Creating a Safe Working Environment
for the Victorian Landcare Program

# **OH&S Toolkit** for Landcare Employers & Employees

Landcare Network VICTORIA

LANDCARE VICTORIA

A Victorian Government initiative

Victoria
The Place To Be

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# Risk Management Values



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

The Toolkit has been developed as a collaborative project between the State-wide 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.

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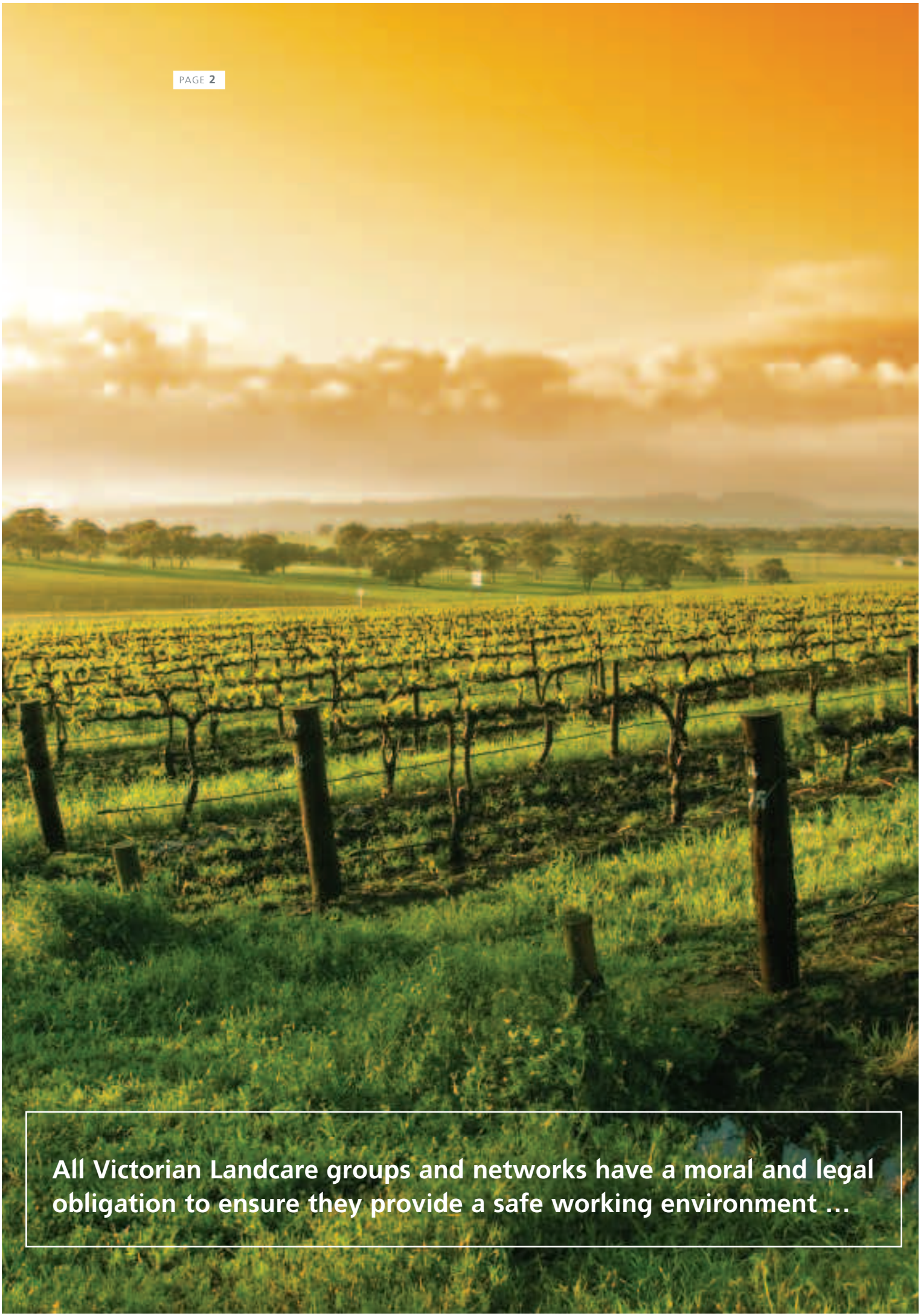


**All Victorian Landcare groups and networks have a moral and legal obligation to ensure they provide a safe working environment …**

# References



## Legislative Documents

Accident Compensation Act 1985
Dangerous Goods Act 1985
Dangerous Goods (Storage and Handling) Regulations 2000
Occupational Health and Safety Act 2004 - Victoria
OHS (Certification of Plant Users and Operators) Regulations 1994
OHS (Falls Prevention) Regulations 2003
OHS (Hazardous Substances) Regulations 1999
OHS (Issue Resolution) Regulations 1999
OHS (Manual Handling) Regulations 1999
OHS (Noise) Regulations 2004
OHS (Plant) Regulations 1995

## Other Documents

Code of Practice, First Aid in the Workplace, 1995
Code of Practice, Hazardous Substances, 2000
Code of Practice, Manual Handling, 2000
Code of Practice, Plant, 1995
Code of Practice, Workplaces, 1988

