

WORKPLACE HEALTH AND SAFETY (WHS) POLICY

Policy number	N/A	Version	6
Drafted by	Nick Reid, Kàren Zirkler	Approved by Board on	10 June 2026
Responsible person	Kàren Zirkler	Scheduled review date	June 2027

1. Purpose

Southern New England Landcare Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety and wellbeing of workers, volunteers, contractors, lessees, members and the public affected by our activities.

This policy establishes our approach to meeting our obligations under the *Work Health and Safety Act 2011* (NSW) and the *Work Health and Safety Regulation 2025* (NSW).

2. Scope

This policy applies to all:

- Board members, office holders and committee members
- Workers (including employees, contractors and lessees)
- Volunteers and Landcare members
- Visitors and participants in Southern New England Landcare Ltd's activities.

It covers all workplaces, environments and events where we conduct our activities, including:

- On-ground works (e.g. planting, weed control, fencing)
- Fieldwork in outdoor, remote or rural locations
- Community events, working bees, social functions, meetings, workshops and conferences
- Administrative and office work.

3. Policy Statement

Southern New England Landcare Ltd will:

- Provide and maintain a work environment that is safe and without risks to health
- Eliminate risks to health and safety so far as is reasonably practicable, or minimise them where elimination is not possible

- Integrate WHS into all planning, decision making and operations to ensure safe work
- Ensure safe plant and structures
- Ensure safe use, handling and storage of substances
- Foster a positive safety culture, including psychological safety
- Provide WHS information, training, instruction and supervision for workers, volunteers and members to ensure their health and safety in our workplaces
- Consult with workers and volunteers on WHS matters
- Monitor worker health and workplace conditions
- Continuously improve WHS performance.

4. Duties and responsibilities

This section defines Work Health and Safety (WHS) responsibilities across the organisation to ensure duties are clearly understood and implemented at all levels.

These responsibilities support compliance with WHS legislation and apply to all activities undertaken by or on behalf of Southern New England Landcare Ltd.

4.1 Directors (Officers)

Directors (i.e. board members) are Officers under WHS legislation and must exercise due diligence to ensure the organisation meets its WHS obligations. This includes:

- Acquiring and maintaining knowledge of WHS matters
- Understanding the organisation's operations and associated risks (e.g. remote work, manual handling, herbicide use)
- Exercising due diligence to ensure WHS compliance
- Ensuring appropriate WHS systems, resources and processes are in place
- Monitoring WHS performance and risks
- Verifying that WHS systems are implemented and effective
- Ensuring processes exist for receiving and responding to WHS information (e.g. incidents, hazards).

4.2 Risk Committee

Southern New England Landcare Ltd's Risk Committee supports WHS governance and oversight. Responsibilities include:

- Reviewing WHS risks, incidents and trends
- Monitoring the effectiveness of risk controls and WHS systems
- Reviewing policies, procedures and risk frameworks
- Supporting continuous improvement of WHS performance
- Facilitating consultation between management and workers (where applicable).

4.3 Chief Executive Officer (CEO)

The CEO is responsible for implementing WHS systems and ensuring organisational compliance. Responsibilities include:

- Ensuring WHS policies and procedures are implemented and maintained
- Providing adequate resources for managing WHS

- Ensuring roles, responsibilities and accountabilities are defined
- Ensuring incidents (including notifiable incidents) are appropriately managed
- Ensuring WHS compliance and reporting
- Promoting a positive WHS culture and leadership.

4.4 Project officers, coordinators and activity leads

These roles are responsible for implementing WHS requirements in the field and at indoor venues (other organisations' meeting rooms, halls, shearing sheds, conference venues, etc.) beyond the office or home-office. Responsibilities include:

- Planning safe activities
- Ensuring risks are identified and managed before work begins at a site
- Completing Activity Risk Assessments and site checks
- Ensuring participants are inducted, understand hazards and controls, and are supervised
- Monitoring conditions, modifying work to mitigate risks if necessary, and stopping work if unsafe
- Ensuring incidents, hazards and near misses are reported
- Ensuring controls (including PPE and safe work procedures) are implemented.

4.5 Workers (employees)

Workers must take reasonable care for their own health and safety and that of others. Responsibilities include:

- Following WHS policies, procedures and instructions
- Participating in induction, training and consultation processes
- Using equipment and PPE as required
- Reporting hazards, incidents and near misses promptly
- Cooperating with reasonable WHS directions
- Stopping work and reporting where conditions are unsafe.

4.6 Volunteers and participants in Southern New England Landcare activities

Volunteers (members and non-members) are considered workers under WHS legislation and have similar responsibilities. Volunteers and participants must:

- Take reasonable care for their own safety and that of others
- Follow instructions, procedures and safety directions
- Participate in inductions and briefings
- Use equipment and PPE as required
- Report hazards, incidents and concerns
- Not undertake tasks they are not trained or authorised to perform.

4.7 Contractors

Contractors engaged by Southern New England Landcare Ltd must comply with WHS legislation and manage risks associated with their work. Depending on the nature of the engagement, contractors may have statutory duties as workers and/or as independent

businesses. Contractors are responsible for:

- Ensuring their work is carried out safely and without risk to others
- Working safely and complying with WHS requirements
- Providing safe systems of work, including Safe Work Method Statements (SWMS) where required
- Ensuring workers that they engage are competent, trained and supervised
- Identifying hazards and implementing appropriate control measures
- Consulting and coordinating with us about shared risks
- Following site-specific requirements, inductions and safety directions
- Providing required documentation (e.g. insurances, licences, SWMS where applicable).

Southern New England Landcare Ltd will coordinate with contractors to ensure risks arising from overlapping or concurrent work are identified and managed.

4.7 Shared Responsibility

WHS is a shared responsibility across the organisation. All persons must:

- Work cooperatively to manage risks
- Communicate hazards and safety concerns
- Support a safe and respectful work environment.

No person is expected to undertake work that they believe is unsafe.

5. Consultation and participation

Southern New England Landcare Ltd will:

- Consult with workers and volunteers on WHS matters
- Encourage reporting of hazards and safety concerns
- Use meetings, briefings and field inductions to support worker, member and volunteer awareness and participation in WHS.

6. WHS system overview

Southern New England Landcare Ltd's WHS management system consists of our WHS Policy and this Procedures Manual, and the following workflow:

- Hazard Register → Activity Risk Assessment → SOPs → Work → Incident Reporting → Improvement

All workers and volunteers have authority to stop work if conditions are unsafe.

7. Risk management

We will apply a systematic risk management process to:

1. Identify hazards
2. Assess risks
3. Eliminate or minimise risks
4. Review controls.

Key risk areas include:

- Remote and isolated work
- Working near water
- Manual handling
- Use of chemicals (e.g. herbicides)
- Plant and equipment use
- Weather and environmental conditions
- Psychosocial hazards (fatigue, stress, harassment).

WHS risks are identified through the Hazard Register (Appendix H1) and managed through:

- Activity Risk Assessments (task-level)
- Safe Operating Procedures (SOPs)
- Incident reporting and review.

In planning to manage risks, we will consider any relevant Codes or Practice.

8. Safe systems of work

Southern New England Landcare Ltd will develop, maintain and use:

- Safe Operating Procedures (SOPs)
- Activity risk assessments for all our tasks (e.g. fieldwork, meetings, events)
- Site safety checklists
- Emergency management plans
- First aid procedures.

9. Training and competency

We will ensure:

- Induction for all workers and volunteers
- Task-specific training (e.g. chemical handling, equipment use)
- Supervision appropriate to risk level
- Maintenance of training records.

Training will include information about:

- Hazards and risks
- Control measures
- SOPs
- How to complete Activity Risk Assessments.

10. Incident management

All incidents (including near misses) will be reported. We will:

- Provide adequate first aid equipment and trained persons
- Investigate incidents to identify causes
- Implement corrective actions and improvements
- Notify SafeWork NSW of notifiable incidents as required
- Maintain incident records.

