

# **HOME SAFE**

## **The Occupational Health and Safety Plan for the Friends of the Melton Botanic Garden inc.**



## CONTENTS

<b>1.0 PURPOSE</b>	<b>5</b>
<b>2.0 OHS POLICY</b>	<b>6</b>
<b>3.0 SCOPE</b>	<b>7</b>
<b>4.0 QUALIFICATIONS AND COMPETENCE</b>	<b>7</b>
<b>5.0 VOLUNTEERS</b>	<b>8</b>
<b>6.0 SAFETY MANAGEMENT RESPONSIBILITIES</b>	<b>8</b>
<b>7.0 PERSONAL PROTECTIVE EQUIPMENT</b>	<b>10</b>
<b>8.0 EMERGENCY RESPONSE PLANNING</b>	<b>10</b>
<b>9.0 FMBG RISK MANAGEMENT PLAN</b>	<b>11</b>
<b>10.0 SAFE WORK METHODS and RISK ASSESSMENT PROCESS</b>	<b>11</b>
<b>11.0 ACTIVITIES REQUIRING HIGHER LEVER RISK MANAGEMENT</b>	<b>12</b>
11.1 <i>Justification for higher Risk projects/activities</i>	12
11.2 <i>OHS Procedures</i>	13
<b>12.0 ONGOING RISK MANAGEMENT</b>	<b>14</b>
12.1 <i>Risk Management Flow Chart</i>	15
12.2 <i>Hazard identification</i>	15
12.3 <i>Risk Assessment</i>	16
12.4 <i>Risk Evaluation</i>	17
12.5 <i>Risk Control Measure</i>	17
<b>13.0 WORKSITE SAFETY</b>	<b>19</b>
13.1 <i>Disclosure of Pre-existing Injuries or Medical Conditions</i>	19
13.2 <i>Bullying and Harassment</i>	19
13.3 <i>Smoking, Illegal Drugs and Alcohol</i>	19
13.4 <i>Team Leader Responsibility</i>	19
13.5 <i>Mobile Phones, IPods, Mp3 Players etc.</i>	19
13.6 <i>Activity Site Briefing</i>	20
13.7 <i>Positive Worksite Behaviours</i>	20
13.8 <i>Hard Hats</i>	21
13.9 <i>Ross River Fever and other Insect-borne Diseases</i>	21
13.10 <i>Legionnaires and other Dust-borne Diseases</i>	22
13.11 <i>Bushfire Safety</i>	22
13.12 <i>Handling Needles, “Bongs”, Syringes and other Sharp objects</i>	23
13.13 <i>Worksite Hygiene</i>	23
13.14 <i>General Disease Control</i>	24
13.15 <i>Access to Toilets</i>	24
13.16 <i>Manual Handling</i>	24
13.17 <i>Extreme Weather Conditions</i>	25
13.18 <i>Use of Boats</i>	25
13.19 <i>Driver Responsibility</i>	26
13.20 <i>Vehicle Accident General Procedures</i>	27
13.21 <i>Accident Claim Form</i>	27
13.22 <i>Non Approved Transportation</i>	27
13.23 <i>Use of mobile Phones in Vehicles</i>	28
<b>14.0 SAFETY WITH HAND TOOLS</b>	<b>28</b>
<b>15.0 LP GAS CYLINDERS AND APPLIANCES</b>	<b>29</b>
<b>16.0 CHEMICAL USE</b>	<b>30</b>
16.1 <i>Low risk Chemicals and Application Methods</i>	30
16.2 <i>Hazardous Substances</i>	33
16.3 <i>Rabbit and Fox Eradication</i>	33
<b>17.0 WALK-BEHIND MOWERS, BRUSHCUTTERS</b>	<b>33</b>
17.1 <i>Refuelling</i>	34
<b>18.0 FIRE CONTROL MEASURES and BURNING OFF</b>	<b>34</b>

<b>19.0 SEED COLLECTION</b>	<b>35</b>
<b>20.0 WORKING AT HEIGHTS AND USE OF LADDERS</b>	<b>35</b>
<b>21.0 CONSTRUCTION PROJECTS</b>	<b>36</b>
<b>22.0 CONTRACTORS, CVGT and THIRD PARTY ORGANISATIONS</b>	<b>36</b>
22.1 Background	36
<b>23.0 REPORTING AND RECORDING INCIDENTS</b>	<b>37</b>
23.1 Purpose	37
23.2 Who Does What?	37
<b>24.0 CONTROL OF DOCUMENTS</b>	<b>39</b>
<b>25.0 TRAINING</b>	<b>39</b>
<b>26.0 FAUNA – SNAKES, ARACHNIDS, ANTS, BIRDS etc.</b>	<b>39</b>
<b>27.0 FIRST AID</b>	<b>40</b>
27.1 First Aid Training	40
27.2 Suggested List of Base First Aid Kit Items	40
<b>28.0 RISK DEFINITION &amp; CLASSIFICATION</b>	<b>42</b>

Appendix A – **FMBG** Volunteer Registration Form  
Appendix B – Induction Safety Checklist  
Appendix C – Worksite Safety Inspection Report  
Appendix D – General Safety Information Sheet  
Appendix E – Emergency Response  
Appendix F – Sample Safe Work Method Statement  
Appendix G – Procedures  
Appendix H – Botanic Garden Risk Assessment  
Appendix I – Near Miss and Serious Incident Reporting Forms  
Appendix J - Risk Management Plan for Special Activities

#### **List of Procedures in Appendix G**

- 1.0– Procedure for writing a procedure
- 2.0 - Procedure for OHS Risk Management
- 3.0 - Incident Management
- 4.0 - Special event management
- 5.0– Procedure for normal activities
- 6.0 - Procedure for personal protective equipment
- 7.0 - Procedure for health and well-being
- 8.0 - Procedure for use of third party groups (special projects)
- 9.0 - Procedure for Material Safety Data Sheets (MSDS)

<b>FMBG Inc</b>	<b>Issue 1</b> <b>DATE: 3/11/13</b>	<b>Occupational Health and Safety Plan</b>	<b>Document No: FMBG-OHS-01</b> <b>Page 3 of 38</b> <b>Uncontrolled when printed</b>
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<b>Revision</b>	<b>Date</b>	<b>Description</b>	<b>BY</b>	<b>CKD</b>	<b>APP</b>
DRAFT 1 1	3 September 2013	Draft Plan for Trial and MCC assessment	DEP	MJP/ Exec	
ISSUE 1	3 November 2013	Issue for implementation	DEP	Exec	JB

## 1.0 PURPOSE

Every non-profit organisation faces a certain amount of risk, whether it is ensuring the health, safety and well-being of its members and visitors or protecting its premises, assets and financial integrity.

Over a period of many years, federal and state authorities have been working towards a harmonised set of **Occupational Health and Safety (OHS)** laws to be adopted across all Australian jurisdictions. In January 2012 the majority of these jurisdictions adopted the harmonised **OHS** laws and it is expected that the others will follow in coming years. The most significant change is defining the Friends of the Melton Botanic Garden as a **PERSON CONDUCTING a BUSINESS OR UNDERTAKING (PCBU)**. This is because from time to time the **FMBG** employs one or more paid workers and our volunteers are defined in the new **OHS Act** as workers.

As the **OHS** laws apply to the **FMBG** it has several duties that apply to its actions and behaviours.

The purpose of this Plan is to set out strong **FMBG** processes for identifying and managing present and future risk and a strategy to address those risks.

**This OHS Plan shall be reviewed annually on or near the anniversary of the latest issue date.**

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 5 of 38 <i>Uncontrolled when printed</i>
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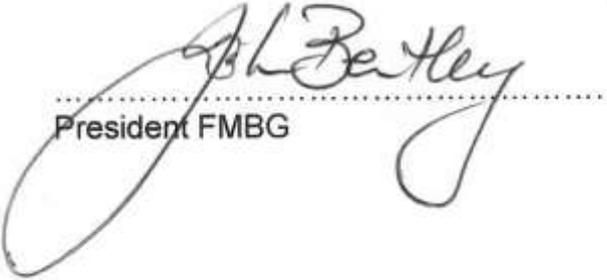
## OCCUPATION HEALTH AND SAFETY POLICY

*The activities of the Friends of The Melton Botanic Garden shall be carried out in a manner which will protect the health and safety of its members, employees, volunteers, clients and members of the public. Health and safety is the responsibility of all personnel involved at the FMBG's workplaces.*

*To facilitate the implementation of this policy the FMBG shall:*

- 1. Provide and maintain healthy and safe work areas and safety equipment.*
- 2. Provide the information, instruction, training and supervision to ensure the safety of all staff and volunteers.*
- 3. Require all staff and volunteers to adhere strictly to all safety regulations and codes of practise.*
- 4. Develop and maintain emergency procedures which, in the event of an accident, minimise harmful effects.*
- 5. Require all FMBG members to report hazards, or hazardous practises, to their supervisors.*
- 6. Require all staff and volunteers to accept that safe work practice is the responsibility of every person taking part in the FMBG's activities.*
- 7. Review the effectiveness of the OHS Plan and Risk Management processes on a regular basis.*

Signed for and on behalf of:  
The Friends of Melton Botanic Garden (FMBG)



.....  
President FMBG

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 6 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	------------------------------------------------------------------------------

### 3.0 SCOPE

This **HOME SAFE OHS PLAN** sets out safe practises for activities undertaken by **FMBG** members, employees, volunteers, clients and members of the public involved during the promotion, construction and maintenance of the Melton Botanic Garden (**MBG**).

This **OHS Plan** and its associated attachments, **OHS Procedures** and **Risk Management** processes are necessary to provide clear guidelines and templates that ensure a safe environment within the Botanic Garden and the Friends activities.

1. Unless specifically stated, the procedures that follow apply to all **FMBG** activities/projects.
2. Risks associated with large events such as National Tree Day and Open Days shall require the preparation of specific Risk Management Plans and assessment processes appropriate to the activity based on this **OHS Plan**, the Risk Management Plan and using the templates provided.
3. When a situation arises for which **FMBG** does not have specific safety policy guidelines, the team leader/project manager shall seek appropriate guidelines/processes from the **FMBG** Safety Officer or consult with the relevant authority to arrive at an appropriate solution.
4. The following policies and statements in this Plan have been developed to cover all reasonably foreseeable situations.

### 4.0 QUALIFICATIONS AND COMPETENCE

#### Qualifications

Any **FMBG** member with team leading or field supervision responsibilities should have attained the following qualifications:

- Senior or Workplace Level 2 First Aid Certificate.
- An approved\* course in Occupational Health and Safety to at least Certificate 2 standard.
- An approved\* course in defensive driving techniques, if they will be transporting other **FMBG** members or volunteers.

This may be varied where small **FMBGs** work closely together and have an appropriately trained first aider available\* and/or have copies of the **OHS Plan**, Emergency Response sheet and appropriate Risk Assessments completed.

**\* Approved by the FMBG Executive Committee.**

#### Technical Skills and Competence

**FMBG** office bearers must maintain a sound understanding of the practical activities carried out within the **MBG** and the risks management of hazards associated with these activities. The Executive Committee also need to be satisfied that **FMBG's** activity organisers and Team Leaders have the necessary skills and competence to complete their assigned duties safely and to a satisfactory standard. This consideration should be part of the risk assessment process that commences prior to project commencement.

Where any doubt exists, **FMBG** should assess, or arrange an assessment of the level of competence, and arrange further training or practice as necessary.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 7 of 38 <i>Uncontrolled when printed</i>
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In particular, attention needs to be paid to vehicle operation, including trailer use, fencing, boardwalk construction, use of power tools or chemicals, work on or near water and work in remote locations and the training and instruction of others i.e. leading **FMBG** activities.

It is critical that all workers participating in **FMBG** activities have been given sufficient training and instruction in the project tasks to complete them safely. This may take place at the worksite level or in specific skills sessions depending on the project, risks and competencies required.

## 5.0 VOLUNTEERS

While the **WORKPLACE HEALTH AND SAFETY ACT** has brought together many changes for those previously obligated under the legislation, the most significant change for the volunteer sector is how volunteers are defined. Previously volunteers were not consistently recognised in the legislation, in the new WHS Act, volunteers are defined as workers.

A worker is any person who carries out work for a **PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU)** in any capacity including as a volunteer. Workers including volunteers, also have duties under the Act; however they are again duties based on what a reasonable person would do. The duties cover those behaviours and actions expected from a committed volunteer. They are as follows:

- a) Take reasonable care of their own health and safety.
- b) Take reasonable care to ensure they don't affect the health and safety of other people, for example, other volunteers and members of the public.
- c) Comply, so far as they are reasonably able, with any reasonable instruction that is given to them by their Team Leader.
- d) Be responsible to **FMBG** in the creation and maintenance of safe work places including through the adherence to policies and procedures and reporting any unsafe situation or practice to their Team Leader.

It is incumbent on **FMBG** to properly induct, instruct and register its volunteers and keep a copy of the Volunteer Registration Form in its records.

*See Appendix A - FMBG VOLUNTEER REGISTRATION FORM*

## 6.0 SAFETY MANAGEMENT RESPONSIBILITIES

### FMBG Executive Committee (Office Bearers)

*Every **FMBG** member and volunteer has a responsibility for the creation and maintenance of a safe working environment.*

**FMBG** Office Bearers carry the ultimate responsibility for all **FMBG** activities, including discharging duties under Work Health and Safety laws. In the event of liability, this responsibility may extend to include the personal assets of individual **FMBG** members.

**FMBG** office bearers shall take ownership of this OHS Plan and ensure its effective implementation. The effectiveness of its implementation and effectiveness shall be reviewed as an Agenda item at the monthly executive meetings and a report tabled at monthly meetings with the membership. This **OHS** Plan and included risk assessment processes must be

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 8 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	------------------------------------------------------------------------------

approved by the **FMBG** Executive Committee and endorsed for issue by the President at the date of issue.

### **Safety Officers**

The Safety Officers shall be nominated by the Executive Committee and/or by the members with the responsibility of ensuring **FMBG**'s compliance with **OHS** Legislation, Standards and conformance to safety and risk management processes put in place for **FMBG** activities. At least one Safety Officer shall be a member of the Executive Committee.

An executive member Safety Officer shall be the owner of this OHS plan and along with other nominated Safety Officers shall be responsible for its effective implementation as appropriate and ensuring that all existing and new volunteers, employees and contractors have signed off on the safety management processes.

### **Safety Monitors** (*appointed as additional safety support on specific activities*)

The Safety Monitor is responsible to the Safety Officer, shall be nominated to manage the implementation of the OHS Plan and prepare a Risk Management Plan on larger projects or special activities or where there is no official Safety Officer in the immediate area.

Assistant Safety Monitors may also be appointed as appropriate who will report to the Safety Monitor.

### **Team Leaders** (*may also be referred to as Coordinators*)

Approved by the Executive Committee the Team Leaders will typically be senior volunteers with the skills and knowledge required for the planning and delivery of routine projects/activities, associated safety processes, activity risk assessments and the onsite supervision of all volunteer workers. The extent of this role is at the discretion of the **FMBG** office bearers.

### **Safety Meetings**

Prior to commencing specific activities/events considered to fall outside routine activities, safety meetings should be held using standard meeting procedures to provide a forum for discussion on how safety is to be managed and address issues raised (**may be included as an Agenda item for the event meeting**):

- a) the meeting dates are to be advised well in advance so that participants can plan to be in attendance and/or raise issues for inclusion on the agenda.
- b) Safety Officer must be in attendance.
- c) an agenda is to be circulated in advance of the meeting.
- d) the meeting is to be firmly chaired so that discussions remain relevant and solution focussed.
- e) responsibilities for any actions arising from safety meetings are to be clearly identified in terms of what action will be taken, by whom and when.
- f) minutes must be kept and circulated.
- g) approval of the Executive Committee must be obtained before any non-standard processes are introduced.

Safety must also be a standing agenda item at management committee meetings to discuss

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 9 of 38 <i>Uncontrolled when printed</i>
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safety management, performance and incidents.

## 7.0 PERSONAL PROTECTIVE EQUIPMENT

**FMBG** has a duty of care to protect members and volunteers from work place hazards including harmful UV radiation, insect, spider and snake bites, chemical contamination and tool use injuries.

Work Health and Safety legislation also requires that workers, including volunteers, must cooperate with their employer (**FMBG**) and must therefore, be supervised to ensure compliance.

All workers should be encouraged to wear appropriate clothing based on the project tasks. **FMBG** must also ensure that any specialised pieces of Personal Protective Equipment (PPE) e.g. Safety glasses or chemical gloves are provided to workers where these are identified in the risk assessment.

All PPE whether provided by **FMBG** or individuals must be in good working condition and where necessary instruction provided on its use.

## 8.0 EMERGENCY RESPONSE PLANNING

Every worksite is required to have an emergency response and evacuation plan that is communicated to all persons working at that site. Consideration must be given to reasonably foreseeable emergencies so that appropriate response plans are developed.

The plan needs to identify strategies for both getting assistance to the team or work group and evacuating them to a safer location.

So far as is practicable, every activity team or work group should have reasonable access to two forms of communication. The prime means of communication should be mobile phone. If mobile or radio reception is not good the position where the signal is strongest should be determined and then marked. If a vehicle is with the work party it should be parked in a position where it is immediately available for evacuation and should have sufficient fuel to reach the nearest hospital or point of emergency assistance

The Team Leader must identify a suitable emergency signal such as a whistle or vehicle horn blast.

Alternative escape routes need to be identified in recognition that the preferred route might not be safe or available e.g., bushfire and flood. Concise and unambiguous directions to the site (including, where appropriate, map references or references to readily identifiable landmarks) must be recorded on the Risk Assessment form where they are accessible to all participants.

Any participants with first aid qualifications or experience should be identified so they can assist with the treatment of injuries, or in communicating with emergency services. Consideration must also be given to the possibility that the Team Leader may be incapacitated and unable to initiate or lead the emergency response.

At the first practicable opportunity, after participants have been made safe and emergency services alerted, the Team Leader should advise the **Safety Officer** and/or **FMBG President** who will take appropriate action.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 10 of 38 <i>Uncontrolled when printed</i>
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## Emergency Communication Protocols

The purpose of communications should be to arrange assistance for the team as quickly and effectively as possible so as to minimise harmful effects to individuals. It is essential that Team Leaders have all necessary emergency contact details.

**(The national “000” emergency number should be backed up with local emergency service numbers and the “112” emergency number for mobile phones without coverage.)**

No Team Leader or volunteer should offer, or be drawn into, any media comment in respect of an emergency, unless specifically authorised by the **FMBG President** or nominee. A polite “No comment” is all that should be offered and the enquiry directed to the person authorised to make statements.

**See Appendix E - Emergency Response**

### 9.0 FMBG RISK MANAGEMENT PLAN

**FMBG** should prepare a copy of a **RISK MANAGEMENT PLAN** that can be used as a team Leader/volunteer guideline for assessing risk and setting out management processes for activities within the Botanic Garden and other activities where required.

***(A Risk Management Plan will be prepared for specific large events from the template in Appendix J)***

The Risk Management Plan shall be written and read in conjunction with this **OHS** Plan and include templates and forms for:

- risk assessment
- quantifying risk table
- emergency response
- induction handouts
- visitor information

### 10.0 SAFE WORK METHODS and RISK ASSESSMENT PROCESS

#### **Safe Work Method Statements (SWMS)**

Some activities carried out in the Melton Botanic Garden should be detailed in a Safe Work Method Statement. This is important where there is a complexity to the activity such as involving outside organisations to perform special projects. A SWMS will provide a clear guideline on how the activity is best performed to meet FMBG risk management responsibilities within the Botanic Garden.

