

**Creating a Safe Working Environment  
for the Victorian Landcare Program**

# Landcare Group Risk Prevention Toolkit



A Victorian Government initiative



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# Risk Management Values

CREATING A SAFE WORKING ENVIRONMENT FOR THE VICTORIAN LANDCARE PROGRAM  
LANDCARE GROUP RISK PREVENTION TOOLKIT - PART A

This Occupational Health and Safety (OH&S) Toolkit is an initiative of the Victorian Action Plan for Second Generation Landcare Healthy Landscapes Sustainable Communities (VAPSG, 2002).

The Toolkit has been developed as a collaborative project between the Statewide Landcare Coordination Team (SLCT) and the Victorian Landcare Network (VLN).

Collectively, we seek the cooperation of all stakeholders in realising the Landcare community's OH&S objectives to ensure that a strong culture of safety underpins community-based natural resource management activities and events across Victoria.

Adherence to a safety code of practice and guiding procedures will provide the basis from which the Victorian Landcare Program will continue to have a positive impact on shaping a healthy landscape and sustainable community.

Effective safety management cannot be achieved without all stakeholders working together to identify and meet our OH&S challenges.

A universal acceptance of individual responsibility for health and safety is required. Personal safety and the safety of others will be the basis of a culture that recognises safety as a core value within the Victorian Landcare program.

# Table of Contents

CREATING A SAFE WORKING ENVIRONMENT FOR THE VICTORIAN LANDCARE PROGRAM  
LANDCARE GROUP RISK PREVENTION TOOLKIT - PART A

<b>Risk Management Values</b>	
<b>Disclaimer</b>	
<b>Preface</b>	<b>1</b>
<b>Health &amp; Safety Responsibilities of Landcare Partners</b>	<b>3</b>
Introduction	3
Victorian Farmers Federation Farm Tree and Landcare Association (VFF-FTLA)	3
Victorian Landcare Network (VLN)	3
Landcare groups and networks	3
Landcare group and network office bearers and executive committees	4
Government and Non-Government landlords	4
Employees	4
Landcare members	4
Community volunteers and participants	5
<b>Our Commitment to Health &amp; Safety</b>	<b>6</b>
<b>Part A - Landcare Group &amp; Volunteer Risk Prevention</b>	<b>7</b>
Policy Statement	7
Worksite Induction	8
Injury Reporting	9
Incident Reporting	9
Risk Assessments	9
Chemicals	9
Electrical Equipment	9
Plant & Equipment	9
Personal Protective Equipment	9
First Aid & Fire Equipment	10
Emergency Planning	10
Event Flow Process	11
<b>Forms and Checklists</b>	<b>12</b>
Participant Registration & Consent Form	12
Personal Management Plan	13
Risk Assessment Form	14
Field Day Checklist	15
Incident Report Form	16
Notifiable Incidents - Guidance Material	18
Injury Record	19

# Preface

CREATING A SAFE WORKING ENVIRONMENT FOR THE VICTORIAN LANDCARE PROGRAM  
LANDCARE GROUP RISK PREVENTION TOOLKIT - PART A

In Victoria there are approximately 720 Landcare groups that involve over 15,000 volunteer members. These Landcare groups, their volunteer members and visitors are additionally supported by approximately 150 professional Landcare support staff who provide coordination, facilitation and project management to the “grass roots” Landcare community in Victoria.

The Victorian Government, through the Department of Sustainability and Environment (DSE), also plays a strong strategic coordination and support role to this community through the implementation of the Victorian Action Plan for Second Generation Landcare Healthy Landscapes Sustainable Communities (VAPSGL, 2002).

The VAPSGL is underpinned by a strong partnership between the Victorian Landcare community and Government, with the responsibility for its implementation falling to the Statewide Landcare Coordination Team (SLCT).

In supporting Landcare volunteers, developing appropriate guidance and standards around OH&S and risk prevention form important elements of this Action Plan.