In the event of a notifiable incident (fatality, serious injury or illness, dangerous incident):

- The regulator will be notified immediately by the CEO or their delegate
- The incident site will be preserved except to the extent required to assist those present and ensure their safety.

11. Emergency preparedness and management

We will ensure:

- Appropriate induction about emergency preparedness for all workers and volunteers
- Task-specific training (e.g. chemical handling, equipment use)
- Maintenance of training records about emergency preparedness.

Emergency management will be part of our activity planning:

- Activity planning will consider communications, site access and response in the event of an emergency.
- An emergency plan and procedures will be formulated for each activity.

12. Psychological health and safety

Southern New England Landcare Ltd recognises the importance of workplace psychosocial health and safety and will:

- Prevent harassment, bullying and discrimination
- Manage workload and fatigue risks
- Provide respectful, inclusive work environments
- Support workers experiencing stress or mental health challenges.

13. Monitoring and review

We will:

- Regularly review WHS performance
- Audit compliance with procedures
- Review incidents and trends
- Update policies and procedures as required.

14. Compliance

Failure to comply with this policy may result in:

- Removal from activities
- Termination of engagement for contractors and employees.

15. Authorisation



Em. Prof. Nick Reid
Chair, Southern New England Landcare Ltd

10 June 2026

WORKPLACE HEALTH AND SAFETY (WHS) PROCEDURES MANUAL

Procedure number	N/A	Version	1
Drafted by	Nick Reid, Kàren Zirkler	Approved by Board on	10 June 2026
Responsible person	Kàren Zirkler	Scheduled review date	June 2027

This WHS Procedures Manual is aligned with the Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulation 2025 (NSW).

1. WHS Management System overview

1.1 Purpose

This manual outlines the management system and procedures used to implement Southern New England Landcare Ltd's WHS Policy.

1.2 WHS System components

Southern New England Landcare Ltd's WHS Management System consists of:

- The WHS Policy
- Procedures (this manual)
- Forms and templates such as field checklists / tools (see Appendices)
- Records for monitoring, review and evidence of compliance (see Appendices).

1.3 Document hierarchy

Policy → Procedures → SOPs → Forms → Records

2. Consultation procedure

WHS consultation will occur with relevant participants in relation to all Southern New England Landcare Ltd activities.

2.1 When consultation occurs

- Before starting new activities
- When identifying hazards or risks
- When making decisions about controls
- After incidents.

2.2 How consultation occurs

- Pre-work briefings ('toolbox talks')
- Volunteer inductions
- Team meetings
- Email or phone for dispersed teams.

2.3 Recordkeeping

- Notes in activity sheets or meeting minutes.
- Formal records using recording templates (see Appendices) and other formats.

3. Risk Management Procedure

3.1 Application of risk management tools

Southern New England Landcare Ltd applies a risk-based approach to all our activities. WHS risk controls will be documented using appropriate tools, including:

- Activity Risk Assessments for routine field activities, volunteer work and events, as well as more complex activities (broken down into separate tasks) (see Activity Risk Assessment Form, Appendix T1)
- Safe Operating Procedures for standardised repeatable tasks (see Section 4)
- Site Safety Checklists (see Appendix T2)
- Safe Work Method Statements (SWMS) where required by legislation (e.g. for High-Risk Construction Work).

The level of documentation will be proportionate to the level of risk and complexity of the activity.

3.2 Process

The risk management approach is used to:

1. Identify hazards
2. Assess risk (likelihood × consequence)
3. Apply controls using hierarchy
4. Review their effectiveness.

3.3 Hierarchy of Controls

The Hierarchy of Controls will be used to select the most appropriate controls to eliminate or reduce a given WHS risk (see Southern New England Landcare Ltd's Risk Management Policy for more details):

1. Eliminate (most effective)
2. Substitute
3. Isolate
4. Engineering controls
5. Administrative controls
6. Personal Protective Equipment (PPE, least effective).

3.4 When Risk Assessments are required

- All field activities
- Out-of-office events, workshops, meetings, tours,
- New or unusual tasks
- High-risk work (e.g. chemicals, remote work).

3.5 Codes of Practice

Relevant NSW Codes of Practice will be considered when identifying hazards, assessing risks and determining appropriate control measures. Where a Code of Practice is applicable, we will either:

- Adopt the code, or
- Implement an equivalent or higher standard of control.

The Codes of Practice most relevant to Southern New England Landcare Ltd's activities are:

- First aid in the workplace (published January 2020)
- Hazardous manual tasks (August 2019)
- How to manage work health and safety risks (August 2019)
- Labelling of workplace hazardous chemicals (December 2022)
- Managing psychosocial hazards at work (May 2021): active focus on managing mental health risks
- Managing risks of hazardous chemicals in the workplace (December 2022)
- Managing the risk of fatigue at work (February 2026)
- Managing the risks of falls at workplaces (August 2019)
- Managing the risks of plant in the workplace (December 2022)
- Managing the work environment and facilities (August 2019)
- Preparation of safety data sheets for hazardous chemicals (December 2022)
- Safe use and storage of agricultural and veterinary chemicals (March 2026)
- Sexual and gender-based harassment (June 2024)
- Tree works (March 2026).

4. Safe Work Operating Procedures

4.1 Requirement

A Safe Operating Procedure (SOP) is a step-by-step set of instructions that describes how to carry out a specific task safely and consistently, by identifying hazards and specifying the controls required to manage attendant risks.

SOPs translate statutory responsibilities under the WHS Act into practical, on-ground instructions that workers and volunteers can follow.

SOPs must be developed for all common activities undertaken or organised by Southern New England Landcare Inc.

SOPs should be informed by any relevant Codes of Practice.

4.2 SOP Content

A SOP typically includes:

- Scope – what activity it applies to
- Hazards – what could cause harm
- Required controls – how risks are eliminated or minimised
- PPE requirements
- When to stop work
- Emergency actions.

4.3 Core SOPs

- 4.3.1 SOP1 Remote and Isolated Work– See Appendix S1
- 4.3.2 SOP2 Herbicide Use (Landcare Scale) – See Appendix S2
- 4.3.3 SOP3 Working near Water (Riparian Work) – See Appendix S3
- 4.3.4 SOP4 Planting Days and Volunteer Working Bees – See Appendix S4
- 4.3.5 SOP5 Vehicle and 4WD Use – See Appendix S5
- 4.3.6 SOP6 Manual Handling - See Appendix S6
- 4.3.7 SOP7 Use of Tools and Equipment – See Appendix S7
- 4.3.8 SOP8 Working in Extreme Weather – See Appendix S8
- 4.3.9 SOP9 Psychosocial Hazards (Office, Field and Online) – See Appendix S9

5. Training and Induction Procedure

5.1 Purpose

To ensure all workers and volunteers have the knowledge, skills and information necessary to carry out activities safely.

5.2 Responsibilities

- Coordinators/supervisors must ensure induction and task-specific training is provided before work begins
- Workers and volunteers must participate in training and follow instructions
- The organisation must maintain training records.

5.3 Induction requirements

All workers and regular volunteers must receive induction prior to commencing activities, including:

- Overview of Southern New England Landcare Ltd's WHS Management System
- Their WHS responsibilities
- Key site and activity hazards
- Emergency procedures
- Incident reporting process
- Key risks and controls relevant to the activities they will perform.

Workers and regular volunteers will be made aware of:

- Southern New England Landcare Ltd's WHS Task Risk Management Decision Guide (see Appendix I1)
- Relevant Safe Operating Procedures and Codes of Practice
- Activity Risk Assessment requirements
- When SWMSs apply.

5.4 Training

Workers and regular volunteers will receive training about:

- Identifying hazards and risks
- Developing appropriate control measures
- Planning for emergencies
- Our Safe Operating Procedures
- Relevant Codes of Practice.

5.5 Task-specific training

Training must be provided where required for specific tasks, including:

- Chemical handling (including acquiring AQF3/4 qualifications, where applicable)
- Equipment use
- Remote or high-risk work
- First aid.

5.6 Supervision

- New or inexperienced volunteers must be supervised
- Higher-risk tasks require competent supervision.