The SWMS should describe the scope of the works, the documentation required, how the activity will be carried out, the risks assessed with mitigating actions, tools, personal protective equipment and team member skills required.

Where no SWMS exists the Team Leader/supervisor shall prepare and maintain a Risk Assessment appropriate for the activity.

***A SWMS for should be prepared from the template in Appendix J***

#### **Risk Assessment Process**

Risk Assessments shall be undertaken to include the range of activities in the Melton Botanic Garden and be kept in a register accessible to all team leaders intending to carry out the

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 11 of 38 <b><i>Uncontrolled when printed</i></b>
----------	--------------------------	----------------------------------------	--------------------------------------------------------------------------------------

particular activity. Before starting on the activity the team leader or nominated person should review the risks and if there are any circumstances or changes to the way the activity will be performed, assess any additional risks and add them to the form with comments of how they will be managed.

Volunteers engaged in the activities shall be advised that risk assessment has been done and all risk control measures explained. They should be encouraged to be vigilant for any risks covered in the assessment or which may occur due to change.

***A risk assessment process should be completed for every new worksite or, for every change in the nature of work being undertaken or proposed. Ref: Appendix G***

Committee members, through close examination of proposed work programs and liaison with project partners, should assist Team Leaders to plan risk management strategies. Such strategies should be expressed in terms of the actions that will be taken to manage the risks. Comments like “awareness” and be careful” do not describe adequate risk control strategies. Refer to the “Safety Prompts for Practical Conservation Projects” for assistance.

Once hazards are identified, the following risk control strategies should be considered in sequence:-

- 1) Elimination of the risk
- 2) Engineering control
- 3) Procedural control
- 4) Personal protective equipment (PPE)

Consideration in regard to PPE should extend beyond the obvious boots, safety glasses and gloves, and might include gaiters in snake habitat, mosquito nets where there are high numbers of insects or knee pads when stamping down branches or kneeling on the ground.

### **Unacceptable Risk**

Where the risk assessment process leaves the Committee or Team Leader in any doubt that the project can proceed safely, they should suspend work on the project, or that component which is the source of concern, until such time as the risk can be satisfactorily controlled. Examples of this are where the Risk Assessment produces a Major or Catastrophic consequence.

## **11.0 ACTIVITIES REQUIRING HIGHER LEVER RISK MANAGEMENT**

### **11.1 Justification for higher Risk projects/activities**

If **FMBG** is to voluntarily undertake a project that involves a higher than normal level of risk, there should be a sound reason for doing so, and only then, if the extra risk can be satisfactorily managed. All high risk activities should have a nominated Safety Monitor

Factors that would cause a project to fall into this category include:

- Projects carried out by voluntary organisations (Lions, Rotary) within the Botanic Garden, Open Days and National Tree Day etc. where members of the public are involved which are outside of normal activities.
- there is a reasonable possibility of extreme climatic and associated conditions e.g. storm, lightning, flood, extreme heat, bush fire.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 12 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

- there will be heavy vehicles, plant or machinery in the proximity.
- there is a possibility of exposure to dangerous substances such as potting mix, herbicides, lead based paint or asbestos.
- the activity requires the use of personal protective equipment (PPE) that would not normally be available onsite, or other specialised safety equipment e.g. fall arrest harnesses or scaffolding, respirators, hard hats, disposable overalls.

All activities undertaken on projects need to be approved by the **FMBG** Committee prior to commencement. **FMBG** will assess whether or not the activity will be subjected to a customised Risk Assessment Plan and Risk Assessment process.

## 11.2 OHS Procedures

The FMBG will prepare concise procedures for the purpose of providing guidelines setting out responsibilities and references for activities that are considered routine activities, special events, one-off events and the safety and wellbeing of people involved. These procedures will become part of the OHS Plan and included in **Appendix G**.

The procedures are intended to provide a quick easy to follow reminder of who is responsible, what planning is needed to ensure the activity is carried out safely, who can assist in the planning and point the coordinator/Team Leader to relevant sections of the OHS plan.

Many activities will be covered by multiple procedures to be made up into a job pack along with the risk assessment and SWMS if one is desirable.

It is intended that this section will grow as the Botanic Garden develops and new activities evolve.

### Definitions:

**Routine Activities** – involve regular volunteers and intermittent volunteers carrying out scheduled activities such as planting, weeding, setting out, planning where field work is required (see appropriate procedure), general maintenance, clean-up days, grow the garden etc.

**Special events** – this activity involves the FMBG in planning and managing large events annually or at greater intervals. Generally involves inviting members of the public to attend and the involvement of volunteers no necessarily familiar with FMBG processes.

**Health and Wellbeing** – This refers to the correct use of personal protective equipment (ppe), protective from the weather, allocation of suitable tasks, appropriate instruction/training.

**See Appendix G - Procedures**

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 13 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

## 12.0 ONGOING RISK MANAGEMENT

On behalf of the **FMBG** Committee the Safety Officer shall carry out a review of all of the **FMBG** activities based on the skills and capabilities of its members. The outcome will be to specify actions/steps to be taken to manage the known risks. (*This may include specific activities having their own SWMS or Risk Assessment so that day to day conditions can be considered*).

Follow-up reviews shall be carried out regularly thereafter as necessary to supplement risk control on special activities where additional risks shall be noted on the hazard sheet associated with the activity. All hazards shall be made known during a briefing for participants of the activity and any additional hazards noted and made known to all involved. Any hazards reported during the activity shall also be recorded and made known to all concerned.

The risk analysis will provide guidance and clear control recommendations to manage identified risks, eliminate or reduce risks to acceptable levels in accordance with this Plan.

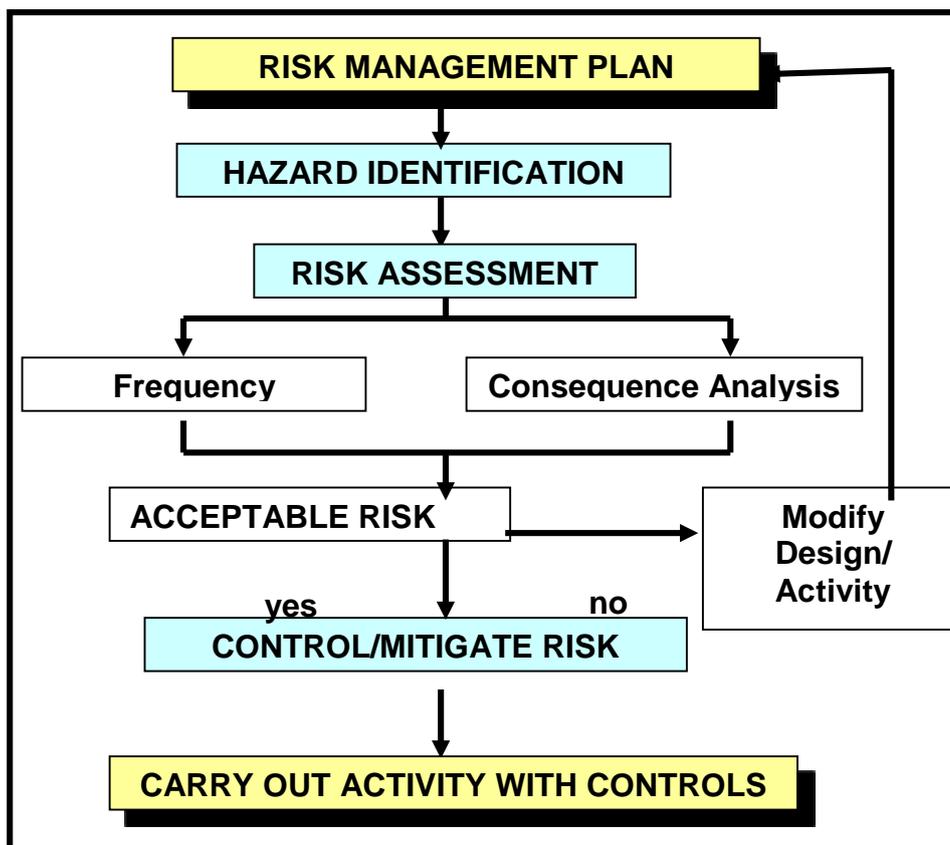
- Checking of risk control measures to ensure they are working effectively;
- Assessment of risk control measures to check if they have introduced any new hazards;
- Analysis of the risk management process to ensure that the process was undertaken properly and the conclusions were correct;
- Reviewing of the risk management process where necessary to ensure that all new hazards identified are controlled.

The outcome of risk management review may result in amendment or change to the 'Risk Analysis'.

Member participation is one of the most effective, as well as obligatory, means of identifying hazards in the workplace. Members are often in the best position to identify hazards and assess the likely outcomes of the hazard events and how to manage the situation.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 14 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

## 12.1 Risk Management Flow Chart



**FIGURE 1: RISK MANAGEMENT**

The following six steps outline the Risk Management Process:

- 1) Identify sources of risk/hazards and their causes. (Refer to 12.2)
- 2) Analyse the mechanisms by which the risks/hazards could occur. (Refer to 12.2)
- 3) Analyse the consequences of the risks/hazards. (Refer to 12.3)
- 4) Consider likelihood of the hazard and estimate the risk. (Refer to 12.3)
- 5) Evaluate the risk and judge the acceptability of the risk. (Refer to 12.4)
- 6) Make and implement decisions on actions to be taken, including deciding risk control measures/options. (Refer to 12.5)

## 12.2 Hazard identification

This step is to identify the risks to be managed. The identification of risks shall take into account:

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 15 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

**Note:** *The processes included in this Plan are intended to enable new hazards and risks to be analysed and managed.*

- 1) Source of risk and its potentiality.
- 2) Areas of impact.
- 3) Historical data – past records and relevant experiences.
- 4) The tools, equipment, PPE and how the work will be carried out.
- 5) The skills and capabilities of the team.

The following steps shall be considered while identifying risks:

- 1) **What can happen –**  
The aim is to generate a comprehensive list of events or activities and then consider in more detail to identify what can happen.
- 2) **How and why it can happen –**  
Having identified a list of events, it is necessary to consider possible causes and scenarios. There are many ways an event can be initiated. It is important that no significant causes are omitted.
- 3) **Who is involved –**  
Identification of persons exposed to the risks/hazards and those involved in pertinent activities.
- 4) **Tools and techniques -**  
Approaches used to identify risks include checklists, judgments based on experience and records, flow charts, brainstorming etc.

### 12.3 Risk Assessment

The next stage of the risk management process is Risk Assessment or consideration of the likelihood and consequence of the hazard/event and an estimation of the risk.

The analysis described in this procedure is only qualitative.

#### **Consequence** (Table 1: Qualitative Measures of Consequence or Impact)

For each hazard identified, analysis is undertaken on the most probable results of an accident/event due to the hazard that is under consideration.

#### **Likelihood** (Table 2: Qualitative Measures of Likelihood)

For each hazard, analysis is undertaken on the probability that an accident/event will occur as a result of the hazard under consideration.

#### **Level of Risk** (Table 3: Qualitative Risk Analysis Matrix – Level of Risk)

Consequences and likelihood are combined to produce a level of risk.

Techniques used for risk assessment include:

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 16 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

- Discuss the hazard with team members.
- Use advice from other team members.
- Engineer the risk out via the methodology in the SWMS.
- individual evaluations.
- use of past records/experience etc.

#### 12.4 Risk Evaluation

Whilst the process might seem complicated, put simply, risk evaluation involves comparing the level of risk found during the analysis process and preparation of the SWMS with previously established risk criteria on the same basis. The Team Leader shall evaluate and decide whether to accept the consequences and the likelihood of the risk.

If the resulting risk falls into the “Low Risk” category they may be accepted with minimal further risk treatment.

If risk falls into the minor risk category, control measures shall be implemented to prevent or mitigate the risk.

If the risk falls into moderate or above no work shall proceed until processes are introduced to mitigate the risk. The Executive Committee shall be informed.

The output of the risk evaluation should be prioritized for further action. The risk priority shall be indicated in the “Risk Register”.

#### 12.5 Risk Control Measure

Reduction of risk usually involves two steps:

1. Developing appropriate risk control measures (change the methodology).
2. Implementing decisions on action to be taken (ensure that the management processes are followed).

Control measures could be classified as follows:

##### a) System Controls

Systems which aid in the identification or prevention of a hazardous incident (such as computer failure, faulty materials, communication failure, inadvertent loss of records, system failure etc.):

- **Design** - Allows hazards to be identified at the planning stage and control measures designed in.
- **Substitution** Replacing the risky activity or process with a less hazardous one.

##### b) Administrative Controls

Procedures and actions performed by individuals involved in the process that aid in

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 17 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

the prevention of a hazardous incident (e.g. planning, procedure, prior inspections, buddying/training etc.):

- **Separation** Isolating the hazard from persons by safeguarding, or by space or time separation.
- **Administration** Procedural control, e.g. adjusting the time or conditions of risk exposure, training and clear instructions on mitigating risk set out in the Risk Analysis.
- **PPE** using appropriately designed and properly fitting Personal Protective Equipment and tools.
- **MSDS** Material Safety Data Sheets shall be prepared that set out the handling and storage of all materials and liquids that could place anyone at risk.

Reduction of consequence and likelihood may be referred to as risk control.

Actions to reduce or control **consequences**:

- i) elimination of potential risk at source (most preferred order of control method).
- ii) contingency planning.
- iii) Information arrangements.
- iv) Change how something will be done.
- v) emergency plans.
- vi) minimizing exposure to sources of risk.
- vii) separation of high risk persons from hazardous activity.
- viii) relocation of an activity and resources

Actions to reduce or control **likelihood**:

- i) audit and compliance program.
- ii) understand the activity.
- iii) assess activity difficulty and advise participants capability.
- iv) inspection and process controls.
- v) preventative actions.
- vi) inform participants of activity of hazards and controls.
- vii) always have someone in charge.
- viii) test difficulty of activity and effectiveness of control.
- ix) Organisational arrangements etc.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 18 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

Options of control measures shall be assessed on the basis of the extent of risk reduction and the cost impact.

## 13.0 WORKSITE SAFETY

### 13.1 Disclosure of Pre-existing Injuries or Medical Conditions

The safety of a work site or work practice cannot be assessed without consideration of the capacity of the persons involved.

An activity that is safe for one person may be unsafe, even dangerous, for another person who has a pre-existing injury or medical condition. Consequently, new staff or volunteers must have their foreseeable tasks and work sites clearly explained to them so they are able to make a properly informed and, considered decision about the disclosure of pre-existing conditions. Any personal information disclosed to the **FMBG**, must be treated in strict confidence and used only for the purpose of safely and discreetly managing the condition disclosed. Volunteers must complete a Volunteer Registration Form. If any condition is disclosed, an appropriate management plan must be developed and agreed as practicable by the volunteer.

*Note: The Privacy Act entitles and individual to the right of privacy without penalty should they choose to not reveal personal details. This option shall be noted on the form they sign..*

Regular volunteers should be asked to renew their registration every twelve months, or sooner if their health or fitness status changes.

### 13.2 Bullying and Harassment

Everyone is entitled to a positive workplace free from intimidation, ridicule and harassment and every person has a responsibility to maintain that environment. Bullying and harassment should be covered at inductions or worksite briefings and the **FMBG** should have the following in place:

- A contact person established to receive complaints; this may be the **FMBG President** or other nominated person.
- A process established to resolve complaints respectfully, confidentially and fairly.
- Measures to provide everyone with information on what constitutes workplace bullying and harassment.

### 13.3 Smoking, Illegal Drugs and Alcohol

Smoking, or the storage or consumption of alcohol or illegal drugs, is not permitted within the confines of project sites, offices, accommodation or vehicles. At outdoor project sites, smoking may only occur during designated breaks, and then, only where other persons will not be exposed to the risks of passive smoking. (Smoking may not be permitted at all if the Team Leader deems the fire risk to be unacceptable.)

### 13.4 Team Leader Responsibility

The general safety and welfare of program participants is the Team Leader's prime responsibility for the entire project duration. If, for any reason, the Team Leader must leave or divide the **FMBG**, careful thought must be given to the most appropriate arrangement to ensure that supervision is maintained.

### 13.5 Mobile Phones, iPods, Mp3 Players etc.

While undertaking the risk assessment, whenever safety instructions are being issued or whenever voice contact with the Team Leader is necessary, volunteers should be asked not

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 19 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

to use mobile phones or other electronic devices that might distract their attention.

### 13.6 Activity Site Briefing

In addition to the general induction that is completed as part of the volunteer registration process, a site and project briefing should be completed at the commencement of each activity.

The briefing should give participants a clear understanding of the work to be carried out and the hazards associated with the activity so that all in the work party can work safely. If the briefing is documented it should be signed by participants. The key briefing points are as follows:

- Context and aims of the activity.
- Tasks and duties.
- Risk assessment and worksite safety (existing or new).
- PPE and tools.
- Emergency procedures, first aid, communications and reporting.
- Start and finishing times and checking out point (may be the Depot or other).
- Toilets and hygiene facilities.

### 13.7 Positive Worksite Behaviours

Notwithstanding responsibilities detailed elsewhere in this policy, it is expected that Team Leaders will demonstrate the following positive safety behaviours.

- On arrival, and regularly throughout the project, inspect the site for hazards.
- Ensure that a safety vehicle is on site and parked in an unobstructed exit. (This vehicle should also have a state compliant fire extinguisher.)
- Have escape routes planned.
- Ensure that the vehicle has sufficient fuel to reach the nearest hospital or doctor.
- Provide a tool demonstration that is adequate to stress safety and efficiency. (This should include emphasis on safe tool use, carrying and storage).
- Keep the depot, sheds, propagating area and work sites tidy
- Use fire responsibly, especially during high fire danger periods.
- Ensure that the first aid kit is accessible at all times.
- Intervene immediately when any dangerous practice is observed.
- Constantly reinforce the importance of safety and hygiene by personally modelling safe and healthy practices.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 20 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

- Make a note of any accidents, incidents or recommendations that need to be brought to the attention of the **FMBG** Executive.
- Any injuries sustained, and first aid treatment administered, should be recorded in the Register of Injuries. More serious accidents must be reported on the Accident-Incident Investigation Report Form.
- Team Leaders should wear a high visibility vest to allow for ease of identification in the event of an emergency.

### 13.8 Hard Hats

Where the Project Risk Assessment indicates that there is a potential for head injury, hard hats must be worn. Among the circumstances where the use of hard hats would be indicated, are work situations where:-

- Limbs or any other objects may fall.
- Rocks may dislodge from steep track sections or embankments.
- Tools or timber may be carried, swung or lifted at, or above, head height.
- One worker is working above another.

If a potential for head injury is recognised, efforts must be made to eliminate or reduce the risk, before workers with hard hats are permitted to work on site.

#### 13.8.1

Because chemicals found in some felt pens and adhesives may affect the performance of hard hats, **no unauthorised stickers or writing** (e.g. Names, slogans etc.) are to appear on hard hats.

#### 13.8.2

Team Leaders should be responsible for the cleanliness, hygiene and maintenance of hard hats.

#### 13.8.3

In order to facilitate monitoring of the age of hard hats, it is essential that the replacement date is entered inside each hat before it is issued for the first time.

