



## CLARENCE LANDCARE INC.

# OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PLAN FOR LANDCARE PROJECT SITES

### ENDORSEMENT

These Policies & Procedures were adopted by Clarence Landcare Inc on 18<sup>th</sup> September, 2004 and may be reviewed and amended by agreement of the Management Committee and employees.

These Polices & Procedures were revised on 14<sup>th</sup> June, 2008.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name : **Pauline Wallace**

Name : **Susan Moore**

Authorised Committee  
Representative

Employee's Representative

Date : / /2009

Date : / /2009

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## **1. Code of practice**

The Clarence Landcare Incorporated is committed to promoting and providing support to Landcarers in the maintenance of high standards of Occupational Health and Safety for participants in Landcare activities, including employees, contractors, volunteers, landowners and visitors.

The purpose of this Occupational Health and Safety Code of Practice is to provide a framework from within which persons engaged in Landcare activities can:

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

Landcare groups are incorporated organisations that have individual responsibility for governance and implementation of activity. 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.

The OH&S Code of Practice is for specific use by Landcare groups and networks to assist the safe implementation of activities and to be in compliance with the relevant safety legislation. The Code of Practice also provides an advisory framework for the various levels of support in Landcare. It is recognised that Landcare groups and networks are independent and may choose to meet their legal obligations, with respect to OH&S, through strategies other than those outlined in this Code of Practice.

Underlying the spirit of good will and volunteerism that characterises Landcare activities, there are several Acts and associated regulations that impose obligations on all persons involved in Landcare activities. Examples of these obligations include:

The Occupational Health and Safety Act (2000)

- Provide and maintain a safe working environment;
- Provide information, instruction, training and supervision necessary to enable people to work safely;
- Take reasonable care for your own health and safety and the health and safety of others.

The Dangerous Goods Act (1985)

- Safe design of storage areas;
- Ensure that equipment is properly maintained and operates safely;
- Provide personal protective equipment;
- Ensure there are no ignition sources in hazardous areas;
- Provide safety instructions to visitors.

The Pesticides Act (1999)

Governs the use of registered agvet pesticides that are not domestically available.

This Code of Practice is for use in conjunction with OH&S Procedures. The Procedures provide specific guidance with regards to -

- Risk assessment;
- Risk management;
- Emergency management; and
- Safety performance monitoring.

### **Landcare Groups and Volunteers**

Landcare groups carry statutory and common law obligations in relation to the activities that they facilitate. Volunteers, and landowners on whose property Landcare activities are undertaken, are 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 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 recommended for the task being undertaken;
- Report any hazards or injuries to the activity/event supervisor; and
- Send Incident/accident/near miss reports to OH&S Officer at Clarence Landcare.

So far as is reasonably practicable, the safety standards and associated rights and responsibilities set by this Code of Practice and accompanying advisory guideline statements and procedures, should apply equally to volunteers and paid employees.

## ***Landcare Support Positions***

For the purpose of this Code of Practice, Landcare Support Positions refer to all persons employed to provide support to Clarence Landcare Incorporated. These positions include coordinators, facilitators, project officers and project managers/contractors who have an important role in communicating and providing advice to Landcare Groups on OH&S matters.

To achieve this, Landcare Support Persons 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 personal protective equipment;
- Discuss safety issues with 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 to their line manager any hazards they encounter in their working day;
- Report to the OH&S Representative at Clarence Landcare Incorporated of safety incidents, accidents and near misses;
- Cooperate with and actively support all safety programs being implemented by Landcare and demonstrate safe systems of work; and
- Participate in OH&S consultation and training initiatives.

Landcare strength is attributed to being a community grass roots program involving landholders that encourage and adopt sustainable natural resource management practices. It is unique in structure and requires specific OH&S Code of Practice, and safety advisory procedures.

Occupational Health and Safety Code of Practice for Landcare may be of assistance to you but Clarence Landcare Incorporated 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.

## 2. POLICY

The Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation (2001) aims to protect the health and safety of all people in every place of work in New South Wales. Under the Act 'employers', 'employees' and the self-employed are to meet certain standards of health, safety and welfare. From 2000 to 2002 the NSW State Government has altered the OH&S Act and regulations to include volunteers and their organising bodies. All charitable and volunteer organisations must now formulate OH&S procedures for everyone 'working' in any capacity in their organisation.

Clarence Landcare Incorporated' aim is to provide and promote a physically safe, healthy and secure learning and working environment for all volunteers, staff and contractors.

**All Managers and employees** are responsible for the provision of a safe and healthy work environment by establishing and monitoring systems of work, which are safe and without risk to the **health** of employees and non employees, including volunteers, contractors and visitors. They will establish a program to manage OHS risks in their workplaces, and ensure its implementation. A Workplace OHS committee will be formed if deemed necessary and will be responsible for assisting the local management in identifying and assessing risks to **health** and **safety** and monitoring the effectiveness of risk controls.