5.7 Records

The organisation will maintain records of inductions and relevant training records, including:

- Induction attendance
- Training certificates.

6. Incident and injury Management and Reporting Procedure

All incidents must be reported to the CEO and investigated and documented.

6.1 Responsibilities

- All workers and volunteers must report WHS incidents, injuries, work-related illnesses and hazards as soon as practicable
- Any accident or incident with the potential to result in injury or damage to property ('near miss') must be reported like an incident or accident that resulted in injury or damage.
- Supervisors must ensure immediate response, and subsequent recording and follow-up (i.e. investigation, corrective action and review)

- The CEO must ensure notifiable incidents are reported to SafeWork NSW.

6.2 What must be reported

- Injuries
- Near misses
- Property damage
- Hazards.

6.3 Timeframes

- Incidents must be reported as soon as possible on the day
- Notifiable incidents (i.e. fatality, serious injury or work-related illness, dangerous incident) must be reported immediately.

6.4 Minimum requirements

Immediate actions:

- Make area safe
- Avoid disturbing the site of a serious incident other than to protect any person, aid an injured person involved in an incident, make the scene safe, or prevent any further incident
- All injuries and illnesses must be assessed by a qualified First Aid Officer and medical treatment provided if required
- If injuries are serious, suitable arrangements must be made for transport to a doctor or hospital.
- All eye injuries (including foreign objects between the eye and eye lid which is not dirt or dust particles) must be referred to a doctor or hospital.
- If injury or illness involves a chemical, a material Safety Data Sheet and other information which may have been prepared for such incidents must accompany the injured person to the doctor or hospital.
- Contact emergency services if required.

Subsequent actions:

- If the incident/injury results in a Worker's Compensation claim, workers compensation forms must be completed by the employee and employer
- All claims for compensation must be accompanied with an appropriate medical certificate for time lost.
- Copies of all documents must be kept on the employee's personnel file.
- An incident investigation must be conducted and corrective or preventative action taken as appropriate.

6.5 Notification

Notifiable incidents must be reported to SafeWork NSW. Notifiable incidents are:

- Serious injury or illness
- Dangerous incident
- Fatality.

6.6 Investigation

- Investigate and identify root causes
- Implement corrective actions and improvements.

6.7 Records

Incidents and their subsequent investigation must be documented using:

- Incident Report Form (Appendix T3)
- Investigation notes.

7. Emergency Management Procedure

7.1 Responsibilities

- Supervisors and activity leads must ensure emergency planning is completed prior to each activity
- All participants must follow emergency instructions.

7.2 Trigger

Applies to all field activities and events.

7.3 Emergency planning minimum requirements (per activity)

Each activity must consider:

- Emergency access and evacuation point identified
- Communications (e.g. mobile / radio)
- Nearest medical assistance.

7.4 Common emergencies

- Vehicle accident
- Vehicle breakdown in remote location
- Injury or illness
- Fire
- Flood
- Snake bite.

7.5 Minimum field requirements

- First aid kit
- Communication and location devices
- Emergency contact list.

8. Remote and Isolated Work Procedure

8.1 Responsibilities

- Trip leader must complete and lodge trip plan (Appendix T5)
- Contact person must monitor check-ins.

8.2 Trigger

Applies where there is:

- limited communication
- delayed emergency response
- work conducted alone or in small groups.

8.3 Minimum requirements

- Minimum of two people where possible
- Trip plan lodged
- Check-in system
- Emergency escalation process.

8.4 Communication

- Mobile phone, Personal Locator Beacon (PLB) or radio
- Pre-arranged check-in times.

8.5 Emergency planning

- Identify nearest help
- Ensure vehicle reliability.

9. Hazardous Chemicals (Herbicides) Procedure

9.1 Responsibilities

- Only trained competent persons may apply chemicals
- Supervisors must ensure controls are in place.

9.2 Minimum requirements and controls

- Follow relevant chemical labels and Safety Data Sheets (SDS)
- Use appropriate PPE
- Store and transport chemicals safely
- Maintain a chemical register
- Apply environmental protection measures as required (and avoid waterways unless approved).

9.3 Records

- Maintain chemical use records.

10. Plant and Equipment Procedure

10.1 Responsibilities

- Users must conduct pre-use checks
- Supervisors must ensure equipment is suitable and maintained.

10.2 Minimum requirements

- Equipment must be fit for purpose
- Pre-use checks must be conducted.

10.2 Maintenance

- Plant and equipment must be regularly inspected and maintained in serviceable order
- Faulty equipment must be removed from service.

11. Manual Handling Procedure

11.1 Responsibilities

- Workers must use safe techniques
- Supervisors must ensure appropriate controls (team lifts, aids)

11.2 Minimum requirements

- Avoid hazardous manual handling
- Use mechanical aids (e.g. tools, trolleys, vehicles) where possible
- Apply load limits and team lifting rules
 - Up to ~15 kg is acceptable for most fit, able people if lifted safely and close to the body
 - 15–20 kg: assess conditions (posture, distance, terrain, individual capability)
 - ≥20 kg must not be lifted by one person (team lift or mechanical aid required).

11.3 Training

- Basic safe-lifting techniques.

12. Work Environment Procedure

12.1 Trigger

Applies to all outdoor and field-based activities.

12.2 Responsibilities

- Supervisors must assess weather and site conditions before and during work

12.3 Minimum requirements

- Monitor weather conditions (heat, cold, wind strength, storms)
- Assess terrain hazards for slips, trips, falls, holes and uneven ground
- Modify or cancel activities if unsafe.

13. Psychosocial Hazards Procedure

13.1 Responsibilities

- All participants must behave respectfully
- Supervisors must address issues early
- Senior manager or activity lead must respond to serious concerns.

13.2 Minimum requirements

- Set clear behaviour expectations
- Ensure early intervention
- Escalate an incident if required.

13.3 Hazards to watch out for

- Inappropriate language or tone
- Harassment or bullying
- Fatigue
- Stress.

13.4 Controls

- Insist on respectful behaviour expectations
- Manage workload and hours
- Provide support pathways.

13.5 Reporting

- Confidential reporting encouraged.

14. Contractor Management Procedure

14.1 Responsibilities

- Contractors must manage their own WHS risks
- Our organisation must verify contractor controls.

14.2 Minimum requirements

Contractors must:

- Provide evidence of insurance
- Provide relevant WHS documentation prior to commencing work
- Submit SWMSs where required
- Comply with applicable Codes of Practice
- Comply with WHS requirements
- Coordinate risk controls with Southern New England Landcare Ltd.

14.3 Coordination

- Ensure risks between parties are managed.

14.4 High Risk construction work

Where work meets the definition of High Risk Construction Work, Safe Work Method Statements (SWMS) must be prepared, implemented and maintained in accordance with legislative requirements. Contractors engaged by the organisation must provide SWMSs where applicable.

15. Safe Work Method Statements

A Safe Work Method Statement (SWMS) must be prepared for all High-Risk Construction Work as defined under the WHS Regulation.

A SWMS must:

- Identify the high-risk construction activities
- Specify hazards and risks
- Describe the control measures to be implemented
- Be communicated to workers prior to commencement

Work must not commence until the SWMS is in place and understood.

16. Recordkeeping Procedure

16.1 Responsibilities

- Supervisors must ensure records are completed
- Management must maintain and store records.

16.2 Minimum requirement

- Records must be legible, complete, and stored securely in line with legal requirements.

16.3 Records to maintain

- Risk assessments
- Incident reports.
- Training records
- Chemical records
- Maintenance logs.

17. Monitoring and review

17.1 Responsibilities

- CEO, Risk Committee and board must review WHS performance
- Supervisors must contribute feedback.

17.2 Review triggers

- After incidents

- Annual review
- Legislative change.

17.3 Minimum requirements

- Review of incidents
- Review of procedures
- Implementation of improvements.

17.4 Auditing

- Internal audits of WHS system
- Board oversight.