### 13.9 Ross River Fever and other Insect-borne Diseases

Ensure that all program participants are frequently reminded of the need to take precautions to minimise the chance of infection. Among the steps to be taken are:-

- Make people aware of the risk, particularly in relation to mosquito and tick bites.
- Monitor compliance with protective clothing policy. (ie long trousers, long sleeves).
- Ensure that insect repellent is available (volunteers and staff should be encouraged to carry their own).
- Encourage the use of mosquito nets.
- Modify work practices to avoid locations or times of day when insects are more prevalent or active.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 21 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

### 13.10 Legionnaires and other Dust-borne Diseases

Ensure that all program participants are frequently reminded of the need to take precautions to minimise the chance of infection. Among the step to be taken are:-

- Make people aware of the risk, particularly in relation to the handling of soils, fertilisers and potting mixes.
- Monitor compliance with protective clothing policy. (ie long trousers, long sleeves, dust masks).
- Make sure that the Risk Assessment adequately addresses the mitigation and management processes.
- Make sure that the control of dust and potential fungal spored from imported materials are controlled.

### 13.11 Bushfire Safety

#### 13.11.1 General Principles

- No volunteer should be placed at risk or allowed to remain at risk during a bushfire or when there is a high fire danger. Completing a project is never a higher priority than the safety of teams.
- Volunteers are generally not trained to fight bushfires. Procedures are therefore aimed at removing teams from contact with bushfires. Leave fire fighting to the experts.
- No State or Territory is immune from the risk of bushfire.
- Teams working in 'at risk' areas must have two means of communication available to them e.g. phone and radio during periods of high fire risk.
- Pre bushfire season preparation is essential. It is essential that the possibility of bushfire is a prominent aspect of all project planning and risk assessments. In particular, the following questions need to be considered:-
  - How great is the threat of fire? Consider the project area, the weather forecast, fire danger period for your region etc.
  - Are there escape routes? Is the Team Leader clear on these? Fires are unpredictable and often change direction.
  - Are emergency communications available? This is absolutely essential in high risk areas during the fire season.
  - Does the Team Leader regularly monitor radio news reports and CFA Smartphone App or have the Bushfire Information Line number available?
  - Have the issues of bushfire threat and emergency evacuation been discussed with Council and other project stakeholders?
  - The Team Leader and volunteers acting responsibly regarding the use of fire while at project sites or accommodation? While being mindful of the threat of fires caused by external forces, we must ensure that all personnel model the highest standards of fire safety, including safe extinguishing of cigarette butts.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 22 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

- Are the above issues highlighted in safety talks to project participants? Everyone must know what to do in the event of an emergency evacuation.
- Do our vehicles have sufficient fuel to enable them to evacuate an area safely?

### 13.11.2 Periods of High Fire Danger

A National Bushfire Danger Rating system was adopted in 2009.

Based on the recommended actions associated with the ratings, the following should apply to project work:

- Stand down or cancel project activities on days of Catastrophic (code red) Fire Danger.
- Do not work, or walk, in forest, bushland, grassland or other high fire danger areas on days of Severe or Extreme Fire danger. Work in urban or residential areas may be acceptable based on the normal risk assessment process.
- Limit distances worked or walked from the vehicle in high fire danger areas (e.g. bushland) on days of Very High, or greater Fire Danger.
- Identify the “place of last resort” for each worksite.

Team Leaders are to be aware that finishing the project is never a higher priority than the safety of people. Team Leaders must be prepared to withdraw people (or not send them) from the sites when the appropriate Fire Danger Rating thresholds are reached.

### 13.12 Handling Needles, “Bongs”, Syringes and other Sharp objects

Whenever volunteers, participants or members are to be involved in projects involving litter collection, clean ups or hand weeding, etc. the Risk Assessment must take account of the potential presence of needles, syringes and other sharp objects.

Methods must be devised to reduce the risk of puncture, laceration or infection occurring as a result of handling sharp objects.

Needles/syringes found in the course of duties should be picked up using implements such as shovels, spades or tongs, and then placed in an impervious sharps container. Gloves resistant to needle stick should be worn.

If needle caps are present no attempt should be made to re-cap the needles, as this action has significant risk of needle stick injury.

The sharps container should be crush resistant and able to be sealed effectively and transported in a safe and secure manner.

The local health authority should be contacted for advice regarding the proper disposal of needles/syringes.

***Where a high incidence of needles/syringes is evident at the project site, it may be deemed necessary to have the site assessed by the local health authority which may have to clear the needles from the site before the project proceeds.***

### 13.13 Worksite Hygiene

The provision of ready and sensitive access to adequate work site hygiene facilities is critical in preserving the health and dignity of all participants. Such provision must also account for

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 23 of 38 <b><i>Uncontrolled when printed</i></b>
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environmental impact issues.

It is the responsibility of **FMBG**, when negotiating projects with partner agencies and Council, to determine the strategies to be used in ensuring that the rights of participants in this regard are protected.

### 13.14 General Disease Control

Conditions such as influenza and meningococcal disease may be transmitted through saliva or air borne particles resulting from coughing or sneezing. The sharing of drink bottles or cups must be avoided unless they have been properly washed between users, and all volunteers and staff should have ready access to soap and water for frequent hand washing. Staff or volunteers suffering from colds or flu should be discouraged from travelling in vehicles where there is an increased risk of spreading bacteria.

### 13.15 Access to Toilets

All work sites must have access to toilet facilities that allow for the privacy and hygiene of participants. This access is provided by:

- Flush toilets with hand washing facilities adjacent to the Rotundas near the lake.
- Flush toilets with all facilities at the **FMBG** Depot at the northern end of the Botanic Garden.

### 13.16 Manual Handling

Manual handling refers to a wide range of activities including lifting, pushing, pulling, lowering, holding, carrying or restraining any object, animal or person. These activities commonly give rise to such injuries and conditions as muscle strains and sprains, tendon and ligament injuries to wrists, arms, shoulders, neck and legs, injuries to vertebral discs and other structures of the back, abdominal hernias and chronic pain.

#### 13.16.1 Pre-activity Planning and Preparation

As far as possible, prior to project commencement, the Team Leader should plan and negotiate the control of manual handling risks by arranging the strategic pick-up or delivery of project materials and tools so as to minimise the amount of lifting and carrying required.

#### 13.16.2 Onsite Risk Assessment

At the activity site risk assessment stage, deliberate strategies should be developed to eliminate or minimise:

- the lifting and lowering forces (loads),
- the need for bending, twisting and reaching movements, and
- pushing, pulling, carrying and holding.

Tasks requiring participants to lift, lower, carry, hold, pull or push while they are bending, twisting or reaching should be avoided.

Consideration must also be given to the duration of the activities and the physical capacity (including pre-existing conditions) of those proposed to undertake them.

Only after the tasks have been modified to minimise the above risks should consideration be given to task rotation and the demonstration of individual or team lifting techniques. Loads (weights) should be 'tested' before any lifting is attempted. Smart solutions ('brain power' instead of 'brawn power') should always be sought in the first instance.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 24 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

The potential for finger or foot crush injuries must also be considered if heavy lifting is to be undertaken.

### 13.16.3 Repetitive Actions

Repetitive actions, even when the load is minimal (e.g. raking mulch), present manual handling risks, especially for those who are not conditioned to the activity. These activities require careful and deliberate risk management.

## 13.17 Extreme Weather Conditions

Extreme weather conditions refer to situations where conditions have the reasonable potential to cause stress or extreme discomfort to volunteers. It is reasonable to assume that participants will expect to experience some measure of discomfort attributable to climatic conditions. However, the standard risk assessment process must be enacted in order to ensure that risks are kept within the range of acceptability. The risk assessment process must take into account considerations such as the expected duration of the extreme conditions, the quality of shelter and protective clothing available, the proximity of accommodation relief, the degree to which volunteers are acclimatised to the conditions and the physical demands of the tasks being undertaken. Pre-existing injuries or medical conditions must also be taken into account. Because there are so many variables, there are no set arbitrary temperatures as a determinant of when work should cease.

Extreme heat and extreme cold can progressively affect outdoor workers, and create risks related to changes in core body temperature and impaired coordination and judgement. This can be exacerbated by wind which can effectively lower temperatures in exposed areas or increase the dehydrating effect of high temperatures. It must be recognised that individuals may react very differently to extreme conditions, so Team Leaders must be mindful of the need to monitor and manage individual participants in these circumstances.

Consideration must also be given to associated risks such as bushfire, sunburn, flooding, high wind and more hazardous road conditions.

### 13.17.1 Lightning/Electrical Storms

Lightning strikes may actually cause more fatalities in Australia than snake bites. Consequently, associated risks must be taken seriously and managed in accordance with the '30-30 rule'; when the sound of thunder follows less than 30 seconds after a visible lightning flash, outdoor workers should seek immediate shelter inside a building or vehicle and remain there for at least 30 minutes after the last lightning flash is seen. Research indicates that more than half of lightning deaths occur after the thunderstorm has passed.

### 13.17.2 Pre-planning

During the activity planning and development phase, Team Leaders must consider the likelihood of extreme conditions, and ensure that so far as is practicable, alternative activities are arranged, the participants are adequately briefed, physical capabilities and pre-existing medical conditions of volunteers are considered and the team is appropriately resourced.

## 13.18 Use of Boats

The use of boats carries a higher degree of risk and their use must be carefully planned and managed. Small boats or canoes may occasionally be appropriate for some activities involving the island in the lake and in the Billabong.

Issues to be considered during the risk assessment process should include – stability of the craft, water conditions (depth, currents, clarity, wind etc.), experience of the team leader, training for all participants and their swimming ability, exposure to sun and wind, availability of

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 25 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

Personal Flotation Devices, maximum distance from shore and emergency response / rescue plan.

- Where a third party (e.g. commercial operators, contractors or project partners) will operate the boat, the following should be checked:
- The operator is appropriately qualified and licenced.
- The boat is properly licenced, fit for the purpose and the number of passengers will not exceed the licensed capacity of the boat.
- Personal Flotation Devices (PFDs) are available for all passengers.
- A strategy is in place to monitor weather conditions and an evacuation plan has been developed.

### 13.19 Driver Responsibility

#### 13.19.1 Standard Requirements

Transporting people to and from activity sites and operating vehicles outside of the carpark areas is a high risk activity in normal **FMBG** activities. The highest standards of safety must be expected when transporting people as part of a **FMBG** project or activity.

- All drivers of vehicles must hold a current driver's licence.
- Drivers and vehicles must comply with State road laws.
- Drivers must observe the maximum 15kmp/h speed limit within the Botanic Garden area and reduce this further when approaching pedestrians.
- Drivers must display flashing hazard lights or flashing light while mobile in the Botanic Garden.
- A 'zero blood alcohol' requirement applies to drivers who transport other participants during a **FMBG** project off or on site.
- Team Leaders must not drive or authorise the use of vehicles they know to be unsafe.
- Vehicles must be driven in a manner that ensures all occupants are safe and feel safe.
- Seat belts, where fitted, must be worn by all occupants whenever a vehicle is in motion.
- Vehicles and trailers must be maintained in a safe and roadworthy condition.
- Chemicals or unsecured tools/equipment etc. should not be carried inside passenger carrying vehicles. (*Vehicle occupants should limit 'in vehicle' luggage to a small day-pack.*)
- Team Leaders should check that any vehicle authorised within the Garden activates its hazard lights prior to departing to, and returning from, each activity.
- Drivers should maintain sufficient fuel to reach the nearest hospital/medical centre.
- Trailers should only be used in accordance with vehicle manufacturers' recommendations. (Ref. Vehicle Owner's Plan) and operators must be competent in their use.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 26 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

- Guidance should be given to drivers backing trailers if required.
- Whenever a vehicle with trailer attached is being reversed, at least one participant should be delegated to stand in a safe place outside the vehicle, and provide direction to the driver.
- Trailers should be serviced at least annually or more frequently if subjected to heavy usage.
- Drivers must be appropriately licenced and competent to operate the vehicle being used.
- Passengers must not be transported in the open areas of the vehicle e.g. Ute tray.

#### 13.19.2 Emergency Circumstances

Team Leaders are advised to identify an appropriately licensed participant who is competent drive a vehicle in an emergency that renders the Team Leader or other nominated driver/s incapable of driving safely.

In an emergency, this driver should be instructed to transport the participants to the nearest safe point of communication.

#### 13.20 Vehicle Accident General Procedures

If an **FMBG** vehicle is involved in a motor vehicle accident, the law requires that the driver takes the following action:

- Stop immediately.
- Give assistance to any injured person.
- Send for police and ambulance if anyone is injured.
- Give their name, address, vehicle registration number, and vehicle owner's name and address to the other parties.
- Remove all debris from the road, if safe to do so.
- Report the accident to the nearest police station if there is only property damage, and the owner (or a representative if the owner) is not present.
- Report the accident to the nearest police station if anyone is injured.
- Do not admit liability, as this may jeopardise the insurance cover.

#### 13.21 Accident Claim Form

A motor vehicle accident claim form must be obtained from the Insurance Company.

#### 13.22 Non Approved Transportation

Neither volunteers nor staff should be transported on the back of open vehicles e.g. trailers, utilities, tray trucks etc.

#### 13.23.1 Private Vehicles

Team Leaders should not, without careful consideration, encourage or authorise activity participants, for whom they are responsible, to travel in the private vehicles of other participants.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 27 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

### 13.23 Use of mobile Phones in Vehicles

It is illegal to talk and use 'hands free' on the phone while driving.

Phones should be turned off or not answered whilst vehicles are being driven.

## 14.0 SAFETY WITH HAND TOOLS

### 14.1 Tool Talks

Team Leaders shall ensure that all participants are familiar with and competent to use of tools or provide tool demonstrations that are adequate to stress safe and efficient use. In general terms, tool talks should include the name of the tool, what it will be used for, how to check that it is safe to use, how to use it safely, how to carry it and how to leave the tool when not in use.

### 14.2 General Tool Safety

- It should not be assumed that a single demonstration is adequate. Frequent revision is required and diligent monitoring is essential.
- Team Leaders must intervene immediately any unsafe or inappropriate work practice is observed.
- Where swinging type tools (e.g. Pick, mattock, axe etc.) are being used; a safe working distance of 3 metres should be maintained.
- Activity participants who are of slight build may be at greater risk of injury while using some tools. Task allocation and duration should be monitored closely to safe-guard against over-use or repetitive strain injuries.
- Team Leaders should be alert for signs of fatigue, as participants who are unfamiliar with using certain tools may tire quickly and become more at risk of accidental injury, not only to themselves, but to other activity participants.
- Additional care must be taken when using, or carrying power and hand tools when the ground under foot is slippery or uneven.
- Team Leaders should ensure that tools are properly maintained; blunt or broken tools may increase risks associated with their use.

### 14.3 Use of Chainsaws

Any person operating a chainsaw must be appropriately accredited for the task being undertaken and follow the operating guidelines set out for Lawnmowers and Brushcutters.

### 14.4 Use of Power Tools

Power tools refers to motorised equipment such as mowers, brush cutters and augers, and electric powered tools such as drills, angle grinders, high pressure water pumps, petrol powered spray units and sanders. (The tools mentioned are indicative and not a complete list.)

Team Leaders may approve the use of these items subject to the following conditions:

- Team Leaders must be appropriately qualified and/or experienced in the safe use of the equipment.
- Team Leaders will maintain direct supervision at all times.
- Team Leaders will ensure that the operator is of sufficient strength and stature to control the

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 28 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

equipment safely, and that the operator has been adequately trained in power tool use and associated hazard identification and control.

- The Team Leader is able to determine whether the equipment is in safe operating order.
- Team Leaders must ensure that equipment is not operated in close proximity to other people.
- All appropriate personal protective equipment (PPE) is worn. This includes the operator and anyone who, by necessity, must be close by while the equipment is being operated. Use of appropriate hearing protection and eye protection is required.

#### 14.5 Noise Control

Not only petrol powered hand tools generate sufficient noise to cause injury and/or damage to the operator or persons nearby the work area. Care must be taken by the operator to ensure that he/she is aware of the level of noise stated in the safety data provided with the tool and manage the associated risks. Operators need to be aware of the 'distraction factor' arising from noise. Concentration on unrelated tasks can be affected by noise.

Other sources of noise can be associated with using a tool within a confined space. Sources of harmful noise may include:

- Chainsaw, Brushcutter, Weed Eater, wood chipper, petrol powered water pump.
- Angle Grinders, tool sharpening, Skilsaw, Drop Saw, Nail Gun.
- Hammering and operating percussion tools.

The effect of noise is increased the closer a person gets to the source and the Risk Assessment for the activity shall specify that the noise impact affects not only the operator. Some people are more sensitive to noise than others.

## 15.0 LP GAS CYLINDERS AND APPLIANCES

### 15.1 LP Gas Cylinders

- The only foreseen use for LP Gas cylinders is for barbecues therefore the size is limited to a maximum of 9kg.
- Transportation of the cylinders will only be from supplier to the Depot and adjacent area where any associated risks can be managed.
- Because LP Gas is stored under pressure, cylinders must be tested every 10 years. The FMBG Executive Committee must ensure that a system is in place to have the currency of cylinders maintained.
- LP Gas cylinders are fitted with safety valves to relieve excess pressure in the case of extreme heat. Cylinders should always be stored upright to allow this valve to operate correctly.
- After use, the cylinder valve should be turned off while the appliance is still operating. Then turn off the appliance valve. This allows the hose to empty.
- Use a regulator with low pressure appliances. If in doubt, seek advice from a registered dealer.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 29 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

- Cylinders and appliances may only be repaired by qualified dealers.
- Damaged or corroded cylinders must never be used.
- Cylinders must never be exposed to extreme heat or kept in a car boot for long periods.
- Cylinders may only be refilled by properly registered re-fillers. Never attempt to refill cylinders.
- Empty” LP Gas cylinders must never be incinerated.

## 15.2 LP Gas Appliances/barbecues

- Look for Australian Gas Industry approval notice when purchasing an appliance.
- Keep appliances in good condition. Corrosion or leaks should be repaired promptly.
- Gas appliances should always be well ventilated. Never use a portable or unflued gas appliance in a closed tent or van. Build-up of unventilated flue gases can cause death.
- Inspect and replace worn flexible hoses.
- Appliances and cylinders should be placed where they cannot be knocked over or tampered with.
- Plastic or other tubing must never be used as a gas hose.

## 16.0 CHEMICAL USE

### 16.1 Low risk Chemicals and Application Methods

#### • Licences and permits

- Agricultural Chemical User Permit (ACUP)

In Victoria, a person must hold a valid ACUP, or be working under the direct and immediate supervision (i.e. within sight and sound) of an ACUP holder to use an agricultural chemical product that:

- is a 'restricted use' chemical (see 5.3.3 'Restricted use' chemicals)
- contains pindone concentrate for the preparation of poison baits.

Further information is available from the DPI 1080 website, <http://www.depi.vic.gov.au/agriculture-and-food/farm-management/chemical-use/agricultural-chemical-use/bait-use-and-1080> and the DPI Customer Service Centre on 136 186.

Once granted, an ACUP is valid for 10 years from the date of issue. To apply for an ACUP, a person must complete an accredited course in agricultural chemical use, such as AusChem Victoria or SMARTtrain. Currently, no additional training is required during the 10-year period or to renew an ACUP.