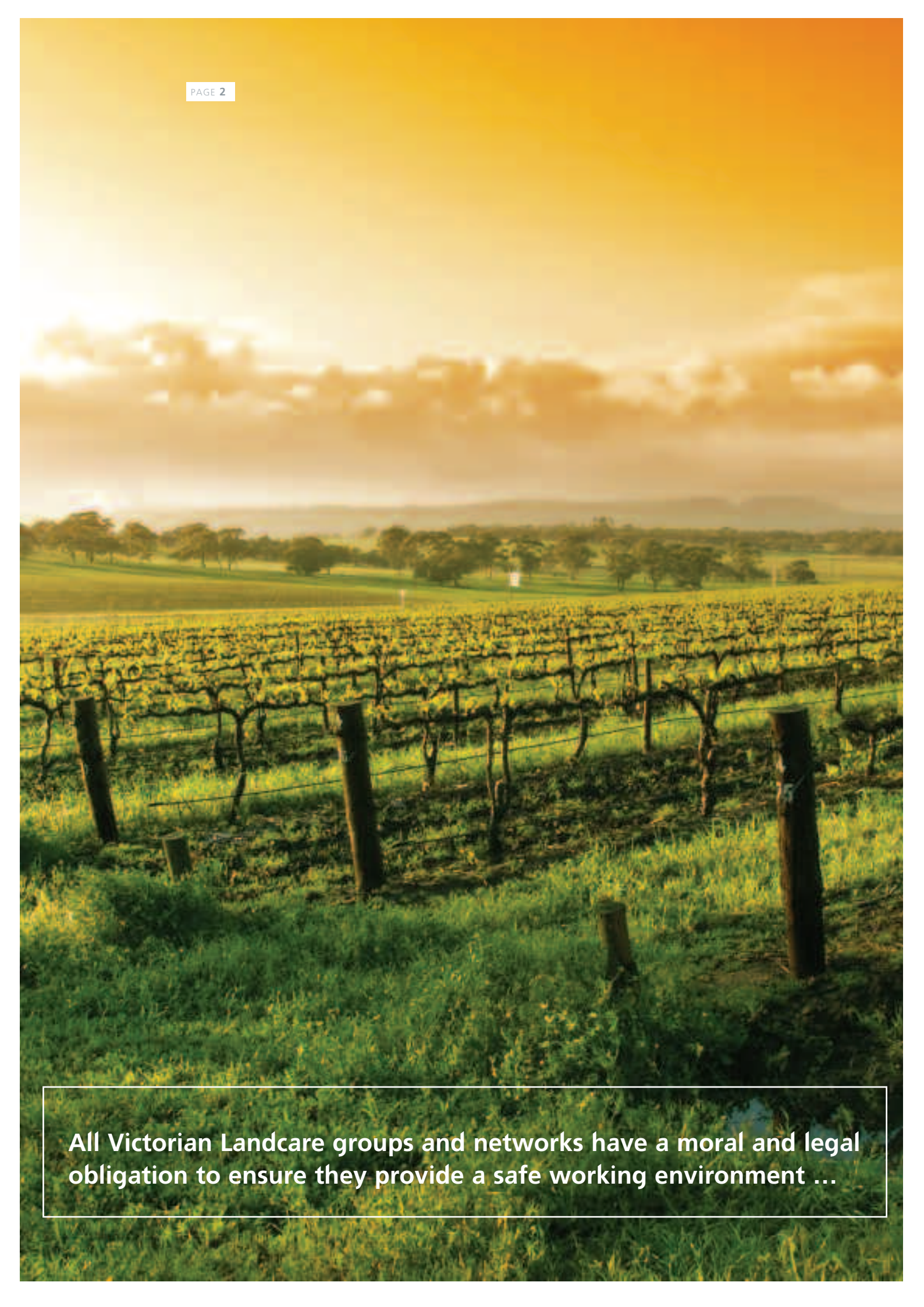
The Victorian Landcare Network (VLN), as the peak representative body for Landcare professionals in Victoria, in partnership with the SLCT is also committed to promoting and providing support to achieve and maintain high standards of OH&S.

Together, these groups are working to facilitate a strong ethic of care for the well being of all participants in Landcare activities. Participants may include Landcare group office bearers, volunteer members, Landcare employers and employees, contractors, landowners, partners and visitors alike.

Effective OH&S cannot be achieved without all stakeholders working together to identify and create a safe working environment, whilst embedding a universal acceptance of individual responsibility for personal safety, and for the safety and well being of others into all community-based natural resource management activities and events.

This Toolkit has been developed to provide a standard set of guidelines to support the Victorian Landcare community in achieving our collective OH&S responsibilities.





All Victorian Landcare groups and networks have a moral and legal obligation to ensure they provide a safe working environment ...

