



| POTENTIAL RISK | | MANAGEMENT OF RISK | RISK |
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| Volunteer activities on/in public spaces | <p>Injury to others using public spaces.</p> <p>Distraction and subsequent injury.</p> <p>Property damage by volunteers.</p> <p>Threats to personal safety and belongings.</p> <p>Potential contact with contaminants such as sharps or toxins.</p> <p>Abuse from members of the public.</p> | <p>Assess designated work area for hazards and risks.</p> <p>Use signage when working in a public area to notify general public that works are occurring (e.g. 'Work in progress' signs). Block off an area using road cones or tape.</p> <p>Remain vigilant and aware at all times.</p> <p>Keep belongings in a safe place at all times.</p> | LOW RISK |
| Volunteer activities on/in rough terrain | <p>Sprains and strains.</p> <p>Broken limbs.</p> <p>Impact injuries (hands, knees, back, head)</p> | <p>Identify any danger zones and notify all participants of the associated hazards.</p> <p>Wear appropriate PPE - including sturdy footwear.</p> <p>Clear paths and remove hazards where possible (e.g. fill in holes, move branches,).</p> <p>Cordon off or flag immovable hazards.</p> <p>Do not carry awkward or heavy objects while navigating rough terrain.</p> <p>Do not run, jump or climb for access to work areas.</p> | |
| Volunteer activities on/in hot conditions | <p>Dehydration or heat stroke.</p> <p>Headaches and cramps.</p> <p>Heat exhaustion.</p> <p>Sun-burn and longer-term, skin cancer</p> <p>Injuries or damage as a result of fatigue</p> | <p>Ensure volunteers have adequate access to water to maintain hydration.</p> <p>Work in shaded areas as much as possible.</p> <p>Have regular breaks.</p> <p>Ensure all participants are adequately protected from the sun/heat by wearing PPE (light long sleeved clothing, hat and sunscreen).</p> <p>Avoid hottest parts of the day by working in early morning or late afternoon.</p> <p>Council does not encourage working on high fire danger and Total Fire Ban days.</p> <p>If the temperature is over 35° C or humidity levels reach 80% the site coordinator should consider rescheduling.</p> | |
| Volunteer activities on/in cold conditions | <p>Hypothermia.</p> <p>Loss of dexterity and fine motor control and subsequent injuries due to reduced tool handling ability.</p> <p>Colds and flu or other illness.</p> <p>Dehydration.</p> <p>Increased risk of slipping.</p> | <p>Warm up before activity.</p> <p>Wear appropriate PPE (including warm clothing and rain gear).</p> <p>Ensure plenty of food and drink are available (include warm options like tea and coffee).</p> <p>Work in sheltered areas where possible, and ensure cover is available when taking breaks.</p> <p>Avoid working in extreme weather conditions.</p> | |

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| <p>Bites, stings and threats from wildlife</p> | <p>Insect bites and stings Spider or snake bites Injury from wildlife in distress</p> | <p>Identify & avoid risky areas (e.g. nests or hives). Wear PPE (long trousers/gaiters, long sleeves and gloves). Ensure portable first aid kit is located on site in an area known to all participants. Walk heavily and work/walk along a single line through snake habitat (prevents snake from being trapped). Avoid lifting objects which may conceal a snake. If you see a snake, avoid the area and notify all participants as well. If an injured animal is found on site, don't handle it. Call Wildlife Victoria 1300 094 535.</p> | <p>LOW RISK</p> |
| <p>General activities: litter collection, mulching, weeding and planting</p> | <p>Manual handling General injuries Pathogens from infected soils Disease (e.g. needle stick injuries -hepatitis A & B, tetanus) Bites, stings and threats from wildlife</p> | <p>Demonstrate proper manual handling techniques (safely lifting objects, working with awareness of others, staying with the group). Rotate tasks between personnel to avoid repetitive strain injuries. Be aware of all potential risks (e.g. handling soil with glass, falling branches). Allow plenty of breaks and encourage regular stretching. Ensure hand washing facilities are available (especially if handling rubbish, soil, chemicals, etc.). Be aware of sharps and syringes and dispose of safely and correctly (into a 'sharps' container provided at Knox City Council Civic Centre). Alternatively contact the Bushland Team 9298 8000. If you come across hazardous material (e.g asbestos) do not handle it. Report it to your Activities Leader/Bushland Officer immediately.</p> | |
| <p>Manual handling</p> | <p>Injuries due to overexertion, such as strains, muscle ache or other discomfort, especially in back, neck, torso and shoulders Hernia</p> | <p>Warm up and stretch throughout the day. Lifting aids should be used if possible. Ensure no one lifts beyond their limits, and do a team lift where possible. Sufficient space should be available to achieve the correct lifting techniques. Plan the path before making the move. Ensure there are no obstructions or other risks when moving the load. Demonstrate proper lifting techniques (load should be close to the body, the back should not be twisted, avoid carrying with one hand, always bend knees, lift slowly & smoothly). Rotate tasks between participants. Grip object securely - use the whole hand. Heavy items should not be lifted alone - work in pairs/group.</p> | |