18. Forms and templates (field pack)

The following forms, checklists and templates are appended and can be used as separate printable sheets:

- Hazard register – See Appendix H1
- Activity Risk Assessment Form – See Appendix T1
- Site Safety Checklist – See Appendix T2
- WHS Incident, Injury and Near-Miss Report Form – See Appendix T3
- Volunteer Induction Checklist – See Appendix T4
- Remote Work Trip Plan – See Appendix T5
- Chemical Use Record – See Appendix T6
- Toolbox Talk Record – See Appendix T7
- Working from Home Checklist – See Appendix T8
- WHS Activity Risk Assessment Form for Landcare Events – Field Days & Workshops – See Appendix T9
- WHS Activity Risk Assessment Form for Landcare Office – See Appendix T10.

19. Governance and review

The board of Southern New England Landcare Ltd will periodically review our WHS System to ensure alignment with:

- Legislative requirements
- Relevant Codes of Practice
- Industry best practice.

By monitoring our WHS System and periodic review, the board will verify:

- WHS risks are identified and managed
- Incidents are reported and addressed
- Resources are adequate
- Legal compliance is maintained.

Updates will be made where gaps or improvements are identified.

20. Authorisation

Em. Prof. Nick Reid
Chair, Southern New England Landcare Ltd
10 June 2026

Appendices begin on next page.

Appendix 1

WHS TASK RISK MANAGEMENT DECISION GUIDE

Start here before any activity ↓

1. IS THIS A ROUTINE LANDCARE ACTIVITY?

(e.g. planting, hand weeding, basic spraying, working bee)

→ YES →

Use: ACTIVITY RISK ASSESSMENT + RELEVANT SOP(s)

- ✓ Complete before work
- ✓ Cover site-specific hazards
- ✓ Brief team (toolbox talk)

→ NO → go to Q2

2. IS THERE AN SOP FOR THIS TASK?

(e.g. herbicide use, remote work, working near water, tools)

→ YES →

Use: SOP + ACTIVITY RISK ASSESSMENT

- ✓ Follow SOP controls
- ✓ Adjust for site conditions
- ✓ Brief team

→ NO → go to Q3

3. IS THE TASK COMPLEX OR HIGHER RISK?

(e.g. multiple steps, unfamiliar task, higher consequence if something goes wrong)

→ YES →

Use: modified ACTIVITY RISK ASSESSMENT + SOP (if available)

- ✓ Break task into steps
- ✓ Identify hazards at each step
- ✓ Apply controls
- ✓ Supervisor oversight required

→ NO →

Use: normal ACTIVITY RISK ASSESSMENT

4. IS THIS HIGH-RISK CONSTRUCTION WORK?

(e.g. construction, structural work, certain fencing, work near roads, excavation, work at height)

→ YES →

SWMS REQUIRED (LEGAL REQUIREMENT)

✓ Must be prepared before work starts

✓ Must be followed on site

✓ Contractors must provide SWMS

→ NO → continue with selected method above ...

ALWAYS REQUIRED (ALL ACTIVITIES)

✓ Site Safety Check completed

✓ Toolbox Talk / briefing conducted

✓ Appropriate supervision

✓ Stop work if conditions change

QUICK SUMMARY

Situation	Use This
Routine Landcare work	Activity Risk Assessment + SOP
Standard task with SOP	SOP + Activity Risk Assessment
Complex or unfamiliar work	Activity Risk Assessment (broken down into separate tasks) + SOP
High Risk Construction Work	SWMS (mandatory)

IF UNSURE

→ Default to: Activity Risk Assessment + Supervisor Review

Appendix H1

WHS HAZARD REGISTER

(To be completed)

Hazard Category	Example Hazards	Key Controls	SOP
Vehicles	Droving, trailers	Licensed drivers, safe speeds	Vehicle SOP
Manual Handling	Lifting	Team lifts, technique	Manual Handling SOP
Chemicals	Herbicides	PPE, SDS	Herbicide SOP
Water	Drowning	Exclusion zones	Water SOP
Weather	Heat, cold, storms	Modify/cancel work	Weather SOP

Appendix S1

Safe Operating Procedure 1 REMOTE AND ISOLATED FIELD WORK

For Fieldwork in areas with limited access, delayed emergency response, or poor communications.

CRITICAL CONTROLS (MUST HAVE)

- ☐ Trip Plan completed and lodged
- ☐ Check-in schedule established
- ☐ Reliable communication (phone / radio / PLB)
- ☐ First aid kit carried
- ☐ Vehicle checked (fuel, tyres, recovery gear).

PRE-START

1. Check weather (including forecast changes)
2. Confirm access routes and property permissions
3. Identify nearest medical facility
4. Nominate contact person (not on trip)
5. Confirm return time and escalation trigger.

ON SITE

- Work in pairs where possible
- Maintain communication at agreed intervals
- Stay within planned work area
- Monitor fatigue, hydration, and weather.

STOP WORK IF

- Missed check-in
- Communication fails
- Weather deteriorates (heat, storms)
- Injury occurs and cannot be managed.

EMERGENCY RESPONSE

1. Make area safe
2. Provide first aid
3. Call 000 or activate PLB
4. Notify contact person
5. Stay with injured person.

MINIMUM PPE

1. Sturdy boots
2. Sun protection
3. Weather-appropriate clothing.

Supervisor/Lead: _____ **Date:** _____

Appendix S2

Safe Operating Procedure 2

HERBICIDE USE (LANDCARE SCALE)

For hand spraying, cut-and-paint, wick wiping.

KEY HAZARDS

- Chemical exposure

CRITICAL CONTROLS

- ☐ Label and SDS reviewed before use
- ☐ Only trained/competent operator
- ☐ Wind low and steady (avoid gusty conditions)
- ☐ No spraying near water unless method approved
- ☐ PPE worn as per label.

PRE-START

1. Identify target weed and method
2. Check weather (wind, rain, temperature)
3. Inspect equipment (no leaks, calibrated)
4. Establish exclusion zone (keep others clear).

DURING USE

1. Mix exactly as per label (no guessing)
2. Spray low and targeted (avoid drift)
3. Do not eat, drink, or smoke
4. Maintain awareness of wind direction.

AFTER USE

- Clean equipment in safe area
- Dispose of waste appropriately
- Wash hands and exposed skin
- Store chemicals securely.

STOP WORK IF

- Wind increases or shifts
- Rain starts
- Spray drift observed
- PPE unavailable.

EMERGENCY RESPONSE

- Skin: wash immediately
- Eyes: flush ≥15 minutes
- Ingestion/exposure: 13 11 26 (poisons helpline anywhere in Australia)
- Spill: contain, prevent runoff.

PPE (MINIMUM)

- ☐ Chemical gloves
- ☐ Eye protection
- ☐ Long sleeves/trousers
- ☐ Enclosed footwear.

Supervisor/Lead: _____ **Date:** _____

Appendix S3

Safe Operating Procedure 3

WORKING NEAR WATER (RIPARIAN WORK)

For work along creeks, rivers, wetlands and dam edges.

KEY HAZARDS

- Drowning

CRITICAL CONTROLS

- ☐ Any chemical label and SDS reviewed for application near water before use
- ☐ Site assessed for depth, flow, bank stability
- ☐ No working alone
- ☐ Safe access/exit points identified
- ☐ First aid available
- ☐ Rescue throw rope and personal flotation devices (PFD) available
- ☐ Weather and upstream conditions checked.

PRE-START

1. Walk site and identify hazards
2. Mark unstable or exclusion areas
3. Brief team on boundaries and risks
4. Confirm emergency access route

DURING WORK

- Maintain safe distance from edges
- Avoid steep or undercut banks
- Keep visual contact with team
- Stop if conditions change (rain, rising water).

STOP WORK IF

- Water level rising
- Flow becomes fast/turbid
- Banks become unstable
- Lightning or storm conditions.

EMERGENCY RESPONSE

1. Do NOT enter water unless safe
2. Call 000
3. Use reach/throw rescue (stick, rope)
4. Provide first aid when safe.

PPE

- ☐ Non-slip footwear
- ☐ Gloves
- ☐ PFD (if risk of immersion).