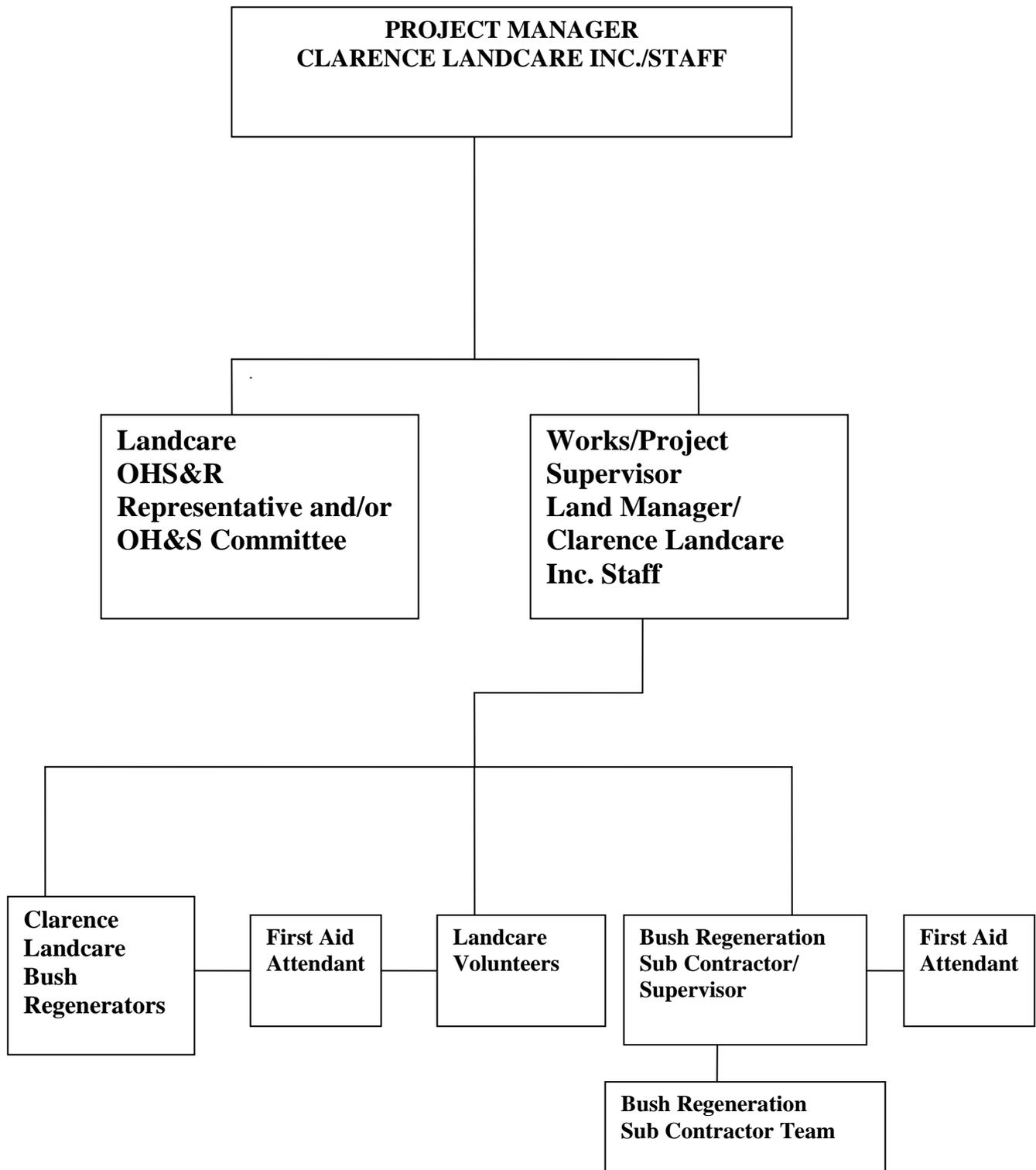
**Project Supervisors** are responsible for arranging information, training and supervision for their staff, students and contractors on the OHS risks of their operations, workplaces and their responsibilities to follow safe work practices and the use of personal protective equipment to perform their tasks safely. Project Supervisors will report and investigate all hazards, accidents, work-related illness and dangerous occurrences within their area of responsibility and take steps to ensure that identified hazards are eliminated.

**Contractors** must comply with Clarence Landcare Incorporated OHS **policies** and procedures and follow safe work practices whilst at a Clarence Landcare workplace or project sites. (Hold a current Insurance Policy to cover their personal safety and any "plant" they may be operating.)