Team Leaders may approve glyphosate chemical which is not a 'Restricted use' chemical use on activities, provided that:-

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 30 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

- the Chemical to be used does not have a Dangerous Goods classification (DG Class) and is rated no higher than S5 on the Poisons Schedule.
- knapsack spraying is the only approved proposed application method unless the user holds as a minimum an appropriate current ACUP.
- all Precautions and Safe Handling Instructions described in the Material Safety Data Sheet (MSDS) and on the product label are complied with, and that all team volunteers have access to the MSDS and have appropriate instruction from a person with a current ACUP. Precautions include the provision of clean running water or at least 40 litres of clean water to allow first aid to be administered in the event of a splash to the eye.
- all necessary personal protective equipment (PPE) is provided and worn.
- activity participants are given adequate instruction concerning safe chemical use, associated health hazards and emergency treatment, and the reasons for use and their competency is assessed.
- the Team Leader or a member of the **FMBG** has qualifications and experience suitable for the task to be undertaken and in compliance with State requirements.

***Refer to the appropriate MSDS in the folder held in the Depot.***

#### **16.1.1 High toxicity Chemicals**

The use of classified Dangerous Goods, or chemicals with a Poisons Schedule rating above S5 can only be applied under the direct control of an approved ACUP holder.

#### **16.1.2 Chemical Spraying**

Chemical spraying, irrespective of the chemical to be used, may only be undertaken with the authorisation of the **FMBG** Executive Committee or nominated approver following the completion of a Risk Assessment.

#### **16.1.3 Chemical Storage**

Storing agricultural chemicals correctly will help prolong their shelf life and protect the health of people, animals and the environment. Chemical product labels and MSDS contain storage directions that should be followed.

Chemicals should be safely locked away from children and unauthorised people.

Chemicals should be stored according to 'The Storage and Handling of Agricultural and Veterinary Chemicals' (Australian Standard 2507-1998), which can be purchased from SAI Global, [www.saiglobal.com](http://www.saiglobal.com)

If storing chemicals in small quantities, **FMBG** should:

- maintain a list of all chemicals kept in storage.
- store chemicals in a cool, well-ventilated area that is away from direct sunlight (e.g. lockable shed) that has an impervious floor and shelving and is adequately bunded to contain spills
- avoid stockpiling chemicals by purchasing them when the need arises
- store chemicals in their original labelled containers (if labels come off, re-label the container)
- keep all MSDS in a register nearby for easy access

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 31 of 38 <b><i>Uncontrolled when printed</i></b>
----------	--------------------------	----------------------------------------	--------------------------------------------------------------------------------------

- never store chemicals in food or drink containers
- separate incompatible/different chemical types to avoid cross-contamination
- never store chemicals with seeds, fertilizers or protective clothing.
- ensure running water, first aid and other facilities as required by the MSDS are available.

**Note: If it is necessary to store chemicals that are classified as 'Dangerous Goods' in large quantities, there are special storage requirements under the Dangerous Goods (Storage and Handling) Regulations 2000 that apply. Contact WorkSafe Victoria for information and advice.**

#### 16.1.4 Decanting and mixing

Decanting and mixing chemicals is a potentially dangerous task that presents the greatest risk to handlers because chemicals are usually in concentrated form. The site where chemicals are mixed and loaded prior to application is also at risk of contamination from spills.

Choose a mixing site that is away from people. Never eat, drink or smoke when mixing chemicals, nor allow children or unauthorised persons near the mixing operation. The mixing site must be well ventilated, have good lighting and prevent any chemicals from draining into waterways or sewers. There should be a personal wash-down facility on the mixing site, with a ready supply of clean water and soap.

Only mix enough chemical for you to immediately use. Chemicals should be decanted in a way that minimises the risk of handler contact with chemicals. Chemicals designated as 'Hazardous Substances' are not permitted to be decanted unless the original label is attached to the new container. Wherever possible, use closed-tank mixing systems to fill application equipment. Steps should be taken to minimise the risk of spillage.

Hoses and pipes used to fill the spray tank with water should be fitted with a non-return valve, particularly where the hose is submerged while filling. This will prevent siphoning back from the tank into the water source if the supply is interrupted. Agitation should be sufficient to keep farm chemicals thoroughly mixed and suspended.

Triple rinse empty containers and drain rinse water into the spray tank.

#### 16.1.4 Disposal

Empty chemical containers and unwanted chemicals must be disposed of correctly. Follow label instructions for disposal requirements.

All containers should be emptied, triple rinsed and punctured through the lid opening and out the bottom before disposal.

Disposal methods include:

- return refillable containers to the chemical reseller
- dispose the container through a commercial disposal program that collects and recycles chemical containers that have been emptied and cleaned (e.g. drumMUSTER) (for information, visit [www.drummuster.com.au](http://www.drummuster.com.au), phone 1800 008 707 or contact Melton City Council
- dispose containers at an approved municipal landfill tip.

#### Australian Standards applicable to PPE for chemical application

PPE	Australian Standards
Eye protection	AS 1337 Eye Protection for Industrial Application AS 1336 Recommended Practices for Eye Protection in the Industrial Environments

PPE	Australian Standards
Gloves, aprons and other equipment	AS 2161 Protective Gloves and Mittens
Respirator	AS 1716 Respiratory Protective Devices AS 1715 Selection, Use and Maintenance of Respiratory Protective Equipment
Footwear	AS 2210 Occupational Protective Footwear

## 16.2 Hazardous Substances

**FMBG** policy does not permit the carrying of undiluted chemicals / flammable substances / liquids / gas bottles / pesticide or herbicide containers or other dangerous goods in passenger vehicles. (An exception to this is allowed for deliveries to the **FMBG** Depot).

It is essential that, if these substances are to be transported, they are only transported in the trailer or tray of the vehicle. If transported in the cargo areas of vehicles it must be done so with the chemical container placed inside another airtight container and only in small quantities. Under no circumstances should they be transported in the passenger area of the vehicle.

The Team Leader must ensure that Hazchem placarding is displayed appropriate to the nature and quantity of hazardous material being stored.

Nobody is permitted to handle, transport, or work in the immediate proximity of asbestos or highly toxic pest control poisons.

## 16.3 Rabbit and Fox Eradication

Volunteers shall not become involved directly in pest control has been carried out by a third party. The area should be marked out and avoided.

## 17.0 WALK-BEHIND MOWERS, BRUSHCUTTERS

### Operating Guidelines:

- Read the Safety Instructions that were provided with the mower and brushcutter.
- Ensure that an appropriate Risk Assessment has been carried out for the activity and operators have been briefed.
- Before starting, make sure the area to be mown is clear of sticks, stones, wire and other debris.
- Make sure there are no people in the immediate vicinity when mowing or operating a brushcutter.
- Wear suitable PPE – sun protective clothing, eye and hearing protection, gloves and high-grip shoes (safety shoes are advisable).
- **No smoking during the operation and refuelling activities.**
- Disengage all blades and drive clutches before starting. Start the engine carefully with feet well away from blades.
- **DO NOT** start the engines of any petrol powered tool within a confined space such as the

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 33 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

Depot.

- Stop the engine before pushing the mower over rough or loose surfaces e.g. gravel.
- Do not mow or cut weeds on very steep or slippery slopes.
- Avoid walking backwards with a mower/brushcutter or pulling a mower towards you.
- Do not over speed the engine or tamper with the governor settings.
- Never pick up or carry a mower while it is operating.
- Stop the engine before making adjustments, refuelling or removing blockages.
- Disconnect the spark plug lead before clearing, repairing or adjusting the blades.
- Never use hands to clear blockages between the blades – use a wooden stake or tool instead.
- Always keep the mower on the ground when mowing. Tilting or lifting the lawnmower may cause stones to be thrown out.
- Do not use the lawnmower if there is excessive vibration.
- The brush cutter must be switched off before any attempt is made to clear the blade.
- Always start the brush cutter on the ground clear of any other personnel and obstructions.
- Ensure that nobody encroaches within 5m of the work area. Stop work if someone strays into the zone. Always be aware of the location of other persons near your work area.
- Do not use where there is debris or stones that can be thrown by the blade.
- Use eye and hearing protection.
- Store fuel in a cool, secure location as per dangerous goods. Fuel must be clearly labelled and stored in a suitable container.

### 17.1 Refuelling

Care should be taken not to spill fuel during refuelling. Mowers and brushcutters should be moved at least three metres from the refuelling area before they are started up. Mowers should not be left idling in the refuelling area. An approved fire extinguisher, a rake or shovel and sand, or a piece of canvas to smother small flames should be kept close to the refuelling area.

***DO NOT mix fuel or refuel a mower or brushcutter inside the Depot or the storage sheds.***

### 18.0 FIRE CONTROL MEASURES and BURNING OFF

The **FMBG** will ensure that it meets fire regulations as they apply to the Depot and surrounding area. This involves having serviceable fire extinguishers placed as appropriate and the Emergency Response details displayed prominently.

At any indication of an active fire volunteers are to retreat to the nominated evacuation area for further instructions.

The **FMBG** shall not allow participants or volunteers to be involved in fire control operations

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 34 of 38 <b><i>Uncontrolled when printed</i></b>
----------	--------------------------	----------------------------------------	--------------------------------------------------------------------------------------

or burning off. Such activities are not covered by the **FMBG** insurance policies.

## 19.0 SEED COLLECTION

A common cause of injuries reported from seed collection projects is postural compromise, usually associated with reaching overhead for extended periods. Team Leaders must monitor this risk carefully and ensure that there are frequent rests and task rotations. Further steps to be taken to ensure the safety of seed collection projects include:

- Liaison with the landholder to determine the safety of the work site.
- Checking equipment.
- Not working beneath damaged trees or trees with 'hung up' limbs.
- Not climbing along slippery or elevated logs.
- Consideration of bag weight and distance to vehicle when carry bags are full of seed and/or capsules.
- Wearing gloves when using secateurs.
- Wearing safety vests and hard hats at all times when picking along roadsides or in areas of motor traffic movement.
- Hard hats should also be worn when collecting in areas where trees/seed source are above head height.
- Arranging the placement of appropriate signage to alert motorists of workers near the road side. (State regulations may require an appropriately trained and accredited person to do this.)
- Maintain safe working distance between pickers (recommended 2 – 3 metres).
- Report faulty equipment.

## 20.0 WORKING AT HEIGHTS AND USE OF LADDERS

Whenever a project requires work to be done from a ladder, roof or other elevated work station, a comprehensive risk assessment must be undertaken to ensure adequate risk controls are put in place. The following minimum standards will apply to any such work.

- An approved fall arrest device or guard rails must be used whenever the fall height exceeds 2 metres and people will be within 2 metres of an unguarded edge – the 2 x 2 rule.
- A person should always have two hands free to ascend and descend a ladder.
- Ladders should be secured against movement and be supported from a firm, level, non slip surface.
- All work from a ladder should be performed while facing the ladder.
- Do not stand on a rung higher than 900mm from the top of the ladder.
- No task should require over reaching (i.e. the belt buckle should always be within the stiles of the ladder).
- No person on a ladder should work directly above another person.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 35 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

- Only one person should be on the ladder at any one time.
- Ladders should not be used in access areas or within the arc of swinging doors.
- Work involving restricted vision should not be performed from a ladder.
- Small, light loads of tools or materials, easily handled by one person, may be raised or lowered with a handline.
- Ladders must not be handled or used where it is possible for the ladder or the user to come into contact with electrical power lines.
- The use of power tools while working on a ladder should be avoided; and must be restricted to those that are easily operated one handed.
- Single and extension ladders should be placed at a slope of 4 to 1 and be footed or secured top and bottom.
- The person working from a single or extension ladder should be able to brace themselves at all times.
- Step ladders should only be used in the fully opened position.
- A step ladder must not be used in a position where, if the ladder toppled, a person could fall over an edge or into a hole.

## 21.0 CONSTRUCTION PROJECTS

Construction tasks would generally be part of larger activities that the **FMBG** undertakes and generally would carry a higher degree of risk and legal obligations. The person managing such as activity must adequately assess the risk on construction projects and adhere to duties under the WHS Act where the erection and alteration of a structure is involved. Types of structures in the context of conservation work can include, but not be limited to:

- Steps made from materials such as steel, dressed timber or concrete
- Handrails
- Boardwalks
- Foot bridges
- Picnic gazebos

If work is planned that involves a structure, the **FMBG** Executive Committee must be consulted as additional Workplace Health and Safety duties apply and advice should be sought from local authorities or the state regulator.

## 22.0 CONTRACTORS, CVGT and THIRD PARTY ORGANISATIONS

### 22.1 Background

**FMBG** will, from time to time, have contractors and third party organisations carry out specific activities in the Melton Botanic Garden These activities could span many months and require a supervisor appointed by **FMBG** to oversee activities and act as liaison with the Executive Committee.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 36 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

Each of the contractors and/or organisations should have their own **OHS Plan, Safe Work Method Statements and Risk Management Process** or accept the **FMBG Risk Management system**.

As they fall under the responsibility of the **FMBG** the following shall apply:

- The documentation shall be made available via the supervisor to the Safety Officer who shall compare the safety requirements with that of the **FMBG OHS Plan**.
- Copies of the applicable Risk Management Assessments applicable to the works shall be made available and reviewed by the Safety Officer.
- Where the plans and risk assessments meet or exceed the requirements of the **FMBG** they shall be endorsed and added to the **FMBG** safety records.
- Where the documents fall short of **FMBG** requirements the Safety Officer shall work with the party to bring them into compliance.

## 23.0 REPORTING AND RECORDING INCIDENTS

### 23.1 Purpose

It is in the interests of the **FMBG** to record information regarding serious incidents. This may be required for insurance claims or some other legal purpose. This information will also enable the **FMBG** to analyse data for the purpose of identifying the need to amend policies or procedures.

It is important to prompt and document the actions taken to prevent a recurrence of the incident reported. Every serious incident is an experience from which the **FMBG** should learn, and this process is the important transition from being reactive (immediate response to the incident) to proactive (putting measures in place to prevent injury in the future). The purpose is not to assign blame.

***Refer to Appendix I – Incident reporting Form and Appendix G-3.0 Procedure for incident management.***

#### 23.1.1 Timeline:

A copy of the Accident-Incident Investigation Report form should reach the **FMBG** Executive Committee President within 48 hours on the incident. This is necessary so that the **FMBG** can, if necessary report to Workcover and comply with workers compensation requirements. Prompt processing is also an acknowledgement that the **FMBG** is responsive to serious incidents and injuries.

### 23.2 Who Does What?

#### 23.2.1 The Data:

Accident-Incident reporting is the responsibility of the Team Leader. This form is not intended to be completed by the injured person. The form must be completed promptly, accurately and completely. No relevant space should be left blank. The data the **FMBG** has to analyse is only as good as the information that is provided.

#### 23.2.2 The Investigation:

No injury is acceptable, so the Team Leader and Executive Committee must each address three key questions in relation to any injury reported.

***(1) What could we have done to prevent this from occurring?***

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 37 of 38 <b><i>Uncontrolled when printed</i></b>
----------	--------------------------	----------------------------------------	--------------------------------------------------------------------------------------

## **(2) What will we do, or have we done, to prevent this from happening in the future?**

These questions need to be considered by the four people who sign the form.

- Was the injured person: personal responsibility, following direction, wearing PPE?
- Was the SWMS/ Risk Assessment adequate?
- Could the Team Leader have provided clearer direction, tighter supervision, better task allocation etc.?
- Could the Executive Committee have improved activity selection, staff or volunteer induction, review policy, advice on procedures etc.?
- Did these people consult others if they were unsure what they could have done differently?

### **23.2.3 What not to Report:**

- **Minor first aid cases:** These are recorded by the injured person in the register of injuries.
- **Unsubstantiated medical treatment cases:** If someone reports having received medical treatment for an injury they claim was activity related, but does not provide verification (e.g. doctor's certificate).  
Obviously, if the Team Leader has personally taken someone to a doctor or hospital the treatment is verified. Alleged medical treatment cases without witnesses or doctor's verification may still be recorded in the register of injuries.
- **Unsubstantiated Lost Time Injuries:** As for point (2).  
An injury is not classified as an LTI unless there is a doctor's verification that the absence had a project related cause.

### **23.2.4 Aging Workforce**

There is a great deal of literature that would suggest that as our population ages, many sectors of the community, including volunteer organisations, will find the age of volunteers steadily increasing. The characteristics, abilities, pre-existing conditions, experience etc. of our volunteers are key considerations of the risk assessment process. As such, we must then consider whether there are, in general terms, risk factors with older volunteers that we should consider in our on-site safety management. While older volunteers may be susceptible to certain injuries, other factors may mean that their propensity to be injured is balanced by positive factors including:

- Through experience older volunteers are more likely to be aware of safety in a work environment and therefore more familiar with risk management.
- Older volunteers tend to have developed their own coping strategies. However, having knowledge of the general risk factors associated with older volunteers will assist in preventing injury.

These risk factors include:

- **Greater risk of injury from slips, trips and falls** – as the body ages it is typical for most people to experience a loss of muscular strength, reduced range of joint motion and reduced flexibility. This will limit heavy and repetitive tasks that can be undertaken and also means that

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 38 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

maintaining balance and regaining that balance after slips and trips is more difficult.

Further, due to the reduction in flexibility and bone density injuries resulting from slips, trips and falls can be more serious

- **Regulating body temperature** – older people are typically less able to maintain internal body temperatures as well as adjust to external temperatures. This means that particularly in hot/humid conditions or cold/wet conditions, older volunteers will need to be managed more closely with consideration to water intake, rest breaks, shade and shelter.

- **Reduced cardiovascular capacity and aerobic ability** – the ability to work for sustained periods and perform heavy physical work tends to decline with age. Older workers become tired quicker and will experience shortness of breath earlier than younger volunteers. This should be kept in mind when allocating tasks and rotating tasks particularly late in the day if concentration is required.

- **Reluctance to acknowledge risk** – some older volunteers show reluctance to engage with, or accept, current safety standards, and may be resistant to the risk assessment process or the wearing of PPE. Team leaders need to achieve a balance between recognising the skills and experience of older volunteers while still meeting safety standards.

## 24.0 CONTROL OF DOCUMENTS

The Safety Officer shall ensure the following documents are maintained at minimum:

1. OHS Plan
2. Risk Assessment Plan
3. Activity Risk Assessment Sheets
4. Logs and Registers
5. Material Safety Data Sheets ( Refer to Appendix G- 9.0 Procedure for MSDS)
6. Safe operating procedures for plant
7. Emergency Response Plan

Amendments or changes to the above documents shall only be carried out by persons authorised by the Executive Committee and made known so associated plans can be updated.

## 25.0 TRAINING

The Safety Officer shall plan and implement a process to continually improve awareness in risk management for **FMBG** members as part of the risk management process.

Analysis of risks and management processes shall be disseminated to members, volunteers and any other part involved in activities associated with **FMBG**.

## 26.0 FAUNA – SNAKES, ARACHNIDS, ANTS, BIRDS etc.

Given the diversity wildlife in the Botanic Garden it is likely that **FMBG** activities could disturb their habitat and volunteers need to be vigilant to avoid putting themselves at risk. It is important that appropriate PPE is worn and a pre-inspection of the worksite should enable any problem to be addressed in the hazard assessment.

- Stay clear of snakes which make the Botanic Garden their home.
- Ants can inflict a painful bite which can be avoided by putting trouser cuffs into socks and staying clear of nests etc.
- Do not disturb nesting birds. Magpies/Swans etc. can be territorial and defensive of their young.

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 39 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

- Watch for spiders and ensure all members of the party share the location.
- Watch out for each other.

## 27.0 FIRST AID

Given the diversity of tasks, project locations, climatic conditions and participant backgrounds, no single kit will be exactly right for every activity; however the St. John 'Outdoor' Kit, or a kit with equivalent contents, should be considered as a minimum. A 'Base Kit' held at the depot could include items selected from the list below.

