Landcare Goulburn Broken

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PLAN

ENDORSEMENT

This Occupation Health and Safety Management Plan has been adopted by …… on ……..(date) and will be reviewed annually and amended by agreement of the …… Committee Membership.

This Occupational Health and Safety Management Plan is due for review on …….. (date).

Signed: _____

Name: _____

Position: _____

Authorised Employer of the ……

Date: / /

Contents

Policy Statement 3
Guidance on the OHS Laws and Responsibilities 4
Qualifications and Competence 7
Consultative Arrangements 8
OHS Risk Assessment Process 9
Goulburn Broken Landcare Network OHS Onsite Procedures 12
Working with Schools 13
Incident Reporting and Investigation 14
First Aid 17
Fire Danger & Fire Equipment 17
Site Safety Rules 17
Safety Equipment & Protective Clothing 17
Use of Chemicals 18
Visitors to Worksites 18
Generic Risks 19
Work Site Safety Check Form – For Onsite Team Leader Use 23
Seed Collection - Risk Assessment Form 25
Direct Seeding- Risk Assessment Form 28
Tree Planting - Risk Assessment Form 31
Fencing Construction & Removal - Risk Assessment Form 35
Litter Collection - Risk Assessment Form 41
Weed Control – Spraying Herbicides - Risk Assessment Form 45
Community Field Day - Risk Assessment Form 49
Surveying & Data Collection - Risk Assessment Form 52
School Group Activities - Risk Assessment Form 56
Community Night Walk Activity - Risk Assessment Form 60
Community Canoeing Activity - Risk Assessment Form 63
Volunteer Activity - Registration Form 66
Volunteer Induction - Checklist 68
Incident Report - Form 69
Serious Incident Investigation Report - Form 71

Policy Statement

The activities of the Landcare Group shall be carried out in a manner which will protect the health and safety of its employees, volunteers, contractors and members involved in Landcare activities. Health and Safety is the responsibility of all personnel involved at Landcare Group Workplaces.

To facilitate the implementation of this policy, the Landcare Network shall:

1) Provide and maintain healthy and safe work areas and safe equipment.

2) Provide the information, instruction, training and supervision to ensure the safety of all staff and volunteers.

3) Require all staff and volunteers to adhere strictly to all safety regulations and codes of practice.

4) Develop and maintain emergency procedures which, in the event of an accident, minimise harmful effects.

5) Require all Landcare Group Persons to report incidents, hazards, or hazardous practices, to their Landcare Support Person.

6) Require all Landcare employees and volunteers to accept that safe work practice is the responsibility of every person taking part in the Landcare Group activities.

Unless specifically stated, the safety procedures guidelines that follow, apply to all Landcare Group activities and projects.

When a situation arises for which the Landcare Group does not have specific safety policy guidelines, Landcare Support Staff should refer to any partner agency safety procedures, relevant Compliance Codes or Advisory Standards, or consult with the relevant authority before determining an appropriate course of action.

Guidance on the OHS Laws and Responsibilities

The Landcare Group is committed to promoting and providing support to Landcarer's in the maintenance of high standards of OHS for participants in Landcare activities, including employees, volunteers, contractors, landowners and visitors.

The purpose of this OHS Management Plan is to provide a framework from within which persons engaged in Landcare activities can:

- Raise awareness of legal obligations in regard to OHS;
- Further strengthen a culture of safety;
- Protect against litigation; and
- Maintain investor confidence.

The Landcare Group is an organisation where its affiliated Landcare and Community Groups have individual responsibility for governance and implementation of activities. In recognising the value of Landcare, the Commonwealth and State Governments provide support and resources to encourage Landcare groups to actively address natural resource management issues.

This OHS Management Plan is for specific use by the Landcare Group to assist the safe implementation of activities and to be in compliance with the relevant safety legislation. The OHS Management Plan also provides an advisory framework for the various levels of support in the Landcare Group.

It is recognised the Landcare Group's affiliated groups are independent and may choose to meet their legal obligations, with respect to OHS, through strategies other than those outlined in this OHS Management Plan.

Underlying the spirit of good will and volunteerism that characterises Landcare activities, there is the OHS Act 2004 and associated OHS Regulations 2007 that impose obligations on all persons involved in Landcare activities. Examples of these obligations include:

Employer /Employee obligations under the OHS Act (2004)

The Landcare Group as Employers must:

- Provide and maintain plant or systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- Provide such information, instruction, training or supervision to employees of the employer as is necessary to enable those persons to perform their work in a way that is safe and without risks to health.

Landcare Group Support Staff and Volunteers must:

- Take reasonable care for his or her own health and safety and take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace.

OHS Regulations 2007

Requirements of Hazard Identification and Risk Controls for:

- Manual Handling;
- Prevention of Falls;
- Plant and Equipment;
- High Risk Work;
- Hazardous Substances;
- Construction Work

Landcare Groups and Volunteers

The Landcare Group carry's statutory and common law obligations in relation to the activities that they facilitate. Landcare Support Persons, Volunteers, Contractors and Landowners on whose property Landcare activities are undertaken, are also expected to take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions.

To achieve this, they are advised to:

- Comply with specific Landcare Group safety guidelines and procedures, including the disclosure of any pre-existing injury or medical condition that might be aggravated by participation in Landcare activities;
- Participate in the process of identifying risks and appropriate control strategies;
- Wear the personal protective equipment (PPE) recommended for the task being undertaken; and
- Report Incident/accident/near miss reports to their Landcare Support Person.

So far as is reasonably practicable, the safety standards and associated rights and responsibilities set by this OHS Management Plan should apply equally to volunteers and paid employees.

Landcare Support Staff

For the purpose of this OHS Management Plan, Landcare Support Staff refers to all persons employed to provide support to the Landcare Group and its affiliated groups.

These positions include Coordinators, Facilitators, Project Managers and Contractors who have an important role in communicating and providing advice to their Landcare Groups on OHS matters.

To achieve this, Landcare Support Staff should:

- Work safely at all times to protect their own health and safety, and the health and safety of everyone with whom they work, and the health and safety of any other person who is at a Landcare activity;
- Show leadership by demonstrating compliance with specific policies and advisory procedures, by modelling safe work practices and by using specified PPE;
- Discuss safety issues with their Landcare Groups and their representatives in the planning and conduct of Landcare activities and events;
- Assist, when necessary, in assessing the risks likely to arise in Landcare activities, and identify appropriate risk control strategies;
- Advise on safe participation guidelines for Landcare activities through pre-activity demonstrations and inductions where necessary;
- Report any safety incidents, accidents and near misses;
- Cooperate with and actively support all safety programs being implemented and demonstrate safe systems of work; and
- Participate in OHS consultation and training initiatives.

Landcare strength is attributed to being a community grass roots program involving landholders. It is unique in structure and requires specific OHS Practice, and Safety Procedures.

This OHS Management Plan for the Landcare Group and may be of assistance to you but the Landcare Group cannot guarantee that this publication is without flaw of any kind or is wholly appropriate for your particular purpose and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on information from this publication.

Qualifications and Competence

Qualifications

Any Landcare Group Support Staff with team leading or field supervision responsibilities should have attained the following qualifications:

- Construction induction training.
- Level 2 First Aid Certificate.
- An approved* course in Occupational Health and Safety to at least Certificate 2 standard.
- An approved course in defensive driving techniques, if they will be transporting other group Persons or volunteers.

As an Employer, the Landcare Group Chairperson (Chairperson is elected annually at the Annual General Meeting in accordance with the networks model rules) needs to be satisfied their Landcare Support Staff have the necessary skills and competence to complete their assigned duties safely and to a satisfactory standard. This consideration should be part of the risk assessment process that commences prior to project commencement.

Where any doubt exists, the Landcare Group Chair should assess, or arrange an assessment of the level of competence, and arrange further training or practice as necessary.

In particular, attention needs to be paid to vehicle operation, including trailer use, fencing, construction, use of power tools or chemicals, work on or near water and work in remote locations and the training and instruction of others i.e. leading group activities. It is critical that all workers participating in group activities have been given sufficient training and instruction in the project tasks to complete them safely. This may take place at the worksite level or in specific skills sessions depending on the project, risks and competencies required.

Safety Management Responsibilities

Every Landcare Support Staff and Volunteer has a responsibility for the creation and maintenance of a safe working environment.

The Landcare Group Chairperson carries the ultimate responsibility for all Landcare Group activities they control, including discharging duties under OHS laws.
The Landcare Group Chairperson also has the responsibility for establishing project management arrangements with their Landcare Support Staff.

Landcare Support Staff are typically responsible for the planning and delivery of practical projects, associated safety processes and the onsite supervision of all workers/volunteers.
Landcare Volunteers should be encouraged to declare pre-existing injuries or medical conditions that may affect their participation, cooperate with the Landcare Support Staff in the creation and maintenance of safe work places, including through the adherence to policies and procedures and reporting any unsafe situation or practice to their Landcare Support Staff.

Consultative Arrangements

Health and Safety Representatives

The Landcare Group Chair should establish a Health and Safety Representative/s (HSR) or seek external OHS professional assistance for the purpose of reviewing safety performance, disseminating safety information, assisting in addressing and representing workers / volunteers on safety issues raised by the individual Landcare members or volunteers.

Appointment of a HSR is not mandatory under OHS law but Landcare Group must facilitate the election of a HSR if one or more workers/volunteers request that this be done.

OHS Committee

The Landcare Group Chairperson should establish an OHS Committee in accordance with the consultation arrangements of the OHS Act 2004, and develop scheduled Safety meetings using the standard meeting procedures to provide a forum for discussion on how safety is managed and address issues raised:

- Meeting dates advised well in advance so that participants can plan to be in attendance and/or raise issues for inclusion on the agenda;
- Agenda circulated in advance of meeting;
- The meeting is firmly chaired so that discussions remain relevant and solution focused;
- Participants unable to attend are given the opportunity to participate via a telephone link;
- Responsibilities for any actions arising from safety meetings are clearly identified in terms of what action will be taken, by whom and when.

OHS Committee meetings should generally be held at least quarterly (4-5 times per year).

If OHS Committee meetings are not held by the Landcare Group, alternative consultative arrangements should be established to allow safety information and issues to be communicated. This may include newsletters, notice boards and websites, tool box talks or suggestion boxes.

Safety must also be a standing agenda item at Landcare Group meetings to discuss safety management, performance and incidents.

OHS Risk Assessment Process

Purpose

To guide and record a process of systematically assessing risks and formulating appropriate risk management strategies. The important thing is the process of documenting and setting safety control measures in place at a worksite. Documenting the risk assessment process is important evidence that the Landcare Support Staff managing a project has responsibly assessed risks related to the work to be undertaken.

When should a Risk Assessment be undertaken?

The risk assessment process should be undertaken prior to the commencement of work on any project. Task based standard risk assessment forms have been designed as part of this OHS Management Plan and documented for individual Landcare Group's and its affiliated groups to utilise and edit to create a Site Specific Risk Assessment for the different works that landcare undertake.

Who Does the Risk Assessment?