**Visitors** are required to comply with all **policies** and procedures whilst in Clarence Landcare Office or on project sites.

**3. ORGANISATION CHART AND RESPONSIBILITIES**

The organisation chart for the delivery of organised Landcare projects :



## **Project Manager**

Responsible for :

- Implementing this OHS&R Management Plan for the duration of the project;
- Coordinating the OHS&R activities of all personnel involved in the project;
- Encouraging the active involvement of all staff in the management of OHS&R;
- Ensuring plant and equipment meets regulatory standard;

## **Project Works Supervisor**

- Responsible for undertaking the role of 'site safety representative' by:
- Implementing the site elements of this OHS&R Management Plan;
- Ensuring all new staff, contractors, subcontractors, volunteers & visitors are properly inducted;
- Ensuring appropriate personal protective equipment is worn;
- Coordinating or conducting daily or weekly (whichever is necessary on the project) OHS&R site inspections;
- Ensuring that all plant and equipment is maintained in accordance with requirements;
- Quickly correcting any observed unsafe actions or hazards/conditions;
- Conducting or participating in incident/accident investigations;
- Communicating OHS&R instructions/information to site staff.

## **Bush Regeneration SubContractor - Supervisor**

Responsible for :

- Assisting the Works Supervisor with all their above listed responsibilities;
- Implementing allocated OHS&R duties at the site.

## **Bush Regeneration Sub Contractor Staff and Landcare Volunteers**

Responsible for :

- Not affecting the health and safety of others at the site by inappropriate actions and behaviour;
- Following all OHS&R procedures or measures put in place at the site.

#### 4. OH&S PROCEDURE

An OHS&R Risk assessment for the project will be carried out using the **Clarence Landcare Incorporated Worksite Risk Assessment/Management Checklist** attached as **Annexure E**.

**Induction will 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 staff and subcontractors) are to receive Site Specific OHS&R Induction as prescribed in Clause 219 of the Occupational Health and Safety Regulation 2001 in accordance with **CLInc Site Specific OHS&R Induction Guide**.

OHS Procedural guides are attached and will be used as a guide in the identification and implementation of safety controls that are in place to minimise the hazards associated with project activities.

All Landcare Coordinators have been deemed as having met the requirements of 'General Health and Safety Induction Training' in accordance with the provisions of Clause 217 of the Occupational Health and Safety Regulation 2001.

**New workers** commencing at the project site, and visitors attending the site, will also receive induction in accordance with CLInc Site Specific OHS&R Induction Guide as required.

Presenters 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.

#### 5. OHS&R INDUCTION/TRAINING

All those receiving Project OHS&R induction must complete and sign the OH&S Site Meeting Record marked as **Annexure F**. A register will be kept of all people inducted.

Each person who undertakes the OHS&R induction will record their name on the register, identifying that they have received instruction in OH&S on the project site.

## 6. HAZARDOUS SUBSTANCES

Hazardous Substances will be managed in accordance with the relevant Materials Safety Data Sheets (MSDS).

All hazardous substances are to be stored, handled and transported in a manner that meets relevant legislative requirements and which minimises the risks associated with the substance.

All hazardous substances are to be recorded in the Hazardous Substances Register attached as **Annexure C** and the Material Safety Data Sheet for each substance is to accompany that Register.

All Project Supervisors or contractors will record the appropriate information on the Material Safety Data Sheet prior to handling hazardous materials on a project site.

For general use of chemicals up to 20Litres of available over the counter chemicals, accreditation for use is not required if using by hand application such as a backpack or hand held spray unit.

Accreditation for chemical use will be required if using a boom spray or mechanical applicator. All users will need to undertake chemical use training in this instance.

## 7. EMERGENCY PROCEDURES

Emergency procedures will be, developed by the Project Supervisor for each project working site and be displayed/available at that workplace. A list of relevant emergency contact names, phone and facsimile numbers will be maintained for the project (see attached **Annexure B**).

## 8. EMERGENCY CONTACTS

Before work can commence on a Project Site, it is the Project Supervisors responsibility to record the emergency contact numbers on Annexure C. A record of this information will be available to all workers at the Project Site.

## 9. FIRST AID

First Aid requirements will be managed in accordance with the First Aid Policy

The names of First Aid Attendants and the location of first aid equipment/facilities will be provided to all workers through the induction process.

## 10. SITE SAFETY RULES

Site Safety rules resulting from the project risk assessment are advised to staff during the induction process and will be documented and displayed/made available to all staff, contractors, volunteers and visitors. (see attachment **Annexure A**).

## 11. SAFETY STANDARDS

### **First Aid**

A first aid kit must be available at all project working site. All staff/Contractors/Volunteers must be first aid accredited if acting as a First Aid Attendant at the project site.