## Standards

| | |
|---|---|
| AS 1270 | Acoustics - Hearing Protectors |
| AS/NZS 1336 | Recommended Practices for Eye Protection |
| AS/NZS 1337 | Eye Protectors for Industrial Applications |
| AS/NZS 1800 | Occupational Protective Helmets - Selection, Care and Use |
| AS/NZS 1801 | Occupational Protective Helmets |
| AS/NZS 2161 | Occupational Protective Gloves |
| AS/NZS 2210 | Occupational Protective Footwear |
| AS 2444 | Portable Fire Extinguishers and Fire Blankets - Selection and Use |
| AS/NZS 3760 | In-Service Safety Inspection and Testing of Electrical Equipment |
| AS3745 | Emergency Control Organisation and Procedures for Buildings |
| AS 3765.1 | Clothing for Protection against Hazardous Chemicals - Protection against General or Specific Chemicals |
| AS 3765.2 | Clothing for Protection against Hazardous Chemicals - Limited Protection against Specific Chemicals |
| AS 4360 | Risk Management |
| AS/NZS 4503 | Protective Clothing |

# Preface



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 numerous 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 fulfils a strategic coordination and support role to the Victorian Landcare program 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 State-wide Landcare Coordination Team (SLCT).

In supporting Landcare volunteers, developing appropriate policies, guidance and procedures for OH&S and risk prevention are important criteria identified within the 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, the SLTCT and the VLN 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.

# Health and Safety Responsibilities of Landcare Partners



## 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 it's 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 it's 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 employers 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 Employers

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 organisation's 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.

## 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/worksite, be familiar with the worksite emergency response plan, and understand the risk assessment process pertaining to the activity/worksite. 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



The strength of Landcare 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 B 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.

This Part B Toolkit specifically provides working guidelines and procedures that relate to the OH&S responsibilities of Landcare employers and employees.

# Part B
# OH&S Responsibilities of Landcare Employers and Employees

# Policy Statement



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

There is also an estimated 150 Landcare support positions employed within Victoria (Victorian Landcare Support Persons Survey - February 2005).

These Landcare support positions are employed by numerous employers, varying in nature from community Landcare groups and networks to non- government and Government organisations, and agencies, including local government as well as industry and other associated bodies.

To assist the Network of Landcare employers and their employees alike, a series of guidelines have been developed within this Part B Toolkit to provide specific guidance from which Landcare employers and employees should consider their responsibilities in developing OH&S procedures and associated risk prevention strategies.

The purpose of this Occupational Health and Safety (OH&S) Policy Statement is to provide a framework from within which organisations and persons as employers, and individuals as employees can:

- Meet their legal OH&S responsibilities
- Protect the health and safety of themselves and others
- Further strengthen a culture of health, safety and well being
- Raise awareness of the legal obligations in regard to OH&S
- Maintain investor confidence
- Maintain participant confidence
- Protect against litigation.

There are several Acts and associated Regulations that impose obligations on all personnel involved in Landcare workplace activities. This includes Landcare employers and employees.

Examples of these obligations are available on page five of this document and can be obtained from any office of Worksafe Victoria or the WorkCover Advisory Service - phone 1800 136 089 and the Victorian Legislation and Parliamentary Documents available at http://www.dms.dpc.vic.gov.au

This Part B Policy Statement is for use in conjunction with Codes of Practice and OH&S procedural information.

NOTE: This policy statement and guidelines do not over-ride existing organisational Occupational Health & Safety processes. They are to be seen as complimentary to current procedures where they exist and are to be implemented accordingly.

This principally applies where Landcare support persons are co-tenants of other workplace locations i.e. CMAs, DPI, Local Government etc. Where this is the case, this policy and working guidelines are to enhance these existing workplace policies and procedures.

# Responsibilites



## Employers of Landcare Support Persons

The OH&S Policy Statement is for specific use by Landcare employers to assist the safe implementation of activities and as employers, be in compliance with the relevant workplace safety legislation.

The Policy Statement provides an advisory framework for the various forms of employers of Landcare support positions. 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 Policy Statement and subsequent Codes of Practice, but nevertheless meet their workplace safety legislation requirements.

To achieve compliance with the relevant workplace safety legislation Landcare employers should:

- Develop, promote and implement health and safety policies and procedures
- Ensure the provision and maintenance of a healthy and safe workplace
- Provide adequate and competent supervision with regard to the health and safety of employees and sub-contractors, contractors (where appropriate) and other personnel
- Provide resources to ensure health and safety requirements are maintained
- Provide information, instruction, training and supervision in relation to the correct use of plant and/or substances.

## Landcare Support Persons

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 Regional Landcare Coordinator safety incidents, accidents and near misses
- Cooperate with and actively support all safety programs being implemented by Landcare and demonstrate safe systems of work
- Participate in OH&S consultation and training initiatives.

# Procedural Information



## Introduction

To assist Landcare groups develop appropriate strategies, procedural information has been developed to provide specific guidance with regards to:

**Procedural Information**

- Worksite Induction
- Injury and Incident Reporting
- OHS Risk Management
- Job Safety Analysis
- Chemicals
- Electrical Equipment
- Plant and Equipment
- Working in Isolation
- Personal Protective Equipment
- Emergency Management

**Forms**

- Field Day Checklist
- Job Safety Analysis (JSA) Worksheet
- Risk Assessment
- Injury Record
- Incident Report

# 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 and Incident Reporting



## Introduction

The purpose of this procedure is to ensure that all hazards, near misses, incidents, injuries, and diseases occurring in the course of work are reported and documented, and preventative actions taken.