Supervisor/Lead: _____ **Date:** _____

Appendix S4

Safe Operating Procedure 4 PLANTING DAYS AND VOLUNTEER WORKING BEES

For community revegetation events.

CRITICAL CONTROLS

- | | |
|---|---|
| ☐ Activity Risk Assessment completed | ☐ Adequate supervision ratio |
| ☐ Site Safety Check completed | ☐ First aid available |
| ☐ Volunteer induction delivered | ☐ Extra drinking water provided. |

PRE-START

1. Set up work zones and safe access
2. Identify hazards (holes, rocks, wires)
3. Deliver safety briefing (including i. tool use, ii. lifting techniques, and iii. site hazards)
4. Assign tasks appropriate to ability.

DURING ACTIVITY

- Supervise continuously
- Rotate tasks to reduce fatigue
- Encourage hydration and breaks
- Monitor for cold / heat stress or injury.

STOP WORK IF

- Extreme cold, heat, storms or otherwise unsafe weather
- Unsafe behaviour observed
- Supervisor unavailable.

AFTER ACTIVITY

- Collect and store tools safely
- Remove hazards and waste
- Account for all participants.

EMERGENCY RESPONSE

- First aid
- Call 000 if required
- Record incident.

PPE

- ☐ Gloves
- ☐ Sturdy footwear
- ☐ Sun protection (hat, sunscreen).

Supervisor/Lead: _____ **Date:** _____

Appendix S5

Safe Operating Procedure 5 VEHICLE AND 4WD USE

For all use of vehicles (private or organisational) for Landcare activities, including 2WD and 4WD in rural or off-road conditions.

CRITICAL CONTROLS (MUST HAVE)

- ☐ Driver holds valid licence for vehicle type
- ☐ Vehicle is registered, insured and roadworthy
- ☐ Pre-start vehicle check completed
- ☐ Seatbelts worn at all times
- ☐ No alcohol or drugs
- ☐ Fatigue managed (adequate rest).

ADDITIONAL CONTROLS (4WD / REMOTE USE)

- ☐ Driver experienced in 4WD conditions
- ☐ Recovery gear carried (snatch strap, shovel, etc.)
- ☐ Spare tyre (serviceable) and tools
- ☐ Communication available (e.g. phone / radio / personal location beacon)
- ☐ Trip plan completed (for remote work).

PRE-START VEHICLE CHECK

- ☐ Tyres (pressure, condition, spare)
- ☐ Fuel level sufficient
- ☐ Oil, coolant, leaks
- ☐ Lights and indicators working
- ☐ Load secured safely
- ☐ No loose tools or equipment.

DRIVING RULES (ALL VEHICLES)

- Obey road rules and property access conditions
- Drive to conditions (gravel, mud, stock, wildlife)
- Reduce speed on unsealed roads and if driving into the sun
- Maintain safe distances
- Avoid distractions (no mobile use while driving).

4WD / OFF-ROAD DRIVING

- Engage 4WD before difficult terrain
- Drive slowly and steadily (avoid sudden braking/acceleration)
- Assess terrain before entering (walk if unsure)
- Avoid steep, unstable, or flooded tracks
- Use a spotter where visibility is limited.

STOP WORK / DO NOT PROCEED IF

- Driver fatigued or unwell
- Vehicle unsafe or unroadworthy
- Weather conditions unsafe (flooding, heavy rain)
- Track condition beyond skill level.

VEHICLE INCIDENT / BREAKDOWN

1. Move to a safe location (if possible)
2. Turn on hazard lights
3. Stay with vehicle unless unsafe
4. Contact emergency services if required
5. Notify supervisor/contact person.

RECOVERY (4WD ONLY)

- Only trained persons to conduct recovery
- Use rated recovery points and equipment
- Keep bystanders well clear
- Never stand in line with tensioned straps.

MANUAL HANDLING (LOADING/UNLOADING)

- Use team lifts or mechanical aids
- Secure loads to prevent movement
- Keep heavy items low and stable.

PPE (AS REQUIRED)

- ☐ Enclosed footwear
- ☐ Gloves (for loading/recovery/tire change)
- ☐ Hi-vis (roadside work).

Driver Name:

Signature:

Date:

Appendix S6

Safe Operating Procedure 6

MANUAL HANDLING

For lifting, carrying, pushing, pulling (plants, fencing materials, tools, etc.).

KEY HAZARDS

- Strain injuries (e.g. back strain)
- Muscle injury
- Repetitive strain
- Dropped loads.

CRITICAL CONTROLS

- ☐ Assess load before lifting
- ☐ Use mechanical aids where possible
- ☐ Team lift for heavy/bulky items
- ☐ Limit load size and weight
- (As a guide, ~10–15 kg generally OK for most people; ≥20 kg, team lift or mechanical aid required)

SAFE WORK METHOD

1. Plan the lift (path clear, destination ready)
2. Stand close to load
3. Bend knees (not back)
4. Keep back straight
5. Lift smoothly (no jerking)
6. Keep load close to body
7. Avoid twisting—turn with feet.

DURING WORK

- Take regular breaks
- Rotate tasks
- Stop if fatigued.

STOP WORK IF

- Load too heavy or awkward
- Pain or discomfort occurs
- Unsafe footing or environment.

PPE

- ☐ Gloves
- ☐ Sturdy footwear.

Supervisor/Lead: _____ **Date:** _____

Appendix S7

Safe Operating Procedure 7 USE OF TOOLS AND EQUIPMENT (NON-CHAINSAW)

For use of hand tools (spades, mattocks, loppers) and small powered equipment.

KEY HAZARDS

- Cuts and impact injuries
- Flying debris
- Equipment failure
- Misuse by untrained persons.

CRITICAL CONTROLS

- ☐ Tools inspected before use
- ☐ Only suitable tools used for task
- ☐ Users instructed in safe use
- ☐ Defective tools removed from service.

PRE-START

1. Check tool condition (handles, blades, guards)
2. Select correct tool for job
3. Ensure adequate workspace (clear of others).

DURING USE

- Maintain firm grip
- Keep safe distance from others
- Use controlled movements
- Do not leave tools lying in work area.

AFTER USE

- Clean tools
- Store safely (no trip hazards)
- Report damage.

STOP WORK IF

- Tool damaged or unsafe
- User unsure how to operate
- Unsafe behaviour observed.

PPE

- ☐ Gloves
- ☐ Eye protection (where risk of debris)
- ☐ Sturdy footwear.

Supervisor/Lead: _____ **Date:** _____

Appendix S8

Safe Operating Procedure 8 WORKING IN EXTREME WEATHER

For hot, cold, windy, stormy and other adverse weather conditions.

KEY HAZARDS

- Heat stress / heat stroke
- Dehydration
- Hypothermia
- Reduced visibility / falling branches
- Storms
- Lightning.

CRITICAL CONTROLS

- ☐ Weather forecast checked before work
- ☐ Work modified to suit conditions
- ☐ Adequate water, clothing, shelter available
- ☐ Activity cancelled if unsafe.

HOT WEATHER ($\geq 30^{\circ}\text{C}$ or high humidity)

Controls:

- ☐ Water available and consumed regularly
- ☐ Regular rest breaks (shade)
- ☐ Light clothing, sun protection
- ☐ Work in cooler parts of day.

Watch for:

- Dizziness, nausea, confusion → STOP WORK

COLD / WET CONDITIONS

Controls:

- ☐ Warm, layered clothing
- ☐ Waterproof gear
- ☐ Keep dry where possible.

WIND / STORMS

Controls:

- ☐ Avoid working under trees in high wind
- ☐ Secure loose materials.

LIGHTNING

STOP WORK IMMEDIATELY

- Move to vehicles or solid shelter
- Avoid open areas, water, metal tools.

STOP WORK IF

- Extreme cold, heat or fire danger
- Thunderstorms/lightning
- Severe weather
- High winds
- Conditions exceed team capability.

PPE

- ☐ Sun protection (hat, sunscreen)
- ☐ Weather-appropriate clothing.