### **Safety Equipment**

Items designed to protect a worker against a specific hazard would only be worn when the work is involved in activities that are hazardous. Such items should not be used/worn as part of everyday apparel unless absolutely necessary.

### **Staff at Risk**

Staff are considered "at risk" if the tasks they perform or the location of the tasks to be performed place them at risk of physical injury or adverse health affects. Staff are "at risk" whether the injury or health effects are immediate, delayed or cumulative.

### **Responsibility for risk identification**

At worksites under the control of the organisation, CSO's are generally responsible for assessing and identifying risks to themselves, volunteer workers and visitors and implementing appropriate measures to minimise risks. Work should not be undertaken until appropriate safety equipment and protective clothing is worn.

### **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.

### **Use of Chemicals**

Volunteers who use domestically available chemicals such as (glyphosate products) in small quantities fall under the "small use exemption hand application of domestically available pesticides" and do not require chemical users accreditation. However correct handling procedures should be implemented which includes following instructions supplied on the chemical MSDS sheet. Volunteers who have not used chemicals previously should be provided with training by their project supervisor on correct use and method of application when using domestically available chemicals.

Only accredited chemical users may handle chemicals on a project that requires the use of a boom spray or mechanical applicator and the use of a pesticide registered as an AGVET product or a product that is not readily available.

All chemicals users must comply with the appropriate legislation and label information governing use.

Correct clothing & PPE must be worn at all times this includes, Rubber Gloves, Respirator, Long sleeved Shirt and pants or overalls and rubber boots. Completion of the Hazardous Substances Register must be maintained and kept at the working site for the duration of the project then placed on project file.

Provide water/soap for washing as directed by MSDS.  
Store chemicals in approved containers in designated chemical storage area.  
Ensure containers securely closed and leak free.  
Maintain safe working distances to avoid splash/drift.

### **Planting**

All workers must disclose to the Site Supervisor any pre-injury or medical condition that may affect their ability to plant. All workers must be inducted by the Site Supervisor prior to commencement as to the correct manual handling practices for digging and planting.

### **Weeding**

All workers must disclose to the Site Supervisor any pre-injury or medical condition that may affect their ability to weed. Safe methods of weeding include kneeling or sitting. Gloves must be worn at all times whilst weeding and other protective equipment deemed necessary, avoid exposure to the sun.

### **Manual handling**

Demonstrate and follow correct manual handling procedures  
Use lifting aids/teamwork as appropriate  
Ensure suitable closed in shoes and PPE are worn at all times  
Reduce manual handling when possible  
Restrict weight to be lifted to below State limit  
Clear obstacles prior to lifting/carrying

## **12. SAFETY EQUIPMENT & PROTECTIVE CLOTHING**

### **Safety Footwear/ wet weather gear**

Employed staff are required to provide their own non-slip soled, safety boots/shoes and wet weather gear.

### **Protective Clothing**

Includes, Hats, long sleeve shirts, safety boots, gators, long pants, Items worn as clothing to protect the worker from hazards which regularly arise as a result of his/her work.

### **Sun protection**

Employees who work outdoors for extended periods as part of their normal work are required to wear long sleeved shirts, a stiff-brimmed hat, ultra violet (UV) protective glasses should be provided with 15+ sunscreen. Exposure from the sun is at its peak between 11:00 am to 2:00 pm. Therefore a working plan for the project should incorporate other activities which can be completed under shade wherever possible during these hours.

## **Gloves**

Gloves should be worn where there is a risk of receiving cuts/ abrasions or potential insect/spider bites.

## **High Visibility Safety Vests**

To be worn by persons required to work in traffic areas roadsides, work in the vicinity of moving machinery, work at night or in other circumstances where poor visibility could be a danger

## **Hearing Protection**

Employees should generally take action to remove themselves from danger to hearing. If safety equipment is the only practicable means of providing protection then ear muffs or ear plugs should be used whilst exposed to the hazard.

# **13. OFFICE PROCEDURES**

## **Office procedures**

The Occupational Health and safety Act 2000 aims to protect the health safety and welfare of all people in every place of work in New South Wales. Under the Act employers, employees and the self-employed are to meet certain standards of health, safety and welfare.

Clarence Landcare Inc Committee has prepared the following system for office safety, and the welfare of the co-ordinators and visitors to the office suite.

## **The committee will ensure that the co-ordinators work in comfortable and safe conditions including;**

- ❖ Ensuring the maintenance of equipment and systems that are safe and with minimal risks to health.
- ❖ Ensure that any equipment and substances are used and stored without risks to health.
- ❖ Provide any instruction, information, training and supervision deemed necessary to ensure the health and safety of co-ordinators and visitors.
- ❖ Maintain the workplace in a safe condition, including entrances and exits.
- ❖ Carry out a Risk Identification/Assessment and Risk Control exercise periodically (ie; 3 monthly) to ensure a safe workplace.