The procedure is important as data collected will help with identifying trends, and detailed accounts of OH&S incidents will enable solutions to be found to prevent recurrence.

The procedure aims to prompt supervisors to ensure that immediate remedial action is taken after an OH&S incident and to fulfil their statutory obligations to notify the prescribed categories of OH&S incidents to WorkSafe Victoria.

## Definition

An incident includes all accidents or injuries, any near miss and diseases.

## General Requirements

All OH&S incidents must be reported verbally immediately (as soon as practicable) to the supervisor of either the occurrence of the incident or becoming aware of its occurrence. They must also be entered into an incident reporting book.

The injured person, and/or person immediately involved in the incident, must record the incident details into the incident reporting book. In the event of a serious injury or inability to access this, an injured person may authorise an agent to complete this task.

## Documentation

**Incidents / Accidents / Near Misses**. 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.

**Injuries.** 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.

### Specific Responsibilities

Employers are responsible for:

- Maintaining an OH&S incident reporting system
- Taking immediate corrective action when an incident occurs to prevent a reoccurrence

Employees are responsible for:

- Reporting any defined incidents
- Cooperating with management in preventing a recurrence

Supervisors are responsible for:

- Ensuring **All** incidents and accidents are reported to your relevant CMA Regional Landcare Coordinator and/or to the State-wide Landcare Coordinator with the Department of Sustainability and Environment - in addition to any reporting requirements to Worksafe Victoria

- Reviewing the situation and ensuring that all measures taken sufficiently address the immediate and long-term risks
- Ensuring that WorkSafe Victoria is immediately notified of OH&S incidents which are considered notifiable.

## Notifiable Incidents

If after any OH&S incident a Supervisor is not present, all employees are responsible for ensuring that appropriate action is taken following the incident, where practicable, to secure the site against further injury to other employees or the general public. As far as possible, disturbance of the site should be prevented until the Supervisor and/or investigation team arrives. This is a legal requirement for notifiable incidents.

Upon arrival, the Supervisor will assume responsibility for:

- Further action to make the site safe
- Management and control of the site and prevention of unauthorised access, at least until the Police or another responsible authority arrives (e.g. Work Safe, Human Services, EPA)
- Ensuring that, where necessary, the relevant authorities are notified
- Organising counselling and debriefing sessions for serious OH&S incidents
- Notifying WorkSafe Victoria of the incident. (Prior to formal notification to WorkSafe Victoria, the supervisor should seek advice to clarify whether the injury or incident is notifiable by contacting WorkSafe- phone 13 23 60).
- Commencing initial formal investigation.

## Incident Investigation

A formal investigation must be undertaken for the following:

- OH&S incidents with the potential of severe consequences that were a near miss
- Incidents which resulted in a in 'lost time' injury
- Notifiable Incidents
- Incidents which have an associated Work Cover Claim.

On commencement of the investigation, the employee's supervisor will consider the factors which may have contributed to the incident, such as:

- The work practices that were being undertaken
- The employee's skills and experience to carry out the task being undertaken when the injury occurred
- The time of day in which the incident occurred
- The number of hours that the employee had been on duty, and what rest breaks were taken
- Weather conditions.

The formal investigation MUST be completed within 5 working days of the injury and/or incident becoming known.

The organisation must retain a copy of these records for at least 5 years.

## What is Notifiable

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

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

# OH&S Risk Management



## Introduction

Occupational Health and Safety Risk Management forms an integral part in the maintenance of safe and healthy work places for all employees. Our goal is to eliminate or reduce, as far as practicable, all workplace risks. Risks will be managed through use of current occupational health and safety legislation, Australian Standards, Codes of Practice and relevant industry information.

Risk Management procedures need to identify all hazards in order to implement suitable risk control measures, which are capable of being monitored, reviewed and improved as required. Consultation between the employer and employee is an essential element of the risk management process.

This procedure outlines the requirements of specific regulations made under the Occupational Health and Safety Act (Vic) 2004, which mandate that Risk Assessments must be conducted prior to the commencement of work in an area that is governed by the regulations.

## Hazard Identification

A hazard is something with the potential to cause harm whereas a risk is the likelihood that illness, injury or even death may result because of the hazard. Hazards can include chemical substances, plant, work process and/or other aspects of the work environment.

Hazard identification is the process used to identify all possible situations in the workplace where people may be exposed to injury, illness or disease. Hazard identification can be achieved in a number of ways; however the most common is through workplace consultation, observation of workplace tasks, reporting of injuries and adopting a formalised workplace inspection program.

For hazard identification to be effective, it is conducted when workplace change occurs, such as:

a. When a new task is introduced
b. When different tools are used to conduct a task
c. When the task is reallocated to another employee or any other change to the task occurs
d. When new information is received, such as employee discomfort
e. When prescribed by the Regulations.

When a hazard is identified in the workplace, the risk associated with that hazard is to be formally assessed.

## Risk Assessments

The purpose of the risk assessment 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.

All activities are to have a formal documented assessment conducted prior to commencement of the activity. In addition, risk assessments are to be undertaken whenever any of the following criteria are met:

- Where no previous risk assessment has been undertaken and is required
- When a change to work processes or procedures occurs
- After an incident or near miss
- With the introduction of new plant or substances to the workplace that requires a risk assessment as detailed in the relevant procedures
- At predetermined regular intervals

The risk assessment process is made up of two distinct phases:

- Assessment of the likelihood of the event happening that places the person at risk, and
- What the consequences of the event occurring would be.

