

# SAFE WORK METHOD STATEMENT - OHS PRO 027 F001



Activity:Project – Citizen Science for volunteers with Pandemic Influenza Action Plan 2/11/2020

There are current restrictions and advice can be found on <https://www.dhhs.vic.gov.au/coronavirus>.

## Objective

We are aiming for a return to a safe and strong CCMA volunteer citizen science program incorporating COVIDSafe principles and following the Victorian Government Roadmap for reopening.

## COVIDSafe principles

These principles will be in place in regional Victoria

- Wear a mask
- Don't go to work/volunteer if you feel sick or unwell
- Physical distancing (1.5 metres)
- Cough and sneeze into tissue or elbow
- Good hand hygiene
- Outdoor activities

Site/Location: Various

Date: 2/11/2020

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED – SEE RELEVANT SECTIONS FOR PPE REQUIRED**  
 NOTE: Additional task specific PPE may be required & this SWMS should be amended to be site specific.

Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
												Waders	
SAFETY VEST MUST BE WORN	FOOT PROTECTION MUST BE WORN	HAND PROTECTION MUST BE WORN	EYE PROTECTION MUST BE WORN	HEARING PROTECTION MUST BE WORN	PROTECTIVE CLOTHING MUST BE WORN	DUST MASK MUST BE WORN	HARD HAT AREA SAFETY HELMETS MUST BE WORN	HALF FACE MASK RESPIRATOR MUST BE WORN	FACE SHIELD MUST BE WORN	LIFE JACKET MUST BE WORN	SAFETY HARNESS MUST BE WORN		

<b>1. List the Tasks</b> List the tasks required to perform the activity in the sequence they are carried out.	<b>2. Identify the Hazards</b> Against each task, identify the hazards that could cause injury when the task is performed.	<b>3. Assess the Risks</b> See page 2	<b>4. Control the Risks</b> List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	<b>5. Re-assess the Risks</b>	<b>6. Who is responsible?</b> Name of the person responsible to implement the control measure identified.
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Packing/manual handling/unpacking	<p>Transporting heavy or awkward items - Injury from manual handling and transporting</p> <p>Injury from:</p> <ul style="list-style-type: none"> <li>- lifting heavy and awkward items</li> <li>- hitting body parts against corners, car doors and other objects</li> <li>- faulty equipment</li> <li>- unsecured load</li> <li>- traffic</li> <li>- handling chemicals (burns, skin irritation, eye injury)</li> </ul> <p>Damaging of walls, cars, steps, doors, floors</p>	H	<p>(Work short periods, use correct techniques, seek help for heavy lifts)</p> <ul style="list-style-type: none"> <li>• Use correct manual handling techniques</li> <li>• - Break up heavy load into smaller portions</li> <li>• - Lift from your knees</li> <li>• - Ask for assistance</li> <li>• Gently put down equipment</li> <li>• Search for alternative route or method if gap between cars, along corridors and staircases are not adequate</li> <li>• Check off equipment and ensure in working condition Inspect equipment and ensure correct functionality</li> <li>• Securely store equipment in tray, box or boot of vehicle or behind cargo barriers.</li> <li>• Obey the traffic and parking regulations at all times.</li> <li>• Only load/unload vehicles in locations that present a minimum risk, as far as practicable, to injury from traffic.</li> <li>• Wear high visibility vests, when loading or unloading in high trafficked areas</li> <li>• Report accidents and near misses</li> <li>• <b>Sanitise equipment and minimise transfer of equipment between monitors</b></li> </ul>	L	<p>Volunteers / Deirdre Murphy / Kristen Lees</p> <p><b>Minimising handling of equipment by different people</b></p> <p><b>Example: People are given roles and do not share their equipment</b></p>
	<p>Slips, trips, falls:</p> <ul style="list-style-type: none"> <li>- Weather (hail, storm, sun)</li> <li>- Steps, staircases</li> <li>- Uneven, wet and hot surfaces</li> </ul>	H	<ul style="list-style-type: none"> <li>• Park vehicles in locations that will minimise the risk, as far as practicable, of injury due to slips, trips or falls.</li> <li>• Carefully carry equipment up and down steps and staircases</li> <li>• Break up heavy load into smaller portions</li> <li>• Wear appropriate footwear</li> <li>• Look where you step into, onto</li> <li>• Seek cover from hail, storm, extreme sun exposure</li> </ul>	L	<p>Volunteers / Deirdre Murphy / Kristen Lees</p>