Particular risks associated with certain tasks may also identify the need for additions to the kit e.g. the SDS for some chemicals may indicate the need for an eye module or a burns module. The team size and distance/time from ambulance assistance must also be considered when assessing the adequacy of the contents of a first aid kit.

***(The contents of the kits must be updated regularly and missing items replaced. There should be a Notebook in which to record usage)***

It is important that first aid kits for project teams are readily transportable. It is not acceptable for the first aid kit to be secured in the vehicle when the team is working some distance away. The Project Manager may also need to carry an appropriate selection of items from the main kit, in a belt kit, in order to be able to render immediate assistance.

### 27.1 First Aid Training

All Team Leaders must ensure there is a designated first aid officer at each activity or available. That person should have evidence of a current Senior or Workplace Level 2 first aid qualification. In general terms, first aiders should have the competencies necessary to enable them to render appropriate treatment for the types of injuries or illnesses reasonably foreseeable where the activity is being carried out.

### 27.2 Suggested List of Base First Aid Kit Items

- 1 Notebook and Pencil
- 2 Dressing Universal Large (90cm x 20cm) for bleeding control
- 4 Pad Non-Adherent 7.5 x 10cm Wound cover
- 2 Pad Non-Adherent 7.5 x 20cm Wound cover
- 1 Dressing Length 7.5cm x 1m Minor wound cover
- 1 Shapes Adhesive in bag x 50 Minor wound cover
- 2 Skin Closures x 5 Adhesive suture material
- 4 Pad Eye Large Emergency eye cover
- 1 Instant Cold Pack Reduce, control swelling
- 2 Bandage Conforming 2.5cm secure dressings
- 2 Bandage Conforming 5cm secure dressings
- 2 Bandage Conforming 10cm secure dressings
- 2 Bandage Conforming 15cm secure dressings
- 2 Crepe Heavy Duty elasticised 10cm Pressure immobilisation
- 1 Tape, Hypo-allergenic 2.5cm x 9m secure dressings
- 1 Tape Hypo-Allergenic 5cm x 9m secure dressings
- 4 Bandage Triangular 110 x 110cm for slings, padding etc
- 2 Antiseptic Steritube in bag x 2 Wound irrigation
- 4 Swabs Gauze 10 x 10cm x 5 to aid wound cleaning
- 2 Forceps – Plastic Aid sterile wound dressing
- 1 Dish – Kidney Plastic Hold dressings and/or instruments
- 1 Pocket Mask (face shield) Resuscitation
- 1 Cotton Buds, sterile x 3 Aid wound cleaning
- 1 Soap Antiseptic Clean hands

FMBG Inc	Issue 1 DATE: 3/11/13	Occupational Health and Safety Plan	Document No: FMBG-OHS-01 Page 40 of 38 <i>Uncontrolled when printed</i>
----------	--------------------------	----------------------------------------	-------------------------------------------------------------------------------

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- 1 Towels Disposable in bag x 6 Drying hands
  - 1 Nail Brush Cleaning hands
  - 1 Scissors S/S – Sharp/Blunt 12.5cm Cut dressings/bandages
  - 1 Safety Pins in bag x 10 secure bandages and dressings
  - 1 Blanket Emergency Shock Retain warmth
  - 8 Swabs Alcohol Skin cleaning
  - 1 Gloves Disposable in bag x 4 Hygiene
  - 1 Forceps S/S – Sharp 12.5cm Removing splinters
  - 5 Splinter Probes Disposable Removing deep splinters
  - 3 Saline Steritube 10ml Eye/wound irrigation
  - 3 Saline Steritube 30ml Eye/wound irrigation
  - 1 Resuscitation Face Shield CPR

<b>FMBG Inc</b>	<b>Issue 1</b> <b>DATE: 3/11/13</b>	<b>Occupational Health and Safety Plan</b>	<b>Document No: FMBG-OHS-01</b> <b>Page 41 of 38</b> <b><i>Uncontrolled when printed</i></b>
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## 28.0 RISK DEFINITION & CLASSIFICATION

### RISK RATING MATRIX

#### Risk Likelihood Descriptors

Category	Likelihood Level	Risk Likelihood Descriptor
Certain	A	Will happen
Likely	B	Will probably happen
Unlikely	C	Could happen
Highly unlikely	D	Could happen in exceptional circumstances

#### Risk Matrix

LIKELIHOOD	CONSEQUENCE IF IT DOES				
	Catastrophic	Major	Moderate	Minor	Insignificant
Certain	E	E	E	H	M
Likely	E	E	H	H	M
Quite Possible	E	H	H	M	L
Unlikely	H	H	M	M	L
Highly unlikely	H	M	L	L	L

#### Risk Rating

Risk Rating	
<b>Extreme Risk</b> Do not proceed. Alternative action required. <b>FMBG</b> Safety Officer/Monitor attention needed to make a decision on required controls.	<b>High Risk</b> Close supervision with Safety Officer/Monitor action required to implement additional controls.
<b>Moderate Risk</b> Current identified controls should apply. Project/Team Leaders responsible for ensuring controls are effective.	<b>Low Risk</b> Monitor for changed conditions.



(The information provided below is for the benefit of volunteers and will remain confidential)

Mr, Miss, Ms, Mrs: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street \_\_\_\_\_ Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone (Home) Telephone (work): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Day/Month/Year)

Emergency Contact Person: \_\_\_\_\_ Relationship (e.g. Parent, Partner): \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Telephone (work): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have any medical conditions, allergies, disabilities or past injuries that may affect your participation? Yes No

If yes – Please discuss with your Team Leader and complete the questions over the page.

**CONDITIONS OF PARTICIPATION:**

I agree to comply with the following terms that refer to my participation in all projects and activities:

- 1) I have notified the Team Leader of any relevant medical conditions and pre-existing injuries, and I consent to the rendering or authorising such medical treatment as necessary and accept responsibility for all associated expenses.
- 2) I am a volunteer and not an employee of the Committee.
- 3) I will not smoke, consume or store alcohol or illicit drugs while working on a project site.
- 4) I shall respect the rights, feelings and property of all others associated with projects.
- 5) I shall cooperate with the Team Leader to ensure a safe, happy and hygienic team environment.
- 6) My placement on all projects is at the discretion of the Team Leader.
- 7) Photographs or videos taken of me on a project may be used by the Committee for promotional purposes.

I understand that failure to comply with any of these conditions may result in the Team Leader requesting me to leave.

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

**Safety Officer use only – to be initialled and dated by the Team Leader who undertakes each step**

**Team Leader to initial and date**

- 1 All declared pre-existing medical conditions discussed with volunteer Initial: \_\_\_\_\_ Date: \_\_\_\_\_
- 2 Safety briefing provided Initial: \_\_\_\_\_ Date: \_\_\_\_\_
- 3 All information checked and complete Initial: \_\_\_\_\_ Date: \_\_\_\_\_



**MANAGEMENT PLAN FOR PRE-EXISTING INJURY OR MEDICAL CONDITION**

**1. What is the medical condition, allergy, disability or past injury?**

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**2. Information about the Condition/Injury**

a) How serious is the condition if aggravated? (Tick one or more of the following.)

- Potentially life threatening  Could require medical (doctor, hospital) treatment   
Could require own medication  Could require rest or time off work

b) In your own words tell us how we can recognise that your condition has recurred or been aggravated.

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c) When was the most recent episode?

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d) What actions, triggers or situations do you need to avoid?

---

e) What is the management plan to minimise any aggravation to the condition/injury?

Eg. Self-medication, avoidance of allergy triggers (specify) etc.

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f) What is the emergency plan if serious aggravation does occur?

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**Volunteer**

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

**FMBG member**

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

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## **Appendix B – Induction Checklist.**

This checklist provides a method of ensuring the Volunteers involved with **FMBG** activities have been properly informed of any risks associated with activities and actions they may be part of in some way or another. This should be explained along with the allocation of responsibilities.

When used for field trips, events and open day participants should be gathered around and have the hazards explained to them and the actions they must take to abide by the **FMBG** mitigating actions. The question should be asked if anyone does not agree with the risk management actions proposed or if anyone has identified additional hazards that can be added to the list.

***If there is any dissention and a person refuses to agree to the Risk Management Processes, it should be noted and that the person advised they cannot be allowed to take part in the activity.***

**Appendix B – Induction Checklist.**

# Induction Safety Checklist

**Activity:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Induction Performed by:** \_\_\_\_\_

**ACTIVITY LAYOUT** TICK  
**ALL PERSON INVOLVED IDENTIFIED**  
**PERSONS IN CHARGE OF ACTIVITIES AND SAFETY IDENTIFIED**  
**SHOWN “NO GO” OR RESTRICTED AREAS**  
**ADVISED THE LOCATION OF REST FACILITIES E.G. TOILET/WASHROOM/**

**EMERGENCY PROCEDURES** TICK  
 SHOWN AND DISCUSSED EMERGENCY PROCEDURES  
 SHOWN LOCATION OF FIRST AID KIT  
 SHOWN LOCATION OF FIRE FIGHTING EQUIPMENT /EXTINGUISHER  
 SHOWN MSDS

<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING</b>	TICK
PPE AND CLOTHING WORN, WHERE REQUIRED	

**HAZARD IDENTIFICATION** TICK  
 HAZARD IDENTIFICATION AND CONTROL PROCEDURES DISCUSSED  
 REVIEWED AND DISCUSSED CURRENT ACTIVITY HAZARDS

**ACCIDENT/INCIDENT REPORTING** TICK  
 ACCIDENT/INCIDENT REPORTING PROCEDURES DISCUSSED

**WORK ACTIVITIES** TICK  
 1) IDENTIFIED TASKS TO BE DONE (ENSURE COMPETENCY TO DO THE TASKS)  
 2) USE OF PLANT AND EQUIPMENT IDENTIFIED (ENSURE COMPETENCY TO USE THEM)  
 3) HAZARDOUS SUBSTANCES IDENTIFIED AND MATERIAL SAFETY DATA SHEETS AVAILABLE  
 4) PERSON IN CHARGE/SAFETY OFFICER/SAFETY MONITOR IDENTIFIED  
 5) COMMUNICATIONS DISCUSSED  
 6) ENVIRONMENTAL PROTECTION AND CONTROLS DISCUSSED (OIL SPILLS, WASTE DISPOSAL ETC)  
 7) OTHER ITEMS DISCUSSED: \_\_\_\_\_

**THIS CHECKLIST PROVIDES A METHOD OF ENSURING THE VOLUNTEERS INVOLVED WITH FMBG ACTIVITIES HAVE BEEN MADE AWARE OF THE DETAILS OF THE ACTIVITY. ADD NEWCOMERS AND RETAIN A COPY ONSITE**

**We, the undersigned acknowledge that we have been INFORMED of the above Health and Safety Requirements for the activity and are AWARE OF OUR RESPONSIBILITIES and AGREE TO ABIDE by the rules and procedures outlined above.**

Name	Signature	Date

**Appendix C – Worksite Safety Inspection Report.**

**WORKSITE SITE SAFETY INSPECTION REPORT – For Safety Officer/Monitor use**

**Team Leader:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

**Inspection by:** \_\_\_\_\_

All personnel on site wearing appropriate PPE Tick or Cross  
 ALL PERSON INVOLVED IDENTIFIED  
 Persons in charge of activities and safety identified  
 Shown “no go” or restricted areas  
 Shown location of rest facilities e.g. toilet/washroom/ tea room

Emergency procedures Tick or Cross  
 Shown and discussed emergency procedures  
 Shown location of first aid kit  
 Shown location of firefighting equipment /extinguisher  
 Shown applicable MSDS’s

<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING</b>	<u>Tick or Cross</u>
PPE AND CLOTHING WORN, WHERE REQUIRED	

**HAZARD IDENTIFICATION** Tick or Cross  
 HAZARD IDENTIFICATION AND CONTROL PROCEDURES DISCUSSED  
 REVIEWED AND DISCUSSED CURRENT ACTIVITY HAZARDS

ACCIDENT/INCIDENT REPORTING Tick or Cross  
 ACCIDENT/INCIDENT REPORTING PROCEDURES DISCUSSED

WORK ACTIVITIES Tick or Cross  
 IDENTIFIED TASKS TO BE DONE (ENSURE COMPETENCY TO DO THE TASKS)  
 USE OF PLANT AND EQUIPMENT IDENTIFIED (ENSURE COMPETENCY TO USE THEM)  
 HAZARDOUS SUBSTANCES IDENTIFIED AND MATERIAL SAFETY DATA SHEETS AVAILABLE  
 PERSON IN CHARGE/SAFETY OFFICER/SAFETY MONITOR IDENTIFIED  
 COMMUNICATIONS DISCUSSED  
 ENVIRONMENTAL PROTECTION AND CONTROLS DISCUSSED (OIL SPILLS, WASTE DISPOSAL ETC)

OTHER ITEMS DISCUSSED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u>Crew or Activity</u>	<u>Checked by: Signature</u>	<u>Date</u>

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## Appendix D – General Safety Information Sheet.

Financial members of the Friends of the Melton Botanic Gardens (**FMBG**) are covered within the terms and conditions of **FMBG**'s Public Liability Insurance Policy for third party personal injury or damage to property caused by an occurrence in connection with activities such as meetings, events and bus trips at which the members attendance has been duly noted and recorded. It is important that you understand and abide by any instructions and processes that are in place to manage any risks associated with **FMBG** activities and avoid any action that would cause injury to yourself or other member/s

To ensure that any valid claim for injury or damage is recognised and accepted by **FMBG**'s insurer it is important that you are aware of the following information:

1. **FMBG**'s policy does not cover members driving their own vehicles and members are strongly advised to ensure their alternative personal cover is current and their vehicle is insured.
2. Non-financial members and friends are not covered by **FMBG**'s insurance but will be covered by TAC insurance on buses hired by **FMBG**.
3. While participating in **FMBG** activities all members and their friends have a duty of care to follow any specific safety instruction given by the Safety Officer/Monitor, **FMBG** committee member or person placed in charge of the activity whether given orally or in writing.
4. Members taking part in **FMBG** activities take part at their own risk and must take heed of any additional advice relating to potential hazards such as chemicals, weather conditions, insects, snakes etc.
5. Members should be aware that some activities undertaken by **FMBG** can be strenuous to some and involve arduous conditions that could take them beyond their comfort zone. Under these circumstances member will be advised of any special conditions so they can decide if they can participate without placing themselves at risk.
6. Members who bring guests with them to **FMBG** activities must advise them that they attend at their own risk and their attendance is conditional on them accepting **FMBG** authority on safety and risk management matters.
7. Should any incident or near miss occur while you are taking part in **FMBG** activities immediately contact the Safety Officer or **FMBG** person in charge on the day. Types of incident could be:
  - Injury you may have suffered.
  - An incident that may have caused injury or damage to a 3<sup>rd</sup> party.
8. All members taking part in **FMBG** activities are encouraged to make available any medical details, contact phone numbers, Doctor etc. in case of emergency. In order to preserve the privacy of this information it should be placed in a named sealed envelope that will only be opened in an emergency.
9. Members should be aware that signing this Information Sheet or the Safety Checklist they are acknowledging that they have read and understand the contents and will abide by the safety and risk management processes identified and put in place by **FMBG**.

Examples of typical hazards include:

- a. Tripping – be watchful for obstructions, slippery/uneven surfaces and any unexpected obstructions.
- b. Climatic conditions – Rain, sun, wind & temperature.
- c. Environment - unexpected changes to conditions, animals, birds, plants, insects, reptiles etc.
- d. Substances – handling chemicals, toxic plants, fertilisers, hot water, electricity etc.
- e. People – not listening to safety advice, distractions, horseplay, noise, food, hygiene etc.

### Key Information:

- a. **Be sure you know the location of a mobile phone.**
- b. **If you have a medical condition, allergy or may need special medication it is in your interests to ensure that someone in the FMBG knows about your special needs.**

I (the undersigned) have read, understand the above safety information and agree to abide by the **FMBG** safety management processes.

**Member/Visitor's name (printed):** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Appendix E

## EMERGENCY RESPONSE

IN THE CASE OF AN INJURY OR SIMILAR SITUATION REQUIRING  
**EMERGENCY RESPONSE DIAL 000** (112 Mobile if out of coverage)

WHEN YOU MAKE AN EMERGENCY CALL SAY:

WHERE THE EMERGENCY IS

WHAT HAS HAPPENED

WHAT IS BEING DONE

WHO IS CALLING

WAIT TO BE TOLD WHAT TO DO

DO NOT HANG UP UNTIL TOLD TO

Melton Medical Centre hours 9.00am to 10.30pm -  
Bacchus Marsh 24hr Emergency Service -

Barries Road  
Clarinda St

**9747 7600**  
**5367 2000**

### EMERGENCIES

Dial Before you Dig	<b>1100</b>
Storms and Floods	<b>000</b>
Chemical Hazard	<b>000</b>
Dangerous Goods	<b>132 360</b>
Poison info Centre	<b>131 126</b>
Gas Emergency	<b>132 771</b>
Electricity (Powercor)	<b>132 412</b>

**SES 132 500**

### WATER AND SEWAGE

Western Water **1300 650 425**

Location and access detail for Melton Botanic Garden is:

Address:

**No. 9 Tullidge Street**

Access to the southern end of the gardens is:

**Botanic Garden car park off Lakewood Blvd**

Latitude: **37° 41' 28"**

Longitude: **144° 35' 22"**

Access to the northern end of the gardens is:

**Depot car park off Williams Street (Cnr William and Tullidge)**

Latitude: **37° 41' 17"**

Longitude: **144° 35' 32"**

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## Appendix F – SWMS template

### WORKSITE SAFE WORK METHOD STATEMENT

Team Leader: \_\_\_\_\_

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

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

#### Description of main activities

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**IF NO SEPARATE SITE RISK ASSESSMENT HAS BE COMPLETED PLEASE CONSIDER THE FOLLOWING LIST AND CHECK AS COMPLETED**

#### Hazard identification

Hazard identification and control procedures discussed  
Reviewed and discussed current activity hazards

Accident/incident reporting  
Accident/incident reporting procedures discussed

#### Work activities

Identified tasks to be done (ensure competency to do the tasks)  
Use of plant and equipment identified (ensure competency to use them)  
Hazardous substances identified and material safety data sheets available  
Person in charge/safety officer/safety monitor identified  
Communications discussed  
Environmental protection and controls discussed (oil spills, waste disposal etc)

#### Other items discussed:

\_\_\_\_\_

\_\_\_\_\_

<u>Crew or Activity</u>	<u>Checked by: Signature</u>	<u>Date</u>

## **Appendix G - Procedures**

### **Refer to section 11.2**

The section contains concise procedures for the purpose of providing guidelines setting out responsibilities and references for activities that are considered routine activities, special events, one-off events and the safety and wellbeing of people involved.

#### **List of Procedures**

- 1.0– Procedure for writing a procedure
- 2.0 - Procedure for OHS Risk Management
- 3.0 - Incident Management
- 4.0 - Special event management
- 5.0– Procedure for normal activities
- 6.0 - Procedure for personal protective equipment
- 7.0 - Procedure for health and well-being
- 8.0 - Procedure for use of third party groups (special projects)
- 9.0 - Procedure for Material Safety Data Sheets (MSDS)

## Appendix G - Procedures

<b>FRIENDS OF MELTON BOTANIC GARDEN</b>	<b>1.0 – WRITING A PROCEDURE WITH REFERENCE TO LEGISLATION</b>
<b>Linked Policy Document:</b>	This Procedure details the standards to be applied when preparing an OHS Procedure and contains reference to legislation and other documents
<b>Version No:</b>	1.0 – 3 November 2013
<b>Endorsement</b>	
<b>Authorisation:</b>	Executive
<b>Review date:</b>	November 2014
<b>Responsible officer:</b>	Safety Review Officer
<b>Procedure owner:</b>	FMBG Safety Officer

### 1.0– Purpose

This procedure describes how FMBG will prepare OHS Procedures on an ongoing basis with the goal of having procedures that assist Team Leaders, special project supervisors and volunteers to provide the safest possible environment for activities within the Botanic Garden.