Supervisor/Lead: _____ **Date:** _____

Appendix S9

Safe Operating Procedure 9

PSYCHOSOCIAL HAZARDS (OFFICE, FIELD AND ONLINE)

For all work environments including office, field activities, meetings and online communications.

PURPOSE

To prevent and manage risks to psychological health including stress, conflict, bullying, fatigue, and inappropriate behaviour.

COMMON HAZARDS

- ☐ Bullying, harassment, or exclusion
- ☐ Conflict between workers/volunteers
- ☐ Unclear roles or poor supervision
- ☐ Fatigue (long days, travel, workload)
- ☐ Isolated work (remote or working alone)
- ☐ Exposure to distressing situations
- ☐ Inappropriate online behaviour (emails, messaging, social media).

EXPECTED BEHAVIOURS (ALL SETTINGS)

- Treat others with respect and courtesy
- Follow reasonable instructions
- Communicate clearly and constructively
- Do not engage in bullying, harassment, or intimidation
- Use appropriate language in person and online.

PREVENTION (SUPERVISORS / COORDINATORS)

Before work:

- ☐ Roles and responsibilities clearly explained
- ☐ Workload and expectations reasonable
- ☐ Induction includes behaviour expectations
- ☐ Adequate supervision provided.
- During work:
- ☐ Monitor team interactions
- ☐ Check in with individuals (especially new volunteers)
- ☐ Rotate tasks to reduce fatigue
- ☐ Ensure breaks and reasonable work hours.

Online:

- ☐ Use clear, respectful communication
- ☐ Avoid aggressive or ambiguous messaging
- ☐ Address issues early (e.g. don't let emails escalate conflict).

EARLY WARNING SIGNS (ACT ON THESE)

- Inappropriate language or tone
- Raised voices, arguments
- Withdrawal or disengagement
- Fatigue, irritability, reduced concentration
- Complaints about behaviour
- Repeated misunderstandings (especially online).

RESPONSE – LOW TO MODERATE ISSUES

1. Address early and informally
 - Speak privately with individuals
 - Clarify expectations
 - Refocus on task
2. Adjust work if needed
 - Change tasks
 - Provide breaks
 - Separate individuals
3. Reinforce standards
 - Remind team of respectful behaviour.

RESPONSE – SERIOUS ISSUES

Examples:

- Bullying or harassment
- Threatening behaviour
- Repeated unreasonable conduct.

Actions:

1. Stop work if necessary
2. Separate individuals
3. Ensure immediate safety
4. Report to supervisor/CEO
5. Document incident.

FATIGUE MANAGEMENT

- ☐ Limit long workdays
- ☐ Provide regular breaks
- ☐ Monitor travel time (especially remote work)
- ☐ Do not allow work when excessively fatigued.

ONLINE / DIGITAL CONDUCT

- Treat emails/messages as workplace communication
- No abusive, discriminatory or aggressive content
- Avoid 'reply-all' escalation
- Move sensitive issues offline where possible.

ESCALATION

Escalate to management if:

- ☐ Issue not resolved informally
- ☐ Behaviour is repeated
- ☐ Serious misconduct occurs
- ☐ A person feels unsafe

CONFIDENTIALITY

- Handle reports sensitively
- Share information only with those who need to know.

STOP WORK IF

- Behaviour poses risk to safety
- Conflict escalates beyond control
- Person is unfit for work (fatigue, distress).

SUPPORT

- Encourage people to speak up early
- Provide appropriate support pathways (internal or external).

Supervisor/Lead: _____ **Date:** _____



Appendix T1

ACTIVITY RISK ASSESSMENT FORM

Activity: _____ Locations: _____

Date: _____ Time: _____ Supervisor: _____

PRE-START CHECK ✓

- | | | |
|--|--|---|
| ☐ Weather checked | ☐ Site inspected | ☐ Emergency access confirmed |
| ☐ First aid kit available | ☐ Communication available | ☐ Participants briefed |

HAZARDS & CONTROLS (Modify form to add Tasks, Hazards and Controls, as required)

TASK (STEP)	Hazard	Risk (L/M/H)	Controls	Residual Risk
	Slips/trips	☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
	Manual handling	☐ L ☐ M ☐ H		☐ L ☐ M ☐ H

	Tools/equipment	☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
	Weather	☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
	Vehicles	☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
	Chemicals	☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
	Water hazards	☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
	Other:	☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
		☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
		☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
		☐ L ☐ M ☐ H		☐ L ☐ M ☐ H
		☐ L ☐ M ☐ H		☐ L ☐ M ☐ H

EMERGENCY DETAILS

Nearest hospital: _____

Emergency contacts: _____

Emergency access point for ambulance / SES: _____

(Directions from nearest main road including gate / road / location + direction / GPS)

Supervisor/Lead: _____ **Date:** _____

Appendix T2

SITE SAFETY CHECKLIST

Location: _____ Date: _____

CONDITIONS

- ☐ Weather suitable
- ☐ Terrain safe
- ☐ Water hazards identified
- ☐ No dangerous plants or animals
- ☐ No fire/weather warnings breached.

ACCESS & EMERGENCY

- ☐ Vehicle access OK
- ☐ Emergency access confirmed
- ☐ Communication working
- ☐ First aid kit present.

PEOPLE

- ☐ Induction completed
- ☐ Adequate supervision
- ☐ Participants capable.

EQUIPMENT

- ☐ Tools safe
- ☐ PPE available
- ☐ Chemicals controlled.

DECISION

- ☐ Proceed
- ☐ Proceed with controls
- ☐ STOP WORK.

Supervisor/Lead: _____ Date: _____

Appendix T3

WHS INCIDENT, INJURY AND NEAR-MISS REPORT FORM

Southern New England Landcare Ltd uses this form to record any WHS incident or near misses reported by staff, contractors, lessees, volunteers, members, visitors and guests. This will help to maintain and improve safety in our workplace by identifying hazards, risks, faulty equipment, unsafe practices, etc.

Who should use this form?

- CEO, coordinators, project officers and activity leads
- Staff and volunteers.
- Other people may also use this form to report a workplace health and safety issue.

Details of health or safety issue or incident

1. Who reported the WHS incident, injury or near miss?	
Time: ____:____ am/pm	Date: ____/____/____

2. Who was the WHS incident, injury or near miss reported to?	
Time: ____:____ am/pm	Date: ____/____/____

3. Description of WHS incident? People involved? Location? Date? Time? (Potential) Injury? Causes?
INCIDENT TYPE: ☐ Injury ☐ Near miss ☐ Property damage ☐ Hazard

Immediate action taken? What first aid provided?

WAS IT NOTIFIABLE? ☐ Yes ☐ No ☐ Unsure

4. What Risk Likelihood, Consequence and Impact Rating? Assess the severity of the WHS incident by identifying its likely impact / consequence for workers and likelihood of occurrence

What has been done to rectify the health or safety issue or incident?

Date for remedial action to fix issue:

Signed:

Date: ____/____/____

5. What further action needs to be taken?

(e.g. Training, item creating hazard to be removed, manual task changed in a way that it no longer requires lifting, noise assessment, review of safe work procedures, training, etc).

Controls

Who by?

Date for completion?

FOLLOW-UP (Supervisor use)

All controls completed: ☐ Yes ☐ No

Supervisor/Lead: _____ **Date:** _____



Appendix T4

VOLUNTEER INDUCTION CHECKLIST

Volunteer's name: _____

Date: _____

INDUCTION COVERED ✓

- ☐ WHS overview
- ☐ Emergency procedures
- ☐ Site hazards explained
- ☐ Safe work procedures (relevant)
- ☐ PPE requirements
- ☐ Incident reporting process
- ☐ Behaviour expectations
- ☐ Other:

HEALTH / CAPACITY

- ☐ Fit for task
- ☐ Any limitations noted: _____

CONFIRMATION

I understand the safety requirements and agree to follow instructions.

