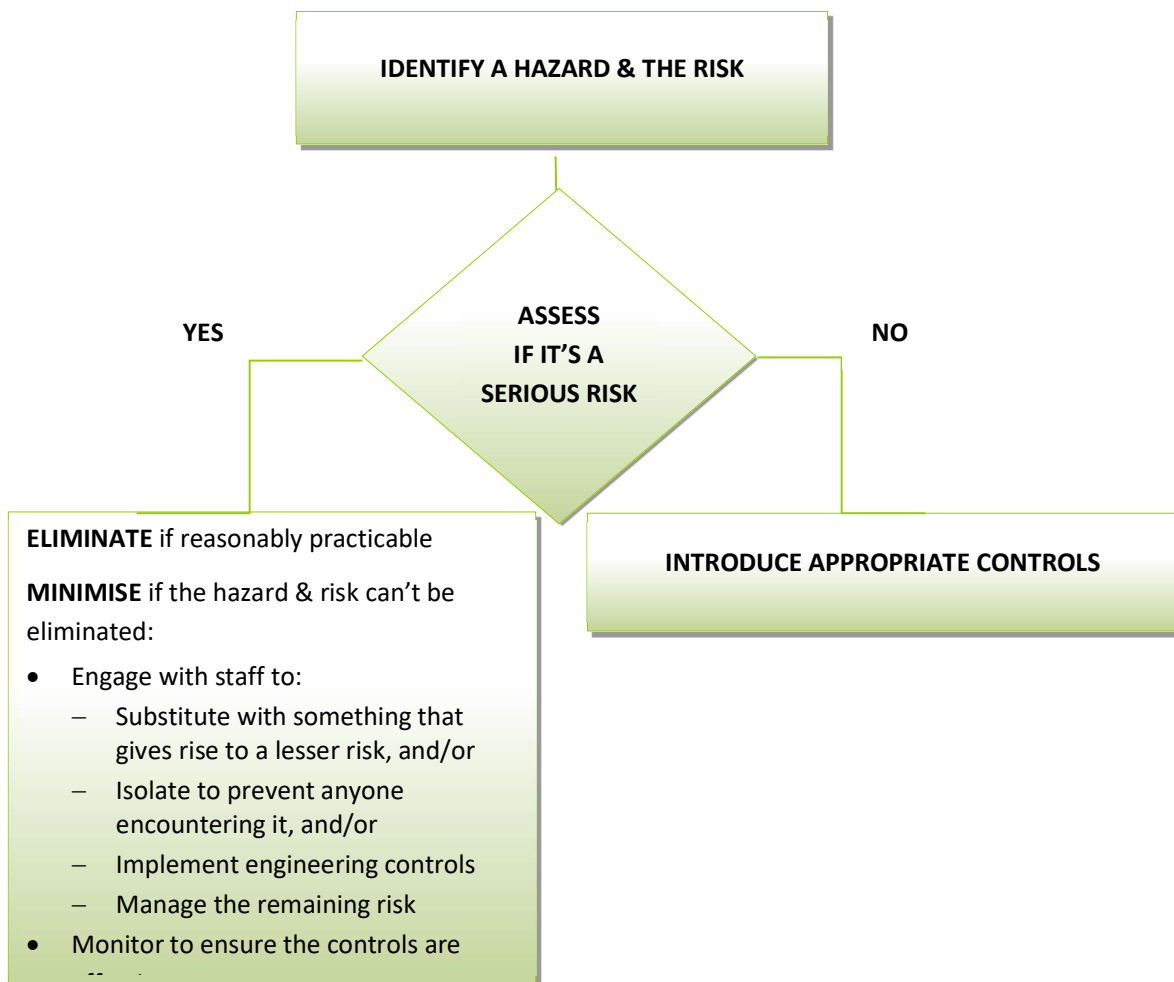
### 5.1 Introduction

This section outlines the policies and procedures that we've put in place to manage our activities' hazards and risks.