The combination of the two phases gives an indication of the severity of the risk, allowing for risks to be prioritised. When assessing the risk, the consequence and likelihood conclusions are made which determine the severity of the risk. (e.g. Consequence (Moderate) x Likelihood (Possible) = Risk Score (High)).

- 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.

**TABLE 1: CONSQUENCES**

| Scale | Descriptor | Description |
|---|---|---|
| 1 | Insignificant | No medical treatment required |
| 2 | Minor | First aid treatment |
| 3 | Moderate | Medical treatment required |
| 4 | Major | Extensive injuries |
| 5 | Catastrophic | Death or permanent disability |

**TABLE 2: LIKELIHOOD**

| Scale | Descriptor | Description |
|---|---|---|
| A | Almost Certain | Common or repeated occurrence |
| B | Likely | Known to occur or has happened |
| C | Possible | Could occur and is likely |
| D | Unlikely | Could occur but is not likely |
| E | Rare | May occur in exceptional circumstances |

**TABLE 3: RISK SCORE MATRIX**

| LIKELIHOOD | CONSQUENCES 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| A | HIGH | HIGH | EXTREME | EXTREME | EXTREME |
| B | MODERATE | HIGH | HIGH | EXTREME | EXTREME |
| C | LOW | MODERATE | HIGH | EXTREME | EXTREME |
| D | LOW | LOW | MODERATE | HIGH | EXTREME |
| E | LOW | LOW | MODERATE | HIGH | HIGH |

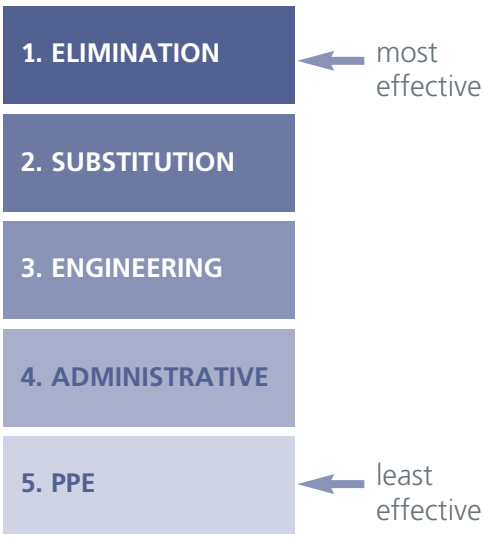
| |
|---|
| EXTREME RISK<br>Immediate Action Required |
| MODERATE RISK<br>Management responsibility must be applied |
| HIGH RISK<br>Senior management attention needed |
| LOW RISK<br>Manage by routine procedures |

## Control Measures

The management and control of risks is to be performed in alignment with the provisions of the Australian Standards 4360 - Risk Management, and 4801 - Occupational Health and Safety Management Systems.

Control methods are strategies designed to eliminate or reduce the risk and it is commonly referred to as the 'Hierarchy of Control'.

FIGURE 1: HIERARCHY OF CONTROL




All identified hazards and their associated risks are to be controlled in accordance with the hierarchy of control. The hierarchy of control is the system whereby risks are controlled in order of using the most preferred option first to the least preferred option.

The hierarchy of control is:

- Elimination of hazards altogether (Most preferred option)
- Substitution of the hazard for a process that poses less risk or no risk
- Engineering Controls that isolate that hazard from workers
- Administrative Controls that limit workers exposure to hazards
- Personal Protective Equipment (PPE) equipping individuals with clothing etc. that protects them from a hazard that is still present. (Least preferred option).

Prior to the implementation of a control measure to treat a risk it is essential that consideration be given to whether the control measure adequately controls exposure. Some control measures that are introduced to combat one hazard may result in the introduction of another. Control measures need to allow workers to perform their duties without causing undue discomfort or distress.

**Elimination** is to remove the risk completely; this is the most effective control method and is to be considered as the first option. If the hazard cannot be eliminated, there are a number of options that can be used alone or in combination with other measures to prevent or minimise exposure.

**Substitution** is the method whereby an alternative process or substance is used, which poses less risk to employees. In such an instance, where a product or process is replaced as a method of control, a full risk assessment will be required on the new process or product.

**Engineering controls** involve the changing of the design of the workplace, equipment or process to remove or reduce the risk associated with it. This may involve rearranging the workplace, modifying equipment, changing processes to eliminate hazardous steps or isolating the hazard from the employees by using physical barriers. Where equipment is to be modified, especially plant, advice is to be sought from a specialist or the organisation's designated OHS officer.

**Administrative controls** and PPE are the lowest ranked control methods and are not to be relied on as the primary means of controlling risk until all higher ranked control methods have been exhausted. Administrative controls consist of measures such as job rotation, supervision, training, preventative procedures and warning signs. Administrative controls and PPE are used as additional control measures in cases of higher risk where primary control measures may be insufficient.

## Record Keeping

Adequate record keeping of the risk management process will help demonstrate to the Victorian Work Cover Authority and to Landcare management that the organisation has been actively working to ensure health and safety within the organisation. Records must show that the process has been conducted thoroughly including information about the hazards, associated risks and that control measures have been implemented.

Risk assessments are to be recorded on the 'Risk Assessment Form' which shall be maintained on-site.