The Landcare Support Staff should facilitate the risk assessment process and involve all participants. All participants must know the risks and the appropriate control strategies. The Landcare Support Staff may delegate the task of completing the risk assessment. *(Someone else can do the writing, but the Landcare Support Staff must sign off on the completed document.)*

Conducting a Risk Assessment

As a Landcare Support Staff and/or the Project Organiser of an activity, you are encouraged to involve other people to participate. You owe those people a duty of care. The expectation is that you will take reasonably practicable steps to protect them against reasonably foreseeable accident or injury. In simple terms this means look ahead, foresee how people could be harmed, then put in place measures to prevent that from happening.

The following steps summarise a simple risk assessment process.

1) Consider the Site: *Is it rough, steep, rocky, slippery or dusty, exposed to sun or wind? Is it thickly vegetated? Are there overhanging dead branches? Are there likely to be snakes, bees, wasps, bull ants or spiders? How far are you from emergency assistance if required?*

2) Consider the Tasks: *Do people have to carry heavy or awkward objects? Will they be swinging tools? Will they be handling chemicals? Will they be working near machinery or steep banks or roads or dangerous water?*

3) Consider the People: *Are they skilled and experienced in the work to be done. Are there children who require close supervision? Are there older people who are less agile? Do any of the people have pre-existing injuries or medical conditions that could be aggravated by doing the planned tasks?*

4) How could a person be injured? *Think about 'these people doing these jobs at this site'. Consider trips and falls, bites and stings, sunburn and dehydration, back or shoulder strains arising from heavy lifting or from overuse or misuse of tools, or eye injuries caused by twigs or spikes.*

5) Identify risk control strategies: *What will people do, or not do, in order to minimise the chance of harm? Involve everyone in the process; utilise all the eyes and experience the group can offer. Jot down the agreed strategies on the risk assessment form. Make sure everyone understands what is expected of them.*

6) Supervise and monitor *to make sure everyone is sticking to the 'rules': Some tasks or people might require closer supervision than others. Be prepared to change any strategies that don't seem to be working.*

7) Emergency response plan: *Make sure you have emergency contact numbers, and ensure everyone knows what to do in the event of an emergency.*

Assessing the Level of Risk

An important part of formulating your risk control strategies is to understand the level of risk remaining once these are in place, whether you believe the risks are then acceptable and if the activity can proceed. It should also be used to prioritise those risks that require closer management than others.

This is done using a standard risk matrix to provide a "Risk Rating". The risk matrix uses two measures to determine the level of risk:

Likelihood – how likely is it that a person will be injured by the risk?

Severity – If an injury occurs what would the likely consequences be?

The following descriptors are a guide in determining these two measures.

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Severity		Likelihood				
		Frequent	Probable	Occasional	Remote	Improbable
	Catastrophic	E	E	E	H	M
	Critical	E	E	H	M	L
	Serious	H	H	M	L	T
	Minor	M	M	L	T	T
	Negligible	M	L	T	T	T

E=Extreme	**Do not Proceed**
H= High Risk	Consulate with Community Employer or Goulburn Broken CMA or Gecko CLaN Landcare Network
M=Medium Risk	If less than 3 months experience consult with Community Employer or Goulburn Broken CMA or Gecko CLaN Landcare Network
L= Low Risk	Manage standard onsite risk management processes
T=Tolerable	Proceed and monitor site process/activity

Adding Extra Risks Controls

When a new risk is identified, appropriate control strategies must be determined and a new cell on the risk assessment form must be completed and dated. This way the project risk assessment can just continue to grow as a project proceeds.

Different task – same site: Just add any risks associated with the new task.

Different site – same task: Add locational risks in additional cells. Also complete the location reference points and emergency contacts with the dates applicable.

Emergency Contact Details

While the "000" emergency number should be the first number called, this should be backed up by the local emergency service numbers and the '112' emergency number for mobile phones.

Additional Risk Control Measures – High Risk Construction Work

What is Construction Work?

The OHS Regulations 2007 for construction work means any work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning, or demolition of any building or structure, or any similar activity.

What is High Risk Construction Work

Examples of activities the Landcare Group need to consider would be:

- where there is a risk of a person falling more than 2 metres;
- involving demolition;
- involving the removal or likely disturbance of asbestos;
- involving a trench or shaft if the excavated depth is more than 1·5 metres;
- on or near energised electrical installations or services;
- on or adjacent to roadways or railways used by road or rail traffic;
- at workplaces where there is any movement of powered mobile plant, i.e. Excavators, Tractors, Direct Seeders; and
- in, over or adjacent to water or other liquids where there is a risk of drowning.

Under the Occupational Health and Safety Regulations 2007, a Safe Work Method Statement (SWMS) must be prepared before high risk construction work begins, if anyone's health and safety is at risk because of the work, but SWMS can be used for any other work activities.

Contractors that undertake High risk Construction Works on Landcare Group sites must be aware of the requirements of preparing a SWMS as part of the planning of the work. If the contractor does not prepare a SWMS for the works it is the responsibility of the Landcare Support Person to ensure that a SWMS is developed prior to the works commencing and to choose effective control measures for any High Risk Construction Work Activity that they might be involved with.

Landcare Group OHS Onsite Procedures

OHS Site Induction/Training

Induction should be provided in a group session for existing/known workers and will be conducted for potential Project Supervisors at project start-up.

All workers (includes Volunteers, Landcare Support Staff and Contractors are to receive Site Specific OHS Induction for all Landcare Group Worksites.

All Landcare Group Support Staff should meet the requirements of General Health and Safety Induction Training in accordance with the provisions of section 5.1.20 of the Occupational Health and Safety Regulations 2007.

New workers commencing at the project site, and visitors attending the site, will also receive site specific induction.

Landcare Group Support Staff will usually be the Project Manager or the Works Supervisor, but other staff with the necessary knowledge may be called upon to present induction sessions if required.

All those receiving Project OHS induction must complete and sign the **Volunteer Activity Registration** and a record of **Volunteer Site Induction** will need to be filled out by those taking part in the works project as proof of induction. *(A Template is provided as part of this OHS Management Plan on page 66).*

Each person who undertakes the OHS induction will record their name on induction form, identifying that they have received instruction in OHS on the project site.

Emergency Procedures

Emergency procedures will be, developed by the Landcare Group Support Staff for each project working site and be available at that workplace. A list of relevant emergency contact names, phone numbers will be maintained on the Project Risk Assessment Form for the project.

Emergency Contacts

Before work can commence on a project site, it is the Landcare Group's Support Staff responsibility to record the emergency contact numbers. This information will be available to all workers at the Project Site.

Working with Schools

What can be Expected of Schools?

Whenever an organised school group participates in an activity with a Landcare Group or affiliated group, it can reasonably be assumed that the school is in compliance with the guidelines relating to school excursions that are laid down by Education Departments (School Councils, School Boards).

In general terms these guidelines require that schools exercise their 'duty of care' by:

- Preparing students for the excursion; putting the excursion in a curriculum context and ensuring that students are appropriately dressed for the activities to be undertaken.
- Obtaining parental permission for students to participate in the activity.
- Staffing the excursion at a level that provides an appropriate staff-student supervision ratio. (This will vary according to the location, the age of the students and the activities involved.)
- Taking responsibility for the general discipline and supervision of the students, including the monitoring of students with special needs (including pre-existing medical conditions) and administering first aid.
- Providing an appropriate first aid kit. (The Landcare Support Person must also have a first aid kit that is appropriate for the staff and volunteers involved.)
- Ensuring that students are accounted for during and after the excursion.

What Schools can Expect of Landcare?

Any joint activity involving the Landcare Group and school children is more likely to be successful when there is clear and timely communication between the parties involved; in simple terms, being clear about who is doing what.

Schools can reasonably expect the Landcare Group to assist this process by:

- Complying with any State requirements in relation to police checks.
- Ensuring the school receives accurate information regarding the project objectives, the time and the location of the activity.
- Advising the school regarding any locational or activity related risks, including advice on appropriate sun protection, clothing and footwear.
- Confirming that the Landcare group's expectations (above) will be met.
- Ensuring that your staff and volunteers are neat and professional in appearance and conduct, engendering a sense of confidence and credibility. (Definitely no smoking within view of students, even during breaks.)
- Displaying good quality signage, as appropriate and available.
- Meeting the school on arrival, and providing a project and safety briefing based on a standard risk assessment. (This may need to involve separate briefings for teachers and students.)
- Ensuring that tools to be used are appropriate and in good condition.

Incident Reporting and Investigation

An Incident Reporting Process is required for all Landcare Group project sites to ensure that all hazards, near misses, incidents, injuries, and diseases occurring in the course of work are reported and documented, and preventative actions taken.

Incident Reporting is important as data collected will help with identifying trends, and detailed accounts of OHS incidents will enable solutions to be found to prevent recurrence.

The Incident Reporting process aims to prompt Landcare Support Staff to ensure that immediate remedial action is taken after an OHS incident and to fulfil their statutory obligations to notify the prescribed categories of OHS incidents to WorkSafe Victoria.

Definition

An incident includes all accidents or injuries, any near miss and diseases.

General Requirements

All OHS incidents must be reported verbally immediately (as soon as practicable) to the Landcare Support Staff of either the occurrence of the incident or becoming aware of its occurrence. *An Incident Report Form on page 69 of this OHS Management Plan* must then be filled out by the injured person, and/or person immediately involved with the support of the Landcare Support Staff.

In the event of a serious injury or inability to access this, an injured person may authorise the Landcare Support Staff to complete this task.

Documentation

Incidents / Accidents / Near Misses

All incidents / accidents / near misses are to be reported to the relevant Landcare Support Staff to ensure prompt corrective action. These issues are to be formally documented on the 'Incident Report' form (available as part of this document) and forwarded, for further action, to the Landcare Group Chairperson.

Injuries

All injuries are to be reported to the relevant activity / Landcare Support Staff to ensure prompt treatment and are to be formally recorded on the 'Injury Record' form (Page 69-70).

Specific Responsibilities

Landcare Support Staff are responsible for:

- Maintaining an OHS incident reporting system.
- Taking immediate corrective action when an incident occurs to prevent a reoccurrence.
- Ensuring **all** incidents and accidents are reported to your relevant Landcare Group Chairperson and – in addition to any reporting requirements to WorkSafe Victoria and the Landcare insurer.
- Reviewing the situation and ensuring that all measures taken sufficiently address the immediate and long-term risks.
- Ensuring that WorkSafe Victoria is immediately notified of OHS incidents which are considered notifiable.

Landcare Group Persons and/or Volunteers are responsible for:

- Reporting any defined incidents.
- Cooperating with their employer in preventing a recurrence.

Incident Site Preservation

In the event of a notifiable incident, it is the responsibility of the Project Support Staff with management or control of the workplace to ensure, as far as is reasonably practicable, that the site (including any plant, substance, structure or thing associated with the incident) is not disturbed until an inspector arrives or otherwise directs.

Incident Investigation

A formal investigation must be undertaken for the following:

- OHS incidents with the potential of severe consequences that were a near miss.
- Incidents which resulted in a 'lost time' injury.
- Notifiable Incidents to WorkSafe.
- Incidents which have an associated Work Cover Claim.
- Serious Incident Investigation Report – Form is available as part of this OHSMP

On commencement of the investigation, the employee's Landcare Support Staff will consider the factors which may have contributed to the incident, such as:

- The work practices that were being undertaken.
- The employee's skills and experience to carry out the task being undertaken when the injury occurred.
- The time of day in which the incident occurred.
- The number of hours that the employee had been on duty, and what rest breaks were taken.
- Weather conditions.