Volunteer Signature: _____

Supervisor: _____

Name

Signature

Appendix T5

REMOTE WORK TRIP PLAN

Worker(s): _____

Location: _____

Departure: _____ Return: _____

CHECK-IN PLAN

Start: _____

Mid: _____

Finish: _____

Contact person: _____

RISKS ✓

- ☐ No phone coverage
- ☐ Working alone
- ☐ Weather extremes
- ☐ Rough terrain
- ☐ Other:

CONTROLS ✓

- ☐ Communication device
- ☐ First aid kit
- ☐ Water/food
- ☐ Vehicle checked
- ☐ Other:

EMERGENCY

If overdue contact: _____

Name: _____ Signed: _____ Date: _____

Appendix T6

CHEMICAL USE RECORD

Date: _____

Location: _____

Product: _____

Operator: _____

APPLICATION DETAILS

Method: _____

Target species: _____

Weather conditions: _____

SAFETY ✓

- ☐ Chemical labels and Safety Data Sheets available
- ☐ PPE worn
- ☐ Label followed
- ☐ No risk to waterways
- ☐ Other:

AMOUNT USED: _____

INCIDENT / SPILL?

☐ No ☐ Yes (details below)

Signature: _____ Date: _____

Appendix T7

TOOLBOX TALK RECORD

Date: _____

Location: _____

Supervisor: _____

TOPIC(S)

- ☐ Site hazards _____
- ☐ Weather conditions _____
- ☐ Task safety _____
- ☐ PPE _____
- ☐ Other: _____

KEY POINTS DISCUSSED

ATTENDEES

Name	Signature

Supervisor Signature: _____

Appendix T8

WORKING FROM HOME CHECKLIST

Introduction

Satisfactory arrangements for a safe and healthy home workplace must be made before an employee can commence working from home for both ad-hoc and long-term arrangements.

This self-assessment is to be completed by the employee, reviewed and approved by the Executive Officer prior to the employee working from home.

Purpose

The purpose of this document is to identify any risks to the employee from working at home to be identified, documented and managed appropriately, and for the process to be approved and recorded.

Instructions

Employee to complete the following and forward to Chief Executive Officer for approval.

Work environment	Yes	No
Work area is free from obstruction with a suitable desk or table?	☐	☐
Work floor is level, not slippery and free of clutter?	☐	☐
Lighting is adequate for tasks being performed. Easy to see, comfortable on eyes?	☐	☐
Glare and reflection controlled?	☐	☐
Ventilation and room temperature controlled, regardless of season	☐	☐
Smoke detector installed in/near the work and properly maintained?	☐	☐
Walkways are clear of clutter and trip hazards?	☐	☐
Access and egress are direct, free of obstructions and allow unimpeded passage?	☐	☐
Power outlets are not overloaded with double adapters and power boards?	☐	☐
Property has Residual Circuit Device (RCD) in power switch board?	☐	☐
Electrical cords and cables are safely stowed?	☐	☐
Connectors, plugs and outlet sockets are in a safe condition?	☐	☐

Workstation set up	Yes	No
Physical design, setting of furniture and computer ergonomically suited to task	☐	☐
A footrest is available if needed?	☐	☐
Most frequently used items are within easy reach from seated position?	☐	☐

There are no sharp contact points on the workstation or other equipment?	☐	☐
The chair moves freely?	☐	☐
Safe posture is adopted?	☐	☐
Any lifting, pushing or carrying type task is well within physical capacity?	☐	☐
The telephone is within easy reach from the seated position?	☐	☐
Long periods of continuous activity broken by other tasks (changing position, standing up and stretching, etc.)	☐	☐
Other factors	Yes	No
Telephone / communication devices readily accessible in an emergency situation?	☐	☐
Emergency contact numbers and details are known?	☐	☐
I have remote access to Southern New England Landcare Ltd cloud on my computer?	☐	☐

Items identified requiring correction

Item	Correction required	Date corrected

Employee declaration

I have completed the WFH health & safety checklist and identified items requiring action

Name	
Job title	
Home address	
Signature	
Date	

Chief Executive Officer Authorisation

Karen Zirkler
CEO, Southern New England Landcare Ltd

Date:



Appendix T9

WHS ACTIVITY RISK ASSESSMENT FORM FOR LANDCARE EVENTS – FIELD DAYS & WORKSHOPS

Activity: _____ Location inspected: _____

Date: _____ Time: _____ Person inspecting / supervisor / activity lead: _____

Preliminary	Yes	No	N/A	Risk Score	Comments / Controls and Actions Required	Residual Risk Score
Is the weather going to be good enough to continue with planned activities?	☐	☐	☐			
Has a risk assessment been completed?	☐	☐	☐			
A list of participants involved is recorded	☐	☐	☐			
Prepare briefing of day's events for participants	☐	☐	☐			
All personal protective equipment required is available and in working order	☐	☐	☐			
Induction points for participants prepared	☐	☐	☐			

Fire / Emergency	Yes	No	N/A	Risk Score	Comments / Controls and Actions Required	Residual Risk
Extinguishers mounted, clearly marked and serviced within the last 6 months	☐	☐	☐			
Exit signs clearly visible	☐	☐	☐			
Exit doors operating correctly	☐	☐	☐			
Emergency procedures displayed (incl. escape routes and assembly areas)	☐	☐	☐			
Electrical	Y	N	N/A	Risk Score	Comments / Controls and Actions required	Residual Risk
Plugs, outlets and switches are in good repair and free from damage	☐	☐	☐			
Electrical cords are in good repair and free from damage (eg, fraying)	☐	☐	☐			
Cords are protected from water, from being damaged and from being cut	☐	☐	☐			
No unprotected leads in access ways	☐	☐	☐			
Powerpoints are not overloaded (no double adaptors or 'piggy back' plugs)	☐	☐	☐			
Walkways and Stairs	Y	N	N/A	Risk Score	Comments / Controls and Actions required	Residual Risk
Walkways and stairs are kept tidy and free from obstruction	☐	☐	☐			
Floor surfaces are maintained in good condition (no cracks or holes)	☐	☐	☐			
Floor surfaces are free from oil, grease and spills	☐	☐	☐			

Floor surfaces are clear of trip hazards such as electrical leads and hoses	☐	☐	☐			
Pedestrian walkways are adequately marked (cordons used; mown area)	☐	☐	☐			
Handrails in place where required (eg, stairs)	☐	☐	☐			
Event welcome to include reminder to be mindful of risks (rough ground, bites, etc.)	☐	☐	☐			
Plant and Equipment	Y	N	N/A	Risk Score	Comments / Controls and Actions required	Residual Risk
Mobile plant and vehicles are fitted with seatbelts which are in good condition	☐	☐	☐			
First aid kit included in vehicle – complete and up-to-date items	☐	☐	☐			
Parking areas are clearly marked	☐	☐	☐			
Items within vehicle are secured adequately	☐	☐	☐			
Working environment / Housekeeping	Y	N	N/A	Risk Score	Comments / Controls and Actions required	Residual Risk
Work areas uncluttered and free of rubbish	☐	☐	☐			
There are adequate provisions for waste disposal	☐	☐	☐			
Work areas are well ventilated	☐	☐	☐			
Adequate lighting for the job	☐	☐	☐			

Safety signage is displayed where required	☐	☐	☐			
Storage + Containers	Y	N	N/A	Risk Score	Comments / Controls and Actions required	Residual Risk
Items stored correctly and neatly when not in use	☐	☐	☐			
Storage designed to minimise manual handling hazard (e.g. container weight)	☐	☐	☐			
All containers correctly labelled	☐	☐	☐			
Storage clear of lights and sprinklers	☐	☐	☐			
First Aid	Y	N	N/A	Risk Score	Comments / Controls and Actions required	Residual Risk
Appropriate first aid kit(s) available	☐	☐	☐			
First aid kits are available, stocked, and contents are within expiry dates	☐	☐	☐			
First aiders identified	☐	☐	☐			
Sunscreen available for participants	☐	☐	☐			
Event promotion reminds participants to wear appropriate clothing and sun protect	☐	☐	☐			
Amenities	Y	N	N/A	Risk Score	Comments / Controls and Actions required	Residual Risk
Hygienic, clean and tidy bathrooms	☐	☐	☐			