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| Using small tools | Injuries to self, other volunteers or property due to tool misuse Overexertion and strain injuries | <p>Ensure equipment is in safe, working order.</p> <p>Ensure space around the operator is clear.</p> <p>Be aware of all other workers/public space users in your vicinity.</p> <p>Always ensure the right tool is used for the job.</p> <p>Seek advice from the Activities Leader or Bushland Officer.</p> <p>Ensure correct, tight grip on object and wear gloves if necessary.</p> <p>Use tools when in a stable, comfortable position.</p> <p>Rotate tasks between volunteers.</p> <p>After use, tools should be cleaned as required.</p> <p>All tools should be stored in a safe, lockable place when not in use.</p> | LOW RISK |
| Working near water | Drowning Threatening organisms (snakes, mosquitoes, waterborne disease, etc.) Exposure to cold | <p>Identify dangerous areas (assess things like depth, current, murkiness, turbulence, difficulty to escape, underwater snags, etc.)</p> <p>Ensure all volunteers are aware of, and remain a safe distance from all identified danger areas.</p> <p>Ensure that all volunteers work with a partner.</p> <p>Avoid unstable, slippery or steep banks.</p> <p>Flag or fence off any high-risk areas.</p> <p>Provide washing facilities.</p> | |
| TOOLS IN THE FIELD | | | |
| Hamilton Planter | Slips and falls Injury to feet and legs | <ol style="list-style-type: none"> 1. Hold the hand grip firmly. 2. Step up onto the footstep and apply body weight until desired depth is achieved. <p>Do not jump onto footsteps</p> | MEDIUM RISK |
| Hand mattock | Muscle/joint injury from swing and impact Hand injury from collision Injury to bystanders Flying material | <p>Watch out for feet and other body parts.</p> <p>Don't throw when swinging. Ensure your grip is tight and secure.</p> <p>Ensure working space is clear of objects and other people.</p> <p>Never leave a mattock lying on the ground.</p> <p>Secure the object being cut, and cut it at an appropriate height (hip level: torso, mid-range).</p> <p>Wear eye protection during the activity.</p> | |
| Handsaw or bow saw | Cuts and abrasions Muscle/joint injury from motion | <p>Beware of the sharp blade. Ensure fingers, limbs, and clothing are well out of the way.</p> <p>Before use, ensure the blade teeth are sharp to avoid excessive strain.</p> | |

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| Secateurs | Cuts from blades Muscle/joint injury from motion Injury from others | Always carry by the handle, with blades facing the ground. Be cautious of blades. Don't run fingers along the edges. Keep fingers clear when cutting materials. Ensure safety lock is fastened when not in use. Be careful when cleaning or sharpening. | MEDIUM RISK |
| Shovel | Muscle/joint injury from motion Foot injury | Always be aware of the blade. Make sure your digging technique does not put others at risk. Manual handling risk: use the right size of shovel. Be aware of peoples feet. | |
| Wheelbarrow | Muscle/joint injury from motion | Don't overload barrow, and evenly distribute the weight in the barrow. Take care of uneven ground and consider alternate path or wooden planks to assist. Never allow someone to walk alongside the barrow (in case of tipping). Wheel the barrow on a safe, clear path. Avoid excessive inclines and slippery surfaces. | |
| Dabber bottles containing herbicide | Poisoning Skin or eye irritation or burning Respiratory impairment or damage Risk of fire explosion | Only the use of herbicide in dabber bottles is approved by Council for volunteers. Consider the location and sensitivity of any flora and fauna. If the weather is going to be wet, do not carry out any herbicide use. Check all relevant equipment to ensure everything is in working order before use. Ensure appropriate PPE (gloves, long sleeves and trousers, sturdy footwear, and when decanting protective eye-wear). Ensure use of chemicals in accordance with the manufacturer's instructions. Council only supports the use of herbicide in dabber bottles by volunteers. Any spraying required on public land should be approved to the Bushland Management Officer 9298 8000. | |
| Weed bags | Lifting strain Inhalation of organic material | Ensure bags are not over-filled with heavy material. Wear a dust mask when handling loose organic material. | HIGH RISK |
| Working near roadsides | Respiratory and eye irritation (from exhaust fumes or dust) Ear damage or difficulty communicating (due to excessive noise) Collision or impact injuries | Wear hi-vis vests at all times. Volunteers are not to work within 3 metres of the roadside (as approved by a Council Bushland Management Officer). Maintain direct and continual supervision and ensure volunteers remain vigilant of their surroundings. Avoid dust or fumes and work upwind where possible. | |
| Working along biketracks | Collision or impact injuries | Wear hi-vis vests at all times. Maintain direct and continual supervision and ensure volunteers remain vigilant of their surroundings. | |