The formal investigation **MUST** be completed within 5 working days of the injury and/or incident becoming known. The Landcare Group must retain a copy of these records for at least 5 years.

What is Notifiable

WorkSafe Victoria must be notified immediately where an incident results in:

- Death; or
- Serious injury *(Note: serious injury includes but is not limited to the following):*
- Medical treatment within 48 hours of exposure to a substance.
- Immediate treatment as an in-patient in a hospital.
- Immediate medical treatment (note 1) for:
    - amputation
    - serious head injury **(note 2)**
    - serious eye injury **(note 3)**
    - separation of skin from underlying tissue (e.g. de-gloving or scalping)
    - electric shock
    - spinal injury **(note 4)**
    - loss of bodily function **(note 5)**
    - serious lacerations **(note 6)**

The notification duty also extends to incidents that expose a person in the immediate vicinity of the incident, including those persons not injured, to an immediate health or safety risk from:

- The collapse, overturning, failure or malfunction of, or damage to, plant that is required to be licensed or registered
- The collapse or failure of an excavation or of any shoring supporting an excavation
- The collapse or partial collapse of a building or structure
- An implosion, explosion or fire

- The escape, spillage or leakage of any substance including dangerous goods
- The fall or release from a height of any plant, substance or object.

Guidelines

Note 1: Immediate Medical Treatment without delay following the incident.

Note 2: Serious Head Injury: Includes, but not limited to, a penetrating injury to the skull, a fractured skull, loss of consciousness caused by a severe blow to the head or a chemical or hot metal burn to the skull.

Note 3: Serious Eye Injury: Includes, but not limited to, to loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to the eye.

Note 4: Spinal Injury: Includes, but is not limited to, a fracture of the spine with or without any limb weakness or paralysis. Note: Muscular injuries are not considered spinal injuries.

Note 5: Loss of Bodily Function: Includes, but is not limited to, such things as a loss of consciousness, loss of movement of a limb or a loss of the sense of smell, taste, sight or hearing.

Note 6: Serious Lacerations: Includes, but is not limited to, one or more deep and/or extensive cuts, tears or wounds to the flesh or tissue. The immediate medical treatment required may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.

First Aid

A first aid kit must be available at all project working sites. A St John Outdoor First Aid Kit - type 605501, or equivalent, is deemed suitable for Landcare related activities.

All Landcare Group Support Staff /Contractors/volunteers must be a minimum Level 2 First Aid Accredited if acting as a First Aid Attendant at the project site.

The names of First Aid Attendants and the location of First Aid Equipment/Facilities will be provided to all workers through the induction process.

Fire Danger & Fire Equipment

An appropriate fire extinguisher should be available at all Landcare work sites. The extinguisher is to be serviced and maintained in accordance with AS1851.

In the situation of fire danger periods, or worse in days of total fire ban, the activities planned must identify the fire risks associated with the work to be performed. *See Generic Risks*

Notification to the local fire brigade may also be advisable in some cases. The risk assessment approach must be considered during periods of high fire danger; including days of Total Fire Ban. **No outdoor Field Activity/s is to be undertaken on Days Declared as Code Red**

Site Safety Rules

Site Safety rules resulting from the project risk assessment are advised to the participants during the induction process and will be documented and displayed/made available to all Landcare Group Support Staff, contractors, volunteers and visitors.

Safety Equipment & Protective Clothing

The Landcare Group has a duty of care to protect employees and volunteers from work place hazards including harmful UV radiation, insect, spider and snakebites, chemical contamination and tool use injuries.

OHS legislation also requires that workers, including volunteers must cooperate with their Landcare Group and must therefore be supervised to ensure compliance. All volunteers / workers should be encouraged to wear appropriate clothing based on the project tasks. The Landcare Support Staff must also ensure that any specialised pieces of Personal Protective Equipment (PPE) e.g. Safety glasses or chemical gloves, are provided to workers where these are identified in the Risk Assessment. This PPE must be in good working condition and instruction provided on its use.

Use of Chemicals

Low Risk Chemicals and Application Methods.

Landcare support Staff may approve chemical use projects, provided that:-

- The Chemical to be used does not have a Dangerous Goods classification (DG Class) and is rated no higher than S5 on the Poisons Schedule.
- All Precautions and Safe Handling Instructions described in the Material Safety Data Sheet (MSDS) and on the product label are complied with, and that all team volunteers have access to the MSDS. This includes the provision of at least 40 litres of clean water to allow First Aid to be administered in the event of a splash to the eye.
- All necessary PPE is provided and worn.
- Project participants are given adequate instruction concerning safe chemical use, associated health hazards and emergency treatment, and the reasons for use and their competency is assessed.
- The Landcare support staff has qualifications and experience suitable for the task to be undertaken and in compliance with state/territory requirements.

Higher Toxicity Chemicals

The use of classified Dangerous Goods, or chemicals with a Poisons Schedule rating above S5, must be approved by the Landcare Network Chair.

Persons using 1080 pest animal bait products in their workplace are required to assess occupational health and safety risk and implement control options in accordance with the Occupational Health and Safety Act 2004, Occupational Health and Safety (Hazardous Substances) Regulations 1999 and the relevant MSDS for 1080 pest animal bait products.

Use of 1080 Pest Animal Bait Products

Only an authorised and trained bait user, a person who holds a valid Agricultural Chemical User Permit (ACUP) with 1080 endorsement or Commercial Operator Licence (COL) with vermin destroyer endorsement or DH Licence to Use Pesticides (LTUP) authorising the use of pesticides formulated for the control of pest animals.

Landcare Groups using pest animal products are required to assess Occupational Health and Safety Risk and implement control options in accordance with the OHS Act 2004, OHS Hazardous Substances Regulations 1999 and relevant Material Safety Data Sheets for 1080 pest animal products.

Chemical Spraying

Chemical spraying, irrespective of the chemical to be used, should only be undertaken with the authorisation of the Landcare Support Staff.

Visitors to Worksites

Visitors are not to be allowed on work sites unless they are properly protected against risks. They must either be confined to safe areas or provide their own protective clothing or equipment for the duration of their stay.

Generic Risks

The following risks are not specific to any particular project activity, but need to be considered when developing Project OHS Risk Assessment for all Landcare Projects.

Use of Vehicles

If any project activity requires the use of / or travel in, a motor vehicle, then the Group should develop a Specific Risk Assessment.

Travel in vehicles is the one of the highest risk activities in which Landcare participants are involved.

Risk Management Strategies

- Undertake a pre-departure vehicle check prior to departing to, and returning from, each project.
- Comply with all State road laws and vehicle seating capacity.
- Drive in a manner that ensures that all occupants are safe, and feel safe. Vehicle occupants must advise the driver immediately if they feel unsafe.
- Wear seat belts, whenever a vehicle is in motion.
- Do not carry chemicals, unsecured tools, equipment or baggage in team vehicles.
- Do not allow arms, heads or any objects to protrude from the vehicle.
- Maintain conditions which optimise the comfort and concentration of the driver e.g.: minimise distractions, maintain ventilation, and take regular breaks.
- Trailers should only be used in accordance with vehicle manufacturers' recommendations. (Ref. Vehicle Owner's Manual) and operators must be competent in their use.
- Whenever a vehicle with trailer attached is being reversed, at least one participant should be delegated to stand in a safe place outside the vehicle, and provide direction to the driver.
- Trailers should be serviced at least annually or more frequently if subjected to heavy usage.
- Drivers must be appropriately licenced and competent to operate the vehicle being used.
- Passengers must not be transported in the open areas of the vehicle e.g. Ute tray.

Slips, Trips & Falls

Risk Management Strategies

- Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments etc.
- Remove trip hazards from the worksite by filling holes, removing unnecessary objects etc.
- Flag, or cordon off, immovable trip hazards.
- Allow at least 2 metres 'visibility space' between participants when walking along tracks.
- Ensure that boots are firmly laced.
- Exercise additional caution when walking downhill, e.g.: walk across the slope; have a strong leader control walking speed.
- Avoid carrying heavy or awkward sized, objects on uneven ground.
- Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries.

Working in Hot Conditions

Associated Risks

Dehydration; heat exhaustion; sunstroke; sunburn; skin cancer; cramps; skin irritation; falls or tool use injuries associated with fatigue.

Risk Management Strategies

- Maintain hydration by providing adequate drinks and regular drink breaks.
- Take advantage of, or create, shaded work areas.
- Schedule, or reschedule, work to avoid heavy exertion during the most intense heat of the day.
- Reinforce the need for long trousers and long sleeves, broad brimmed-hats and sunglasses.
- Provide and encourage the regular use of a SPF 30 sunscreen on any exposed skin.
- Closely monitor participants for signs of fatigue, particularly those who are less fit, inexperienced or un-acclimatised.

Working in Cold Conditions

Risk Management Strategies

- Make ample food and fluids available, including warm drinks if possible.
- Demonstrate and encourage simple warm up stretches before commencement, and after breaks.
- Rotate tasks to avoid prolonged exposure.
- Identify shelter area and use this during periods of inactivity e.g.: breaks or extreme conditions.
- Structure work to avoid the coldest times of the day.
- Encourage participants to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level.
- Wear a warm hat (the head is a major heat loss area).

Soil Bourne Infections

Risk Management Strategies

- Identify any participant in higher risk categories (any open cuts or sores) and deploy them on an alternate task.
- Avoid skin contact with wet soil or muddy water, by restructuring the task or by using impervious PPE.
- Cover any minor cuts or scratches.
- Wear appropriate PPE e.g. gloves.
- Provide adequate washing facilities and ensure participants wash thoroughly before eating or drinking.

Bites & Stings

Risk Management Strategies

- Ensure that all participants are appropriately dressed e.g.: long sleeves and trousers, sturdy footwear, thick socks.
- Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites.
- Provide insect repellent.
- Redeploy to another task or location, any participants who have known allergies to bites or stings.
- Conduct a visual inspection of the worksite to identify and flag high risk areas e.g.: ant nests, stinging plants.
- Walk heavily in suspected snake habitat.

Manual Handling

Associated Risks

'Manual Handling' describes any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object.

Injuries resulting from a single event of overexertion, or as a consequence of sustained application of force i.e.: overuse. These injuries are characterised by discomfort or persistent pains in muscles, tendons and soft tissues, most commonly in the back, neck, shoulders and wrists.

Risk Management Strategies

- Use warm up stretches before commencing manual handling tasks and after breaks.
- Reduce the amount of manual handling by:
  - restructuring the task;
  - Using mechanical aids e.g. crowbar;
  - Carefully planning the workplace layout; having heavy materials delivered as near as possible to the work site.
- Set weight limits for lifting that take account of the skill and physical stature of the team Persons. (Do not allow demonstrations of strength.)
- Reduce the weights lifted or carried, or the force applied, when working on uneven or slippery surfaces.
- Explain and demonstrate proper individual, pair and group lifting techniques.
- Avoid, or limit the duration of, tasks that require the adoption of biomechanically unsound postures e.g. slouching or over reaching.
- Rotate tasks, even if participants are not experiencing discomfort.
- Check that equipment to be used is appropriate for the tasks to be undertaken and properly maintained.