## Monitor and Review of Control Measures

It is imperative that all control measures applied to identified risks are monitored and reviewed on a regular basis. Monitoring of the control measure will ascertain if the control measures are in place and are being used correctly.

This process involves consultation with employees to ascertain the effectiveness of the measures applied to the hazard. The review shall incorporate investigation as to the level of risk that workers are now exposed to. It should determine if the level of risk has been reduced by the intended amount prior to the implementation of the control measure. The review process will determine if an additional hazard has been brought about by the introduction of the original control measure.

# Job Safety Analysis



## Purpose

The Job Safety Analysis (JSA) process need not require enormous amounts of time or use endless pieces of paper.

This JSA approach recognises different trades do different tasks. Many tasks undertaken are done routinely and have probably been done the same way for years - sometimes safely, sometimes not.

It is essential for those doing these tasks to know the best and safest way of doing the job. Use these worksheets and follow the five steps to conduct an effective job safety analysis.

A flow diagram of the process is included at Figure 2.

Five steps to effective JSA

- Document the activity
  - Assemble those involved in the activity and then, using the 'JSA Worksheet', write down in step by step form the tasks that make up the activity.
- Identify the hazards
  - Next to each task, identify what part of the task may cause injury to those engaged in the task or others in the vicinity.
- Document the control measures
  - For each identified hazard, assess the associated level of risk to those involved, and then list the control measures required to eliminate or minimise those risks.
- Identify who is responsible
  - Document the name of the person responsible for implementing the control measure.
- Monitor and review
  - Make sure the activity is supervised to ensure the documented process is being followed. The documentation should be reviewed whenever a documented activity changes or when there is a change of personnel or after an appropriate length of time.

## Remember

The JSA provides a written record of the process to be used to proceed on a task. As it is a record that can be used in court, the parties who have responsibility for the tasks should sign it off.

The JSA is only a written record. Management processes must be in place to ensure workers have the skills to complete the job and that there is a required level of supervision to ensure the tasks are completed as documented.

The JSA should be completed by all employees involved in the activity, not just the principal contractor or supervisor.

## Examples Of Activities Requiring A Job Safety Analysis

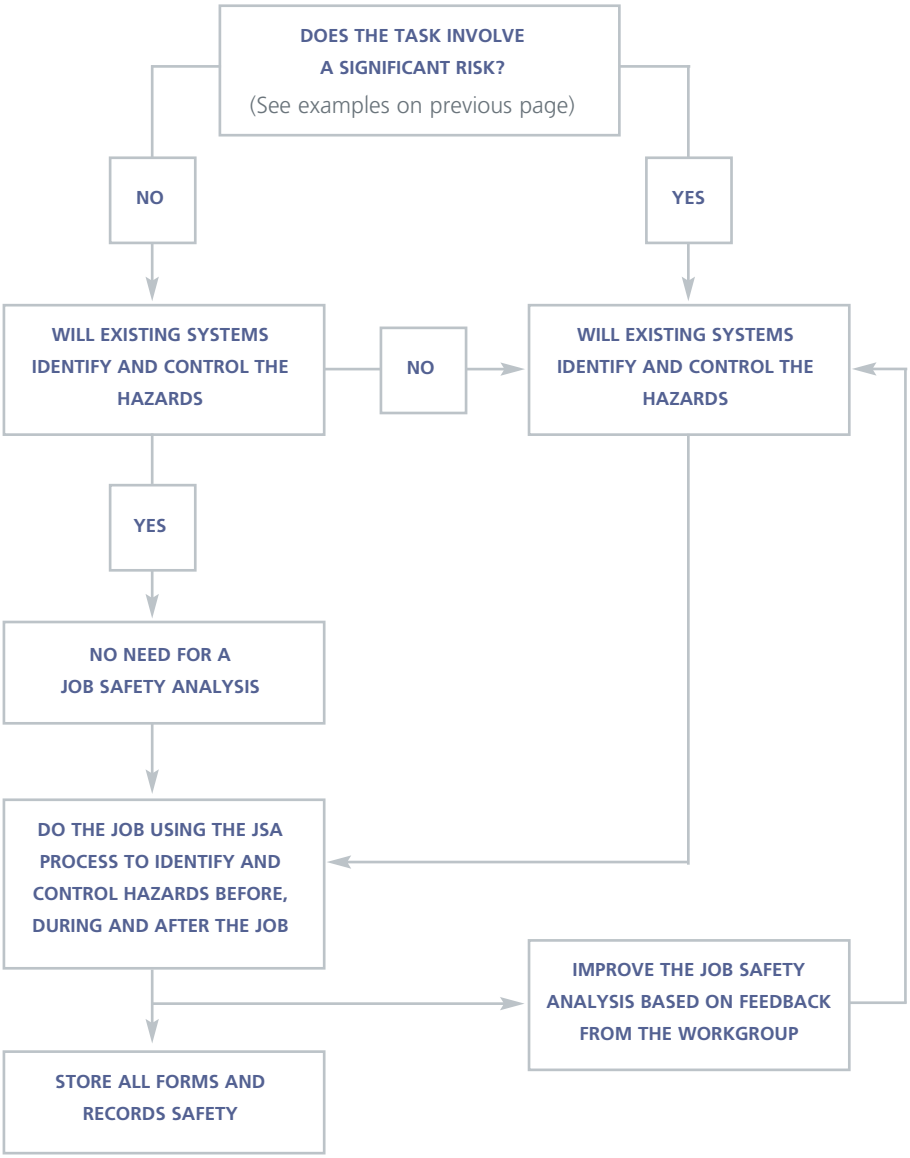
The following list outlines examples of activities that trigger the use of Job Safety Analysis. It should be used as a guide and is not meant to be a prescriptive or exhaustive list. Judgement is required to identify other activities with significant potential risk.