### 2.0– Scope

This procedure applies to the content of all procedures and work instruction type documentation prepared for FMBG activities. It sets out reference documentation which underpin this OHS Plan and its supporting documentation. Procedures are designed as a guideline and shall be reviewed and amended on the review date.

### 3.0– Definitions

FMBG	Friends of the Melton Botanic Garden.
OHS	Occupational health and safety.
OHMS	Occupational health and safety management system.
SWMS	Safe Work Method Statement

### 4.0– Standard Objective

The procedure seeks to ensure that standard processes are established, implemented in the preparation of Procedures.

#### 4.1 – Standard

FMBG will establish procedures for:

1. Health and Safety of members, volunteers and other groups.
2. Reporting of incidents, injuries and near misses.
3. Risk assessment and Investigation of incidents.
4. Notification to Worksafe for notifiable incidents as defined in the OHS Act
5. Safe performance of FMBG activities.

- 
6. Activities away from the Melton Botanic Gardens.
  7. For the use of contractors and third party volunteer groups

### **5.0– Delegations/Authorisations/Responsibilities**

1. The document owner can authorise minor changes to a procedure/work methodology.
2. The Executive must approve the adoption of the OHS Plan and included Procedures.
3. The Executive must approve any changes to standard procedures.
4. The Safety Officer will ensure that procedures are implemented and updated annually

### **6.0– Responsibility**

The Safety Officer is responsible to ensure that ongoing improvement is applied and:

1. Consult with the FMBG team regarding the ongoing suitability of the procedures/SWMS and amend them as appropriate.
2. Continually review changes to any applicable Acts and changes to Codes of Practice.
3. Continually seek opportunities to add procedures as the Botanic Garden grows and more activities are undertaken.

### **7.0– References to documentation.**

HOME SAFE – The OHS Plan for the Friends of the Melton Botanic Garden.  
AS/NZS 1269:2005 Occupational Noise Management – Hearing protection program  
AS/NZS 1270:2002 Acoustics – Hearing protection.  
AS/NZS 1336: 1997 Recommended practises for occupational eye protection.  
AS/NZS 1715: 2009 Selection, use and maintenance of respiratory protective devices.  
AS/NZS 1716: 2012 Respiratory protective devices.  
AS/NZS 1800: Occupational protective helmets – selection, care and use.  
AS/NZS 1801:1997 Occupational protective helmets.  
AS/NZS 1891: 2009 Industrial fall-arrest systems and devices – harnesses and ancillary equipment.  
AS/NZS 1906:2010 Retro reflective materials and devices for road traffic control purposes – high visibility materials of safety garments.  
AS/NZS 2161: 2000 Occupational protective gloves – selection, use and maintenance.  
AS/NZS 2210: 2010 Occupational protective footwear – guide to selection, care and use.  
AS/NZS 4399:1996 Sun protection clothing – evaluation and classification.  
AS/NZS 4453: 1997 Protective clothing for users of chainsaws – protective leg wear.

## Appendix G - Procedures

FRIENDS OF MELTON BOTANIC GARDEN	<b>2.0 – PROCEDURE FOR OHS RISK MANAGEMENT</b>
<b>Linked Policy Document:</b>	This Procedure details actions and processes pursuant to the Occupational Health and Safety (OHS) Policy
<b>Version No:</b>	1.0 - 3 November 2013
<b>Endorsement</b>	
<b>Authorisation:</b>	Executive
<b>Review date:</b>	November 2014
<b>Responsible officer:</b>	Safety Review Officer
<b>Procedure owner:</b>	FMBG Safety Officer

### 1.0– Purpose

This procedure describes how FMBG will make sure that persons working in the Melton Botanic Garden on FMBG activities:

- Are aware of the ways they can be injured or become ill at work.
- Make plans and follow them to prevent that from happening

### 2.0– Scope

This procedure applies to all FMBG persons, Volunteers, contractors and students working on FMBG activities. This applies to both physical and psychological risks to people.

FMBG manages risks to the organisation in a different way. Refer to the FMBG Management Plan.

### 3.0– Definitions

Hazard	Something that can cause an injury or illness.
Duties	Activities Undertaken in the Melton Botanic Garden.
Risk	Impact of a hazard or how serious it is. This is expressed as a combination of the consequence of the hazard happening and the likelihood that those consequences will happen.

### 4.0– Policy

FMBG is committed to providing a workplace that is safe and without risks to health. It will achieve this by doing the following:

#### 4.1 – Consulting

Team Leaders and Coordinators must, for the persons they are responsible for:

- Know about the activities that they are likely to undertake.

To do this they must:

- Consult with the members of their team.
- Consult with the FMBG safety representative or other senior GMBG member.

#### 4.2 – Identifying the hazards and controlling OHS risks

Team Leaders and coordinators must regularly review the status of hazards to ensure that

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controls implemented are appropriate for the level of Risk. Risk Assessments are to be reviewed at a minimum annually (*refer to sections 9.0, to 12.0 of the OHS Plan*)

#### **4.3 – External Assistance**

FMBG may require the assistance of external expertise where it is deemed that the nature of the hazard requires a level of expertise not otherwise available within FMBG.

### **5.0– Responsibility**

Team Leaders/Coordinators are responsible to ensure that they:

- Consult with the FMBG team, contractors, volunteers and students regarding the duties they undertake and the hazards associated.
- Identify controls/preventative actions to reduce the risk of the hazards associated with activities that they undertake.
- Take ownership of the risk assessment relevant to their group activity.

Persons undertaking the activity are responsible to ensure that they:

- Participate in the identification of the hazards.
- Participate in the control of the hazards.
- Comply with the risk management processes in the Risk assessment.

### **6.0– References to documentation.**

Section 13 – Worksite Safety  
Appendix B – Induction Safety Check List  
Appendix C – Workplace Safety Inspection Report  
Appendix D – General Safety Information Sheet  
Appendix G – Procedures  
Appendix H – Botanic Garden Risk Assessment.  
Appendix J - Risk Management Plan for Special Events

## Appendix G - Procedures

<b>FRIENDS OF MELTON BOTANIC GARDEN</b>	<b>3.0 – PROCEDURE FOR INCIDENT MANAGEMENT</b>
<b>Linked Policy Document:</b>	This Procedure details actions and processes pursuant to the Occupational Health and Safety (OHS) Policy
<b>Version No:</b>	1.0 - 3 November 2013
<b>Endorsement</b>	
<b>Authorisation:</b>	Executive Committee
<b>Review date:</b>	November 2014
<b>Responsible officer:</b>	Safety Review Officer
<b>Procedure owner:</b>	FMBG Safety Officer

### 1.0– Purpose

This procedure describes how FMBG will make sure that the required actions for incident reporting, notification and investigation are completed.

### 2.0– Scope

This procedure applies to all FMBG persons, Volunteers, contractors and students working on FMBG activities.

### 3.0– Definitions

MBG	Melton Botanic Garden
FMBG	Friends of the Melton Botanic Garden.
MCC	Melton City Council
Workplace Volunteers, contractors, third party groups	Any area within the Botanic Garden where work will be carried out by Volunteers, contractors, third party groups on behalf of the FMBG.
Incident, Injury and near miss reports	The report format as determined from time to time by FMBG.
Incidents	Are situations that do not necessarily involve an injury but may be a fall in the work area or a failure or damage of equipment.
Injuries	Includes both injury and illness at the workplace.
Near Miss	a situation where something occurs that did not result in an injury or damage, however in another circumstance could have.
Investigation	a process undertaken to identify the causes of an incident, injury or near miss in order to identify solutions to minimise risk or prevent a recurrence.
Investigation	A report into an incident, injury or near misses in the format prescribed within this Plan.
Level 1 Investigation	Normal investigation conducted by the supervisor or team leader with support from the safety officer.

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Level 2 Investigation	Investigation above that of a Level 1 where a significant situation has arisen or where 'Legal professional privilege' is applied. An injury incident where Workcover is required to be notified.
Contractors	Paid contractors and third party groups carrying out activities or projects within the Melton Botanic Garden
OHS	Occupational health and safety.
OHSP	Occupational Health and Safety Plan.

#### **4.0– Related Policies and Procedures**

- OHS Policy.
- Section 23 - OHS Plan and Procedures.
- OHS Act 2004
- AS/NZ 4801:2001 Occupational Health and Safety Management Systems – Specifications and guidelines for use
- Appendix I – Near Miss and Incident Reporting Forms.

#### **5.0– Procedure**

- This Procedure is owned by The FMBG executive President.
- This Procedure is managed by the FMBG Safety Officer.
- Procedure Stakeholders are the Team Leaders, Supervisors, and the executive committee.

## Appendix G - Procedures

<b>FRIENDS OF MELTON BOTANIC GARDEN</b>	<b>4.0 – PROCEDURE FOR SPECIAL EVENT MANAGEMENT</b>
<b>Linked Policy Document:</b>	This Procedure details actions and processes pursuant to the Occupational Health and Safety (OHS) Policy
<b>Version No:</b>	1.0 - 3 November 2013
<b>Endorsement</b>	
<b>Authorisation:</b>	Executive
<b>Review date:</b>	November 2014
<b>Responsible officer:</b>	Safety Review Officer
<b>Procedure owner:</b>	FMBG Safety Officer

### 1.0– Purpose

This procedure describes how FMBG will ensure that safety practises and risk management will be implemented during the management of events held in the Melton Botanic Garden so that volunteers/coordinators:

- Are aware of the ways they can eliminate risk to visitors and themselves during special events such as National Tree Day, Open Days etc.
- Make plans, risk assessments, have documented risk management processes and follow them to prevent any harm to any person.

### 2.0– Scope

This procedure applies to all FMBG persons, Volunteers, contractors and students working on FMBG activities. This applies to both physical and psychological risks to people.

### 3.0– Definitions

Special event	an event at the Botanic Garden that is larger than routine activities and generally involves invited members of the public and guests not familiar with FMBG safety systems
Activity	an event of activity arranged for the entertainment or education.
Event Manager	the person nominated to manage the special event.
Event Safety Officer	the person nominated to manage risk management for the event within the guidelines of the FMBG Home Safe OHS Management Plan and Specific Risk Management Plan prepared for the event.
Volunteer/Coordinator	the person and assistants in charge of an event activity.
Specific Risk Assessment	an assessment of the hazards inherent in the activity.

### 4.0– Policy

FMBG is committed to hosting an event that is well managed and proceeds without risks to health and safety of participants. It will achieve this by doing the following:

#### 4.1 – Consulting

Event management and the nominated event Safety Officer shall plan around the risk profile of the overall event and specific activities and the volunteers/coordinators running the specific activities. In order for them to do this they must:

- Know about the activities that they are going to supervise.

To do this they must:

- Consult with the coordinators and members of their team.
- Consult with the event Safety Officer and Event Manager

#### **4.2 – Identifying the hazards and controlling OHS risks**

Volunteers/coordinators must investigate the hazards associated with their activity considering the expected participants. This may require the upgrading of the impact of any hazards to ensure that controls implemented are appropriate for the type of participant.

A Risk Management Plan (RMP) specific to the special event shall be prepared. This RMP shall extend the OHS Plan to detail the requirement for the event including EMERGENCY RESPONSE on the day and simplified safety guidelines.

Risk Assessments for specific activities can be done in advance during planning but must be reviewed immediately before the start of the event so that any changes such as weather can be included.

#### **4.3 – Risk Management Assistance**

Volunteers/coordinators may require the assistance of the event Safety Officer will be aware of the overall risk assessment done for the whole event (in particular if a hazard is believed to be difficult to mitigate).

#### **4.4 – Effective Management**

Organisers/event managers shall ensure that processes are comprehensively documented and contingency actions are factored into event planning. Planning shall consider that volunteers may be less familiar with FMBG processes and documentation should spell out the required actions and outcomes from start to finish. In the event of significant changes early briefing shall take place to ensure that alternative management plans are conveyed to all parties involved in the event management and supervision.

### **5.0– Responsibility**

Event Manager is responsible for:

- Preparation of an effective event plan with suitable coordinators and volunteers to implement the planned actions.
- Ensure that an event committee is convened to assist with the planning and later implementation of the plan.

Event Safety Officer is responsible for:

- Preparation of a Risk Management Plan appropriate for the type of event being planned.
- Ensure that the event committee is involved in the development process and assists with the identification of hazards as applicable to their responsible activities.

- 
- Implementation of the safety plan on the day of the event.

Volunteers/Coordinators are responsible to ensure that they:

- Consult with the FMBG team, contractors, volunteers and other parties regarding the duties they will undertake and the hazards associated.
- Identify controls/preventative actions to reduce the risk of the hazards associated with activities that they undertake.

Persons undertaking the activity are responsible to ensure that they:

- Participate in the identification of the hazards.
- Participate in the control of the hazards.

#### **6.0– References to documentation.**

Risk Management Plan and all included Appendices  
Home Safe – Relevant sections  
Appendix A Volunteer Registration Form  
Appendix B Induction Safety Checklist  
Appendix G 2.0 OHS Risk Management  
Appendix G 3.0 Incident Management  
Appendix D – General Safety Information Sheet  
Appendix H – Botanic Garden Risk Assessment  
Appendix J - Risk Management Plan for Special Events

## Appendix G - Procedures

<b>FRIENDS OF MELTON BOTANIC GARDEN</b>	<b>5.0 – PROCEDURE FOR NORMAL ACTIVITIES</b>
<b>Linked Policy Document:</b>	This Procedure details actions and processes pursuant to the Occupational Health and Safety (OHS) Policy
<b>Version No:</b>	1.0 - 3 November 2013
<b>Endorsement</b>	
<b>Authorisation:</b>	Executive
<b>Review date:</b>	November 2014
<b>Responsible officer:</b>	Safety Review Officer
<b>Procedure owner:</b>	FMBG Safety Officer

### 1.0– Purpose

This procedure describes how FMBG will ensure that safety practises and risk management will be implemented during normal routine activities Melton Botanic Garden so that volunteers/coordinators:

- Are aware of the ways they can eliminate risk to visitors and themselves during the normal activities which are defined routine tasks.
- Make plans, risk assessments, have documented risk management processes where required and follow them to prevent any harm to any person.

### 2.0– Scope

This procedure applies to all FMBG persons, Volunteers, contractors and students working on FMBG activities. This applies to both physical and psychological risks to people.

### 3.0– Definitions

Routine activity	an activity at the Botanic Garden that is part of a scheduled recurring activity or consists of the same work elements as a scheduled activities. A Routine activity is one carried out by a dedicated team always contains a core of workers experienced in the activity who can provide guidance and support to each other and any additional persons joining the group on a regular or irregular basis.
Scheduled activities	Creekers, Group, Gumnuts, Lakers etc, have scheduled activities which are interchangeable to a large degree. Tasks carried out by these groups are basically the same for most scheduled short and long term activities.
Team Leader	the person nominated to lead a routine activity and prepare a risk assessment the covers the group.
Safety Officer	the person who will from time to time review the group activities and the risk assessment prepared for the activity. Assist to develop and/or expand the risk assessment as required.
Dedicated Team	the persons who are regular members of a group or groups.
Specific Risk Assessment	an assessment of the hazards inherent in the activity.

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## **4.0– Policy**

FMBG is committed to ensuring that all team activities proceed without risks to health and safety of participants. It will achieve this by doing the following:

### **4.1 – Consulting**

Team leaders and the Safety Officer shall plan around the risk profile of the routine task and decide if risk can be managed by the preparation of a risk management plan for the group's activities or whether a SWMS shall also be prepared. In order for them to do this they must:

- Know about the activities that they are going to supervise.

To do this they must:

- Consult with the members of their team.
- Consider all of the elements in the activity and all likely tools that could be used.
- Consider how any additional irregular helpers will be managed.

## **5.0– Responsibility**

Team Leader is responsible for:

- Preparation of an effective risk management plan which covers the ongoing works on the activity.
- Ensure that experienced team members adhere to the plan and adequately supervise any additional person joining the team.
- Revising the risk assessment plan should any changes occur.

Safety Officer is responsible for:

- Assisting with the preparation of a risk management Plan appropriate for the activity.
- Ensure that the plan is kept up to date and complied with.
- Implementation of the safety plan on the day of the event.

Volunteers/group members are responsible to ensure that they:

- Consult with the FMBG team, contractors, volunteers and other parties regarding the duties they will undertake and the hazards associated.
- Identify controls/preventative actions to reduce the risk of the hazards associated with activities that they undertake.
- Comply with the risk assessment mitigation processes.

## **6.0– References to documentation.**

Risk Management Plan and all included Appendices  
Home Safe – Relevant sections

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Appendix A Volunteer Registration Form  
Appendix B Induction Safety Checklist  
Appendix G 2.0 OHS Risk Management  
Appendix G 3.0 Incident Management  
Appendix D – General Safety Information Sheet  
Appendix H – Botanic Garden Risk Assessment  
Appendix J - Risk Management Plan for Special Events



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## 4.2 – Selection of PPE

To ensure that an item of PPE will provide the level of protection that it is designed to, PPE should:

- Be in good condition and visibly fit for the purpose it was intended.
- If the item is date stamped or has an implied expiry date it shall be taken out of service and marked 'Not to be used'.
- The item shall be a good fit and not able to be caught by a moving object or tool.

## 5.0– Responsibility

Team Leader is responsible for:

- Assessing what PPE is required to manage any risk associated with the activity to be undertaken
- Check that volunteers are appropriately equipped and their PPE is fit for the purpose.
- Arrange for additional PPE as required or re-arrange the activity.

## 6.0– References to documentation.

Risk Management Plan and all included Appendices  
Home Safe – Relevant sections  
Appendix A Volunteer Registration Form  
Appendix B Induction Safety Checklist  
Appendix G 2.0 OHS Risk Management  
Appendix G 3.0 Incident Management  
Appendix G 7.0 Health and Well-being  
Appendix D – General Safety Information Sheet  
Appendix H – Botanic Garden Risk Assessment  
Appendix J - Risk Management Plan for Special Events

## Appendix G - Procedures

<b>FRIENDS OF MELTON BOTANIC GARDEN</b>	<b>7.0 – PROCEDURE FOR HEALTH AND WELL-BEING</b>
<b>Linked Policy Document:</b>	This Procedure details actions and processes pursuant to the Occupational Health and Safety (OHS) PAN
<b>Version No:</b>	1.0 – 3 November 2013
<b>Endorsement</b>	
<b>Authorisation:</b>	Executive
<b>Review date:</b>	November 2014
<b>Responsible officer:</b>	Safety Review Officer
<b>Procedure owner:</b>	FMBG Safety Officer

### 1.0– Purpose

This procedure outlines the requirements for safe systems to protect the health and well-being of its members and volunteers

### 2.0– Scope

This procedure establishes the FMBG commitment to providing safe systems for working outdoors for all volunteers, contractors and students that are at risk of illness and injury from exposure to adverse heat conditions and. This procedure refers to UV radiation from the sun.

### 3.0– Definitions

UV radiation: Ultraviolet radiation, which has a shorter wavelength than either visible blue or violet light, is responsible for sunburn and other adverse heat effects.