Working in Snake Habitat

Associated Risks

Bites; fear/phobias; risks arising from emergency evacuation. *(See also Bites and Stings.)*

Risk Management Strategies

- Seek local advice regarding the snake risk history of the area.
- Do not work at the site if the risk cannot be adequately managed.
- Where practicable, avoid working in known snake habitat during early spring when snakes are generally most aggressive.
- Wear boots, long trousers and thick socks; gaiters may also be advisable in higher risk areas. Gloves must be worn when hands may be at risk of being bitten.
- Do a 'heavy line walk' through the area before commencing work, and after breaks.
- Do not work in a circular or 'surrounding' formation that might prevent a snake from escaping.
- Use lifting aids (e.g. crowbar) when lifting objects that might hide snakes e.g. rocks, logs, rubbish etc.
- If a snake is seen, stay clear and point out its location to nearby workers.
- Train in, and regularly revise, snakebite first aid.
- Ensure that the emergency response plan is understood by all participants.
- In the event of a bite, render first aid, and then arrange medical assistance.

Electrical Equipment

Risk Management Strategies

All portable electrical appliances (i.e. tools, extension leads, etc.) will be maintained (i.e. 'tagged and tested') in accordance with the requirements of AS/NZS 3760.

Plant and Equipment

Risk Management Strategies

Equipment, including static (stationary) and mobile plant can be hazardous to workplace safety. In order to comply with OHS Legislation, all plant and equipment brought onto Landcare activity sites are to be registered (where appropriate), have up to date log books and are to be operated only by persons with appropriate licensing/ticket. Plant information is to be included on the site risk assessment with appropriate control measures implemented.

Where plant and equipment is hired, the same OHS requirements as those specified above are to be adhered to.

Bushfire Season

Risk Management Strategies

The Landcare Support Staff must consider the following during times of High fire Danger:

- Ensure that bushfire risk is discussed with project partners, and the outcomes of discussion are communicated to Project Managers.
- Access to and egress from the project site must also be considered.
- Monitor daily news and Emergency Service reports and note Fire Danger Ratings for your region.
- Advise the Group when there is a bushfire alert and which volunteers may be affected.
- Ensure that the Group knows the daily work site location for all teams.
- Ensure there is a mechanism for making immediate contact with volunteers.
- Include 'bushfire' on the project risk assessment for all projects in forests, grasslands or heathlands.
- Recognise the major bushfire risk factors; high temperature, high winds, low humidity and abundant dry fuel.
- Assess the risk at any site by taking account of the weather forecast, the current Fire Danger Rating, and by observing the environment and considering escape route options.
- Encourage all volunteers to advise the Project Manager immediately anyone sees or smells smoke.
- Ensure vehicles have sufficient fuel to evacuate via the safest escape route.
- Check vehicle muffler regularly, and remove dry grass from contact with the exhaust system every half hour when driving through spinifex or other grass.
- Discuss an evacuation plan with project partners and ensure it is understood by volunteers.
- Apply the cautionary principle, and if in doubt about whether to withdraw from a worksite, withdraw.

Work Site Safety Check Form – For Onsite Team Leader Use

PROJECT MANAGER: **DATE: / /**

WORK LOCATION:

INSPECTION CONDUCTED BY:

1. Is the Risk Assessment on the current form and on site? Yes ☐ No ☐

Comment/Action:

2. Does the Risk Assessment satisfactorily cover project risks? Yes ☐ No ☐

Comment/Action:

3. Personnel on site participated in and are familiar with the Risk Assessment. Yes ☐ No ☐

Comment/Action:

4. All personnel are wearing appropriate personal protective clothing. Yes ☐ No ☐

Comment/Action:

5. Does the Project Manager have information regarding any pre-existing medical conditions disclosed by activity participants? Yes ☐ No ☐

Comment/Action:

6. Is the first aid kit at the actual work site? Yes ☐ No ☐

Comment/Action:

7. Is the first aid kit adequately stocked? Yes ☐ No ☐

Comment/Action:

8. Are the emergency contact numbers available to all on site? Yes ☐ No ☐

Comment/Action:

9. Does the group demonstrate safety awareness? *(Are work practices safe?)* Yes ☐ No ☐

Comment/Action:

10. Are there any safety concerns being identified by staff or volunteers? Yes ☐ No ☐

Comment/Action:

11. Have there been any injuries? Yes ☐ No ☐

Comment/Action:

12. Have there been any near misses? Yes ☐ No ☐

Comment/Action:

13. Are chemicals being used on the project? Yes ☐ No ☐

Chemical/product name:

14. Is the Material Safety Data Sheet (MSDS) on site? Yes ☐ No ☐

Comment/Action:

15. Is the team equipped to comply with the MSDS? Yes ☐ No ☐

Comment/Action:

16. Are the following documents on site and accessible: Yes ☐ No ☐

- Incident Report Forms
- Register of Injuries

Comment/Action:

17. Are toilet and hygiene arrangements adequate? (Check availability of soap, water, toilet paper, etc.). Yes ☐ No ☐

Comment/Action:

SUMMARY:

SIGNATURE:

Project Manager: Date: / /

Seed Collection - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME……**Seed Collection**……

GROUP NAME…… **PROJECT LOCATION**……

PROJECT COORDINATOR……**ASSESSMENT DATE**……

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Cuts and Scratches to body, face and eyes		• Wear appropriate PPE e.g. safety glasses, gloves and long sleeve shirt and trousers		
Strains and sprains		• Break up repetitive work with alternative activities • Do not try to carry too much at one time • Walk with care and avoid slippery areas • Avoid working beneath remnant trees • Practice correct manual handling, by using legs to lift and lift with 2 people when moving, loading and unloading branches/ seed bales/ bags. • Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries.		
Slips, trips and falls *Twisting ankles and knees, impact injures*		• Avoid obvious hazards such slippery logs, loose rocks, steep embankments etc. • Remove hazards when possible: filing holes etc. • Avoid carrying heavy or awkward sized objects on uneven ground • Wear sturdy boots firmly laced • Exercise additional caution when walking downhill • Carry equipment in backpack to free hands		
Snake Habitat		• wear long pants and long sleeves to minimise insect attack, • Be aware of potential habitat for snakes and insects such as bees, wasps, spiders. • Carry snake bite kit • Wear gators if applicable on lower legs and avoid long grass.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Bites & Stings		• Ensure that all participants are appropriately dressed e.g.: long sleeves and trousers, sturdy footwear, thick socks. • Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites. • Provide insect repellent. • Redeploy to another task or location, any participants who have known allergies to bites or stings. • Conduct a visual inspection of the worksite to identify and flag high risk areas e.g.: ant nests, stinging plants.		
UV Exposure		• Reschedule work hours; • Reduce exposure with natural or artificial shade; • Wear long sleeved shirt (minimum ¾ arm length); • Wear long trousers; • Wear broad-brim hat & sunglasses; • Regularly apply 30+ sunscreen.		
Use of Ladders		• An approved fall arrest device or guard rails must be used whenever the fall height exceeds 2 metres and people will be within 2 metres of an unguarded edge – the 2 x 2 rule. • A person should always have two hands free to ascend and descend a ladder. • Ladders should be secured against movement and be supported from a firm, level, and non-slip surface. • All work from a ladder should be performed while facing the ladder. • A person's feet should not be higher than 900mm from the top of the ladder. • No task should require over reaching (i.e. the belt buckle should always be within the stiles of the ladder). • No person on a ladder should work directly above another person. • Only one person should be on the ladder at any one time.		

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		……		

Team Persons Signatures		

Landcare Goulburn Broken

Direct Seeding- Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME…… **Direct Seeding**……

GROUP NAME…… **PROJECT LOCATION**…….

PROJECT COORDINATOR……**ASSESSMENT DATE**…….

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Vehicle Rollover, load shifting and falling. *General vehicle movement and terrain*		• Walk area with Project Supervisor before direct seeding operation to gain a good understanding of the terrain to be traversed, noting areas to be avoided re, hazards, potholes, wet areas, eroded banks etc. • Be aware of charged electric fences, utilise unit On/Off switch. • Ensure before crossing waterways, gullies that crossing is a designated crossing and that it is safe to cross. • Ensure area to be traversed is safe to do so to avoid dropping into holes with vehicle.		
Loading Direct Seeder *Falling off seeder, entanglement, falling, tripping*		• Take additional care when climbing on direct seeder. • Do not ride on direct seeder while it is in motion. • Walk with care and avoid slippery areas. • Avoid working beneath remnant trees. • Ensure overhanging branches are at all times clear and free overheads parts of vehicle.		
Injury to handler or others from sharp blades. **Injury to eyes and body from moving debris.** **Injury when in close proximity to co-workers.**		• Operator to be experienced and trained in safe equipment operating procedures, and ensure safe practices around other workers. • Equipment operators to wear PPE appropriate to task: eye protection, gloves, safety footwear, ear protection and safety vest. • Keep sharp blades sheathed when not in use & ensure operator safety.		
Strains and sprains		• Break up repetitive work with alternative activities • Do not try to carry too much at one time • Walk with care and avoid slippery areas • Practice correct manual handling, by using legs to lift and lift with 2 people when moving, loading and unloading seed stock.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Slips, trips and falls *Twisting ankles and knees, impact injures*		• Avoid obvious hazards such as slippery logs, loose rocks, steep embankments etc. • Remove hazards when possible: filling in holes etc. • Avoid carrying heavy or awkward sized objects on uneven ground • Wear sturdy boots firmly laced • Exercise additional caution when walking downhill • Carry equipment in backpack to free hands		
Snake Habitat.		• Wear long pants and long sleeves to minimise insect attack, • Be aware of potential habitat for snakes and insects such as bees, wasps, spiders. • Carry snake bite kit • Wear gators if applicable on lower legs and avoid long grass.		
Public may enter work area without notice.		• Be aware of any person entering site and notify them of site dangers		
Vehicle Towing Direct Seeder on road		• Maximum speed whilst towing direct seeder 90 km/h. • Ensure direct seeder is correctly attached to vehicle with safety chians connected if two chains both to be connected to form a cradle under hitch. • Ensure all lights on trailer unit are in working order before driving away. • Ensure all loads are securely tied. • Check trailer for loose wheel bearings etc. before use. • Take all care while travelling over steep terrain. • Do not travel over excessively steep terrain if surface is slippery nor travel over such terrain if it is unsafe to do so.		