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Handling chemicals and calibrating equipment	Burns, skin irritations, eye injuries	M	<ul style="list-style-type: none"> <li>Follow chemical handling procedures:                             <ul style="list-style-type: none"> <li>- wear gloves, safety glasses, closed footwear and other safety features where necessary</li> </ul> </li> <li>Keep distance from fumes</li> <li>Closing lids properly</li> <li>Report accident</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
	Leaking batteries, chemical containers	M	<ul style="list-style-type: none"> <li>Report faulty equipment</li> <li>Disuse if unsafe</li> <li>Repair or improvise if possible and safe</li> <li>Safe disposal of leaking batteries and other chemicals</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
Handling equipment	Sharp edges from broken off parts Equipment falling into waterway Missing, uncharged or faulty tools	M	<ul style="list-style-type: none"> <li>Report faulty equipment</li> <li>Disuse if unsafe</li> <li>Retrieve equipment only if safe to do so eg with a sampling pole.</li> <li>Sanitise equipment and minimise transfer of equipment between monitors</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
Fieldwork	Falling off bridges, into waterways	M	<ul style="list-style-type: none"> <li>Establish safety of pedestrian or road bridges before leaning on railings</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
	Rocks, grit, sand from passing vehicles	M	<ul style="list-style-type: none"> <li>Wear sunglasses or eye protection as necessary. Carry eye wash in first aid kit</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
	Passing cyclist, vehicles, pedestrians	M	<ul style="list-style-type: none"> <li>Do not work alone in high traffic areas</li> <li>Nominate a volunteer to be a "spotter" who continually looks for road or bridge users and advises other monitors of potential dangers</li> <li>Minimise the number of people in the work team to maintain physical distancing between volunteers and passer bys.</li> <li>Wear a mask</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
	Cross contamination of pathogens on equipment	M	<ul style="list-style-type: none"> <li>Use of hand sanitizer and disposable gloves</li> <li>Use of sanitizing wipes to clean equipment before and after use</li> </ul>	L	Deirdre / Kristen

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<p>2. Driving Driving to and from sites, including training events</p>	<p>Vehicle collision</p>	<p>E</p>	<ul style="list-style-type: none"> <li>▪ Must have a current Victorian Driver’s licence.</li> <li>▪ Obey road rules &amp; traffic regulations at all times.</li> <li>▪ Do not drive if on any medication that potentially affects driving and cognitive function.</li> <li>▪ Vehicles must be in road worthy condition.</li> <li>▪ Reference and map out trip before undertaking and seek advice on local road conditions (dirt road, gravel road, sealed road) and any potential hazards from landowners or locals and weather forecasts prior to driving to sites.</li> <li>▪ Adjust car seat, mirrors beforehand and familiarise self with vehicle.</li> <li>▪ Carry snake bite kit and first aid kit if available.</li> <li>▪ Report accidents and near misses to Citizen Science project officers or their manager.</li> <li>▪ Take breaks from driving every 2 hours to avoid fatigue.</li> <li>▪ Drive more slowly at night time, and map routes before leaving to avoid key wildlife areas wherever possible.</li> <li>▪ Wear appropriate footwear while driving – i.e. avoid driving with gumboots, thongs, bare feet.</li> <li>▪ <b>Maintain social distances. Do not car pool during pandemic</b></li> <li>▪ <b>Wear a mask</b></li> </ul>	<p>M</p>	<p>Volunteers / Deirdre Murphy / Kristen Lees</p>
	<p>Accident from vehicle malfunction</p>	<p>E</p>	<ul style="list-style-type: none"> <li>▪ Conduct safety checks on vehicles prior to every trip.</li> <li>▪ Address any vehicle faults and service the vehicle when scheduled.</li> <li>▪ Familiarise self with the locations of petrol stations en route.</li> </ul>	<p>M</p>	<p>Volunteers / Deirdre Murphy / Kristen Lees</p>