Hygienic, clean and tidy kitchen	☐	☐	☐			
Fridge and cooking appliances are hygienic, clean and tidy	☐	☐	☐			
Adequate supply of drinking water	☐	☐	☐			
Adequate shade and shelter for participants	☐	☐	☐			
Sunscreen available for participants	☐	☐	☐			
Adequate seating for participants	☐	☐	☐			
Participants with allergies / food restrictions identified	☐	☐	☐			
Other identified hazards	Y	N	N/A	Risk Score	Comments / Controls and Actions required	Residual Risk
	☐	☐	☐			
	☐	☐	☐			
	☐	☐	☐			
	☐	☐	☐			

Induction Checklist for Participants

Induction topic	Yes	No	N/A	Risk Score	Comments / Controls and Actions Required	Residual Risk
Introduction to key personnel and sign attendance sheet	☐	☐	☐			
First Aid Officer introduced	☐	☐	☐			
'Take 5' Assessment - is there anything here, now, that could put anyone or anything at risk today?	☐	☐	☐			
Emergency evacuation points pointed out	☐	☐	☐			
WHS obligations of all participants	☐	☐	☐			
Fire fighting equipment	☐	☐	☐			
Risk assessment register	☐	☐	☐			
Amenities	☐	☐	☐			
Storage	☐	☐	☐			

Recommended Corrective Actions for Identified Hazards

Hazard identified	Corrective Action / Control Required	Risk Rating	Management Approval	Person Responsible	Target Completion Date	Date Completed	Residual Risk Rating
			☐				
			☐				
			☐				

Workplace Inspection Closed

A workplace inspection can only be closed once the corrective actions have been implemented and monitored.

Name:	Position:
Signature:	Date:

Risk Assessment Matrix

Instructions

- Physically inspect your Landcare event site using the checklist below. For any hazards not listed, add them to the blank section at the bottom of the checklist. Where a hazard exists, tick the NO box.
- For those areas marked NO, use the risk assessment matrix on page 4 to determine the risk score.
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- Once corrective actions have been fully implemented, the WHS Assessment can be signed off and then distributed to the relevant parties + filed with your project documents.

Risk rating		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium



Appendix T10

WHS ACTIVITY RISK ASSESSMENT FORM FOR LANDCARE OFFICE

Activity: _____ Location inspected: _____

Date: _____ Time: _____ Person inspecting / supervisor / activity lead: _____

General Work Environment	Yes	No	N/A	Risk Score	Comments / Controls and Actions Required	Residual Risk
Ambient temperature is comfortable	☐	☐	☐			
Lighting adequate for each task (inc. natural light) lights in good working order	☐	☐	☐			
Are light fittings clean and in good condition?	☐	☐	☐			
There is adequate ventilation (area is not too stuffy; no uncomfortable draft)	☐	☐	☐			
Noise levels are not excessive	☐	☐	☐			
Staff able to change posture and rotate tasks to avoid Occupational Overuse Syndrome	☐	☐	☐			

Electrical cords adequately bundled and stored to prevent trip haz.; in good repair	☐	☐	☐			
Electrical power points in good repair and not overloaded	☐	☐	☐			
Adequate storage space to prevent clutter around workplace?	☐	☐	☐			
Floors, walkways and hallways kept tidy and free from obstructions	☐	☐	☐			
Area underneath workspaces is uncluttered	☐	☐	☐			
Filing cabinets and shelves are secure and not likely to tip over	☐	☐	☐			
Work areas uncluttered and free of rubbish	☐	☐	☐			
There are adequate provisions for waste disposal	☐	☐	☐			
Is the air conditioning maintained regularly?	☐	☐	☐			
Loud photocopiers and printers are a reasonable distance away from workers	☐	☐	☐			
Photocopier and print cartridges properly disposed (or recycled where possible)	☐	☐	☐			
Is there easy access for people and equipment?	☐	☐	☐			

Work Station	Y	N	N/A	Risk Score	Comments / Actions required	Residual Risk
Ergonomic chairs with adjustable height, back tilt and lumbar support are provided for workstations	☐	☐	☐			
Desktop space is sufficient	☐	☐	☐			
Set up allows user to sit in front of comp-uter monitor without twisting or bending	☐	☐	☐			
Frequently used items are located within easy reaching distance	☐	☐	☐			
Do staff take recommended mini-breaks when sitting for long periods?	☐	☐	☐			
Computer monitors positioned away from direct glare (of sunlight, reflections, etc.)	☐	☐	☐			
Computer screens are clear, legible and stable (i.e, do not flicker)	☐	☐	☐			
Docking stations, keyboard, mouse and monitors provided for laptop users	☐	☐	☐			
Telephone headsets are provided for frequent telephone users	☐	☐	☐			
Other:	☐	☐	☐			

First Aid	Y	N	N/A	Risk Score	Comments / Actions required	Residual Risk
Appropriate First Aid kit(s) available, accessible and signage indicating where	☐	☐	☐			
First aid supplies and injuries are monitored	☐	☐	☐			
Emergency telephone numbers displayed	☐	☐	☐			
Names of first aiders displayed	☐	☐	☐			
Amenities	Y	N	N/A	Risk Score	Comments / Actions required	
Hygienic, clean and tidy kitchen	☐	☐	☐			
Fridge and cooking appliances are clean, hygienic and tidy	☐	☐	☐			
Are all electrical items regularly inspected to ensure they are in good condition?	☐	☐	☐			
Adequate supply of drinking water	☐	☐	☐			
Are you aware of staff, volunteers and members food allergies?	☐	☐	☐			
Hygienic, clean and tidy bathrooms	☐	☐	☐			

Are there toilets for disabled people?						
Storage	Y	N	N/A	Risk Score	Comments / Actions required	Residual Risk
Items stored correctly and neatly when not in use	☐	☐	☐			
All containers correctly labelled	☐	☐	☐			
Storage area uncluttered and free of rubbish	☐	☐	☐			
Storage minimises manual handling hazards	☐	☐	☐			
Electrical	Y	N	N/A	Risk Score	Comments / Actions required	Residual Risk
Are there any broken plugs, sockets or switches, or frayed or damaged leads?	☐	☐	☐			
Are extension cords checked and tagged?	☐	☐	☐			
Are circuit breakers installed?	☐	☐	☐			
Is there any unsafe wiring?	☐	☐	☐			
Is any wiring left dangling or untapped to the floor making a trip	☐	☐	☐			

hazard?						
Fire and Emergency	Y	N	N/A	Risk Score	Comments / Actions required	Residual Risk
Are smoke alarms fitted?						
Are all electrical items, incl. computers and monitors, turned off when not in use?						
Do you have appropriate firefighting equipment in place and clearly marked	☐	☐	☐			
Do staff and volunteers know how to use them?						
Do you have sprinklers or fire alarms fitted?						
Adequate direction notices for fire exits and exit signs are clearly visible	☐	☐	☐			
Exit doors operating correctly	☐	☐	☐			
Exits and emergency equipment clear of obstructions	☐	☐	☐			
Do you have an evacuation and emergency plan?						
Is evac. and emerg. plan displayed (incl. emerg. exits, escape routes, Assembly As)	☐	☐	☐			

Are staff, volunteers and clients aware of the plan? Is it practised?						
Appropriate steps taken to ensure copies and back-ups secure and safe off site?						
If premises burns down, arrangements in place to continue services?						
Other identified hazards	Y	N	N/A	Risk Score	Comments / Actions required	Residual Risk
'Take 5' Assessment – anything here, now, that could be a risk today?	☐	☐	☐			
	☐	☐	☐			
	☐	☐	☐			
	☐	☐	☐			
	☐	☐	☐			

Recommended Corrective Actions for Identified Hazards

Hazard identified	Corrective Action / Control Required	Risk Rating	Management Approval	Person Responsible	Target Completion Date	Date Completed	Residual Risk Rating
			☐				
			☐				
			☐				

Workplace Inspection Closed

A workplace inspection can only be closed once the corrective actions have been implemented and monitored.

Name:	Position:	Signature:	Date:

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