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		……		

Team Persons Signatures		

Landcare Goulburn Broken

Tree Planting - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME……**Tree Planting**……

GROUP NAME…… **PROJECT LOCATION**……

PROJECT COORDINATOR……**ASSESSMENT DATE**……

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Using Swinging Tools		• Ensure that suitable work boots, with reinforced toes, are being worn. • Demonstrate and encourage simple warm up stretches before commencement and after breaks. • Maintain safe working distance of at least 3 metres; for short handled tools (e.g. hammer), 2 metres. • Explain and demonstrate how to use, carry and store tools correctly. • Maintain tools in good condition. • Establish a firm footing before swinging tools. • Rotate tasks even if participants are not experiencing discomfort. • Adjust the duration of work periods to take account of the physical capacities of the participants. • Wear appropriate PPE e.g. hard hat, glasses and gloves.		
Bites and Stings		• Ensure that all participants are appropriately dressed • e.g.: long sleeves and trousers, sturdy footwear, thick socks. • Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites. • Provide insect repellent. • Re-deploy to another task or location, any participants who have known allergies to bites or stings. • Conduct a visual inspection of the worksite to identify and flag high risk areas e.g.: ant nests, stinging plants. • Walk heavily in suspected snake habitat.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Slips, Trips and Falls		• Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments etc. • Remove trip hazards from the worksite by filling holes, removing unnecessary objects etc. • Flag, or cordon off, immovable trip hazards. • Allow at least 2 metres 'visibility space' between participants when walking along tracks. • Ensure that boots are firmly laced. • Exercise additional caution when walking downhill, e.g. walk across the slope, and have a strong leader control walking speed. • Avoid carrying heavy or awkward sized, objects on uneven ground. • Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries.		
Working in Hot/ Conditions		• Maintain hydration by providing adequate drinks and regular drink breaks. • Take advantage of, or create, shaded work areas. • Schedule, or reschedule, work to avoid heavy exertion during the most intense heat of the day. • Reinforce the need for long trousers and long sleeves, broad- brimmed hats and sunglasses. • Provide and encourage the regular use of a SPF 30 sunscreen on any exposed skin. • Closely monitor participants for signs of fatigue, particularly those who are less fit, inexperienced or not acclimatised.		
Working in Cold/ Conditions		• Make ample food and fluids available, including warm drinks if possible. • Demonstrate and encourage simple warm up stretches before commencement, and after breaks. • Rotate tasks to avoid prolonged exposure. • Identify shelter area and use this during periods of inactivity e.g.: breaks or extreme conditions. • Structure work to avoid the coldest times of the day. • Encourage participants to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level. • Wear a warm hat (the head is a major heat loss area).		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Soil Borne Diseases and Infections		• Identify any participant in higher risk categories (any open cuts or sores) and deploy them on an alternate task. • Avoid skin contact with wet soil or muddy water, by restructuring the task or by using impervious PPE. • Cover any minor cuts or scratches. • Wear appropriate PPE e.g. gloves. • Provide adequate washing facilities and ensure participants wash thoroughly before eating or drinking.		
General Tree Planting Tasks		• Wear gloves when handling soil, and additional PPE as necessary. • Conduct a visual inspection of the site, and remove potential risks such as broken glass, wire etc. • Use kneeling mats or padding if there is a danger of spike injuries from glass, stones etc. • Rotate tasks, even if participants are not experiencing discomfort. • Take regular breaks and encourage gentle stretching. • Provide adequate hand washing facilities. • Maintain a safe working space between participants.		
Working near Water		• Maintain a safe distance between participants and water that is deemed dangerous because of depth, current, murkiness, turbulence, difficulty of escape etc. • Refrain from working on steep, slippery or unstable banks. • Fence, flag or tape off high risk areas. • Identify non-swimmers and ensure that they are deployed away from higher risk areas. Where there is an inadvertent possibility of the need to rescue someone from the water, ensure there are rescue aids readily accessible e.g. rope, long pole, flotation device. Where there is a current, these aids must be positioned downstream of the most likely entry point. Formulate an emergency response plan that is based on non-contact rescue strategies.		

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		……		

Team Persons Signatures		

Landcare Goulburn Broken

Fencing Construction & Removal - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME…… **Fencing Construction & Removal** ……

GROUP NAME…… **PROJECT LOCATION**…….

PROJECT COORDINATOR……**ASSESSMENT DATE**…….

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Tractor Operated Post Driving Operations		• No person shall use a Post Driver, unless they are experienced in the operations, or are under training supervised by an appropriate (competent) person. • The operator should be wearing, long sleeved shirt, long legged pants, hearing protection, eye protection, a hard hat, steel-toed boots, high visibility vests and gloves. • Advise operator of the location and movement patterns of those working nearby • Any other persons, who will be working nearby, must, also, wear hearing protection. • Be aware of any height restrictions on route i.e. overhead wires, etc. • Determine no go zones signage.		
Handling and Lifting Fencing Material		• Arrange delivery of materials as near to fencing site as possible i.e. minimise the need for carrying. • Wear gloves and eye protection whenever working with, or in close proximity to, wire that is coiled or under tension. • Wear gloves when handling chemically treated posts. • Keep participants, who are not directly involved, well clear of any unsecured wire under tension. • Use only approved methods of straining wire with a proper fencing strainer. Do not use a vehicle to strain wire. • Demonstrate correct use of picket rammers, with emphasis on head, eye, hearing and hand safety. • Maintain safe working space between participants, especially when digging post holes or ramming the base of posts. • Keep the work site clear of trip hazards such as posts, wire off-cuts, stones, tools etc.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Using Swinging Tools		• Ensure that suitable work boots, with reinforced toes, are being worn. • Demonstrate and encourage simple warm up stretches before commencement and after breaks. • Maintain safe working distance of at least 3 metres; for short handled tools (e.g. hammer), 2 metres. • Explain and demonstrate how to use, carry and store tools correctly. • Maintain tools in good condition. • Establish a firm footing before swinging tools. • Rotate tasks even if participants are not experiencing discomfort. • Adjust the duration of work periods to take account of the physical capacities of the participants. • Wear appropriate PPE e.g. hard hat, glasses and gloves.		

Manual Handling		• Use warm up stretches before commencing manual handling tasks and after breaks.
		• Reduce the amount of manual handling by:
		  ○ restructuring the task;
		  ○ using mechanical aids e.g. crowbar;
		  ○ carefully planning the workplace layout;
		  ○ having heavy materials delivered as near as possible to the work site.
		• Set weight limits for lifting that take account of the skill and physical stature of the team Persons. (Do not allow demonstrations of strength.)
		• Reduce the weights lifted or carried, or the force applied, when working on uneven or slippery surfaces.
		• Explain and demonstrate proper individual, pair and group lifting techniques.
		• Avoid, or limit the duration of, tasks that require the adoption of biomechanically unsound postures e.g. slouching or over reaching.
		• Rotate tasks, even if participants are not experiencing discomfort.
		• Check that equipment to be used is appropriate for the tasks to be undertaken and properly maintained.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Bites and Stings		• Ensure that all participants are appropriately dressed • e.g.: long sleeves and trousers, sturdy footwear, thick socks. • Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites. • Provide insect repellent. • Re-deploy to another task or location, any participants who have known allergies to bites or stings. • Conduct a visual inspection of the worksite to identify and flag high risk areas e.g.: ant nests, stinging plants. • Walk heavily in suspected snake habitat.		
Slips, Trips and Falls		• Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments etc. • Remove trip hazards from the worksite by filling holes, removing unnecessary objects etc. • Flag, or cordon off, immovable trip hazards. • Allow at least 2 metres 'visibility space' between participants when walking along tracks. • Ensure that boots are firmly laced. • Exercise additional caution when walking downhill, e.g. walk across the slope, and have a strong leader control walking speed. • Avoid carrying heavy or awkward sized, objects on uneven ground. • Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries.		
Working in Hot/ Conditions		• Maintain hydration by providing adequate drinks and regular drink breaks. • Take advantage of, or create, shaded work areas. • Schedule, or reschedule, work to avoid heavy exertion during the most intense heat of the day. • Reinforce the need for long trousers and long sleeves, broad-brimmed hats and sunglasses. • Provide and encourage the regular use of a SPF 30 sunscreen on any exposed skin. • Closely monitor participants for signs of fatigue, particularly those who are less fit, inexperienced or not acclimatised.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Working in Cold/ Conditions		• Make ample food and fluids available, including warm drinks if possible. • Demonstrate and encourage simple warm up stretches before commencement, and after breaks. • Rotate tasks to avoid prolonged exposure. • Identify shelter area and use this during periods of inactivity e.g.: breaks or extreme conditions. • Structure work to avoid the coldest times of the day. • Encourage participants to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level. • Wear a warm hat (the head is a major heat loss area).		
Soil Borne Diseases and Infections		• Identify any participant in higher risk categories (any open cuts or sores) and deploy them on an alternate task. • Avoid skin contact with wet soil or muddy water, by restructuring the task or by using impervious PPE. • Cover any minor cuts or scratches. • Wear appropriate PPE e.g. gloves. • Provide adequate washing facilities and ensure participants wash thoroughly before eating or drinking.		

Using Power Tools		• Explain and demonstrate how to use, carry and store tools correctly.
		• Maintain strict supervision.
		• Use and maintain tools in accordance with manufacturer specifications.
		• Ensure all equipment and lead attachments are in a safe working condition and protected from water:
		  ○ no broken plugs, sockets or switches;
		  ○ no frayed or damaged leads;
		  ○ emergency shutdown procedures in place;
		  ○ circuit breakers installed;
		  ○ start/stop switches clearly marked, in easy reach of operator;
		  ○ check that protective guards on tools are attached and effective.
		• Wear appropriate PPE e.g. eye and ear protection, safety boots.
		• Clear trip hazards from the work site.
		• Position the generator, if used, in a dry, stable location and prevent access to it by unauthorised people.
		• Check that the participants have hair tied back and clothing tucked in, including drawstrings on jackets, hats, etc.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Working with and/or near Chainsaws		• Chainsaws only to be used by licensed operators. • Place warning signs at appropriate boundaries of the work area. • Wear appropriate PPE e.g. hard hat, ear muffs, safety boots, face guards, trousers/chaps. • Clear other participants and debris from the immediate area of the operator and the fall zone. • Appoint a 'spotter' to guard against any other participant or third party straying into the work area. • Always engage chain brake when not cutting. • Start the saw with it resting on the ground. DO NOT DROP START.		
Working near Water		• Maintain a safe distance between participants and water that is deemed dangerous because of depth, current, murkiness, turbulence, difficulty of escape etc. • Refrain from working on steep, slippery or unstable banks. • Fence, flag or tape off high risk areas. • Identify non-swimmers and ensure that they are deployed away from higher risk areas. • Where there is an inadvertent possibility of the need to rescue someone from the water, ensure there are rescue aids readily accessible e.g. rope, long pole, flotation device. Where there is a current, these aids must be positioned downstream of the most likely entry point. Formulate an emergency response plan that is based on non-contact rescue strategies.		
Using Picket Rammers		• Use rammers with a minimum length of 1.2 metres. • Explain and demonstrate the proper technique for picket ramming. • Use warm up stretches before commencing picket ramming. • All participants involved in task to wear hard hat, ear and eye protection and gloves. • Only allocate this task to people with the physical capacity to perform it safely. • Rotate tasks, even if participants are not experiencing discomfort. • Rammer not to be lifted off post during operation. • Remove/limit distractions for participants involved in post ramming. • Maintain a safe working distance between participants.		

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		…….		

Team Persons Signatures		

Landcare Goulburn Broken

Litter Collection - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME…… **Litter Collection**……

GROUP NAME…… **PROJECT LOCATION**…….

PROJECT COORDINATOR……**ASSESSMENT DATE**…….