### 5.2 Policies

- Staff and management 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.
- Employees, participants, and visitors will have the necessary safety clothing and equipment.
- Equipment is fit for purpose.

### 5.3 Hazard and risk management process flowchart



**Hazard and risk identification process**

Annual risk survey, or when a new activity is introduced.

**Risk assessment process**

Our identified risks are detailed in individual activity SAPs.

**Risk control process**

Our risk elimination / mitigation procedures are details in our individual activity SAPs.

**Risk monitoring process**

Each camp to be debriefed with staff and safety items noted in electronic safety log, and actioned as required.

## 5.4 Assets, facilities, clothing, and equipment

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

- Choosing fit-for-purpose equipment.
- Regular and thorough inspections
- Having one senior staff person [**David Le Pelley**] 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 as items arise, plus annually.

## Section 6 Staff

### 6.1 Introduction

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

### 6.2 Staff policies

*Note:* As in the Safety Audit Standard for Adventure Activities 2017, *staff* may be employees, contractors, or volunteer workers.

- Staff will be competent to do their job or be supervised by a competent person.
- Staff will be inducted before they take responsibilities for others.
- Staff and participants will have ready access to someone with suitable and current first aid competence.
- Expectations of professional standards and personal presentation will be set by management and reinforced.
- Staff have the authority to halt an activity if a hazard threatens the safety of any person associated with the activity.
- Staff can raise operational safety concerns with management at any time.
- Staff have the right to refuse to work if they believe there is an uncontrolled serious risk. They must inform management of their reasons for refusal and, in good faith, work with management to resolve any differences.
- External contractors will undertake to an agreement detailing responsibility for implementation and supervision of all health and safety requirements whilst clients are in their care.

### 6.3 Roles and recruitment

#### **Role / Job descriptions**

A job description will be developed for each role. This describes the purpose, safety responsibilities, required knowledge, skills, competencies, and experience required.

Safety roles and responsibilities are communicated to ensure clear understanding of who is responsible at any given time for each aspect of ensuring the safety of every person associated with the activity.

#### **Competency**

The competencies required for each role are identified before staff are employed.

For activity-based roles, such as **Activity Instructor**

- Each activity is assessed to determine the required staff competence.
- These competency requirements focus on establishing whether staff have sufficient competence to independently manage, and instruct/facilitate to the required level, a group of clients in each activity and environment.
- These requirements are benchmarked against industry qualifications and the competencies used

by other operators. In the absence of relevant established industry qualifications, we've developed in-house competencies.

- All staff must be able to show that they have the minimum competency requirements.

Staff competency is established through:

- Valid qualifications, or
- Attestation of competency and sufficient experience, or
- Observation and skills assessment.

All staff are expected to have:

- Valid drivers license
- Valid first aid certificate (activity instructors)
- Valid police check
- Proven skills in undertaking and instructing activities that they will be required to lead.

## 6.4 Induction

Staff will take part in an induction process, which includes an introduction to:

- This SMP document
- All SOPs relating to activities they will be involved with
- Child protection policy

## 6.5 Staff training and supervision

- Regular and / or pre-season staff training includes practical skill development, and training in risk management, safety management systems (including emergency responses).
- Records are kept of all training (including induction).
- Training is reviewed and evaluated for effectiveness.
- New or inexperienced staff will be supervised by an experienced staff person until they have been assessed as competent to work independently.

## 6.6 Staff records

Staff competency is recorded.

Individual staff records will include copies of their:

- Contract job description contact information (including next of kin), and medical information.
- CV and qualifications (including 1st aid and drivers licences).
- Competency information (including attestations and competency checklists) that clearly indicates which roles they have been assessed as competent to perform.
- Induction checklist, including a record of a Safety Management System review.
- Records of staff training – needs assessment, plan, and achievements.

## 6.7 Fit for work

Fit for work means that a staff person 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.