## **Co-ordinators must;**

- ❖ Cooperate with the committee in their efforts to maintain the required level of health and safety.
- ❖ Take reasonable care of the health and safety of themselves and others.
- ❖ Report all hazards and injuries or ill health caused by work to the committee

## **Consultation between staff and committee;**

Debriefing and consultation between staff and the committee should occur on a regular basis to ensure that the OH&S system remains current and is working as desired – (e.g. this could be at the monthly committee meeting).

If a co-ordinator feels a safety issue needs immediate attention he/she is to notify a member of the executive to deal with the problem.

### **1. Office environment**

If possible, **the temperature** in the office should be maintained between 20°- 26° Celcius all year round and the humidity at 40-60 percent – otherwise at the best practical temperature and humidity.

**Smoking;** – this is a no smoking environment

**Photocopier;** the area where the photocopier is used should be away from the general working area, to assist in the protection of the operators from exposure to ozone, heat and fumes. The operator should follow the instructions for use.

**Lighting** – adequate lighting suitable for each required task. Good natural lighting with no glare.

**Floor Space** – adequate space is to be maintained so that there are no obstacles (eg. loose electrical cables) to cause injury.  
Surface to be non-slip with no over rugs.

### **2. Safety in the Office**

- ❖ Traffic ways should be clear of materials, equipment and electric leads.
- ❖ Floor should be level. Spilled liquids should be mopped up immediately and anything else dropped on the floor should be picked up or cleared away.
- ❖ Fittings should be stable, filing cabinets should never be left with cabinet drawers open.
- ❖ Staff should be trained to properly use equipment using hand-fed processes.
- ❖ Ensure that electric plugs, sockets and cables are safe for use.
- ❖ Staff will be trained in the correct methods for moving boxes or equipment.
- ❖ Equipment should be at the correct height for safe use.
- ❖ If fire extinguishers are required, they should be clearly marked, secured in place off the floor and regularly serviced. Emergency evacuation procedures should be in place and regularly practiced.
- ❖ First Aid kit complete and clearly labelled with easy access

### **3. Office Equipment**

See Appendix 1.

### **4. Rest breaks and Exercise**

See Appendix 2.

### **5. Out of office safety**

When a co-ordinator is attending a site as an official of Clarence Landcare Inc. he/she must;

- ❖ Be sure that his/her vehicle is in a safe and well maintained condition with all relevant documents and in compliance with State laws.
- ❖ Obey all laws of the road including; wear seat belt, keep well left, take rest breaks if on a long trip.
- ❖ If there is the possibility of driving late at night, the co-ordinator should seek permission to charge expenses for an overnight stay through the executive committee, rather than endanger his/her safety by driving when tired.

## **14. SAFE DRIVING POLICY**

All employees, members of the management committee, volunteers and any contractors acting on behalf of the organisation have a responsibility to drive legally, safely and maintain their vehicles in a safe condition to facilitate safe driving amongst other road users.

### **The management committee is responsible for ensuring that staff:**

Are correctly licensed and insured.

Understand and adopt safe driving practices.

Understand the effects of pharmaceutical preparations, alcohol and fatigue.

Do not drive vehicles whilst over the legal limit applicable for alcohol nor while impaired by medications or other drugs which cause drowsiness or alter perception or state of consciousness.

### **Traffic Infringements**

Clarence Landcare Inc will not reimburse the cost of traffic infringements under any circumstances.

### **Fatigue**

To avoid fatigue, drivers will:

Plan their driving schedules realistically to allow adequate time for travel between appointments or work commitments-

Be rested before travel

Take regular breaks every 2 hours

Avoid driving when they would normally be asleep

### **Insurance requirements**

All vehicles driven for the purpose of Clarence Landcare Incorporated must be registered and comprehensively insured. A copy of the Insurance policy must be sighted and kept on file.

### **Vehicle Maintenance**

Drivers are responsible for ensuring that their vehicle is maintained in a legal, safe, roadworthy state.

### **Accident reporting**

All drivers involved in accidents whilst on business for the organisation will be interviewed by the management committee member within 3 days of the event and a written report prepared (including photographs if possible).

## **15. INCIDENT INVESTIGATION**

The investigation of incidents/accidents will occur in accordance with the Accident/Incident Policy of Clarence Landcare Incorporated.

All incidents/accidents will be recorded using the form marked as Annexure H, this form once completed by the injured worker will be provided to the Project Supervisor or OH&S representative.