# Health & Safety Responsibilities of Landcare Partners

CREATING A SAFE WORKING ENVIRONMENT FOR THE VICTORIAN LANDCARE PROGRAM  
LANDCARE GROUP RISK PREVENTION TOOLKIT - PART A

## Introduction

This section outlines the relevant roles and responsibilities that each Landcare partner has in relation to health and safety within the Victorian Landcare environment.

## Victorian Farmers Federation Farm Tree and Landcare Association (VFF-FTLA)

The VFF-FTLA supports its member groups with the provision of incorporation and insurance coverage.

The VFF-FTLA seeks to inform and advise its member groups of legislative requirements under the Victorian Occupational Health and Safety Act 2004 and encourages all member groups to develop systems and strategies for all Landcare related activities to ensure compliance with the Act.

Encouraging its member groups to maintain a no accident/injury approach to Landcare activities assists the VFF-FTLA in negotiating a quality Landcare insurance package for all member groups at the lowest possible rate.

## Victorian Landcare Network (VLN)

The VLN mission statement includes; "...to establish a minimum standard of employment for Landcare support persons in Victoria". This includes ensuring that Landcare employer's and employees understand their legislative OH&S responsibilities.

It is important to remember that in addition to employer responsibilities, it is the responsibility of Landcare employees to ensure that appropriate strategies and systems are in place to prevent workplace accidents as a result of their work.

The VLN seeks to ensure that all Landcare support staff are appropriately trained and skilled and that they work to the highest standard in relation to workplace safety and accident prevention.

The VLN supports Landcare staff playing a lead role with respect to training and skilling their Landcare groups and community members to develop systems and strategies to prevent the occurrence of any accident within the Landcare workplace.

Assisting Landcare groups and Landcare members to adopt the policies, procedures and principles of this Toolkit is considered a key task of all Landcare support staff.

## Landcare groups and networks

All Victorian Landcare groups and networks have a moral and legal obligation to ensure they provide a safe working environment to prevent risk or injury to any person/s involved in formal Landcare activities. When Landcare groups and networks host any Landcare activity they must be sure to protect the health and safety of all participants.

Landcare groups and networks employing personnel (including contractors) must also have in place appropriate OH&S policies and procedures, and recognise that they are responsible in ensuring that all employees and/or contractors adhere to and conform to such procedures.

Landcare groups and networks must consider OH&S as a core function of the organisation and include within meeting procedures, appropriate time for the lodgement, communication, consultation and resolution of OH&S matters.

Landcare groups and networks must also maintain appropriate systems for recording and filing of OH&S documentation.

## Landcare group and network office bearers and executive committees

Office bearers and/or executive committee members of Landcare groups and networks have a responsibility to ensure that the organisation has in place suitable risk prevention measures as well as complying with the Victorian OH&S Act 2004.

As part of the organisations structure, it is recommended that a delegated person/s be responsible for the coordination of and record keeping of OH&S policies and procedures.

## Government and Non-Government landlords

Many Landcare employees are housed as tenants within a range of Government and Departmental offices such as Local Government, Department of Sustainability and Environment and/or Non-Government organisations such as Greening Australia and Industry Bodies. Landcare employees in these instances must comply with the relevant office or worksite OH&S policy and procedures in addition to meeting the OH&S requirements of their respective Landcare employer.

## Employees

Landcare support persons or “employees” are persons that receive financial remuneration for the provision of a service to a Landcare organisation. This includes Landcare Coordinators, Facilitators, Project Managers employed either as part time or full time, or contract-based service providers. Employees also include on-ground contract service providers, such as machinery operators, spraying contractors, work crews etc.

Effective communication between employers of Landcare support persons and employees needs to take place to ensure that all OH&S policies, procedures, legislative requirements and training needs are followed.

## Landcare members

There are approximately 15,000 financial Landcare members in Victoria

Each Landcare member has a responsibility to comply with the relevant Landcare OH&S policies and procedures applicable to the organisation of which they are a member.

Financial members of Landcare groups or networks have a responsibility to themselves, other members and all other participants when at a Landcare workplace. A member’s personal conduct must not create potential to harm or increase the likelihood of an accident or injury to either themselves or others at any Landcare worksite/activity.



... operation and usage of any equipment should be carried out by a qualified, trained or experienced operator.

## Community volunteers and participants

Many Landcare events and activities are characterised by the participation of volunteers from the wider community. This volunteer and community assistance is a critical aspect to the success of Landcare.

When entering a Landcare workplace to participate in a formal Landcare event or activity, all participants must be signed in as a registered participant.