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	Accidents caused by driving in extreme weather conditions Accidents caused by driving on poor road surfaces or in rugged terrain	E	<ul style="list-style-type: none"> <li>▪ Do not travel during extreme storm conditions and flood water</li> <li>▪ Look up weather condition</li> <li>▪ Do not drive petrol vehicles through long grass during periods of high to extreme fire danger.</li> <li>▪ Ensure location is known by emergency contacts.</li> <li>▪ When in the field, ensure Emergency Victoria App is on my phone and notifications are turned on.</li> </ul>	M	Volunteers / Deirdre Murphy / Kristen Lees
	Accidents caused by driver fatigue	E	<ul style="list-style-type: none"> <li>▪ Take a minimum 15 min break after every 2 hours of driving.</li> </ul>	M	Volunteers / Deirdre Murphy / Kristen Lees
	Accidents caused by or to pedestrians and cyclists	M	<ul style="list-style-type: none"> <li>▪ Check sideview mirror before opening the car door</li> <li>▪ Keep enough distance when overtaking pedestrians and cyclist</li> <li>▪ Reduce speed when approaching pedestrians next to the road</li> <li>▪ Overtake cyclist with enough distance and quickly</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
3. Public interface	Verbal abuse and/or physical attack by the general public	M	<ul style="list-style-type: none"> <li>▪ Leave any site when under threat of verbal abuse and/or aggressive behaviour or if any indication of illegal activity.</li> <li>▪ Threats of violence and actual physical attack must be reported to the Police.</li> <li>▪ Accidents and Near Misses must be reported to Citizen Science project officers or their manager.</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
4. Site Visit / field work for sampling (including school excursions)	Medical conditions arising from temperature extremes	M	<ul style="list-style-type: none"> <li>▪ Take Water containers labelled with 'DRINKING WATER ONLY' in each vehicle and carry an appropriate volume of water in the field.</li> <li>▪ Reschedule any site visit during periods of extreme weather.</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
	Injury due to slippery logs and vegetation	M	<ul style="list-style-type: none"> <li>▪ Ensure work boots have grip soles</li> <li>▪ Walk carefully over sites and do not rush</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees

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	Sunburn	M	<ul style="list-style-type: none"> <li>▪ Wear a wide brim hat or wide brims/neck flaps for hardhats.</li> <li>▪ Long sleeve shirts and long pants are recommended.</li> <li>▪ Carry an appropriate volume of water &amp; food in the field.</li> <li>▪ Undertake assessments in cooler part of day and avoid heat of day where possible.</li> <li>▪ Wear UV protective clothing and sunscreen.</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
	Injury from Falling Branches/Trees	M	<ul style="list-style-type: none"> <li>▪ Avoid standing under trees where practicable.</li> <li>▪ Reschedule any site visit during periods of high winds where large trees are on-site.</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
	Minor bites, Stings, Cuts, Scratches and Blisters.	M	<ul style="list-style-type: none"> <li>▪ Seek advise from a first aid responder or Citizen Science project officers</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
	Back strain due to poor posture	M	Manage postural compromise,	L	Volunteers / Deirdre Murphy / Kristen Lees
	Health effects due to chemical exposure	B2 = H	<ul style="list-style-type: none"> <li>• Manage exposure to chemicals</li> <li>• Train all volunteer monitors in hazard identification, awareness of risk and management through risk control measures</li> <li>• Ensure all monitors are equipped with and trained on how to use appropriate PPE equipment for the tasks</li> </ul>	L	Volunteers / Deirdre Murphy / Kristen Lees
	Spread of coronavirus (COVID-19). ie during team work, face to face training, handling of shared equipment	H	<ul style="list-style-type: none"> <li>• Seek current advice from DHHS <a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a></li> <li>• Social/physical distancing</li> <li>• Postpone all non-essential face to face activities until COVID normal</li> <li>• Use virtual platforms for communication</li> <li>• PPE ie masks, disposable gloves</li> <li>• Wash hands and sanitise frequently</li> <li>• Do not touch your mouth, nose or eyes</li> <li>• Use sanitizing wipes on shared equipment</li> <li>• Sneeze and cough into tissue or elbow</li> </ul>	L-M	Volunteers / Deirdre Murphy / Kristen Lees