RBC will ensure that staff are aware of these hazards, and when issues are developing, know how to recognise the relevant symptoms in themselves and in others.

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

## Section 7 Drugs and Alcohol

### 7.1 Introduction

This section outlines our management of drug and alcohol-related risks in our adventure activities.

### 7.2 Policy

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

### 7.3 Assessment

#### **Assessment of activity risk**

Impairment due to alcohol or drugs whilst supervising any activity at RBC (e.g. cooking, swimming, survival skills, camping, driving) presents a significant risk to participants and other staff. This applies to RBC staff as well as teachers and other adults acting in a supervisory role.

Impairment due to alcohol or drugs whilst performing non-contact duties (e.g. maintenance, office support) presents a significant risk due to these staff being unable to help out in an emergency situation.

### 7.4 Conclusion

Impairment due to drugs and alcohol is a high hazard to RBC and its operation.

### 7.5 Monitoring

#### **Staff responsibilities**

Consumption of drugs or alcohol by staff during, or immediately prior to, any periods of work for RBC is strictly prohibited.

Any staff member found to be under the influence of drugs or alcohol during working periods at RBC will be subject to disciplinary action.

Staff also have a responsibility to ensure that any adult acting in a supervisory role, or undertaking any activity themselves, is not under the influence of any drugs or alcohol.

## Section 8 Incidents

### 8.1 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.

### 8.2 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 David Le Pelley.

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:

- Actual severity rating 3+ (see Appendix 3)
- Potential severity of 6+
- And any others (including safety complaints) as required.



#### REVIEW

All documented incidents are reviewed by David Le Pelley and staff 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

David Le Pelley 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 9 Emergencies

### 9.1 Introduction

This section sets out how RBC prepares for and responds 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.

### 9.2 Emergency policies

- Potential emergency situations will be identified.
- Responsibilities and procedures to be followed will be identified.
- Staff are involved in developing emergency procedures.
- Adequate first aid supplies are available to all staff and customers.
- All staff receive training and information in relevant emergency procedures.
- In the event of an emergency, management is to be informed as soon as possible.
- Management has sole authority for communicating with the media.

### 9.3 Responding to emergencies

Emergency Response Guides have been developed for the following emergency situations:

#### Field emergencies

- River flood
- Trees falling on buildings

#### Office / base emergencies

- Fire
- Earthquake
- Unwanted persons on site

### 9.4 Emergency preparedness

Emergency response plans will be known by staff 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.

### 9.5 Emergency training

All new staff will receive emergency procedures information as part of their induction.

Regular emergency training will take place, involve all staff wherever possible, and include practice scenarios. This training is recorded and evaluated.

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

## **9.6 Media response**

Where any incident occurs, how we deal with the media can have significant repercussions on subsequent investigations into the cause of the incident and the determination of liability.

A Media Response Plan is to be developed.

## Appendix 1: Terms and Definitions

### **Competent person**

A person able (through their knowledge and skills) to perform an assigned task.

### **Engage**

Engaging means consulting with workers who carry out work for the operation, and who are (or are likely to be) directly affected by a matter relating to work health and safety.

### **Harm**

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

### **Hazard**

Anything that does or could cause harm, and includes a situation where a person's behaviour may be an actual or potential cause or source of harm to themselves or to another person, e.g. due to the effects of fatigue or drugs and alcohol.

### **Serious hazard**

A hazard that does or could cause a notifiable event.

### **Incident**

An 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, or near-accident*.

### **Injury**

Harm or damage to a person.

### **Must and should**

*Must* refers to requirements that are essential to comply with the SMS.

*Should* refers to matters that are recommended.

### **Notifiable event**

Death, injury, or a notifiable incident.

### **Notifiable incident**

An unplanned or uncontrolled incident that exposes a worker or any other person to a serious risk, e.g. a fall from height.

### **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 organisation implements the policy.

### **Risk**

A chance of harm.