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Working near Roadsides		• Eliminate or minimise the need for participants to work near roadsides. • For major roads consider the development of a Traffic Management Plan and hiring a Traffic Management Company to undertake the Traffic Management. • Place signs e.g.: SLOW DOWN, WORKERS NEAR ROADSIDE etc., and/or witches hats to indicate to drivers that there are workers ahead. (Note: This should not be done without proper training and authorisation by the appropriate roads management authority). • Wear high visibility vests. • Maintain direct and continual supervision. • Check that all participants understand the signals to be used, and that the signals are clear and unambiguous. • Work upwind or out of fume and dust range.		
Hand laceration or spike injuries		• Use tongs to pick up sharps. • Wear gloves and sturdy footwear. Eye protection may also be necessary. • Determine a search strategy i.e. gain local knowledge of area, conduct a visual inspection of the site and flag any sharps for collection, minimise the number of persons involved in a search. • Maintain a safe working distance to avoid the inadvertent scratching or spiking of other participants. • Provide soap and water on site. • Withdraw team if necessary to allow for professional removal of sharps. • Put all sharps in approved sharps containers for disposal. Disposal to be in accordance with local health authority/council regulations.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Manual Handling		• Set weight limits for lifting that take account of the skill and physical stature of the team Persons. (Do not allow demonstrations of strength.) • Reduce the weights lifted or carried, or the force applied, when working on uneven or slippery surfaces. • Explain and demonstrate proper individual, pair and group lifting techniques. • Avoid, or limit the duration of, tasks that require the adoption of biomechanically unsound postures e.g. slouching or over reaching. • Rotate tasks, even if participants are not experiencing discomfort. • Check that equipment to be used is appropriate for the tasks to be undertaken and properly maintained.		
Bites and Stings		• Ensure that all participants are appropriately dressed • e.g.: long sleeves and trousers, sturdy footwear, thick socks. • Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites. • Provide insect repellent. • Re-deploy to another task or location, any participants who have known allergies to bites or stings. • Conduct a visual inspection of the worksite to identify and flag high risk areas e.g.: ant nests, stinging plants. • Walk heavily in suspected snake habitat.		
Slips, Trips and Falls		• Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments etc. • Remove trip hazards from the worksite by filling holes, removing unnecessary objects etc. • Flag, or cordon off, immovable trip hazards. • Allow at least 2 metres 'visibility space' between participants when walking along tracks. • Ensure that boots are firmly laced. • Exercise additional caution when walking downhill, e.g. walk across the slope, and have a strong leader control walking speed. • Avoid carrying heavy or awkward sized, objects on uneven ground. • Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Working in Hot/ Conditions		• Maintain hydration by providing adequate drinks and regular drink breaks. • Take advantage of, or create, shaded work areas. • Schedule, or reschedule, work to avoid heavy exertion during the most intense heat of the day. • Reinforce the need for long trousers and long sleeves, broad-brimmed hats and sunglasses. • Provide and encourage the regular use of a SPF 30 sunscreen on any exposed skin. • Closely monitor participants for signs of fatigue, particularly those who are less fit, inexperienced or not acclimatised.		
Working in Cold/ Conditions		• Make ample food and fluids available, including warm drinks if possible. • Demonstrate and encourage simple warm up stretches before commencement, and after breaks. • Rotate tasks to avoid prolonged exposure. • Identify shelter area and use this during periods of inactivity e.g.: breaks or extreme conditions. • Structure work to avoid the coldest times of the day. • Encourage participants to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level. • Wear a warm hat (the head is a major heat loss area).		
Risk of Infections		• Wear appropriate PPE e.g. gloves. • Identify any participant in higher risk categories (any open cuts or sores) and deploy them on an alternate task. • Avoid skin contact with litter, wet soil or muddy water, by restructuring the task or by using impervious PPE. • Cover any minor cuts or scratches. • Provide adequate washing facilities and ensure participants wash thoroughly before eating or drinking.		
Snake Habitat.		• wear long pants and long sleeves to minimise insect attack, • Be aware of potential habitat for snakes and insects such as bees, wasps, spiders. • Carry snake bite kit • Wear gators if applicable on lower legs and avoid long grass.		

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		…….		

Team Persons Signatures		

Landcare Goulburn Broken

Weed Control – Spraying Herbicides - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME…… **Weed Control – Spraying Herbicides**……

GROUP NAME…… **PROJECT LOCATION**…….

PROJECT COORDINATOR……**ASSESSMENT DATE**…….

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Preparation Herbicides *Spillage and Contamination* *Poisoning of personnel and plants* *Trips and falls*		• Wear appropriate PPE as advised on the MSDS. Note that the use of certain PPE may accelerate the onset of heat stress. • Ensure that the correct herbicide is being used for the application. • Check the equipment for damage including the hoses. (If damage is found remove the applicator from service and apply a "Do Not Use" tag.) • Inspect the work area for hazards. (Example – Tripping hazards caused by excess material, hoses and leads.) • Ensure and the MSDS is on hand and the operator is familiar with its recommendations. • Ensure the applicator or spray tank is on a stable, even surface. • Check the herbicide container for cracks or leaks. • Check the applicator or tank for leaks or damage. • Ensure spill kit is on hand. • Ensure water and herbicide ratios are mixed according to the recommendations labelled on the container. **For backpack sprayers** • Ensure all fittings are sealed, straps and levers are in good working condition **For spray tanks** • Ensure tank is securely fitted, check seals, fittings and hoses are in good working condition		
Application of Herbicides *Over Spray* *Herbicide coming in contact with people or fauna*		• Wear appropriate PPE as advised on the MSDS. • Ensure that only the intended weed are being affected and over spray is not affecting waterways, people or public areas. • Always stand upwind to the target zone. • Provide adequate washing facilities.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Working near Roadsides		• Eliminate or minimise the need for participants to work near roadsides. • For major roads consider the development of a Traffic Management Plan and hiring a Traffic Management Company to undertake the Traffic Management. • Place signs e.g.: SLOW DOWN, WORKERS NEAR ROADSIDE etc., and/or witches hats to indicate to drivers that there are workers ahead. (Note: This should not be done without proper training and authorisation by the appropriate roads management authority). • Wear high visibility vests. • Maintain direct and continual supervision. • Check that all participants understand the signals to be used, and that the signals are clear and unambiguous. • Work upwind or out of fume and dust range.		
Manual Handling		• Explain and demonstrate how to use, carry and store correctly. • Set weight limits for lifting that take account of the skill and physical stature of the team Persons. (Do not allow demonstrations of strength.) • Reduce the weights lifted or carried, or the force applied, when working on uneven or slippery surfaces. • Avoid, or limit the duration of, tasks that require the adoption of biomechanically unsound postures e.g. slouching or over reaching. • Check that equipment to be used is appropriate for the tasks to be undertaken and properly maintained.		
Bites and Stings		• Ensure that all participants are appropriately dressed • e.g.: long sleeves and trousers, sturdy footwear, thick socks. • Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites. • Provide insect repellent. • Re-deploy to another task or location, any participants who have known allergies to bites or stings. • Conduct a visual inspection of the worksite to identify and flag high risk areas e.g.: ant nests, stinging plants. • Walk heavily in suspected snake habitat.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Slips, Trips and Falls		• Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments etc. • Remove trip hazards from the worksite by filling holes, removing unnecessary objects etc. • Flag, or cordon off, immovable trip hazards. • Allow at least 2 metres 'visibility space' between participants when walking along tracks. • Ensure that boots are firmly laced. • Exercise additional caution when walking downhill, e.g. walk across the slope, and have a strong leader control walking speed. • Avoid carrying heavy or awkward sized, objects on uneven ground. • Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries.		
Working in Hot/ Conditions		• Maintain hydration by providing adequate drinks and regular drink breaks. • Take advantage of, or create, shaded work areas. • Schedule, or reschedule, work to avoid heavy exertion during the most intense heat of the day. • Reinforce the need for long trousers and long sleeves, broad-brimmed hats and sunglasses. • Provide and encourage the regular use of a SPF 30 sunscreen on any exposed skin. • Closely monitor participants for signs of fatigue, particularly those who are less fit, inexperienced or not acclimatised.		
Working in Cold/ Conditions		• Make ample food and fluids available, including warm drinks if possible. • Demonstrate and encourage simple warm up stretches before commencement, and after breaks. • Rotate tasks to avoid prolonged exposure. • Identify shelter area and use this during periods of inactivity e.g.: breaks or extreme conditions. • Structure work to avoid the coldest times of the day. • Encourage participants to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level. • Wear a warm hat (the head is a major heat loss area).		
Snake Habitat.		• wear long pants and long sleeves to minimise insect attack, • Be aware of potential habitat for snakes and insects such as bees, wasps, spiders. • Carry snake bite kit • Wear gators if applicable on lower legs and avoid long grass.		

EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	*(AH)*		*(B)*		*MOB*	
Nearest accessible reliable phone						
Nearest hospital	*(PH)*					
Ambulance	*Police*			*Fire*		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		.....		

Team Persons Signatures		

Landcare Goulburn Broken

Community Field Day - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME…… **Community Field Days** ……..

GROUP NAME…… **PROJECT LOCATION**…….

PROJECT COORDINATOR……**ASSESSMENT DATE**…….

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Using Temporary Accommodation *Fire; electrocution; cuts and burns associated with food preparation; slips, trips and falls; diseases and infections arising from unhygienic living conditions; inadequate heating, cooling or ventilation.*		• Clear all exits so they are uncluttered and readily accessible. • Inspect all gas and electrical appliances to ensure that they are in a safe, operational condition. • Do not overload power points with too many appliances. • Formulate a fire evacuation plan and communicate it to all participants. • Remove any combustible materials that are stored near a possible fire source. • Ensure a "No Smoking" policy is adopted in all "in-house" locations. • Designate a safe smoking area away from accommodation. • Keep food storage and preparation areas and toilets clean and hygienic. • Store all garbage outside the accommodation, and dispose of it at the first practicable opportunity.		
Slips / Trips / Falls		• Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments etc. • Remove trip hazards from the site by filling holes, removing unnecessary objects etc. • Flag, or cordon off, immovable trip hazards. • Allow at least 2 metres 'visibility space' between participants when walking along tracks. • Ensure that boots are firmly laced. • Exercise additional caution when walking downhill, e.g. walk across the slope, and have a strong leader control walking speed. • Identify, and closely supervise, participants with pre-existing injuries.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Activity near Heavy Machinery *Collision or impact injuries; communication difficulties*		• Eliminate or minimise the need for participants to walk near heavy machinery. • Advise operator of the location and movement patterns of participants nearby. • Maintain direct liaison between the with plant operator. • Develop and demonstrate a set of signals to be used; these must be clear, unambiguous and understood by all. • Wear high visibility vests. • Wear appropriate PPE e.g. hardhats, glasses, ear protection		
Electrical Cables and Boards		• All leads and power boards must have a current testing tag attached. • Cables and leads inspected "in situ" to identify risk of crushing/cutting/or exposure to moisture		
Exposure to Excessive UV/Sun		• Ensure adequate shelter is available for all events • Consider suitable sun protection methods (i.e.: provision of sun screen & shaded areas at events, patrons given sun safety information before event) • Ensure that clean drinking water is available for the participants		
Extreme Weather Conditions *(heat/cold/storms)*		• Consider alternative locations should weather conditions require a change of location for the event		

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		…….		

Team Persons Signatures		

Surveying & Data Collection - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME…… **Field Surveying & Data Collection**……..

GROUP NAME…… **PROJECT LOCATION**…….

PROJECT COORDINATOR……**ASSESSMENT DATE**…….