- New or revisions to procedures
- Working at height
- Tasks involving excessive or multiple manual handling risks
- Crane lifts over live equipment offsite
- Critical lifts - when the weight, size or shape of the equipment being lifted poses a significant risk
- Where a significant risk is identified from handling, use or exposure to unknown hazardous substances, e.g. chemicals, asbestos, lead paint, etc. If unsure of the chemical or hazardous substance obtain the MSDS from the MSDS Register and obtain the relevant information.
- Where significant risks will be reduced by the workgroup undertaking a Job Safety Analysis, e.g. a team working together for the first time
- Use of unusual and/or potentially hazardous equipment, e.g. high-pressure vessels, piping or equipment
- Work in confined spaces
- Potentially conflicting simultaneous operations, i.e. working with a multiple work team whose activities identify a significant risk
- When performing a key step in the task that is identified as a significant risk
- Work near exposed live electrical equipment
- Work requiring the use of breathing apparatus
- Where the need for a Job Safety Analysis is identified during a work process.

## 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.


DOES THE TASK INVOLVE A SIGNIFICANT RISK?
(See examples on previous page)
NO
YES
WILL EXISTING SYSTEMS IDENTIFY AND CONTROL THE HAZARDS
NO
WILL EXISTING SYSTEMS IDENTIFY AND CONTROL THE HAZARDS
YES
NO NEED FOR A JOB SAFETY ANALYSIS
DO THE JOB USING THE JSA PROCESS TO IDENTIFY AND CONTROL HAZARDS BEFORE, DURING AND AFTER THE JOB
IMPROVE THE JOB SAFETY ANALYSIS BASED ON FEEDBACK FROM THE WORKGROUP
STORE ALL FORMS AND RECORDS SAFETY

# 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 and equipment



Equipment, including static (stationary) 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.

# Working in isolation



## Introduction

The purpose of this procedure is to minimise the likelihood of employees suffering injury while working alone or in isolation. 'Working alone' means to work alone at a work site or in circumstances where assistance is not readily available in the event of an injury, illness or emergency. Usually, this means the employee is working in an isolated outdoor location but it can also cover circumstances such as performing work related duties at a site during or outside normal working hours.

Examples of situations where employees may be required to conduct duties alone and in an isolated location are:

- An employee visiting a farm
- Conducting field surveys
- Inspections of sites and operations
- Attending evening meetings
- Working back late
- Travelling between worksites.

## Information and Training

Training on working alone shall be provided to employees and should cover:

- Work planning for working alone or in isolation
- Use of communication devices required when working alone or in isolation
- Risk assessment and risk factors associated with working alone or in isolation
- Reporting protocols.

All new employees must be made aware of the working alone procedures in their orientation or induction.

## Responsibilities

Supervisors responsible shall:

- Ensure that new and existing employees who are required to conduct their duties alone or in isolated situations are competent and appropriately trained
- Ensure that each employee conducting their work duties alone or in isolation has access to at least one operable form of communication, e.g. mobile phone
- Undertake risk assessments as required and develop appropriate prevention measures
- In consultation with the employee, consider a course of action to address any problems or issues that may arise from working alone
- Ensure compliance with this procedure.

Employees who are required to work alone or in isolation shall cooperate with supervisors by following the agreed procedures. In particular, employees must comply with the work planning, communication and reporting requirements set out in this procedure.

# Job Safety Analysis



## Risk Assessment

A risk assessment must be undertaken for common situations where employees work alone or in isolation. The risk assessment must identify the risk factors and the prevention measures to address these factors.

Risk assessments can be generic and cover a range of common circumstances but must be reviewed where circumstances change significantly. The assessment should cover risk factors such as:

- Environmental conditions
- Nature of work activity
- Equipment being used
- Time of day
- Fatigue.

## Control Measures: Work Duty Planning

A standard means of reducing risks is to plan work duties to avoid the requirement to work alone or in isolation.

Where positions have frequent or prolonged periods working alone, the job advertisement must clearly indicate this requirement. The selection process must establish that the successful candidate is comfortable with working alone before that person is appointed to the role.

When an employee is required to work in an isolated environment, she/he must take greater care to plan their activities in more detail prior to commencing that task. The selection of particular control measures to avoid an unnecessary risk of injury should reflect the assessed level of risk for the task.

Staff must consider:

- Notifying their supervisor of the work location by a previously agreed verbal or written communication
- Ensuring that adequate and operable means of communication are available at the isolated work location
- Where the employee will be conducting work duties out of hours, they are to ensure that this is recorded with their supervisor
- Where a heightened level of risk arises (e.g. employee comes across an irate landholder) the employee should seek additional support from other staff members
- Prior to commencing duties in an isolated outdoor environment notification must be made on the return destination point and estimated time of arrival (ETA)
- Notification must include contact details, vehicle details, expected time of return, route and location. It must include details of landholders or other people being visited
- In addition to notifying the supervisor or work colleagues, employees may consider making a family member or house mate etc. aware of travel, destination and return time details, and providing that person with business hours and after hours contacts with appropriate colleagues in the event that the employee does not return home as planned
- A pre-work in isolation checklist must be checked / completed to ensure staff are adequately equipped.

