

Volunteer Safety Framework

Hazard Identification & Risk Control Checklist

BUSH CARE, WEEDING, PLANTING, SEED COLLECTING

The form is to assist identifying relevant hazards and their controls strategies. This checklist is to be taken on-site of the activity and the relevant hazards and control strategies highlighted to all volunteers.

Hazard	✓	Risk Control
Driving to the project site Car accident		 Pre-departure check carried out on vehicle Comply with all state road laws Avoid driving at dust or dawn to avoid collision with animals (kangaroos, wombats) Plan your trip and check maps before departure
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. Use torch or flash light when walking at dust or night 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
Working in hot conditions Dehydration, heat exhaustion, sunburn etc		 Maintain hydration by ensuring adequate drinking fluids and breaks Check weather forecast at least 24 hours prior to task Avoid this task in hot (>32°C) weather/ seasons e.g. 12noon-3pm Clothing – long trousers, and sleeves cotton fabric, broad brimmed hat Encourage regular use of a SPF30+ sunscreen on any exposed skin Communications devices (GRN, VHF, mobile phone and spare batteries, EPIRB) Log trip intention (location, duration, time of arrival/completion), scheduled calls to 'base' Escalation process in case travelling party does not contact baseas intended
Working in cold conditions Hypothermia		 Maintain hydration by ensuring adequate drinking fluids and breaks Check weather forecast at least 24 hours prior to task Avoid this task in cold (<15°C) weather/ seasons Rotate tasks to avoid prolonged exposure Clothing – carry adequate and suitable clothing Communications devices (GRN, VHF, mobile phone and spare batteries, EPIRB) Log trip intention (location, duration, time of arrival/ completion), scheduled calls to 'base'



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	 Escalation process in case travelling party does not contact base as intended
Manual Handling	 Assistance requested where required. Manual handling aids provided, where appropriate Rotation and breaks for repetitive work Correct manual handling techniques Manual handling assessment completed for high risk tasks Seek local advice regarding snakes in the area
Working in Snake habitat Bites, fear/phobias; risks arising from emergency evacuation	 Avoid working in known snake habitat during high risk seasons Wear boots, long trousers and thick socks, gaiters and gloves when needed Do a "heavy line walk" through the area before starting to work Do not work in circular or surrounding formation that might prevent a snake for escaping Using lifting aids when lifting objects that might hide snakes like rocks, logs If snake is seen, stay clear and point out its location to nearby workers
Seed Collection	 See: working near roadsides, working at heights, bites and stings, working hot/cold conditions, manual handling, soil borne diseases and infections
Tree Planting Hand and knees injuries; tool injuries, soft tissue overuse injuries, muscle stain from bending	 Wear appropriate PPE Conduct a visual inspection of the site, and remove potential hazards Use kneeling mats, even if participants are or expressing discomfort Rotate task Take regular breaks and encourage gentle stretching Provide hand washing facilities
Soil Borne Diseases and Infections Melioidosis; infection of existing wounds; gastric infections; respiratory complaints e.g. Asthma	 Prior to project commencement, check existing or new known soil borne diseases in the project area. Identify any participant in higher risk categories (diabetics, lung or kidney disease or any open cuts or sores) and deploy them on alternative tasks Only use cutting instruments that have been supplied and are on site for use. Don't use own instruments/knives etc Avoid skin contact with wet soil or muddy water Cover any minor cuts or scratches Wear appropriate PPE (gloves glasses, respirators) Provide washing facilities



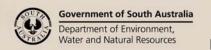
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Bites and Stings	 Wear long sleeves, trousers, sturdy footwear and thick socks Walk heavily in suspected snake habitat Use lifting aids (eg. crowbar) when lifting objects that might hide snakes like rocks, logs, rubbish etc. 			
Working near roadsides Risk: exhaust fumes or dust causing eye and respiratory irritation, excessive noise, collision or impact injuries	 Eliminate or minimise the need to work near roadsides Wear high visibility vests 			
Using swinging tools Injuries to feet, legs, hands and heads, blisters, foreign particles in eyes	 Wear appropriate boots Encourage simple warm up stretches before commencement and after breaks. Maintain safe working distance 2-3 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 task Adjust duration of work periods to take account physical capabilities of the participants 			
Weeding Spikes and scratches to face and eyes, hands injuries, exposure chemicals, hay fever and Asthma.	 Wear eye protection where the potential risk for eye injury Wear gloves whenever hands are working at the ground level Comply with all MSDS directions if using chemicals 			
Working on or near water	 Ensure all participants know the boundaries of the survey area and remain within them at all times Check tide times for the boundaries of the survey area and avoid high tide conditions Check weather forecast at least 24 hours prior to task Avoid this task in if high tide coincides with storm events Avoid swimming or other water based activities during the task Work in pairs as a minimum group size Communications devices (GRN, VHF, mobile phone and spare batteries, EPIRB) Log trip intention (location, duration, time of arrival/completion), scheduled calls to 'base' Escalation process in case travelling party does not contact base as intended 			



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Relevant Safe Work Practise	SWP No	Comments

Name:		Position:				
	(Staff or Volunteer Activity Team Leader)					
Signature:			Date:	/	/	