

Barung Landcare Association Inc – Activity Risk Assessment Form



Activity Name				
Activity Location				
Activity Coordinator				
Activity Date				
Activity Type				
Assessed By	Name	Position	Signature	Date

Participant Induction	Have participants been informed of all risks and their relevant control measures?	YES	NO
	Have participants with declared relevant pre-existing medical conditions been managed as per the Pre- Existing Medical Condition Checklist?	YES	NO

RISK ASSESSMENT PROCESS

1. Identify the hazards relevant to the specific site and tasks.
2. Calculate the risks (use Table 1-Risk Level Table).
3. Apply control measures to achieve an acceptable level of risk (consider Table 2-Hierarchy of Controls).
4. Proceed only where a risk score of 'Low' has been achieved

✓	HAZARD	EXISTING CONTROLS	RISK SCORE	ADDITIONAL CONTROLS	RESIDUAL RISK
Exposure / Extreme Weather					
	dehydration	provide access to drinking water/encourage regular drink breaks, participants instructed to bring water bottles	Low		
	sunburn	wear PPE-long trousers, long sleeves, hats and sunglasses, encourage regular use of sunscreen, favour shaded work areas	Low		
	heat exhaustion/heat stroke	limit duration of activity, limit heavy physical activity, ensure adequate fluid intake, monitor the less fit or inexperienced for signs of fatigue	Low		
	bushfire	avoid activities in bushland or grassland during Severe or Extreme bushfire danger periods, identify escape routes, communicate emergency evacuation plan, emergency communications provided	Low		
	electrical storms-lightning	avoid activity when thunderstorms are likely to occur, apply 30:30 rule (if <30 seconds after flash, seek shelter and remain for 30 min after last flash), suspend activity and seek shelter, large building or team vehicles (avoid open areas, trees and tall structures)	Low		
Site Hazards					
	slips/trips: slippery logs, loose rocks, unstable ground	alert participants of potential hazards, remove trip or slip hazards where practicable, allow 2 metres 'visibility space' between participants when walking along tracks, monitor the less fit or inexperienced for slips/trips	Low		
	steep slopes/cliffs	avoid obvious hazards, traverse across slopes, control walking speed, monitor the less fit or experienced	Low		
	falling objects: working under cliffs-rocks, working under trees - branches	organisers to reconnaissance the area to identify potential hazards, alert participants, avoid if possible rock fall areas.	Low		
	on or near water: fast flowing water/blue-green algae	maintain a safe distance (esp. non-swimmers) from waters that may be dangerous (due to depth, current, murkiness, turbulence, difficulty of escape, toxicity e.g. blue-green algae), refrain from working on steep, slippery or unstable banks, flag or tape off high risk areas.	Low		
	out of mobile range for emergencies	prepare an emergency plan, identify closest reception area, vehicles with sufficient fuel to get to nearest hospital.	Low		

✓	HAZARD	EXISTING CONTROLS	RISK SCORE	ADDITIONAL CONTROLS	RESIDUAL RISK
Animal Bites					
	snakes	PPE-long sleeves, trousers, sturdy, enclosed footwear, thick socks, tuck trousers into socks, use tools when lifting objects that might hide snakes, if snake is seen, stay clear and point out location to other workers	Medium	Safety induction re snakes. First aider trained in snake bite treatment. First Aid kit must contain constriction bandages.	Low
	spiders, stinging ants, bees, wasps, ticks, leeches	PPE-long sleeves, trousers, sturdy, enclosed footwear, thick socks, tuck trousers into socks, provide insect repellent, visual check of worksite for ant nests and /or stinging plants, participants check for ticks after leaving area	Low		
Plant Hazards					
	stinging leaves: stinging trees, nettles	visual check of worksite for stinging plants, PPE-long sleeves, trousers, sturdy, enclosed footwear, thick socks, tuck trousers into socks, gloves if handling hazardous plants	Low		
	puncture wounds: spikes, thorns	visual check of worksite for spiky plants, PPE-long sleeves, trousers, sturdy, enclosed footwear, thick socks, tuck trousers into socks, gloves if handling hazardous plants.	Low		
	toxic fruit/toxic sap: poisoning, sap in eye	visual check of worksite for toxic plants, caution participants	Low		
Task Hazards					
	manual handling/heavy lifting/overexertion: muscle strains, tendon & ligament injuries to back, neck, shoulders, wrist, etc.	Plan to minimise amount of lifting, carrying, etc., warm-up before commencing manual handling/limit duration/task rotation/ use of wheelbarrows or other devices, etc.	Low		
	power tools	prohibit use of power tools	Low		
	hand tools: cuts, puncture wounds, blunt trauma	instruct on proper use, ensure tools are properly maintained	Low		
	swinging tools: impact injuries to feet, legs, hands, head, etc. to self or others	instruct on proper use, maintain safe working distance, PPE- sturdy closed in shoes	Low		
	swinging tools: back, shoulder sprains or overuse or repetitive strain injuries	warm up exercises, task allocation to those with sturdier build, limit duration, task rotation, close monitoring to prevent	Low		