### **Serious risk**

A chance of a notifiable event.

### **Risk management**

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

## Appendix 2: 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, staff and contractors of RBC.

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

Document	Reviewer	Date reviewed
<a href="#">Health and Safety at Work Act 2015</a>		
<a href="#">Activity Safety Guidelines</a>		

[Refer to the Legislation section on <http://www.supportadventure.co.nz/legal/> for examples of other relevant legislation]

## Appendix 3: Incident Severity Scale

**Incident Severity Scale**

SEVERITY RANKING	IMPACT ON PARTICIPATION	INJURY	ILLNESS	SOCIAL/ PSYCHOLOGICAL DAMAGE	SEVERITY RANKING	EQUIPMENT DAMAGE	ENVIRONMENTAL DAMAGE
1	<b>MINOR/SHORT TERM IMPACT</b> on individual/s that doesn't have large effect on	Splinters, insect bites, stings	Minor irritant	Temporary stress or embarrassment	1	Minor cost	Littering
2		Sunburn, scrapes, bruises, minor cuts	Minor cold, infection, mild allergy	Temporary stress or embarrassment with peers	2	>\$50	Minor damage to environment that will quickly recover
<i>Severity scale 3 &amp; above to be recorded on National Incident Database</i>							
3	participation in activity /programme.	Blisters, minor sprain, minor dislocation Cold/heat stress	Minor asthma, cold, upset stomach, etc	Stressed, Beyond comfort level. Shown up in front of group.	3	>\$100	Scorched campsite, plant damage
4	<b>MEDIUM IMPACT</b> on individual/s that may prevent participation in the activity / programme for a day or two.	Lacerations, frostnip, minor burns, mild concussion mild hypo/ hyperthermia	Mild flu, migraine	Stressed, wants to leave activity, a lot of work to bring back in.	4	>\$500	Burnt shrubs, cut live branches, washed group dishes in stream, etc
5		Sprains & hyper-extensions, minor fracture	Flu, food/hygiene related diarrhoea/ vomiting	Distressed, freezes on activity, requires 'emotional rescue', does not want to participate again.	5	>\$2,000	Walked through sensitive ecological area destroying some plant life, toileting close to water course
<i>Any workplace incidents at grade 6 and above need to be reported to Dept of Labour.</i>							
6	<b>MAJOR IMPACT</b> on individual/s that means they cannot continue with large parts of the activity/ trip/ programme.	Hospital stay < 12 hours fractures, dislocations, frostbite, major burn, concussion, surgery, breathing difficulties moderate hypo/ hyperthermia	Medical treatment required, hospital stay < 12 hours eg., serious asthma attack, serious infection, anaphylactic reaction	Very distressed, leaves activity and requires on site counselling, unwilling to participate in activity ever again.	6	>\$8,000	Destroyed/ killed some example of flora/fauna
7		Hospital stay > 12 hours eg, arterial bleeding, severe hypo/ hyperthermia, loss of consciousness	Hospital stay > 12 hours eg, infection or illness causing loss of consciousness, serious medical emergency	Therapy/ counselling required by professional	7	>\$20,000	Killed, destroyed or polluted small area of environment
8	<b>LIFE CHANGING</b> effect on individual/s or death.	Major injury requiring hospitalisation e.g., Spinal damage, head injury	Major illness requiring hospitalisation e.g., heart attack	Long term counselling/ therapy required after incident	8	>\$50,000	Killed example of protected species
9		Single death	Single death	Post-traumatic stress disorder, changed profession because of incident.	9	>\$250,000	Fire or pollution etc resulting in area of wilderness being destroyed
10		Multiple fatality	Multiple fatality	Suicide because of incident	10	>\$1,000,000	Major fire or pollution causing serious loss of environment or life

*Davidson, 2005. Incident Severity Scale. Adapted and expanded from the Accident Frequency Severity Chart (Priest, 1996).*