All participants must be provided with an introduction to the activity/worksites, be familiar with the worksite emergency response plan, and understand the risk assessment process pertaining to the activity/worksites. If relevant they should also participate in the Job Safety Analysis process.

Operation and usage of any equipment should be carried out by a qualified, trained or experienced operator.

# Our commitment to Health & Safety

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CREATING A SAFE WORKING ENVIRONMENT FOR THE VICTORIAN LANDCARE PROGRAM  
LANDCARE GROUP RISK PREVENTION TOOLKIT - PART A

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Landcare's strength is attributed to being a community 'grass roots' program that encourages the adoption of sustainable natural resource management practices within a framework of community participation.

Many of the Landcare events and activities that are carried out in Victoria require specific risk prevention and safety advisory procedures to meet these requirements.

This Part A policy statement establishes guidelines for the Victorian Landcare community to consider in creating a safe working environment for all individuals involved in Landcare activities, recognising that the health and safety of all participants is a broad, and shared responsibility.

# Part A - Landcare Group & Volunteer Risk Prevention

CREATING A SAFE WORKING ENVIRONMENT FOR THE VICTORIAN LANDCARE PROGRAM  
LANDCARE GROUP RISK PREVENTION TOOLKIT - PART A

## Policy Statement

### Victorian Landcare Groups, Members and Participating Volunteers

In Victoria there are approximately 720 Landcare groups that comprise over 15,000 members.

Collectively, the support programs and personnel are committed to promoting and providing guidance and support to Landcare groups, members, landholders, volunteers and visitors in risk prevention to ensure the health, safety and well being of all participants involved in Landcare activities.

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

This Part A Policy Statement provides the framework from which Landcare groups should consider their obligations in developing risk prevention strategies.

To assist Landcare groups develop appropriate strategies, a series of guidelines have been developed to provide specific guidance with regards to:

Procedural Information	Forms
Worksite Induction	Event Flow Process
Injury Reporting	Participant Registration & Consent
Incident Reporting	Personal Management Plan
Chemicals	Risk Assessment
Electrical Equipment	Field Day Checklist
Plant & Equipment	Incident Report
Personal Protective Equipment	Injury Record
First Aid & Fire Equipment	
Emergency Planning	

## Landcare Groups and Volunteers

Landcare groups carry common law obligations in relation to the activities that they undertake and facilitate. It is expected, so far as practicable, that organisers of events and activities will create a working environment to protect 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, Landcare groups, members and participating volunteers 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.
- Create a culture of open communication and maintain a culture of risk prevention.
- Participate in the process of identifying hazards and initiating appropriate risk control strategies.
- Wear the personal protective equipment recommended for the task being undertaken.
- Report any hazards or injuries to the activity/event supervisor.
- Send Incident/accident/near miss reports to the Regional Landcare Coordinator.
- Maintain records.

## Worksite Induction

All persons participating in Landcare activities must be inducted into the worksite. This ensures that effective and consistent communication of site safety requirements and other general information is conveyed. The level of induction will vary depending on the complexity of the activity, however the following items should be considered as minimum induction requirements:

- Introduction to key personnel
- Site Co-ordinators, Facilitator, Project Manager (as applicable)
- Site tour to identify key areas
- Emergency evacuation points
- First aid equipment
- Fire fighting equipment
- Chemicals register
- Risk assessment register
- Amenities
- Storage

All worksite inductions are to be documented on the 'Field Day Checklist' document.

## Injury Reporting

All injuries are to be reported to the relevant activity / event supervisor to ensure prompt treatment and are to be formally recorded on the 'Injury Record' document.

### Incident Reporting

All incidents/accidents/near misses are to be reported to the relevant activity / event supervisor to ensure prompt corrective action. These issues are to be formally documented on the 'Incident Report' form and forwarded, for further action, to the Regional Landcare Coordinator.

## Risk Assessments

All activities are to have a formal documented assessment conducted prior to commencement of the activity. The purpose of this process is to identify tasks which have the potential to cause harm to participants and others in the vicinity of the activity and to implement control measures to minimise the risk of injury. These items are to be recorded on the 'Risk Assessment Form' which shall be maintained on-site.

## Chemicals

Material Safety Data Sheets (MSDS) must be obtained for all chemicals being used as part of Landcare activities. Where a chemical is recorded, on the MSDS, as a 'hazardous substance' or placarded as 'dangerous goods' this information must be included on the activity risk assessment and appropriate controls implemented.