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<p>Community events, including large festivals, school incursions, meetings or workshops</p> <p style="color: red;">Virtual meetings to be arranged where possible for internal staff and partners as the Colac and Geelong CCMA offices are closed and staff are working from home. No face to face external events or meetings with public</p>	<p>As per risks for public interface, site visits and field work above.</p>	<p>B2 = H</p>	<ul style="list-style-type: none"> <li>• Manage the relevant risks outlined under public interface, site visits and field work above, including bites and stings, slips, trips and falls, exposure to sun and heat, falling in water, snakebite, vehicles, members of the public, stray animals and Working with children check.</li> <li>• ALL Face to Face meetings and events cancelled until COVID normal.</li> <li>• Maintain social/physical distances.1.5m</li> <li>• At risk community members should stay home.</li> <li>• Do not shake hands</li> <li>• Wash hands and use alcoholic hand sanitizers regularly.</li> <li>• Do not touch your mouth, nose or eyes</li> <li>• Phone or email enquiries rather than meeting in person</li> <li>• Offer video conferencing</li> <li>• Reschedule/postpone if concerned about ability to maintain social distancing</li> <li>• Engaging with nature is a good stress reliever as is daily exercise.</li> </ul>	<p>M</p>	<p>Volunteers / Deirdre Murphy / Kristen Lees</p>
	<p>Fatigue and distraction from large numbers of people at events</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Take regular breaks (at least 15 min every 2 hours) to reduce fatigue and distraction.</li> <li>• Evaluate the event</li> </ul>	<p>L</p>	<p>Volunteers / Deirdre Murphy / Kristen Lees</p>
	<p>Unsupervised community contact with minors</p>	<p>D3 = M</p>	<p>Obtain a current Working with children check. Maintain adequate supervision of children.</p>	<p>L</p>	<p>Volunteers / Deirdre Murphy / Kristen Lees</p>
<p>Pack up (as described in first section?)</p>	<p>Injury from transporting heavy or awkward items (as described above)</p>	<p>C3 = H</p>	<p>Refer to packing, manual handling and unpacking above.</p>	<p>L</p>	<p>Volunteers / Deirdre Murphy / Kristen Lees</p>

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Office Work	<p>Illness, eye strain or back injury from poor posture, long hours or communicable diseases (flu)</p> <p>Paper cuts, staple injury, faulty equipment (electrical), heavy lifting, appropriate clothing</p>	B2 = H	<ul style="list-style-type: none"> <li>Regularly look away from computer screen to reduce eye strain.</li> <li>Take Regular breaks to manage screen time and repetitive strain</li> <li>Undertake an ergonomic assessment following the online training module recommendations</li> <li>Phone or email enquiries rather than meeting in person</li> <li>Wash hands and use alcoholic hand sanitizers regularly.</li> <li>Provision of "River Rooms" on line events</li> <li>Offer your opinion on learning needs</li> <li>Let us know if you would like to talk to a co-volunteer in the network to share experiences</li> <li>Let someone know if you are feeling unwell and need assistance</li> </ul>	M	Volunteers / Deirdre Murphy / Kristen Lees
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3. Assess the Risks - Use the following Risk Matrix to assess the risk of each hazard.

5. Re-assess the Risks after Control Measures are put in place.

- Only work that is **Low** or **Moderate** should continue. Additional controls are required for **High**. Under no circumstances can work continue for **Extreme**.