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Working Alone and in Isolated Remote Location *Being put into an unexpected situation where if a serious incident was to occur with no form of communication to be located*		• Ensure that immediate supervisor or manager is aware of travel itineraries, current locations & what tasks are being undertaken in the isolated area & while working alone. • Ensure that there is a clear definition of tasks not to be undertaken while working in isolation or working alone, should be compiled. • Ensure there is an effective means of regular communication to the main office in your area is established and frequency and type of contact communication defined. • Endeavour to predict the mobile phone service in the isolated area prior to departure and ensure other form of communication is considered if no network is available.		
Driving and unfamiliar driving conditions *Traffic accident when driving on unfamiliar roads and unsealed bush roads and tracks*		**Ensure:** • That a Pre-Trip Check of the vehicle is undertaken prior to driving to a site alone and that is remote. • That when driving a 4WD vehicle, the driver is experienced and trained in the operation of the vehicle. • That seat belt is fastened when the vehicle is in motion. • Not to exceed speed limits and slow down to a speed appropriate for the driving conditions, e.g. poor visibility, road surface. • To remain alert for animals, slow moving vehicles and vehicles entering the road from farms or side roads. • Not to take undue risks e.g. driving across flooded waterways.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Undertaking tasks in heavily vegetated areas along waterways, floodplains or private land locations *Striking/Crushing Injury due to falling branches/ trees*		**Ensure:** • To monitor the weather condition and do not walk in forested areas and work under trees in high winds or in heavy rain. • To be aware of overhead/hanging hazards - LOOK UP & LIVE! • Where overhead/hanging hazards are identified wear a hardhat at all times. • To carry a portable first aid kit if working a long way from the vehicle		
Slips / Trips / Falls *Walking to close to a steep waterway bank or gully and trying to jump across a gully or depression.* *Walking across and through fallen timber areas*		**Ensure:** • Not to walk to close to steep banks (keep at least 2m distance) • Not to attempt to jump steep gullies or depressions (look for a safer route) • To avoid walking on logs/fallen debris - KEEP YOUR FEET ON THE GROUND! • To watch out for holes/mineshafts/burrows and loose rocks • To take rest breaks if walking long distances • To carry a portable first aid kit if working a long way from the vehicle • To wear robust walking boots with non-slip sole		
Outdoor work Environment *Difficult terrain / long distance and physical activity or high work load in the hot weather*		**Reorganise work so that more of the work is done in:** • Cooler parts of the day, for example, early morning; and • Cooler areas, for example, under cover and shaded areas. **Consider;** • Split-shift arrangements, for example, have a break from work during the hottest part of the day. • Provide breaks in cooler areas during hot periods. **Work Environment** • Work in shaded areas, for example, under permanent cover. • Erect temporary cover. **Cool Drinking Water**; • Provide ready access to cool drinking water. • Encourage drinks of 100-200ml of water at frequent intervals to replace fluids lost in sweating. **Suitable Work Clothing;** • Light coloured clothing reflects radiant heat. • Loose clothing, where such clothing is not a safety hazard, assists evaporation of sweat. • Clothing of loosely woven natural fabrics assists evaporation of sweat. Wide brimmed attachments on helmets to protect from direct sunlight.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Snake Habitat.		• Wear long pants and long sleeves to minimise insect attack. • Be aware of potential habitat for snakes and insects such as bees, wasps, spiders. • Carry snake bite kit • Wear gators if applicable on lower legs and avoid long grass.		
Bites and Stings		• Ensure that all participants are appropriately dressed e.g.: long sleeves and trousers, sturdy footwear, thick socks. • Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites. • Provide insect repellent. • Re-deploy to another task or location, any participants who have known allergies to bites or stings. • Conduct a visual inspection of the worksite to identify and flag high risk areas e.g.: ant nests, stinging plants. • Walk heavily in suspected snake habitat.		

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		…….		

Team Persons Signatures		

Landcare Goulburn Broken

School Group Activities - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME…… **School Group Activities** ……..

GROUP NAME…… **PROJECT LOCATION**…….

PROJECT COORDINATOR……**ASSESSMENT DATE**…….

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
General site Hazards		• Provide an appropriate first aid kit. (The Landcare Support Person must also have a first aid kit that is appropriate for the staff and volunteers involved.) • Do not allow yourself or any volunteer to be alone with a school student or young person. • Always try to arrange for the team to have access to a toilet that is not used by the students. • Avoid moving a vehicle while students are close proximity. If the vehicle absolutely must be moved, switch on hazard lights, appoint spotters in high visibility vests and drive at a speed no greater than 10kph. • Where possible coordinate breaks for your team with the meal breaks of the school students, this reduces the need to manage third parties entering your worksite. • Ensure that tools or personal belongings are not left in unsecured, unsupervised areas. • Insist that a teacher remain present if students are to work with or near to the team. • Ensure an emergency evacuation and muster point is discussed at group induction.		
Slips / Trips / Falls *Walking to close to a steep waterway bank or gully and trying to jump across a gully or depression.* *Walking across and through fallen timber areas*		• Consider installing no go barriers to steep banks and gullies • Instruct students not to walk to close to steep banks (keep at least 2m distance) • Instruct student of areas out of bounds • Instruct students watch out for holes, burrows and loose rocks • Ensure that students are wearing robust walking boots with non-slip sole		
Snake Habitat.		• Be aware of potential habitat for snakes and insects such as bees, wasps, spiders. • Carry snake bite kit		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Bites and Stings		• Ensure that all students are appropriately dressed e.g.: long sleeves and trousers, sturdy footwear. • Provide insect repellent. • Re-deploy to another task or location, any students who have known allergies to bites or stings. • Conduct a visual inspection of the site to identify and flag high risk areas e.g.: ant nests, stinging plants. • Walk heavily in suspected snake habitat.		
Working near Water *Drowning; risks associated with water/wetland habitat e.g. mosquitoes, snakes; illness arising from water borne disease or pollution; exposure to cold winds; sun glare and ultraviolet reflection.*		• Maintain a safe distance between students and water that is deemed dangerous because of depth, current, murkiness, turbulence, difficulty of escape etc. • Refrain from working on steep, slippery or unstable banks. • Fence, flag or tape off high risk areas. • Identify non-swimmers and ensure that they are deployed away from higher risk areas. • Where there is an inadvertent possibility of the need to rescue someone from the water, ensure there are rescue aids readily accessible e.g. rope, long pole, flotation device. Where there is a current, these aids must be positioned downstream of the most likely entry point. • Formulate an emergency response plan that is based on non-contact rescue strategies.		
Working near Roadsides *Exhaust fumes or dust causing eye and respiratory irritation; excessive noise; collision or impact injuries; potentially dangerous litter; communication difficulties.*		• Eliminate or minimise the need for students to work near roadsides. • Place signs e.g.: SLOW DOWN, WORKERS NEAR ROADSIDE etc., and/or witches hats to indicate to drivers that there are workers ahead. (Note: This should not be done without proper training and authorisation by the appropriate roads management authority). • Ensure all participants and students wear high visibility vests. • Maintain direct and continual supervision. • Work upwind or out of fume and dust range.		
Working in Hot Conditions *Dehydration; heat exhaustion; sunstroke; sunburn; skin cancer; cramps; skin irritation; falls or tool use injuries associated with fatigue.*		• Ensure students maintain hydration by providing adequate drinks and regular drink breaks. • Take advantage of, or create, shaded work areas. • Reinforce the need for long trousers and long sleeves, broad-brimmed hats and sunglasses. • Provide and encourage the regular use of a SPF 30 sunscreen on any exposed skin. • Closely monitor students for signs of fatigue.		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Working in Cold Conditions *Hypothermia; dehydration as a result of excessive perspiration under heavy clothing; loss of dexterity and fine motor functioning leading to reduced tool control.*		• Make ample food and fluids available, including warm drinks if possible. • Demonstrate and encourage simple warm up stretches before commencement, and after breaks. • Rotate tasks to avoid prolonged exposure. • Identify shelter area and use this during periods of inactivity e.g.: breaks or extreme conditions. • Structure activities to avoid the coldest times of the day. • Encourage students to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level.		
Litter Collection *Hand laceration or spike injuries; bites and stings; injuries related to bending or lifting; spike or gastric related infections including hepatitis, AIDS etc.*		• Ensure that adequate washing facilities are available, and are used by students. • Look carefully at litter items or piles that might be a refuge for snakes or spiders. • Check objects for spikes or sharp edges. • Supply the students with gloves when handling litter; eye protection may also be necessary. • Use tongs to pick up any objects that are known, or suspected, to be dangerous e.g.: syringes. • Ensure that an Adult disposes any found syringes into a proper 'sharps' container. • Maintain a safe working distance to avoid the inadvertent scratching or spiking of other students.		
Weeding *Spikes and scratches to face and eyes; spike injuries to hands; back and shoulder strains; laceration or impact injuries from cutting tools; hay fever and asthma.*		• Wear eye protection where potential for eye injury is identified. Grass or twig spikes to eyes are common weeding injuries. • Wear gloves whenever hands are working at ground level. • Demonstrate and encourage warm up stretches. • Maintain a safe working space between students. • Provide adequate washing facilities.		
Tree Planting *Hand and knee spike injuries; tool impact injuries to feet and hands; soil borne infections; muscle strain from bending, posture; soft tissue overuse injuries.*		• Ensure students wear gloves when handling soil, and additional PPE as necessary. • Conduct a visual inspection of the site, and remove potential risks such as broken glass, wire etc. • Use kneeling mats or padding if there is a danger of spike injuries from glass, stones etc. • Rotate tasks, even if students are not experiencing discomfort. • Take regular breaks and encourage gentle stretching. • Provide adequate hand washing facilities. • Maintain a safe working space between students.		

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		…….		

Team Persons Signatures		

Landcare Goulburn Broken

Community Night Walk Activity - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME…… **Community Night Walk Activity ….**……..

GROUP NAME…… **PROJECT LOCATION**…….

PROJECT COORDINATOR……**ASSESSMENT DATE**…….

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
General Considerations		• Ensure that immediate supervisor or manager is aware of activities travel itinerary; current locations & what tasks are being undertaken. During the walk. • Ensure that there is a clear definition of tasks not to be undertaken and should be developed into the risk assessment. • Ensure there is an effective means of regular communication to a third party in the area and the frequency and type of contact communication is defined. • Endeavour to predict the mobile phone service in the area prior to departure and ensure other form of communication is considered if no network is available. • This activity must be led by someone who has a sound knowledge of the location • At least two adults should carry a torch in case of an emergency		
Lost Participant/s		• Ensure appropriate ratios of group leaders to participants • Participants to link hands if asked to do so by a group leader • One group leader Person should lead the group; the other should follow at the rear • In the event that someone needs to return to the start point it must be ensured that two group leaders stay with the rest of the group. It may be necessary for the whole group to return to the start point. • Any young people returning to the start point must be accompanied		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Injuries from Walking in Woodland		• The route should be checked in advance by staff to ensure there are no low branches/twigs or trip hazards • The route should avoid areas where there may be low branches, bramble and other obvious hazards • Young people should be warned if they are approaching a speed bump or other hazard • The walk should be conducted at a gentle speed appropriate to everyone in the group • A first aid kit must be available. • Young people must wear appropriate footwear		
Slips / Trips / Falls		• Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments etc. • Remove trip hazards from the site by filling holes, removing unnecessary objects etc. • Flag, or cordon off, immovable trip hazards. • Allow at least 2 metres 'visibility space' between participants when walking along tracks. • Ensure that boots are firmly laced. • Exercise additional caution when walking downhill, e.g. walk across the slope, and have a strong leader control walking speed. • Identify, and closely supervise, participants with pre-existing injuries.		
Adverse Weather Conditions *(Wet and cold (hyperthermia), Falls/trauma, Becoming lost/disorientated (i.e. in mist), heat exhaustion/sun stroke, windy conditions)*		• Try to predict the weather conditions prior to the night walk and consider alternative arrangement/cancellation should weather conditions change for the worse.		
Steep And Uneven Terrain *Trauma from falls, abrasions/lacerations from minor slips/falls, being limbs/sprained joints from slipping between rocks/boulders.*		• Observe local weather reports and avoid venturing into extreme terrain in extreme weather conditions • Inform participants of the route and terrain prior to commencing the night walk • Leaders to assess abilities and confidence of group before committing to more challenging terrain.		
Road Traffic accidents *if walking along/beside a road*		• Walk well into the side of the road and on the right hand side • Walk in single file where road is narrow • Leaders to warn group Persons of oncoming traffic • All participants to wear reflective vests		

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity	Likelihood				
	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	E	E	E	H	M
Critical	E	E	H	M	L
Serious	H	H	M	L	T
Minor	M	M	L	T	T
Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		…….		