All storage and use of chemicals (including the use of PPE) will be in accordance with the MSDS and substances will be stored in their original containers with the label intact at all times.

## Electrical Equipment

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 & Equipment

Equipment including static (stationery) and mobile plant can be hazardous to workplace safety. In order to comply with OH&S 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 OH&S requirements as those specified above are to be adhered to.

## Personal Protective Equipment

Standard Landcare Personal Protective Equipment (PPE) considered necessary should include:

- Sunscreen
- Insect repellent
- Hat
- Safety glasses
- Boots and or suitable footwear for the task being performed
- Gloves

Additional Landcare activities may also require specialist PPE.

Activities such as working adjacent to or along roadways require specialised PPE (i.e. high visibility vests).



## First Aid & Fire Equipment

### FIRST AID KITS

It is recommended that Landcare groups be equipped with a First Aid kit. All participants are to be informed of the kits location.

A St John's outdoor first aid kit - type 605501 or equivalent is deemed suitable for Landcare related activities.

It is also recommended that a nominated person or persons at Landcare activities have at least basic First Aid qualifications.

### FIRE EXTINGUISHERS

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.

Notification to the local fire brigade may also be advisable in some cases.

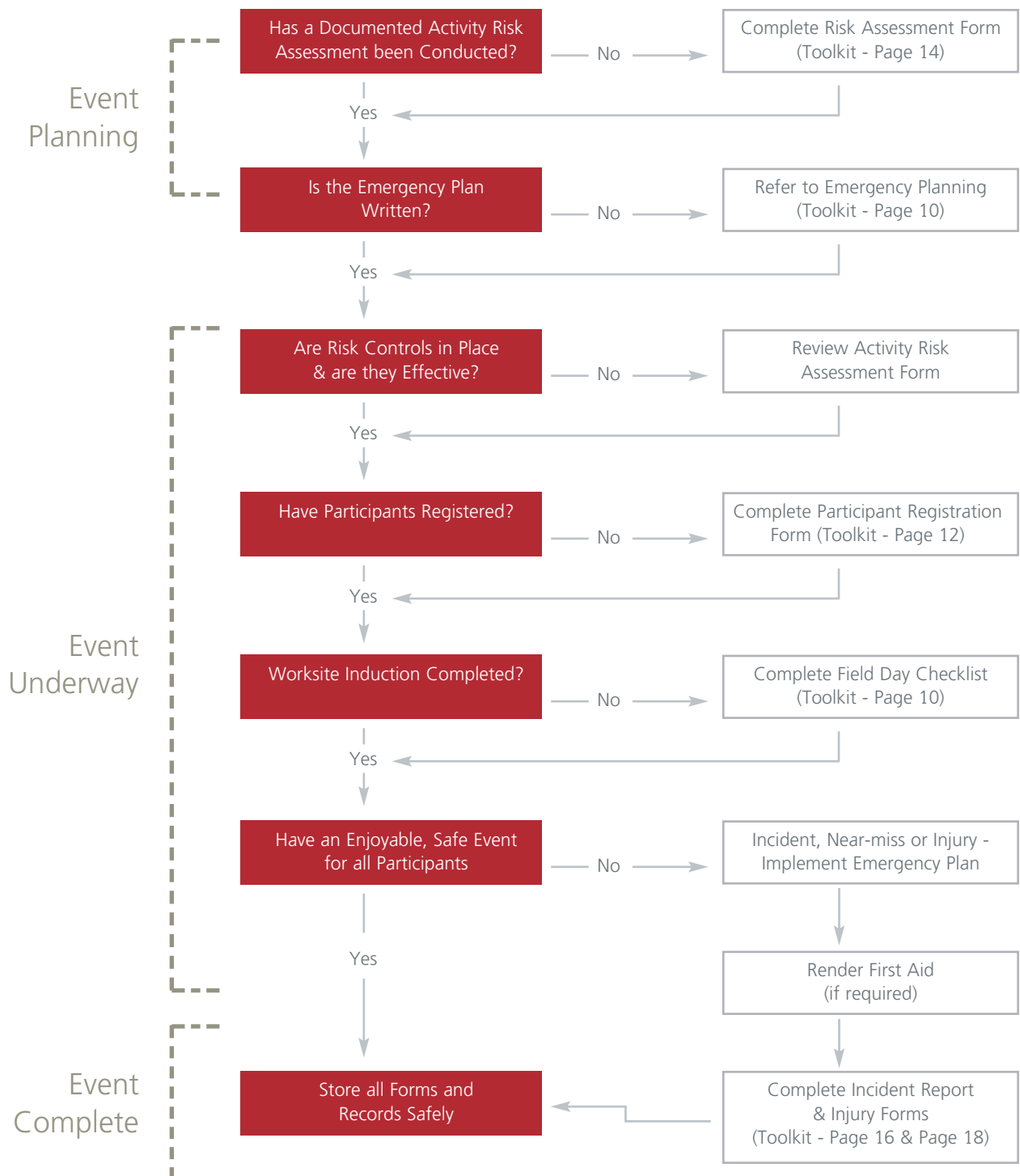
## Emergency Planning

An emergency response plan must be developed for all Landcare workplaces with information communicated to all participants.

This should include nominating an OH&S officer, having available a functioning communication device, having available emergency contact numbers, identifying and designating the location of the emergency assembly area.

## Event Flow Process

The following flow process aims to provide assistance to Landcare activity site participants.



# Forms and Checklists

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LANDCARE GROUP RISK PREVENTION TOOLKIT - PART A

## Participant Registration & Consent Form

I (circle appropriate) Mr Miss Ms Mrs First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
of (residential address) \_\_\_\_\_  
hereby agree to comply with the following terms as a participant in the prescribed projects and  
activities of the Landcare event titled: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Emergency contact person \_\_\_\_\_ Relationship (i.e. Spouse, partner parent, carer)  
Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

### DECLARATION OF PRE-EXISTING MEDICAL CONDITION OR PHYSICAL AILMENT

Do you have any pre existing medical conditions or physical ailments that may be affected/triggered by your  
participation at this worksite?  Yes  No

If Yes, please fill out the personal management plan and attach to this registration form.

### TERMS AND CONDITIONS OF MY PARTICIPATION

I agree to comply with the following terms as a participant in the prescribed projects and activities:

As a participant I understand that:

- I will observe the risk prevention measures as identified for this worksite and will act in accordance to these procedures to protect the safety and well being of myself, the organisers, other participants and visitors alike.
- I have notified the organisers of all my medical and pre existing physical ailments and where required have completed the attached personal management plan form.
- I consent to the organisers the authority to seek and/or provide medical treatment as deemed necessary and hereby accept responsibility for associated expenses that may be incurred by such treatment.
- I will openly communicate any hazards identified, by reporting such hazards back to the event organisers and participate in risk prevention strategies as required.
- I consent to taking part in photographs or being filmed as related to this activity for the purpose of publicity and promotions pertaining to this project and its related activities.
- Whilst a participant at this event I will not consume or be under the influence of drugs or alcohol.
- I agree that my placement and the activities to be undertaken at this worksite will be at the discretion of the event organisers, and that this placement may be relevant to my capabilities/ physical ailments and related skills.

I am aware that if I fail to adhere to these conditions of participation, and or breach any reasonable safety thresholds the event organisers may request me to cease work and or if applicable request that I leave the worksite.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Personal Management Plan

This form is to be completed for participants that have disclosed a pre existing medical condition and or physical ailment that may be impacted, triggered, and or aggravated from participation at this worksite. This document is to be attached to the 'Participant Registration & Consent Form'.

### Additional Information:

What are the medical condition/s and or ailments do you need to declare: \_\_\_\_\_

\_\_\_\_\_

How severe are these conditions on a scale (1-5)  1  2  3  4  5

What are the symptoms we need to be aware of? \_\_\_\_\_

\_\_\_\_\_

What aggravates these symptoms? \_\_\_\_\_

\_\_\_\_\_

What tasks are you comfortable to perform? (Provide examples) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Agreed Personal Management Plan

Based on the disclosed information, it has been negotiated that a suitable task for \_\_\_\_\_

to undertake at this worksite is to: \_\_\_\_\_

\_\_\_\_\_

### Medical Practitioner Information

Who is your medical practitioner? \_\_\_\_\_

What is the address/location or practice name of your medical practitioner? \_\_\_\_\_

\_\_\_\_\_

What is the contact telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Participant name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event OH&S Coordinator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Risk Assessment Form

This document is to be completed on-site before commencing the activity.

Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Participants: \_\_\_\_\_

Overseen by \_\_\_\_\_ Date: \_\_\_\_\_

HAZARD IDENTIFICATION (Will you be exposed to any of these hazards today?)	Have these hazards been assessed for risk? Are these hazards controlled well enough?		RISK CONTROL (List the extra controls you need to make the work today safe) (Use over the page if more room is required)	WHO IS RESPONSIBLE (For ensuring controls are implemented)	WHEN (Controls to be implemented)
	✓ Yes	No ✗			
Manual Handling (i.e. lifting, pushing, pulling, holding, throwing, carrying & repetitive work)					
Plant & Equipment Hazardous Substances / Dangerous Goods / Asbestos					
Loud or Excessive Noise					
Potential to Fall from Height					
Animals / Infectious Diseases					
Electrical Wires (Overhead/Underground)					
High Pressure Equipment (Fluid/Air/Gas)					
Slips / Trips / Falls					
Contractors / General Public					
Traffic Conditions / Traffic Management					
Extreme Weather Conditions (heat/cold/storms)					
Site Conditions (dusty/wet/slippy)					
Site Conditions (access/egress/terrain/canopy/roads)					
Exposure to Excessive UV/Sun					
Communication issues					
Welfare of Individuals (fatigue/stress/hydration)					
Other					

Can these hazards be appropriately controlled and the activity undertaken safely?

\* YES, Proceed with activity

\* NO, what else do we need to do so we can?

## Field Day Checklist

CHECKLIST ITEM	YES	NO
Is the weather going to be good enough to continue with your planned activities?	<input type="radio"/>	<input type="radio"/>
Have you completed a risk assessment?	<input type="radio"/>	<input type="radio"/>
Have you organised for a list of participants involved in your activity to be recorded?	<input type="radio"/>	<input type="radio"/>
Has a briefing been provided to inform participants of the day's activity & tasks?	<input type="radio"/>	<input type="radio"/>
Are all participants involved in the activity capable to undertake the planned tasks?	<input type="radio"/>	<input type="radio"/>
Is all personal protective equipment available and in appropriate working order?	<input type="radio"/>	<input type="radio"/>
Have you organised a first aid person?	<input type="radio"/>	<input type="radio"/>
Has an emergency plan been developed?	<input type="radio"/>	<input type="radio"/>
Is there adequate food and drink available?	<input type="radio"/>	<input type="radio"/>
Have you got water and soap for hand washing for food breaks?	<input type="radio"/>	<input type="radio"/>

WORKSITE INDUCTION	YES	NO
Participants have completed a worksite induction in the following areas:		
• Introduction to key personnel (i.e. Site Co-ordinator, Facilitator, Project Manager - as applicable)	<input type="radio"/>	<input type="radio"/>
• Site tour to identify key areas		
o Emergency evacuation points	<input type="radio"/>	<input type="radio"/>
o First aid equipment	<input type="radio"/>	<input type="radio"/>
o Fire fighting equipment	<input type="radio"/>	<input type="radio"/>
o Chemicals register	<input type="radio"/>	<input type="radio"/>
o Risk assessment register	<input type="radio"/>	<input type="radio"/>
o Amenities	<input type="radio"/>	<input type="radio"/>
o Storage	<input type="radio"/>	<input type="radio"/>
o Other (please specify) _____	<input type="radio"/>	<input type="radio"/>

**If you have answered no to any of these questions, please ensure that before your activity starts that the answer is yes to all points!!!!**

Remember:

- Sunscreen
- Repellent
- Hats
- Footwear
- Gloves etc



## Incident Report Form

### Please indicate category

Near Miss    Hazard (Potential)    Incident

### Site Details

Location: \_\_\_\_\_

Description of site: \_\_\_\_\_

\_\_\_\_\_

### Incident Details

Plant / Equipment Involved (if applicable): \_\_\_\_\_

Description of Near Miss / Hazard / Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Remedial Action

Immediate action taken to eliminate / reduce hazard / re-occurrence of incident or near miss:

\_\_\_\_\_

\_\_\_\_\_

Proposed future action to eliminate / reduce hazard / re-occurrence of incident or near miss:

\_\_\_\_\_

\_\_\_\_\_

*Complete this section, ONLY if reporting a Near Miss or Incident .....*

### General Information

Date of Near Miss / Incident: \_\_\_\_\_ Time of Near Miss / Incident: \_\_\_\_\_

Weather Conditions at Time of Near Miss / Incident: \_\_\_\_\_

### Personnel Details

Persons Involved in Near Miss/Incident: \_\_\_\_\_

Persons Sustaining Injuries & Description of Injuries:

Name/s	Description of Injuries
_____	_____
_____	_____
_____	_____



### WorkSafe Victoria Notification

Part 5 of the OHS Act requires notification to WorkSafe Victoria for all serious workplace incidents. In respect of such incidents, the Act also requires preservation of the incident site until an inspector arrives or issues a direction, subject to some exceptions.