## Control Measures: Mobile Phones

Employees are to be equipped with appropriate means of communication while conducting their duties to ensure safe and effective working conditions. However, employees must not rely on such devices while working in isolation to an extent that this may increase exposure to an unreasonable risk of injury.

Employees shall be equipped with a mobile phone when conducting duties in an isolated situation. The employee should ensure that the mobile phone will be in working range of a transmitter, and not in a reception black spot, or if there is likelihood of no mobile phone transmission, there be an arrangement in reporting protocols.

Where an employee is operating in an area with no operable means of communication, the employee must cease duties should there be a risk to their safety. The employee must notify their supervisor of the situation as soon as possible and the supervisor must assess whether it is safe for the employee to return to the designated duties.

## Control Measures: Reporting Protocols

Landcare organisations must implement their own local 'Reporting In' system.

In order to ensure that adequate and operative safety protection mechanisms are in place, these must include communication and notification procedures followed by a risk assessment for the particular activity

It may be as simple as requiring a mobile phone call to the home base to advise when they will be away from the vehicle or out of contact, to confirm their return, or to advise of changed destination or delayed return to the office.

Prior to commencing duties in an isolated outdoor environment, the employee is to follow a previously agreed form of notification as to their intended location(s) for the day and their expected time of return.

The following are some examples:

- Completing entries in a destination book
- Employees placing details on a white board in a central work location
- Staff to inform another staff member or receptionist as the whereabouts of the employee
- Agreed check-in schedules.

At agreed intervals during the day, the employee shall report to a nominated person. The nominated person must be instructed and trained on the procedure to be followed in the event of either a request for help or a failure to comply with reporting-in requirements.

## First Aid

When employees are required to perform duties in isolation, they must ensure they have a suitable first aid kit at their disposal and that they are trained in basic level first aid competencies.

## Incident Reporting and Investigation

Where an employee is involved in an accident or incurs an injury while performing duties in isolation, the employee must, so far as reasonably possible, inform their supervisor of any accident or injury and their location and any available means of access as soon as practicable.

All other reporting and investigation processes remain unchanged.

# Personal Protective Equipment



## Introduction

The purpose of this procedure is to assist the employers in meeting their obligations under Occupational Health and Safety Legislation. Under Occupational Health and Safety law, employers are required to provide a safe work environment. This includes personal protective equipment (PPE) and first aid.

## Responsibilities

Supervisors are responsible for ensuring personal protective equipment is supplied for all activities of employees. Supervisors are also responsible for ensuring any vehicle driven by employees are equipped with an appropriate First Aid Kit.

Employees are responsible for the proper use of any personal protective equipment supplied. They are also responsible for ensuring that First Aid Kits in vehicles are regularly checked and restocked as specified.

## Risk Assessment

A risk assessment must be undertaken prior to situations where PPE may be necessary. Remember that PPE is considered the least preferred option in the hierarchy of control of any workplace safety risk.

## 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

## Specialist Tasks and PPE

Some Landcare activities require the use of specialist PPE, such as the application of herbicide.

Before undertaking such activities users must familiarise themselves with the product label, manufacturer's safety instructions and /or MSDS. Users must comply with the safety PPE as specified.

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

# Emergency Management



## First Aid

It is recommended that Landcare support persons be equipped with a First Aid Kit. All employees are to be informed of the Kit's location.

A St John Outdoor First Aid Kit - type 605501, or equivalent, is deemed suitable for Landcare related activities.

It is also recommended that employees have at least basic first aid qualifications.

## Fire Equipment

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, e.g. mobile phone or two way radio, having available emergency contact numbers, identifying and designating the location of the emergency assembly area.

# Templates



## Field Day Checklist

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

| 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) | ○ | ○ |
| • Site tour to identify key areas | | |
| o Emergency evacuation points | ○ | ○ |
| o First aid equipment | ○ | ○ |
| o Fire fighting equipment | ○ | ○ |
| o Chemicals register | ○ | ○ |
| o Risk assessment register | ○ | ○ |
| o Amenities | ○ | ○ |
| o Storage | ○ | ○ |
| o Other (please specify) _____ | ○ | ○ |

**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

# Job Safety Analysis (JSA) Worksheet

| LOCATION | DATE | LIKELIHOOD | PROBABILITY | | | | |
|---|---|---|---|---|---|---|---|
| | | | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC |
| PARTICIPANTS: | | ALMOST CERTAIN | HIGH | HIGH | EXTREME | EXTREME | EXTREME |
| 1. | | LIKELY | MODERATE | HIGH | HIGH | EXTREME | EXTREME |
| 2. | | POSSIBLE | LOW | MODERATE | HIGH | EXTREME | EXTREME |
| 3. | | UNLIKELY | LOW | LOW | MODERATE | HIGH | EXTREME |
| | | RARE | LOW | LOW | MODERATE | HIGH | HIGH |