OHS: Occupational Health and Safety.

### 4.0– Policy Objective

This procedure aims to reduce the exposure to harm from direct and indirect exposure to the sun to all persons working outdoors on FMBG activities.

#### 4.2 – Selection of PPE

### 5.0– FMBG Policy

**5.1** Sunscreen SPF 30+ broad spectrum, water resistant will be made available to persons required to work outdoors.

**5.2** Sunglasses, which meet the Australian Standard AS 1067:2003 “Sunglasses and Fashion Spectacles’ will be provided persons required to work outside for extended periods.

**5.3** Broad brimmed hats that will reduce the amount of UV by 98% will provided for all persons required to work outdoors for extended periods.

**5.4** Consideration to the type of clothing worn by persons required to work outdoors for extended periods will take into account the role being performed. Added protection can be in the form of long trousers, long sleeved shirts with the sleeves down. The best protection comes from loose clothing made from loosely woven fabric which covers most of the body.

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**5.5** It is preferable that these garments have a UV rating. The Australian/New Zealand Standard for sun protection (AS/NZS 4399:1996) 'Sun protective clothing – Evaluation and classification' describes methods and labelling requirements for UPF rated clothing. Any fabric rated above UPF50+ is suitable.

## **6.0– Responsibility**

Team Leader is responsible for:

- Assessing what PPE is required to manage any risk associated with exposure to UV on the activity to be undertaken
- Check that volunteers are appropriately informed of the UV risks and are properly equipped appropriate to the activity.
- Arrange for additional PPE as required or re-arrange the activity.

## **7.0– References to documentation.**

Risk Management Plan and all included Appendices  
Home Safe – Relevant sections  
[Http://www.sunsmart.com.vic](http://www.sunsmart.com.vic)  
Appendix A Volunteer Registration Form  
Appendix B Induction Safety Checklist  
Appendix G 2.0 OHS Risk Management  
Appendix G 3.0 Incident Management  
Appendix D – General Safety Information Sheet  
Appendix H – Botanic Garden Risk Assessment  
Appendix J - Risk Management Plan for Special Events

## Appendix G - Procedures

<b>FRIENDS OF MELTON BOTANIC GARDEN</b>	<b>8.0 – PROCEDURE FOR USE OF THIRD PARTY GROUPS</b>
<b>Linked Policy Document:</b>	This Procedure details actions and processes pursuant to the Occupational Health and Safety (OHS) Policy
<b>Version No:</b>	1.0 - 3 November 2013
<b>Endorsement</b>	
<b>Authorisation:</b>	Executive
<b>Review date:</b>	November 2014
<b>Responsible officer:</b>	Safety Review Officer
<b>Procedure owner:</b>	FMBG Safety Officer

### 1.0– Purpose

This procedure describes how FMBG will ensure that safety practises and risk management will be implemented during activities carried out by third parties within Melton Botanic Garden so that they:

- Are aware of the FMBG safety requirements and risk management processes.
- Are guided by a clear scope of works and have appropriate levels of supervision by FMBG.
- have documented risk management processes where required and follow them to prevent any harm to any person.
- Carry appropriate insurances and licenses.

### 2.0– Scope

This procedure applies to all contractors, paid workers and third party groups such as Lion and Rotary etc. working on specified activities for FMBG within the Melton Botanic Gardens.

### 3.0– Definitions

Specified activity	an activity or project at the Botanic Garden that is not part of a scheduled activity and consists of a clearly defined package of short or longer term works that will carried out primarily by paid worker/s or a third party group or club.
Third party Group	this may be a community minded entity such as Lions, Rotary or a contractor employed by FMBG to carry out specific works usually beyond of the capability of FMBG members but possibly with the assistance of FMBG.
Supervisor	the FMBG person nominated to supervise such an activity or group and act as liaison with the FMBG Executive.
Scope of Works	the document that clearly sets out the work to be done and time scale for such works. It also sets out authorities and limits and compliance with FMBG OHS management processes.
Specific Risk Assessment	a risk assessment of the hazards inherent in the activity.

### 4.0– Policy

FMBG is committed to ensuring that all activities within the Melton Botanic Garden proceed without

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risks to health and safety of participants. It will achieve this by doing the following:

#### **4.1 – Consulting**

The project manager, Third party /contractor and the Safety Officer shall examine the risk profile of the project or activity and decide if risk can be managed by the preparation of a risk management plan for the group's activities or whether a SWMS shall also be prepared. In order for them to do this they must:

- Know about the activities that they are going to supervise.

To do this they must:

- Consult with the third party/contractor.
- Consider all of the elements in the activity and all likely tools and machinery that could be used.
- Consider how the group/contractor will be managed.

#### **5.0– Responsibility**

The Executive committee is responsible for:

- Preparation of a detailed scope which covers the works on the activity.
- Ensure that appropriately experienced persons adhere to the plan and properly carry out the works safely.
- Approving acceptance of the works completed before making payment.

The FMBG Project Manager/Supervisor is responsible for:

- Ensuring that there is a clear scope of works and the scope is complied with.
- There is a risk management Plan appropriate for the activity.
- Ensure that the plan is kept up to date and complied with.
- Maintain records for presentation to the Executive committee and signing off as each phase is satisfactorily completed.

Third party group /contractors are responsible to ensure that they:

- Consult with the FMBG safety officer regarding the duties they will undertake and the hazards associated.
- Identify controls/preventative actions to reduce the risk of the hazards associated with activities that they undertake.
- Comply with the risk assessment mitigation processes.

#### **6.0– References to documentation.**

Risk Management Plan and all included Appendices

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Home Safe – Relevant sections  
Appendix A Volunteer Registration Form  
Appendix B Induction Safety Checklist  
Appendix G 2.0 OHS Risk Management  
Appendix G 3.0 Incident Management  
Appendix D – General Safety Information Sheet  
Appendix H – Botanic Garden Risk Assessment  
Appendix J - Risk Management Plan for Special Events

## Appendix G - Procedures

<b>FRIENDS OF MELTON BOTANIC GARDEN</b>	<b>9.0 – PROCEDURE FOR MATERIAL SAFETY DATA SHEETS</b>
<b>Linked Policy Document:</b>	This Procedure details actions and processes pursuant to the Occupational Health and Safety (OHS) Policy
<b>Version No:</b>	1.0 - 3 November 2013
<b>Endorsement</b>	
<b>Authorisation:</b>	Executive
<b>Review date:</b>	November 2014
<b>Responsible officer:</b>	Safety Review Officer
<b>Procedure owner:</b>	FMBG Safety Officer

### 1.0– Purpose

This procedure describes how FMBG will ensure that an up to date Register of Material Safety Data Sheets will be established and maintained so that:

- All persons using hazardous materials within the Botanic garden are aware of the correct method of handling and using hazardous materials and the conditions under which they can be used to minimise risk.
- The correct PPE is available for the product.
- Any specific requirements for the safe use of the product can be included in the activity risk assessment..
- The correct licenses or training have been identified.

### 2.0– Scope

This procedure applies to all materials of a hazardous nature that could injure or cause harm to the person using it and to any other person working nearby.

### 3.0– Definitions

Hazardous material	a material in liquid or solid form that has a toxicity or in flammability characteristic that if ingested, inhaled, ignited or splashed onto a body part could cause injury, discomfort, burns or long term suffering.
MSDS	the material Data sheet sets out the active components in a hazardous material and guidelines for the safe handling and use of the material. The MSDS may be provided by the manufacturer, downloaded online or obtained from a third party supplier.
MSDS Folder	the FMBG folder where copies of MSDS's for all hazardous materials are held. This shall be available for all to peruse.

### 4.0– Policy

FMBG is committed to ensuring that all activities within the Melton Botanic Garden proceed without risks to health and safety of participants. It will achieve this by doing the following:

#### 4.1 – Assessment of hazardous material

The Safety Officer shall examine the risk profile of the material to be used and decide if the risk can be managed by appropriately trained persons.

## **5.0– Responsibility**

The Executive committee is responsible for:

- The establishment of the MSDS folder.
- Ensure that any required training is carried out..

The FMBG Project Manager/Supervisor is responsible for:

- Ensuring that there is an appropriately trained or certificated person in charge of using hazardous materials.
- A risk management assessment appropriate for the material has been prepared.
- Ensure that the MSDS for any new material is added to the folder.

## **6.0– References to documentation.**

Risk Management Plan and all included Appendices  
Home Safe – Relevant sections

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## Appendix H – Botanic Garden Risk Assessment

The following Risk Assessment and Analysis Master (RA) provides an overview of the risks that will require management by **FMBG**, based on the assumption that the persons carrying out tasks associated with the activities will be competent to do so. The list is not comprehensive but is intended to be the starting point of the Risk Assessment process.

Additional Risk Assessments need to be done for activities such as bus trips, special events and the team activities during the actual establishment of the Melton Botanic Garden.

It does highlight that the risks associated with **FMBG** activities extend beyond those that affect the safety of individuals and how good assessment processes will result in minimal impact if appropriate measures are maintained to manage them.

For special events the Template provided in the Risk Management Plan should be copied and completed during a walk around prior to the event. If hazards are identified that are difficult to mitigate or manage there must be time to modify any plans for the event. Ideally, each normal activity within the Botanic Garden will have a Risk Assessment that covers all eventualities which need not to be repeated unless there is significant change.

APPENDIX H

MELTON BOTANIC GARDEN RISK ASSESSMENT MASTER

Risk Type	Potential Impact	Possible Cause	Level of Risk	Proposed Risk Management	Emergency Response Actions
1. Premises (including venue used for barbecues, displays, meetings, storage, gatherings etc.)	Fire, Burglary, theft, Property Damage/loss and Personal Injuries	<ul style="list-style-type: none"> <li>Failure to turn off electrical equipment, stored combustible material,</li> <li>Building left insecure, Plant handling,</li> <li>Tripping/slipping/Hot water</li> <li>Insecure tool storage</li> <li>Barbecue gas leaking</li> </ul>	L	<ul style="list-style-type: none"> <li>Review processes to ensure that check systems are in place to ensure appliances are turned off and the building is secure.</li> <li>During set up and storing of tables and chairs provide assistance with heavy items.</li> <li>Clean up spillage and mark danger areas.</li> <li>Provide assistance, monitoring of members needing assistance with entry and exit.</li> <li>Do not keep combustible materials on the premises. Barbecue cue outside only.</li> <li>Restrict access to the kitchen area.</li> <li>Do not unnecessarily carry boiling water out of the kitchen area.</li> <li>Lock trailers and secure keys in safe.</li> <li>Functioning security system with video monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Discuss actions to be taken in case of fire. In the case of fire, advise everyone to retreat to a designated safe area.</li> <li>Know the location of a phone in case of emergency to initiate Emergency Response.</li> <li><b>Have a First Aid Kit and fire blanket available and anyone with First Aid certificate available to deal with injuries</b></li> </ul>
2. Research, field trips and fact finding activities	Road accidents, Injury, property damage. Loss of information.	Vehicle accident, tripping, falls relating to accessing and exiting vehicles, underfoot conditions, Inadequate information storage.	L	<ul style="list-style-type: none"> <li>Use experienced drivers. Ensure hired vehicles are insured.</li> <li>Drivers of private vehicles take own risk.</li> <li>Pay close attention to access in and out of vehicles and condition that will be encountered during activities</li> <li>Closely monitor field activity</li> <li>See 5</li> </ul>	<ul style="list-style-type: none"> <li><b>Ensure that contact for emergency services contacts are available at all times.</b></li> <li><b>Engage people in manageable FMBGs.</b></li> <li><b>Have a First Aid Kit available and identify any first aid person.</b></li> <li><b>Keep information on the website and copies at separate locations.</b></li> </ul>
3. Human factors, Manual Handling	Sunburn, falls, allergies, bites, stings, scratches, dehydration, injury. Injury from lifting twisting and exceeding capability	<ul style="list-style-type: none"> <li>Failure to protect from sun.</li> <li>Less able persons not under observation.</li> <li>Allergies not known.</li> <li>Leaving prescribed tracks</li> <li>Not adhering to Risk Assessment.</li> <li>Not following instructions.</li> </ul>	L	<ul style="list-style-type: none"> <li>Make known the difficulty level of proposed activity. Follow manual handling guidelines in Plan</li> <li>Advise all known conditions that could affect ability to perform activity.</li> <li>Advise likely weather conditions and what could be a hazard, hot, cold, high uv.</li> <li>All persons with allergies or medical condition to provide relevant information in volunteer registration form</li> <li>Ensure that people work within their capabilities.</li> <li>Drinking water at site.</li> </ul>	<ul style="list-style-type: none"> <li><b>Ensure that contact for emergency services is available at all times. If medical information has been provided, have on hand.</b></li> <li><b>Keep people in self-supporting FMBGs.</b></li> <li><b>Have a First Aid Kit available and identify any first aid person.</b></li> <li><b>Provide water to anyone showing distress.</b></li> </ul>
4. Working Bee/garden development, volunteer	<ul style="list-style-type: none"> <li>Injury to workers incl. Volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>Not following plan guidelines</li> <li>Inadequate</li> </ul>	L	<ul style="list-style-type: none"> <li>Assess capability of all workers and allocate tasks appropriately based on physical capabilities.</li> </ul>	<p>As per 3.</p> <ul style="list-style-type: none"> <li><b>Identify cause of bite/sting (photo if possible)</b></li> </ul>

Risk Type	Potential Impact	Possible Cause	Level of Risk	Proposed Risk Management	Emergency Response Actions
work, Plan handling, snakes, ants etc.	<ul style="list-style-type: none"> <li>Bites, stings</li> </ul>	<ul style="list-style-type: none"> <li>induction.</li> <li>Failure to follow instructions</li> <li>Working beyond capability</li> </ul>		<ul style="list-style-type: none"> <li>Ensure that activity risks are identified and made known.</li> <li>Delegate responsibility for organising workers.</li> <li>Monitor during the works.</li> <li>Ensure suitability of tools.</li> </ul>	
5. Loss of volunteer records/ SWMS and risk Assessments	<ul style="list-style-type: none"> <li>Unable to identify member limits and contact details</li> <li>May miss a hazard</li> </ul>	<ul style="list-style-type: none"> <li>Security of records inadequate.</li> <li>No backups of information.</li> </ul>	L	<ul style="list-style-type: none"> <li>Establish process to manage membership details and records.</li> <li>Back up electronic information.</li> <li>Duplicate hard copy records.</li> <li>Keep copy separate from working information. Archive separately.</li> </ul>	Use backups to restore or re-establish information.
6. Financial loss	<ul style="list-style-type: none"> <li>Unable to meet financial commitments</li> <li>Subject to financial audits.</li> <li>Loss of Grant status.</li> <li>Police action.</li> </ul>	<ul style="list-style-type: none"> <li>Loss of electronic records.</li> <li>Mis- appropriation or Mis-management of <b>FMBG</b> funds.</li> <li>Theft.</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensure the financial activities require more than one person to be involved in activities, accounts.</li> <li>Require full treasurer's report on a monthly basis.</li> <li>Centralise cash receipts</li> <li>Purchases to be approved at executive level.</li> <li>Introduce a formal process for receipt of membership fees and monies received</li> </ul>	<ul style="list-style-type: none"> <li>Advise executive committee immediately of any anomalies.</li> <li>Depending on seriousness convene Executive Committee to discuss actions</li> <li>Inform police/insures as appropriate.</li> </ul>
7. Injury older member /volunteer	<ul style="list-style-type: none"> <li>Medical treatment serious disability</li> </ul>	<ul style="list-style-type: none"> <li>Failure to follow instructions</li> <li>Medical and physical limitation not known</li> <li>Exceeding Plan handling capability.</li> <li>Failure to follow MSDS</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensure suitability for activity</li> <li>Ensure MSDS is on display and persons are informed.</li> <li>Ensure that PPE is worn (remove from site if not)</li> <li>Find alternative tasks where possible.</li> </ul>	<ul style="list-style-type: none"> <li><b>Initiate Emergency Response</b></li> <li>Advise 000</li> <li>Take to nearest medical centre</li> <li>Re-inductions.</li> <li>Keep the volunteer induction form up to date with medical/physical condition</li> <li>Advise Safety Officer/President asap</li> </ul>
8. Risk to third parties on site	Injury, damage claims, death	<ul style="list-style-type: none"> <li>Actions by <b>FMBG</b> put others at risk.</li> <li>Actions by others employed or</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensure <b>FMBG</b> supervision at <b>FMBG</b> special events.</li> <li>Ensure works areas are left safe and secure.</li> </ul>	As per 7.



**NEAR MISS REPORTING FORM (Non-Injury)**

Date of incident:	Location of incident:
Team Leader:	Person reporting near miss:
Brief description of Near Miss:	
Tool failure?:	
Fall or personal incident?:	
Other :	

<b>What happened?</b>
Person's account:
Witness's account:

<b>Basic activity undertaken:</b>	<b>Circle one</b>	
1. Was the activity part of an approved program?:	<b>Yes</b>	<b>No</b>
2. Was the activity description being followed?:	<b>Yes</b>	<b>No</b>
3. Was the activity listed on a Risk Assessment?:	<b>Yes</b>	<b>No</b>
4. Was the tool/plant item being used correctly ?:	<b>Yes</b>	<b>No</b>
5. Was the tool/plant item fit for purpose?:	<b>Yes</b>	<b>No</b>
6. What personal protective equipment (PPE) was being worn by the injured person?		
7. Did the person have any pre-existing injury or medical condition relevant to the incident	<b>Yes</b>	<b>No</b>
8. What other factors may have contributed to the near miss?		

**Review**

9. What lessons can be learned from the Near Miss to prevent recurrence:		
10. Would additional training or instruction might have prevented the incident?	<b>Yes</b>	<b>No</b>
Training:		
Instruction:		
11. Would closer supervision have prevented this incident?	<b>Yes</b>	<b>No</b>
If yes, how could this have been accomplished?		
12. Would additional PPE or a different tool/plant item have prevented this Near Miss?		
13. What additional risk management strategies could have been employed?		
14. If this activity is proposed again, what will be done differently to avoid a recurrence?		

**Comments:**

Investigator Recommendations:

Investigator name:	Position:
Signature:	Date:
Team Leader:	
Signature:	Date:
OHS Manager:	
Signature:	Date:
FMBG President:	
Signature:	Date:

## SERIOUS INCIDENT REPORTING FORM (Injury)

### Page 1

Date of incident:	Location of incident:
Brief description of incident:	
Injured person: <span style="float: right;">Male <input type="checkbox"/></span> <span style="float: right;">Female <input type="checkbox"/></span>	
Type of injury and body part affected:	
Activity leader:	

<b>What happened?</b>
Injured person's account:
Witness's account:

Basic activity undertaken:	Circle one	
15. Was the activity part of an approved program?:	Yes	No
16. Was the activity description sighted by the investigator?:	Yes	No
17. Was the activity listed on the Risk Assessment?:	Yes	No
18. Was the Risk Assessment sighted by the investigator ?:	Yes	No
19. What relevant training/instruction had the injured person received?:	Yes	No
20. Who provided the training/instruction and were they competent to do so?	Yes	No
21. What additional instruction was provided in relation to the activity?		
22. Who provided the additional instruction?		
23. Was the injured person under direct supervision?	Yes	No
24. How far from the incident was the person in charge?	Metres:	
25. What activities were the other team members engaged on at the time of the incident?		
26. What personal protective equipment (PPE) was being worn by the injured person?		
27. Did the person have any pre-existing injury or medical condition relevant to the incident	Yes	No
28. If 'yes', had this condition been disclosed to the team leader?	Yes	No
29. If 'yes' had a personal management plan been developed and documented?	Yes	No
30. What other factors may have contributed to the incident?		