In summary, the Act requires:

- Immediate notification of a notifiable incident to WorkSafe (phone 13 23 60).
- Written notification within 48 hours.
- Preservation of the incident site until an inspector arrives or directs otherwise.

Additional information is contained overleaf.

Notification Details (i.e. Date, Time & Who Contacted)

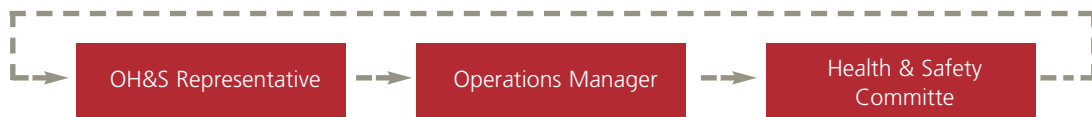
### IMPORTANT:

Record details of all injuries sustained on an Injury Record found in the Injury Register at each worksite.

Attach a copy of the Injury Record (if applicable) to this form prior to distribution (path identified below).

Raised By:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## Notifiable Incidents - Guidance Material

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

- Death; or
- Serious injury, (which include, but are 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:
  - o amputation
  - o serious head injury (note 2)
  - o serious eye injury (note 3)
  - o separation of skin from underlying tissue (e.g. de-gloving or scalping)
  - o electric shock
  - o spinal injury (note 4)
  - o loss of bodily function (note 5)
  - o 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.

Treatment required without delay after an incident. Medical treatment is defined (Medical Treatment Act 1988) as the carrying out of: an operation, the administration of a drug or other like substance or any other medical procedure (excluding palliative care). Medical treatment does not include procedures carried out for diagnostic purposes only.

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, 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.

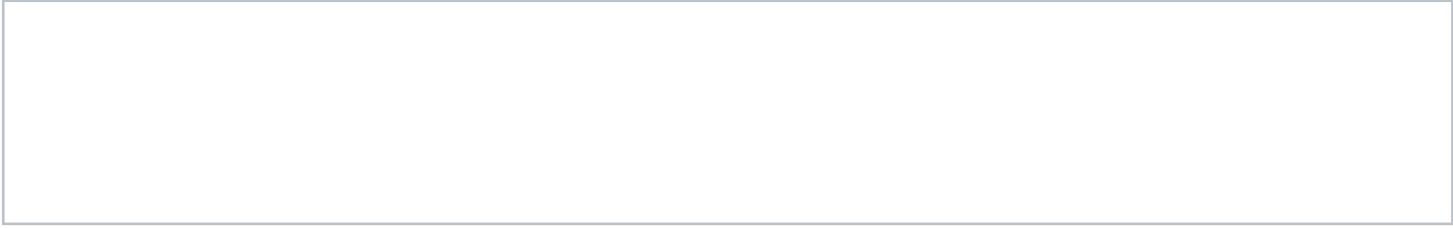
Note 5: Loss of Bodily Function.

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.

Source: VWA Guide to Incident Notification, 1st Edition, August 2005



### Injury Record

This document is to be completed for all worksite injuries. In addition, an 'Incident Report Form' may be required.

Name of Injured Person \_\_\_\_\_

Worksite Where Injury Occurred \_\_\_\_\_

Date of Injury \_\_\_\_\_ Time of Injury \_\_\_\_\_

Work Being Undertaken When Injury Occurred \_\_\_\_\_

List Any Plant, Equipment or Tools in Use at This Time \_\_\_\_\_

Description of How Injury Occurred \_\_\_\_\_

\_\_\_\_\_

Name of Witnesses to Injury \_\_\_\_\_

Description of Injury (Cut, Bruise, Broken Bone) \_\_\_\_\_

Part of the Body Sustaining Injury (Upper Left Arm, Right Hand Index Finger) \_\_\_\_\_

Was First Aid Rendered?  Yes  No

If Yes, Who Rendered First Aid \_\_\_\_\_

Description of First Aid Rendered \_\_\_\_\_

\_\_\_\_\_