## Job Description

| ACTIVITY/STEPS | HAZARDS | RISK LEVEL PRIOR | RISK CONTROLS | REVISED RISK LEVEL | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| List the tasks required to perform the activity in the sequence they are carried out. | Against each task list the hazards that could cause injury when the task is performed. | Risk level prior to controls. Refer matrix above. | List the control measures to eliminate or minimise the risk of injury arising from the identified hazard. | Risk level after controls implemented. Refer matrix above. | Person responsible (supervisor or above) to implement the control measure identified. |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Manager's Signature: _____ Name: _____

Employee's Signature: _____ Name: _____

Employee's Signature: _____ Name: _____

Remember: Each J.S.A must be site specific and include all workers/participants in its development

## 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? ✓ Yes | No ✗ | 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) |
|---|---|---|---|---|---|
| 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/slippery) | | | | | |
| Site Conditions (access/egress/terrain/canopy/roads) | | | | | |
| Exposure to Excessive UV/Sun | | | | | |
| Communication Iissues | | | | | |
| 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?

# 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 _____

# 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.

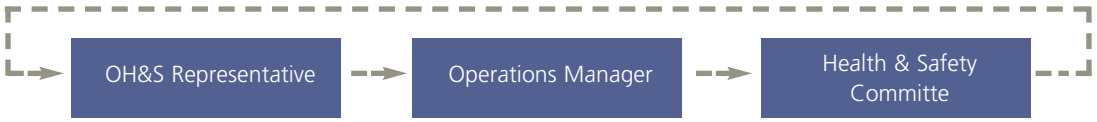
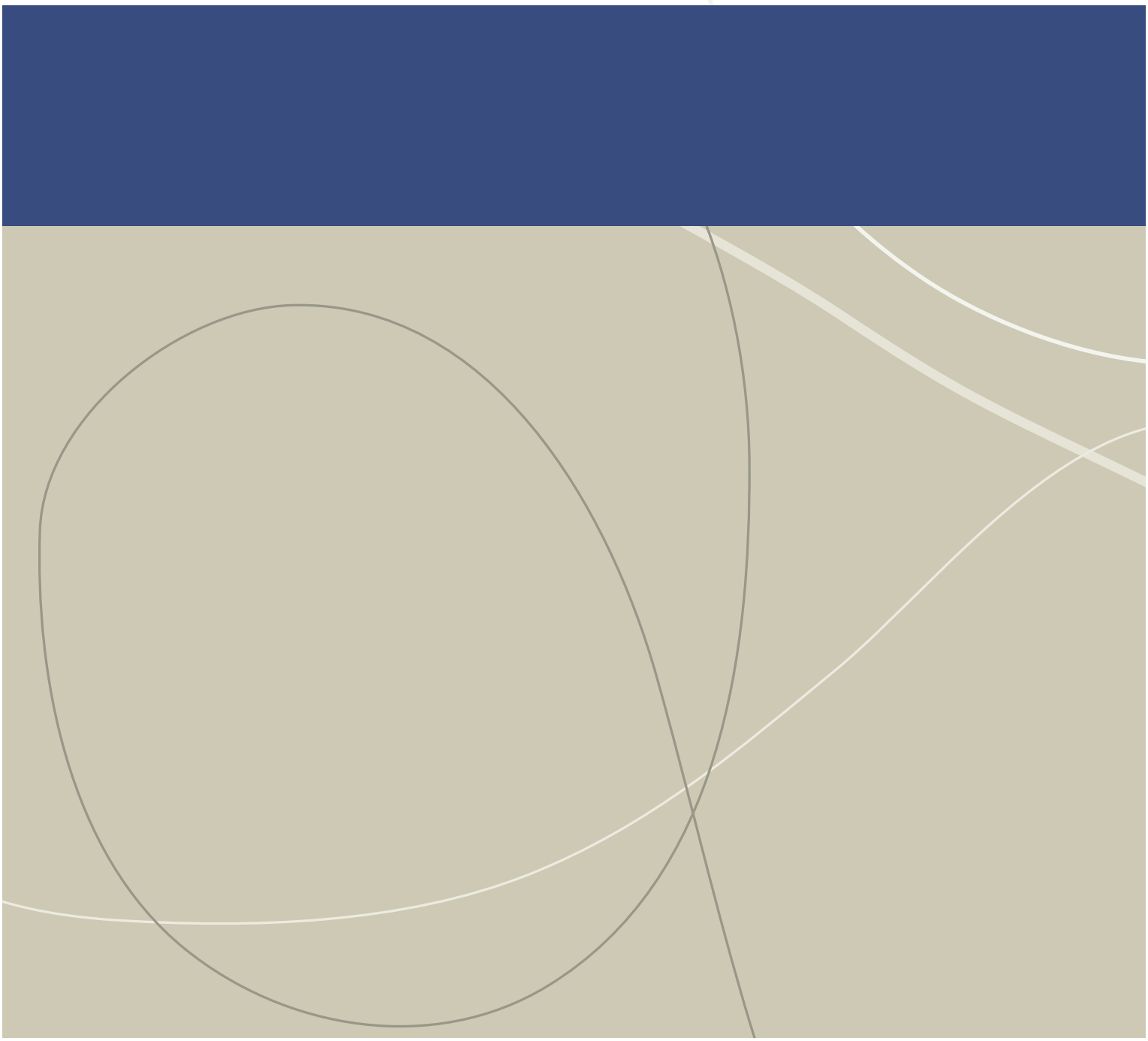
Notification Details (i.e. Date, Time & Who Contacted)

_____

**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 _____