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## SERIOUS INCIDENT REPORTING FORM

### Review

31. Was it a reasonable or appropriate activity to be undertaken by the injured person?	<b>Yes</b>	<b>No</b>
Reasons:		
32. What additional training or instruction might have prevented the incident?	<b>Yes</b>	<b>No</b>
Training:		
Instruction:		
33. Would closer supervision have prevented this incident?	<b>Yes</b>	<b>No</b>
If yes, how could this have been accomplished?		
34. What additional PPE might have prevented this incident?		
35. What additional risk management strategies could have been employed?		
36. If this activity is proposed again, what will be done differently to avoid a recurrence?		

### Comments:

Investigator Recommendations:	
Investigator name:	Position:
Signature:	Date:
Team Leader:	
Signature:	Date:
OHS Manager:	
Signature:	Date:
FMBG President:	
Signature:	Date:

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# FRIENDS OF THE MELTON BOTANIC GARDEN

## RISK MANAGEMENT PLAN TEMPLATE

FOR

**THE MELTON BOTANIC GARDEN SPECIAL ACTIVITIES**

Name of Activity:.....

This Document shall be read in conjunction with the **FMBG HOME SAFE OHS PLAN**.



TABLE OF CONTENTS

1. FIRST AID AND EMERGENCY SERVICES.....	3
2. LOST CHILDREN .....	4
3. EVACUATION.....	5
4. PROCEDURE IN THE EVENT OF EMERGENCY.....	7
5. RISK MANAGEMENT CHECKLIST.....	8

APPENDIX A – ACTIVITY RISK ASSESSMENT SHEET and RATING MATRIX

APPENDIX B – EMERGENCY RESPONSE

APPENDIX C – VOLUNTEER INDUCTION HANDOUT

APPENDIX D – VISITOR HANDOUT

Revision	Date	Description	BY	CKD	APP
REV 1	15/08/13	For Review at Meeting	Committee	DEP	
REV 2	22/08/13	Further Review at meeting	Committee	DEP	
REV 3	22/08/13	Sent out by email for final review	Committee		
ISSUE 1	2/09/13	Issued for Implementation	Committee	DEP	JB

## 1. FIRST AID AND EMERGENCY SERVICES

<b>This event is:</b> (please circle or tick)			
<input checked="" type="radio"/> <b>Low Risk</b>	Medium risk	High risk	Very high risk
<b>Are there any qualified first aid providers within the event management group?</b> (Please circle)			
<input checked="" type="radio"/> <b>Yes</b>		No	
If yes, please state who they are:			
		Contact	
<b>Will there be professional first aid providers onsite at the event, i.e. St John, Red Cross, Other?</b> (Please circle)			
Yes		<input checked="" type="radio"/> <b>No</b>	
<b>Have group members and volunteers been issued with a Duty Statement detailing emergency procedures for the event?</b> (Please circle)			
<input checked="" type="radio"/> <b>Yes</b>		No	

Note: Two first aiders and one first aid post must be provided per 500 people.

## 2. LOST CHILDREN

Visitors will be advised via a Safety Handout to ensure they are aware of and control the actions of any accompanying children. They will be advised of the location of the 'Lost Children' collection point at the **First Aid Tent**. Volunteers will be advised at the pre-event briefing that where they become aware of a lost child they must take responsibility for that child so as to ensure his/her safety and repatriation with the parent or Guardian.

The Volunteer should, as soon as practicable, escort the child to the designated lost child location.

Once the child has been escorted to the designated area, the Event Manager should be contacted so that Volunteers can help locate the parent or Guardian. It is important that the Event Manager is notified of any incidents involving lost children to ensure an incident report form is completed to record the situation. See the HOME OHS Plan for an example of an incident report form.

<b>Does your event have a designated lost children point?</b> (Please circle)	
<input checked="" type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>
If yes, where is this point?	
<b>First Aid Tent near the FMBG Depot at the William St end (North) of the Garden</b>	
Have you notified all group members, volunteers and Visitors of the lost child designated location? (Please circle)	
<input checked="" type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>

### 3. EVACUATION

**In the event of an incident that requires all patrons to evacuate the area how will the event manager ensure that all patrons are advised? Refer to Appendix B – Emergency Response**

On being advised of an emergency the Event Safety Officer will assess the situation and decide if the emergency requires evacuation or some other action. Contact will be via mobile phone or handheld radios.

**If evacuation is required the following actions will take place immediately:**

3 Blasts on an air horn followed by a second 3 Blasts after 5 seconds. Visitors will be directed and/or escorted to evacuation areas at the car park and near the Rotundas. Visitors will be advised of the evacuation areas in a Safety Handout or other stated means.

The warning device will be held by the Event Safety Officer

**Please state how patrons will be evacuated from the site:**

All FMBG Volunteers will be identified by a high visibility vest or an FMBG polo shirt/ Badge. They will be situated in various designated locations around the Botanic Garden site. Visitors will be directed and/or escorted to evacuation areas at the Rotunda car park and Depot Car park.

**Have emergency evacuation points been identified on the site plan (refer to the Operation Plan Appendix A for an example of a site plan)? (Please circle)**

Yes

No

**List the responsible people and the actions they are to undertake in the event of site evacuation?**

Responsible person	Action
<b>Event Safety Officer</b> <b>Mob:.....</b>	To oversee evacuation. To be the contact person and Marshall for the Event Manager and assistant manager to relay information. To make decisions for the safe evacuation of patrons, members & volunteers. This role includes standing in for any designated person unable to fulfil their responsibilities for whatever reason. Following an evacuation the Event Safety Officer and assistants nominated at the time will check the site area to ensure the evacuation is complete.

<b>Assistant Event Safety Officer (if required)</b>	To assist the Event Safety Officer
<b>First Aid Officer:.....</b>	To arrange any medical treatment response
<b>Event Manager:.....</b>	To relay instructions from Event Safety Officer to Volunteers throughout the Botanic Garden. This includes persons engaged in activities in the Amphitheatre, Rotunda area and marquees.
<b>Activity coordinators</b>	To relay instructions from Event Safety Officer to Volunteers in and around their nominated area/activity.
<b>Volunteers</b>	To place themselves where their high visibility vests will identify them as persons of responsibility and remind visitors of the Safety Response set out in the Handout and ensure that they evacuate in an orderly and calm manner to the nearest evacuation area.

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## 4. PROCEDURE IN THE EVENT OF AN EMERGENCY

Volunteers shall be given a copy of an Emergency Response Plan, Contacts List and Safety Handout. This document should form part of the event pack that is provided to all involved at the briefing before the start of the event. The Emergency Response Plan shall include the following activities:

### 1. Event Manager to stabilise situation – Mobile Phone Number:.....

- First aid to be administered as required
- (If required contact emergency services urgently and remain in contact until they are onsite)
- Station someone at the entry point advised to the emergency service to provide directions
- Assess requirement for public announcement / evacuation and initiate as required
- Event staff to secure area
- Ensure incident form completed

### 2. Contact Event Safety Officer: Mobile Phone Number: .....

- Support the Event Manager:
- Supervise mobile communications by phone or radios, including during evacuation

#### Responsibilities

- Assume responsibility of Incident Operations Manager
- Coordinate team responsible for contacting next of kin and dealing with telephone enquiries, including administration and event management staff as available
- Coordinate the reporting and follow up process/documentation

### 3. Event Manager to contact Police/Council in case of Injury

- Police Phone Number: 000 (012 mob.) or 9747 7999
- Council Phone Number: 9747 7200

#### Responsibilities

- If required, contact Insurer
- Arrange onsite counselling if required

### 4. Event Manager to determine liaison with media and PR

- FMBG President

Name: .....

Mobile: .....

#### Responsibilities

- Identify response and coordination for media liaisons, press release, etc.
- Delegate spokesperson. (If necessary)
- Ensure event staff / volunteers do not speak with media without spokesperson
- Liaise with Communications to draft a generic media statement for event.

## 5. RISK MANAGEMENT CHECKLIST

The following Risk Management Checklist for the overall site must be completed by the Event Safety Officer as appropriate prior to the start of the event and marked in a copy of the plan. This list will be updated progressively as individual task sheets are completed. **Individual activity Risks shall be assessed based on the Risk Assessment Plan on the Individual Risk Site Assessment Sheet in Appendix A.** Anything listed, as 'not okay' must be rectified before patrons arrive. If the risk cannot be rectified it must be removed from the site. This list is an example may not include all Hazards.

Description (Example only)	OK	Not OK	NA	Details (Example only)
Emergency Response Plan in place				Evacuation areas are defined and the Emergency Response actions are set out.
Car Parking Area Safely Roped off.				While not fully enclosed the area entry and exits will be marked with Danger Tape. Any risk areas around trees will be identified and taped off and the route for pedestrians to the sign-in areas will be defined by Danger Tape and/or signage. No-go areas will be defined with tape labelled 'DANGER DO NOT ENTER'
Toilet locations are clean and have been indicated on the site map.				Toilet locations will be given out on the visitor handout and will be available from Volunteers
Fire extinguishers in place				One extinguisher at the FMBG Depot and one in the Event Safety Officer's vehicle on call.
Marquees safely secured				Marquees will be secured by concrete or water filled weights, sandbags and/or driven pegs
Leads and plugs safe and secure				Leads will be outdoor types and be either suspended clear of pedestrian traffic, be flagged off or covered and marked.
Hot surfaces out of reach of any persons				Access to hot surface areas will be restricted to designated Volunteers. The area will have high visibility tape, or cones where necessary.  BBQ area set up in accordance with good safety

				<p>practise.</p> <p>Hot water for tea and coffee will be distributed by designated Volunteers within the Depot.</p>
Ant nest roped off				<p>An area identified as having Bull Ants will be marked by high visibility tape and will be addressed in the Safety Handout.</p>
Emergency services notified & briefed including Police, Ambulance and Fire				<p>All services will be advised prior to the event by the Event Manager or designated person</p>
Emergency access clear				<p>Emergency Access will be available to all points of the Site and Service areas.</p>
Pedestrian access clear				<p>The route of the official walk will be shown on a Handout Map and key points of interest will have signage</p>
All vehicles monitored accessing and exiting site				<p>There will be a designated traffic monitor</p>
Water hazards identified and risks mitigated or managed				<p>The route of the walk minimises risk from water hazards. However, at one point there is a dry stepping stone crossing with a low level risk. This will be highlighted as a <b>NO GO</b> area in the Safety Handout and marked on the day.</p>
First Aid in position				<p>The First Aid Tent will be located adjacent to the Depot at the Northern end of the Garden. The location will be advised via the Safety Handout.</p>
Risk assessments have been done for individual activities where necessary				<p>Where there are activities specific to areas of the Garden such as the Guided Walk, Scavenger Hunt etc. associated risks shall be identified on separate Risk Assessment Sheets.</p>
Event staff & Volunteers onsite and briefed				<p>The event briefing and responsibility induction will be carried out by the Event Manager and a Safety Briefing and Evacuation Procedure by the Event Safety Officer. This is the first activity on the day.</p>
Food Handling				<p>Volunteers involved in the handling of food shall</p>

				<p>be under the control of a certified Food Handler. All food shall be stored, monitored and handled as per the food handling procedure. Appropriate food handling gloves shall be worn and utensils kept clean.</p>
Event communications				<p>Volunteers checked Mobile phones working and all numbers have been distributed to key persons. Emergency warning signal and First Aid processes reinforced</p>
Check & monitor weather conditions agree with expected forecast				<p>If the weather conditions are expected to vary from expected conditions the Event Manager and Event Safety Officer will instigate any changes to requirements to ensure that the event runs smoothly and safely. Review associated Risk Assessment for changes.</p>
Set up Equipment and rubbish removed from site				<p>The Event Manager shall ensure that site disestablishment is carried out in a proper manner and the site is left as found.</p>

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_



Friends of the  
Melton Botanic Garden

**APPENDIX A – Issue 1 - ACTIVITY RISK ASSESSMENT SHEET – FMBG OPEN DAY (The outcome should be to use 4 to minimise 3. If 5 is needed emergency response must be considered)**

1-Specific Task / Activity	2-Potential Hazard/Consequence	3-Risk Rating from Table	4 -Controls that are currently in place to manage activity. Guidelines are set out in Section 5	5-Additional controls to be implemented to mitigate or manage Risk.	6-Person/s responsible to implement additional controls	7-Date to complete additional controls

**ACTIVITY:** ..... **Location:** ..... **Activity Leader:** ..... **Date:** .....

.....

## RISK RATING MATRIX

### Risk Likelihood Descriptors

Category	Likelihood Level	Risk Likelihood Descriptor
Certain	A	Will happen
Likely	B	Will probably happen
Unlikely	C	Could happen
Highly unlikely	D	Could happen in exceptional circumstances

### Risk Matrix

LIKELIHOOD	CONSEQUENCE IF IT DOES				
	Catastrophic	Major	Moderate	Minor	Insignificant
Certain	E	E	E	H	M
Likely	E	E	H	H	M
Quite Possible	E	H	H	M	L
Unlikely	H	H	M	M	L
Highly unlikely	H	M	L	L	L

### Risk Rating

Risk Rating	
<b>Extreme Risk</b> Do not proceed. Alternative action required. FMBG Event Safety Officer attention needed to make a decision on required controls.	<b>High Risk</b> Close supervision with Event Safety Officer action required to implement additional controls.
<b>Moderate Risk</b> Current identified controls should apply. Project/Team Leaders responsible for ensuring controls are effective.	<b>Low Risk</b> Monitor for changed conditions.

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## APPENDIX B – Issue 1

### EMERGENCY RESPONSE PLAN (Sample only)

#### MELTON BOTANIC GARDEN OPEN DAY SUNDAY 15<sup>th</sup> SEPTEMBER 2013

In the case of an event which necessitates an Emergency Response because of an injury to an individual or a situation or event arising that has the potential to place an individual or individuals at risk, the following actions shall take place as described in detail in the Risk Management Plan.

1. In the case of an injury of any severity the nearest FMBG Volunteer shall assess the situation and escort the injured party to the First Aid tent adjacent to the FMBG Depot at the northern entrance as shown on the site plan if required.
2. If the person is disabled by his/her condition and is unable to be moved, the Volunteer shall immediately notify the First Aid Officer by phone.
3. The First Aid Officer will proceed to the location and initiate appropriate emergency medical procedures to stabilise the situation and call emergency services.
4. If Emergency Services are required the First Aid shall arrange with the Event Manager or Safety Officer for someone to remain in contact with the service as required and arrange for someone to meet and escort the service to the correct location.
5. Contact will be maintained with the emergency service until such time it is no longer necessary.
6. In the case where evacuation is required, the Volunteer will, on becoming aware of the need, contact the Safety Officer who will sound 3 blasts on an air horn followed by 3 blasts 5 seconds later. This is the signal for the Volunteers to round up all visitors and direct them to Assembly Areas marked at the Rotunda car park and in the Depot Car Park.
7. The 'All Clear' will be sounded by 2 short blasts followed by 2 more after 2 seconds.

Contact Phone Numbers:

**Event Manager:**

**Safety Officer:**

**First Aid:**

**First Aid Deputy:**

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APPENDIX C - Issue 1

# **INDUCTION HANDOUT FOR – FMBG OPEN DAY VOLUNTEERS, COORDINATORS and STALL HOLDERS**

(Sample only) **SUNDAY 15<sup>th</sup> 2013**

THE ACTIVITIES ON THE OPEN DAY MUST IN ALL CASES ENSURE THE SAFETY AND ENJOYMENT OF VOLUNTEERS AND VISITORS ALIKE. WE UNDERSTAND THAT IT IS NOT PRACTICABLE TO HAVE INDUCTIONS THAT INCLUDE ALL VOLUNTEERS DUE TO THE FACT IT WILL BE BUSY ON THE DAY. HOWEVER, WE HAVE A DUTY OF CARE ON THE DAY TO ENSURE THAT EVENTS RUN SMOOTHLY AND SAFELY ENJOYMENT AND LOW STRESS FOR ALL INVOLVED.

1. Please ensure that your assistants are familiar with their duties and have a chance to peruse the contents of your handout pack.
2. If you have an activity to manage get your helpers involved in the activity Risk Assessment. If you need help call on the. When your assessment is complete and any risk is manageable you can start your activity. Hand the sheet in to the Event Safety Officer when finished for the day.
3. While we do not expect any problems explain briefly to your activity group any hazards you have identified. i.e. proximity to the creek, snakes, ants low branches, wind.
4. There is a Stepping Stone Crossing at one point in the garden across Ryans Creek. Do not cross this during the open day.
5. Be sure that you know where the facilities are and encourage people stay on the designated track or walk.
6. There is plenty of contact information in the Pack including Emergency Response. In the unlikely event we have an incident or have to evacuate. In all cases if you are unsure call one of the numbers listed below.
7. You should at the start of each activity explain to your group what it involves and check if anyone thinks they might find it difficult. If they proceed take extra care with them.
8. Make notes of anything not going as well as it should so we can learn from it. Write on the back of the Risk Assessment sheet.
9. Enjoy your day.

**Contact Phone Numbers:**

**Event Manager:**

**FMBG President**

**Event Safety Officer:**

**First Aid:**

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APPENDIX D – Issue 1

## **VISITOR HANDOUT FOR – FMBG OPEN DAY SUNDAY 15<sup>th</sup> 2013 ( Sample only)**

**THE FMBG VALUES YOUR ATTENDANCE AND PROVIDES THIS INFORMATION TO ENSURE YOU ENJOY YOUR WALK AND TELL YOU WHAT YOU NEED TO DO IF THERE IS AN EMERGENCY. KEY POINTS OF INTEREST ARE SHOWN ON THE MAP ON THE REVERSE SIDE OF THIS SHEET**

- 1. Please stay on the designated walking paths. Note that hazard areas have been marked out with Danger Tape. Do not cross through this tape. Some of these areas have Bull Ants which get upset easily and can attack.**
- 2. There is a lot of water in Ryans Creek and in the ponding areas and main lake. Ensure that any children remain within your sight and do not go close to the edge or near any river banks.**
- 3. While none have been sighted, with the warmer weather keep an eye out for snakes at all times. Do not disturb nesting birds which make the Garden their home.**
- 4. There is a Stepping Stone Crossing at one point of the walk across Ryans Creek. Do not cross this during the open day.**
- 5. If you or any member of your group is injured in any way, approach an FMBG Volunteer who will escort you to the First Aid Tent adjacent to the FMBG Depot at the northern end of the garden for treatment.**
- 6. If the person is disabled by his/her condition and is unable to be moved, the Volunteer shall immediately notify the First Aider by phone and have them come to you.**
- 7. Please let the First Aider know if there are any medical problems that have to be considered.**
- 8. If you lose a child please make your way to the First Aid tent.**

**If something happens that requires us to initiate an Emergency Evacuation you will hear 3 blasts on an air horn followed by 3 more. Proceed to the Rotunda Carpark or back to the Depot car parking area whichever is closest.**

**If you are not sure look for an FMBG Representative with an Orange Vest or Navy Blue FMBG Polo shirt. They will help.**

**You will be advised when you can resume your walk.**

**Toilets are available near the Rotundas and at the FMBG Depot at the Northern end of the garden.**

**Contact Phone Numbers:  
Event Manager:  
Event Safety Officer:  
First Aid:**