✓	HAZARD	EXISTING CONTROLS	RISK SCORE	ADDITIONAL CONTROLS	RESIDUAL RISK
		injury, be alert for signs of fatigue, ensure tools are properly maintained, ensure tools are properly maintained			
	using swinging tools: blisters on hands	limit duration, task rotation, wear gloves	Low		
	foreign object in eyes	Flush eyes with clean water, administer First Aid,	Low		
Transport Hazards: Motor Vehicle/Road Safety					
	potentially fatal road accident: driver	all drivers currently licensed/comply with all road laws/drive in a safe manner/comply with seating capacity	Medium	Check drivers for experience, No P plate drivers, no elderly drivers	Low
	potentially fatal road accident: vehicle	conduct vehicle check prior to departing to and retuning from each project/ all vehicles registered (CTP), maintained in a safe and roadworthy condition, sufficient fuel to reach hospital	Medium	Check drivers have comprehensive car insurance, vehicle suitable for road conditions.	Low
	potentially fatal road accident: passengers	seatbelts worn	Medium	Check drivers for experience, No P plate drivers, no elderly drivers	Low
	injuries from vehicular accidents to or from site	vehicles driven safely, passengers not transported in open areas of vehicle, e.g. ute tray or trailer, mobiles not to be used while driving	Medium	Check drivers for experience. No P plate drivers, no elderly drivers Check drivers have comprehensive car insurance, vehicle suitable for road conditions.	Low
Use of Chemicals (herbicides)					
	poisoning: ingestion, absorption, inhalation	chemical does not have a dangerous goods classification, rated no higher than S5 on Poisons Schedule, follow instructions on product label and SDS, demonstrate proper use, carriage and storage techniques, outline associated health hazards and emergency treatment/chemicals are not to be sprayed, containers checked for leaks, required PPE worn, supervision provided	Low		
	splash to eye/skin or eye irritation	Only use dabber bottles to prevent splashes.	Low		

FIRST AID CHECKLIST

Designated first-aider to have evidence of a current Senior or Workplace Level 2 first aid qualification	YES	NO
St John 'large kit' provided (as a minimum)	YES	NO
Check contents before departure. Refer to list of kit items. Replace any out of date items.	YES	NO
Envenomation pack for bites and stings included	YES	NO
Determine particular site risks from Activity Risk Assessment process and pack additional items as necessary	YES	NO
Ensure kits are loaded and accessible	YES	NO
Check emergency contact numbers are included. Hospital locations are known.	YES	NO
Identify any participants with first aid qualifications	YES	NO

PRE-EXISTING MEDICAL CONDITIONS CHECKLIST

Does any participant have a pre-existing medical condition(s) that may require emergency response?	YES	NO
If 'YES', has the participant provided a written management plan from their doctor? (If 'NO', participant may not be accepted into activity)	YES	NO
If 'YES', is the Group able to manage the participant in accordance with the plan? (If 'NO', participant may not be accepted into activity)	YES	NO
If 'YES', have you developed and documented an Emergency Action Plan? (If 'NO', participant may not be accepted into activity)	YES	NO

NOTES:

Table1 -RISK LEVEL TABLE					
LIKELIHOOD	CONSEQUENCES				
	Insignificant (no injury/near miss)	Minor (first aid treatment)	Moderate (medical treatment)	Major (hospitalisation/ permanent disability)	Catastrophic (Fatality or multiple fatalities)
Almost certain (expected to occur in most circumstances)	Low	Medium	High	Very High	Extreme
Likely (will probably occur)	Low	Medium	Medium	High	Very High
Possible (will occur at some time)	Negligible	Low	Medium	Medium	High
Unlikely (could occur at some time)	Negligible	Low	Low	Medium	Medium

Alternative table

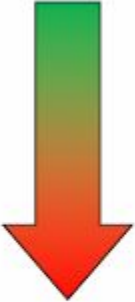
		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Likelihood criteria

(Likelihood criteria refers to the likelihood of the consequence descriptor you have selected)

Descriptor	Description	Indicative Frequency
Rare	May never occur.	Once in the next 10 years.
Unlikely	Would be surprising if it occurred.	Once in the next 5 years.
Possible	May occur at some stage.	Once in the next 3 years.
Likely	Probably will occur ("no surprise").	At least once in the next year.
Almost Certain	Expected to occur.	Multiple times in the next year.

Table 2 - HIERARCHY OF CONTROLS

	ELIMINATION	Is it possible to redesign the task to eliminate the risk?
	SUBSTITUTION	Is it possible to substitute materials, equipment or the process with less hazardous ones?
	ENGINEERING / ISOLATION	Is it possible to provide physical, engineering barriers to isolate hazard from people?
	ADMINISTRATION	Are there policies, standards and procedures established and implemented to minimise the risk?
	PPE	If more robust controls cannot be applied, what form of PPE must be used as additional protection?

Risk acceptability chart

Extreme	Intolerable (without executive oversight)
High	Tolerable (with ongoing management review)
Medium	Tolerable (with frequent risk owner review)
Low	Acceptable (with periodic review)

Participant Induction Format – Summary

1. WELCOME

2. Participant Registration Form

Ensure all participants complete and sign a Participant Registration Form.

3. Pre-Existing Medical Conditions

Participant to declare on Registration Form any pre-existing medical conditions which may affect their participation **AND** provide their Management Plan

4. Volunteer Responsibility

Advise participants to cooperate to maintain a safe working environment and to comply with Hinterland Bush Links' Safety Policy. Participants to listen carefully to all safety advice and follow directions of the Project Supervisor.

5. Project Outline

Describe the purpose of the project and the tasks required to be undertaken so participants are clear of what is expected.

6. Clothing, Footwear and Other Personal Gear

Long-sleeved shirt, long trousers, thick socks, wide brimmed hat. Sturdy enclosed footwear that protects the feet. Personal drink bottle.

7. Sun Protection

Clothing as above. Sunscreen.

8. Snakes and Insects

Clothing as above. Insect repellent.

9. Vehicles and Travel

Vehicles in good condition. Drive carefully. Wear seatbelts.

10. First Aid Kit

Qualified first-aiders. Kit appropriately stocked. Accessible.