The Project Supervisor or OH&S Representative will undertake the following methods in determining further requirements of the accident/incident.

1. Determine accident type severity (does the injured worker require medical treatment, if not already done, organise medical treatment immediately)
2. Review the OH&S Risk Assessment form and OH&S Site meeting record form (Determine if the worker was provided induction at the project site and understood and signed the meeting record sheet.
3. Review how and why the accident/incident occurred if necessary go to project site and interview all workers listed on the OH&S Site meeting record form.
4. Complete the Review of Accident/Incident form marked as Annexure I (currently being developed)
5. Contact Insurance Company within 24 hours of accident and determine their requirements.
6. Complete all necessary paperwork provided by the Insurance company.
7. Ensure that a complete review of the project working site and safety induction process is undertaken, prior to any new work commencement.

## **16. PROCESS CONTROL**

This OHS&R Plan will control processes through the following:

- OHS&R hazards will be identified through workplace inspections, risk assessment process and Risk Management development
- Incidents and accidents will be dealt with in accordance with the Incident Accident Report and Incident/Accident Checklist (**Annexure H**).
- Current OHS&R legislation, standards and codes will be complied with.

## **17. HANDLING, STORAGE, PACKAGING AND DELIVERY**

The risk assessment process will identify the hazards associated with the handling, storage, packaging and delivery of materials to the site. The risk control plan will identify the control measures to be implemented to address those hazards.

## **18. OHS&R RECORDS**

The following list is the OHS&R records that will be stored on project/site files:

- OH&S Site Meeting Record
- Material Safety Data Sheets (MSDS)
- Site OHS&R Training records, including induction

When the project is completed and signed off by the Project Supervisor, the records will then be stored for three years by the Project Supervisor.

**SITE SAFETY RULES**

Site safety rules for the following activities are included in the Clarence Landcare Project Management Plan for OH&S.

Please familiarise yourself with the safety rules when working on a project site.

- **General safety and safe working practices**
- **General housekeeping and cleaning**
- **Personal protective equipment**
- **Manual handling**
- **Traffic and access**
- **Emergency procedures**
- **Plant and equipment used correctly and stored appropriately**
- **Sharp implements secured and controlled**
- **Training undertaken for appropriate activity**
- **Safe excavation practices**

**ACCIDENT AND EMERGENCY PROCEDURES**

1. Assist injured people if safe to do so.
2. Clear the area of traffic and personnel. Site staff are to proceed to the closest safe designated assembly area so they can be accounted for.
3. Inform the Works Supervisor or Project Manager of all incidents.
4. Remain upwind of the incident scene if chemicals, fumes or smoke are involved.
5. Identify the type of incident and its severity – Is it an accident, spillage, fire or explosion ?
6. Notify appropriate Emergency services : Telephone 000, and 000 or 112 for Mobiles (Note : Mobile numbers can be used even when no signal is showing)
7. Notify potentially affected residents
8. Identify any chemicals involved (names and UN numbers).
9. Where possible, confine the incident and prevent the spread of its effects without endangering personnel.
10. Obey instructions from the Emergency Services.
11. Use fire extinguishers or hose reels if available and safe to do so. Do Not attempt to extinguish fires involving hazardous substances.
12. Undertake all activities with appropriate protective clothing and/or at a safe distance.

**ASSEMBLY AREA**

*The assembly area will vary for each Landcare Project, therefore the designated assembly area will be required to be written into these Accident and Emergency Procedures at the commencement of each new Landcare Project.*

**EMERGENCY CONTACT NUMBERS**

Designated Project Site Emergency Assembly Area :  
**\*\*Insert Assembly Area :**

**\*\*\* Insert appropriate numbers at commencement of each new Project.**

Contact	Phone/Fax	Mobile	After Hours
Project Manager			
Works Supervisor			
Site First Aid attendant			

<b>Accidents and Emergencies</b>			
Fire Brigade	000	112 (for no service areas)	
Police	000	112	
Ambulance	000	112	
Hospital			
Doctor			
EPA Pollution Line	131 555		
Workcover	02 66 420 511	9214 9220	

<b>Utilities</b>	
Lower Clarence County Council	66 453 300
Country Energy	132066
Telstra	132203
Optus	1800 505 777





**LANDCARE WORKSITE  
INDUCTION RISK ASSESSMENT & CONTROL FORM**

**ANNEXURE E**

This form is to be discussed and completed with all workers including volunteers in attendance. All workers joining the work team after the start of work must also be taken through the worksite induction risk assessment and control process. All staff once inducted and aware of the worksite provisions, hazards and control measures must sign this form in the space provided. The completed form must be returned on site until the job is completed or work ceases for the day and then forwarded to the relevant supervisor to be filled with the job records. A new form must be completed for each worksite/job and shift as detailed in the procedure.