Team Persons Signatures		

Community Canoeing Activity - Risk Assessment Form

For each project site, a Project Risk Assessment Report must be completed by the Landcare Support Person. If an accident occurs, the Project Risk Assessment may be required for legal proceedings. A sample risk assessment form is below and can be adapted to suit the site conditions and activities.

PROJECT RISK ASSESSMENT FORM

PROJECT NAME…… **Community Canoeing Activity** ….……..

GROUP NAME…… **PROJECT LOCATION**…….

PROJECT COORDINATOR……**ASSESSMENT DATE**…….

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Unfamiliar and or Unknown site *Getting lost or being delayed*		• Trip will be surveyed prior to leading activity		
Wind and current *Capsize, Party separating*		• Paddle in direction of wind and waves. Stay within earshot of at least one other boa		
Footwear, Wet surface *Injury from broken bottles, or slipping*		• Participants will wear rubber soled booties or volleys		
Wind chill and speed *Hypothermia*		• Spray jacket must be carried at all times. Trip is varied if wind is greater than 15 knots		
Obstacles *Wrapping the boat around an obstacle and trapping the paddler*		• All obstacles are to be avoided and paddlers will be instructed to lean in and brace off them if unavoidable		
Medical problems or allergies *Lack of quick response to medical aid*		• All leaders will be aware of all medical problems before activity. Medication will be carried in a safe and accessible place		
Sun / Heat *Sunstroke Sunburn. Dehydration*		• Leaders will supervise wearing shirts, hats and sunscreen and sufficient water is supplied and consumed		
Cold weather *Hypothermia*		• Leaders will supervise that suitable clothing is worn and will monitor the group for signs of hypothermia		
Equipment failure *Injury or loss of equipment*		• Leaders will check all equipment is serviceable and in date before use		
Weather *Extreme change in weather conditions*		• Leaders will check weather forecast prior to activity and have a contingency plan in case of severe weather		

TASKS INVOLVING HAZARDS	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No

**** EXPLANATORY NOTE S ON RISK LEVELS (see page 11 of OHS Management Plan)***

Severity		Likelihood				
		Frequent	Probable	Occasional	Remote	Improbable
	Catastrophic	E	E	E	H	M
	Critical	E	E	H	M	L
	Serious	H	H	M	L	T
	Minor	M	M	L	T	T
	Negligible	M	L	T	T	T

Severity

Descriptor	Outcome Description
Negligible	Remote possibility
Minor	On-site first aid treatment
Serious	Medical treatment required, loss of time
Critical	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

Likelihood

Descriptor	Outcome Description
Improbable	No injuries
Remote	Unlikely to occur
Occasional	Occurs occasionally
Probable	Occurs regularly
Frequent	Expected to occur

Are there arrangements for?	Yes	No	Outline Arrangements
Emergency Evacuation			
Emergency Communication			
First Aid			

Emergency Contacts:						
Project Contact	***(AH)***		***(B)***		***MOB***	
Nearest accessible reliable phone						
Nearest hospital	***(PH)***					
Ambulance	***Police***			***Fire***		

Are there any hazardous substances?	Yes / No	If yes, specify	Safe handling procedures in place?	Yes / No
		…….		

Team Persons Signatures		

Landcare Goulburn Broken

Volunteer Activity - Registration Form

- Any pre-existing health condition(s) which this activity may affect will need to be communicated to the Landcare Support Person
- By signing this form you will be covered by insurance and agree to abide by the Goulburn Broken Landcare Network terms of participation on all volunteer activities and projects
- This form will be kept and filed securely by Goulburn Broken Landcare Network Support Person

Activity/project name: .....

Activity location: .....

Date of activity: .....

Activity Team Leader(s): .....

Volunteer Name	Emergency Contact Name and No.	Start Time	Signature	End Time	Initials	Total Hours Worked

Landcare Goulburn Broken

Please Complete at the End of the Activity

Were there any incidents/near misses: ☐Yes ☐No

Details of incident/near miss (what, where, when, who, why):

If yes, has the incidents/near miss been reported to Landcare staff: ☐Yes ☐No

If yes, reported to (name): ..... Date: .....

Achievements/outcome of activity/project:

Total number of volunteer hours involved: .....

Total number of volunteers involved .....

Any other comments/observations on the day: .....

Signature: ..... Date: .....

All forms and checklists associated with activity are to be returned to Landcare Support Person to be filed.

Landcare Goulburn Broken

Volunteer Induction - Checklist

This checklist is for the Landcare Support Person or activity Team Leader to use as prompts when inducting volunteers on the day of the activity. Each topic will be explained on the day if relevant, with the focus being on personal and group safety. Explain each topic if relevant on the day.

Volunteer name/group: .....

Activity/project name: .....

Activity team leader name: ..... **Date:** .....

Activity Information			
Introduction to activity team leader(s) / DEWNR liaison officer	☐	'Sign in' on attendance record and reaffirm 'sign off' requirement	☐
Volunteer role and purpose of task/activity and limitations to the role	☐	Personal medical conditions which may be affected by participating in the activity	☐
Activity cancellation process	☐	Worksite and Security	☐
Responsibilities	☐	Personal belongings – storage and security	☐
Introduction to the team	☐	Facilities and amenities	☐
Other	☐	Other	☐

Goulburn Broken Landcare Network Policy			
Volunteers should be made aware of any governed by a series of policies/procedures, for example:			
OHS	☐	Insurance	☐
Harassment and Bulling	☐	Complaints and conflict resolution	☐
Other	☐	Other	☐

Site hazard identification and risk management			
Volunteers are to be made aware of site and activity specific information necessary for the management of their safety	☐	Explain purpose of on-site hazard identification and risk management associated with activity and how to work safely.	☐
Indoor fire precautions	☐	Fire rating index and weather conditions and exit strategy discussed	☐
Vehicles and travel	☐	Reporting an incident	☐
First aid person *procedures and location of kit and first aider*	☐	Personal protective equipment (PPE) provided *If required*	☐
Emergency procedures	☐	Equipment and tools – maintenance and use	☐
Other:	☐	Other:	☐

Reminders			
Relevant health issues that may prevent involvement in activity	☐	GB Landcare Network contacts and emergency numbers	☐
Other:	☐	Other:	☐

Inductee's Signature (If applicable): .....

Activity Team Leader Signature: .....

Landcare Goulburn Broken

Incident Report - Form

Type of Incident:

Near Miss ☐ Medical Treatment Case ☐ Other Significant Event ☐ First Aid Case ☐

If Medical Treatment Case, where was treatment obtained? _____

_____

Work site Details:

Project Location: _____

Project Manager: _____

Incident Details:

Day: _____ Date: / / Time: _____

Injured Person: _____ Male ☐ Female ☐

Type of injury: _____

Body part injured: _____

Location of incident: _____

Witness/s: _____

Task undertaken by injured party: _____

What safety instructions and/or training were given prior to project? _____

_____

What Personal Protective Equipment (PPE) was injured person wearing at time of incident? _____

_____

Describe the incident, identifying the cause: _____

_____

_____

_____

Incident Action Details:

What action(s) has been taken at the work site level to prevent a recurrence? _____

_____

_____

_____

_____

Date action(s) implemented: _____

Did the injury relate to a pre-existing injury or medical condition? Yes ☐ No ☐

If 'Yes', was this condition disclosed to the group? Yes ☐ No ☐

Was an appropriate entry made in the Register of Injuries? Yes ☐ No ☐

Further action recommended by Project Manager: _____

_____

Signed: _____ Date: / /

Injured person (Please print): _____ _____

Signed: _____ Date: / /

Project Manager (Please print): _____ _____

Reported to Committee Meeting held on: Date: / /

What action(s) has been taken at the work site level to prevent a recurrence?

Comments: _____

_____

_____

_____

Signed (Chairperson): Date: / /

Landcare Goulburn Broken

Serious Incident Investigation Report - Form

Date of Incident: / / Location of Incident: _____

Brief Description of Incident: _____

Injured Person: _____

Type of Injury and Body Part Affected: _____

Project Manager: _____

What Happened?

Injured person's account: _____

_____

Witness/s' account: _____

_____

1. Basic activity being undertaken: _____
2. Was the activity listed as part of an approved project? Yes ☐ No ☐
3. Was project application sighted by investigator? Yes ☐ No ☐
4. Was the activity addressed on the Risk Assessment? Yes ☐ No ☐
5. Was the Risk Assessment sighted by the investigator? Yes ☐ No ☐
6. What relevant training had the injured person received? _____

_____

7. Who provided the training and what qualifications did they have to do so? _____

_____

8. What additional instruction was provided in relation to the activity? _____

_____

9. Who provided additional instruction? _____
10. Was the injured person under direct supervision? Yes ☐ No ☐
11. How far from the incident was the supervisor? _____ metres

12. What activities were other volunteers engaged in at the time of the incident? _____

_____

13. What PPE was being worn by the injured person? _____

_____

14. Was there a pre-existing injury or medical condition relevant to this incident? Yes ☐ No ☐
15. If 'Yes', had this condition been disclosed to the Project Manager? Yes ☐ No ☐
16. If 'Yes', had a personal management plan been developed and documented? Yes ☐ No ☐
17. What other factors may have contributed to this incident? Yes ☐ No ☐

Review

18. Was this a reasonable activity to be undertaken by the injured person? Yes ☐ No ☐

Reasons: _____

19. What additional training or instruction might have prevented the incident?

Training: _____

Instruction: _____

20. Could closer supervision have prevented this incident? Yes ☐ No ☐

If 'Yes', how could this have been accomplished? _____

21. What additional PPE might have prevented or minimised the injury? _____

21. What additional PPE might have prevented or minimised the injury? _____

22. What additional risk management strategies could have been employed? _____

23. If this activity is proposed again, what will be done differently to avoid a recurrence? _____

Comments:

Regional Coordinator / Investigator recommendations: _____

Investigator Name: _____

Signature: _____ Date: / /

Regional Coordinator: _____

Signature: _____ Date: / /

OHS Manager: _____

Signature: _____ Date: / /