**IF INSPECTION REVEALS THAT WORK CANNOT BE PERFORMED SAFELY, DO NOT PROCEED UNTIL ACTION IS TAKEN TO ENSURE THE SAFETY OF ALL INVOLVED**

Landcare Group	:		Work Date :
Worksite Location	:		

**BUSH REGENERATION**

**GENERAL WORKSITE INDUCTION - HAZARD IDENTIFICATION AND RISK CONTROL CHECK LIST**

Audit	Please appropriate box	Yes	No	NA
<b>ACCIDENT &amp; EMERGENCY</b>				
1	Is a first aid kit available on site?			
2	Are radio / telephone communications available?			
3	Have you designated a safe assembly area for emergencies?			
4.	Are workers aware of accident / emergency procedures?			
5.	Do you have a Certified First Aid Officer on your worksite?			
<b>SAFETY</b>				
6	Are all workers present at this work location audit?			
7	Are there enough workers to do the job safely?			
8	Are all workers appropriately qualified/trained?			
9	Are safety signs needed ? e.g. Electric fence			
10	Have domestic animals / livestock been restrained or secured to another area ?			
11	Overhead Risks ? eg. Branches falling on a windy day, flood debris in riparian canopy			
<b>SLIPS / TRIP / FALL HAZARDS / MANUAL HANDLING</b>				
12	Have trip hazards and ground depressions been identified?			
13	Have all volunteers been briefed and roles identified?			
14	Have manual handling tasks been assessed?			
<b>EQUIPMENT &amp; PPE</b>				
15	Is all plant and equipment suitable and in good working order?			
16	Is PPE sufficient to carry out the job safely?			
17	Are operators trained in the use of chainsaws?			
<b>WORKING WITH CHEMICALS</b>				
18	Are chemical spills procedures in place?			
19	Are all staff aware of accident / emergency procedures?			
20	Have you identified any possible damage to non target plants or the environment?			
21	Are all environmental hazards identified?			
22	Are safety signs needed?			
23	Have any people on the Spray Notification List been notified?			
24	Have any no-spray zones been identified?			
25	Have you selected the correct chemical for the job?			
26	Have you read the label to ensure you work in accordance with it?			
27	Do you have a Material Safety Data Sheet on site for the chemical in use?			
28	Is the weather suitable for the task?			
29	If spraying have you recorded wind speed and direction ?			

**Personal Protection Equipment**

Is appropriate PPE for the task/conditions work and in good order (circle necessary items) Yes/No/NA

- |                      |                      |                |                     |                     |
|----------------------|----------------------|----------------|---------------------|---------------------|
| Protective Clothing  | Leather Gloves       | Fall Restraint | Eye Protection      | Hearing Protection  |
| Safety Helmet        | Sunscreen            | EWP Harness    | Protective Footwear | Hand Protection PVC |
| Gloves Traffic Vests | Respirator/Dust Mask | Face Shield    |                     |                     |







Clarence Landcare Incorporated **ANNEXURE H**  
**ACCIDENT/INCIDENT REPORT FORM**

___/___/___
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Date of this report

Incident number

*Accident* = An unplanned event which causes injury and/or damage to property and/or equipment.

*Incident* = An unplanned event which causes **or could have caused** injury and/or damage to property and/or equipment.

**When to Use this Form**

1. Please complete this form and **send it to the OHS Officer**, Clarence Landcare, if you have an accident.
2. All fires, electrical shocks, spillages of or exposure to toxic substances, failure of load bearing equipment or load bearing structures must be reported to the Workcover immediately even if there is no injury.
3. This form should be completed by the person involved and sent to Clarence Landcare OHS Officer within 48 hours of any incident.
4. The supervisor should complete the form if the person involved is not available to do so.

**Person Involved in Accident - OR - Person Reporting an Incident**

<b>Title</b>	<b>Surname</b>	<b>Given Name</b>	<b>Landcare Group</b>

<i>(please tick)</i>	Staff <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Contractor <input type="checkbox"/>	Visitor <input type="checkbox"/>
Date of Birth ___/___/___	Date Commenced Employment ___/___/___	Occupation	Supervisor	

**Details of the Incident**

Time of incident AM/PM	Date of incident ___/___/___	Place of incident (Landowners Name & Address of Site)
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**Describe the incident** (Include the name of chemicals, process or equipment involved)

**What was being done at the time?** (eg. driving over a paddock, walking in a gully, lifting heavy materials, typing)

**What went wrong?** (eg. brakes failed, slipped on wet ground, arm started hurting while typing)

**Contributing Factor Codes**

Choose the factor which is the best explanation of why the accident occurred and write it in the box

- |   |                                     |  |
|---|-------------------------------------|--|
| A Work organisation                                   | AA Deadlines and haste              | C2 Poor visibility: lighting                     |
| A1 Poor physical fitness                              | AB Overload and fatigue             | C3 Inadequate footing                            |
| A2 Personal protection not worn                       | AC Inadequate supervision           | C4 Inadequate ventilation                        |
| A3 Inadequate understanding                           | B Machine                           | C5 Inadequate noise control                      |
| A4 Incorrect/Inadequate work method                   | B1 Poor machine design              | C6 Poor temperature control                      |
| A5 Incorrect/inadequate tool                          | B2 Lack of maintenance              | C7 Inadequate clearances                         |
| A6 Bad personal protection<br>(inadequate protection) | B3 Lack of guards/interlocks        | C8 Poor Access                                   |
| A7 Inadequate instruction                             | B4 Poor ergonomics/furniture        | C9 Design problem non machine<br>(non furniture) |
| A8 Poor super/staff relation                          | C Environment                       | D Not applicable                                 |
| A9 Inadequate housekeeping                            | C1 Poor visibility: obstructed view | E Other/chance factor                            |

**Action taken to correct problem** (eg. further job training, maintenance or housekeeping) – *Continue overleaf if required*

<b>Others present:</b> (Name/s)	<b>Their Group/Section:</b>
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**Details of Injury or Illness**

Part of body affected, eg. arm: Left <input type="checkbox"/> Right <input type="checkbox"/>	Name of illness or description of injury
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Medical Attention given by: (please tick) First Aid <input type="checkbox"/> Other <input type="checkbox"/> Hospital <input type="checkbox"/> Private Doctor <input type="checkbox"/>	Signed by (person or supervisor)
Time off (Actual or expected) /days	

For further information see: Occupational Health & Safety Officer at Clarence Landcare Inc

**The Supervisor must complete the next part of this form**

<b>WHAT FACTORS CONTRIBUTED TO THIS INCIDENT?</b>		
Construction / maintenance problem?	No <input type="radio"/>	Yes <input type="radio"/>
Was prevention reasonably practicable?	No <input type="radio"/>	Yes <input type="radio"/>
Were correct procedures followed?	No <input type="radio"/>	Yes <input type="radio"/>
Organisation of work / Human Behaviour ( <i>explain</i> ):		
Plant/Equipment ( <i>explain</i> ):		
Work area conditions: If any of the following <b>contributed to</b> the accident please indicate: <i>lighting, visibility, footing, ventilation, temperature, noise level, clearances</i> :		
Environmental ( <i>explain</i> ):		
Underlying causes ( <i>eg. training, lack of enforcement of safety rules, maintenance, low safety morale</i> ):		
Additional comments:		
<b>ACTIONS TAKEN OR PLANNED TO PREVENT RECURRENCE</b> <b>To prevent this happening again something MUST change.</b> <b>Action should be based on the main contributing factors and any related underlying causes.</b>		
Signature: _____ Supervisor _____ Date ___/___/___		

**The Occupational Health and Safety Unit will complete the next part of this form**

<b>ACCIDENT/INCIDENT REPORT – Follow-up details slip:</b>		
Date: ___/___/___	OHS Unit Member: _____	Date follow-up completed by OHS: ___/___/___
<i>Issues to consider:</i>		

**Please send to:** Clarence Landcare Incorporated

**Incident/Issue Review Record**

An incident/issue is described as covering an emergency, spill, accident, hazard or any issue or incident that would need corrective and preventative actions to be undertaken, and any issue that could impact on the project or its management.

Project/Site \_\_\_\_\_

Incident or issue of concern \_\_\_\_\_

Review date \_\_\_\_\_

Where did the incident/issue occur? \_\_\_\_\_

When did the incident/issue occur? \_\_\_\_\_

Was it reported? \_\_\_\_\_ When? \_\_\_\_\_

Details \_\_\_\_\_

Risk Assessment: (do we have a copy of the site risk assessment?) Y N

Low Medium High

Were there any injuries? \_\_\_\_\_

To whom? \_\_\_\_\_

Was there damage to property or machinery? \_\_\_\_\_

Was the incident avoidable? \_\_\_\_\_

Did the emergency response plan include procedures to be followed? Y N

Was the procedure followed? Y N Did the procedure work? Y N

If no why not? \_\_\_\_\_

What improvements could be made to the procedure? \_\_\_\_\_

What improvements could be made to CLI Risk Assessment/Risk Management form?

Are there any control and preventative actions that should be put in place? Y N

If not, what else should be done? \_\_\_\_\_

Signed \_\_\_\_\_

**THIS FORM IS TO BE KEPT IN CLARENCE LANDCARE OH& S FILE FOR REFERENCE**