RISK RANKING TABLE			
Probability/Exposure		Consequence	
A	Almost certain	1	No injury
B	Often / Likely	2	First Aid
C	Sometimes	3	Medical Treatment
D	Unlikely	4	Serious injuries
E	Rarely	5	Death / Catastrophic

Adapted from ISO 3100: 2009

RISK RATING TABLE						Hierarchy
	1	2	3	4	5	Elimination
A	H	H	H	E	E	Substitution
B	M	H	H	H	E	Isolation
C	L	M	H	H	H	Engineering
D	L	L	M	H	H	Administration
E	L	L	M	M	H	P.P.Equip

E = Extreme    H = High    M = Moderate    L = Low

Risk	Acceptability
Extreme	Intolerable-STOP WORK
High	Intolerable-Increase Controls
Moderate	Tolerable with Supervision
Low	Acceptable-Self Manage

7. Team Members undertaking the activity and tasks:

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- *I have reviewed this SWMS and agree to complete the activity and tasks as listed or review the SWMS if the task changes.*
- *I am fit and able to perform the work in a manner which does not compromise my personal safety or the safety of others.*

Print name	Date	Signature	Print name	Date	Signature
Deirdre Murphy	2/11/2020	<i>DMurphy</i>			
Kristen Lees	2/11/2020	<i>KLees</i>			

Supervisor/ manager name: Elisia Dowling	Signature:	Date:
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**Save your completed SWMS to SharePoint > Committees > OHS**

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## Attachment 1: Site Risk Assessment Checklist

Tick identified hazards and add these to your SWMS. Please note: *This checklist is not exhaustive and may be added to as required.*

Personal	Work party composition	Mechanical hazards	Water
<input type="checkbox"/> Sunburn	<input type="checkbox"/> Size	<input type="checkbox"/> Vehicles	<input type="checkbox"/> River / Creeks / Dams
<input type="checkbox"/> Heat Stress - Dehydration	<input type="checkbox"/> Gender	<input type="checkbox"/> Other vehicles / drivers	<input type="checkbox"/> Bank condition-steep, unstable,
<input type="checkbox"/> Cold stress / hypothermia	<input type="checkbox"/> Level of experience	<input type="checkbox"/> Plant and equipment	<input type="checkbox"/> Flow or current
<input type="checkbox"/> Manual handling, lifting	<input type="checkbox"/> Fitness	<input type="checkbox"/> Hydraulics	<input type="checkbox"/> Launching site
<input type="checkbox"/> Slips & trips	<input type="checkbox"/> Pre-existing medical condition	<input type="checkbox"/> Vibration	<input type="checkbox"/> Snags and submerged obstacles
<input type="checkbox"/> Mental Stress, fatigue	<input type="checkbox"/> Workplace bullying	<input type="checkbox"/> Pressure equipment	<input type="checkbox"/> Sink Holes / soft mud
<input type="checkbox"/> Personal security and safety	<input type="checkbox"/> Religious / Cultural	<input type="checkbox"/> Dust generation	<input type="checkbox"/> Water depth (potential drowning)
<input type="checkbox"/> Allergies		<input type="checkbox"/> Cranes / Forklifts / Slung loads	<input type="checkbox"/> Water quality (pollution or
<input type="checkbox"/> Noise	<b>Weather</b>	<input type="checkbox"/> Hand tools	<input type="checkbox"/> Blue green algae
<b>Work site terrain / location</b>	<input type="checkbox"/> Thunder storms, hail	<b>People/Psychological</b>	<b>Fire and explosion</b>
<input type="checkbox"/> Sloping site / slippery	<input type="checkbox"/> Lightening	<input type="checkbox"/> Land Owners	<input type="checkbox"/> Flammable substances
<input type="checkbox"/> Sand / Mud	<input type="checkbox"/> High winds	<input type="checkbox"/> Community members	<input type="checkbox"/> Explosives
<input type="checkbox"/> Rocky	<input type="checkbox"/> Air born dust/pollen	<input type="checkbox"/> Potentially hostile/violent people	<input type="checkbox"/> Bush / Wild Fire
<input type="checkbox"/> Steep or unstable banks	<input type="checkbox"/> UV high	<input type="checkbox"/> General public exposed to hazards	<input type="checkbox"/> Back burning / burning off
<input type="checkbox"/> Obstructions or projections	<input type="checkbox"/> Total Fire Ban / Code Red Days		<input type="checkbox"/> Camp fire
<input type="checkbox"/> Animal burrows	<b>Fauna and flora</b>	<b>Electrical</b>	<input type="checkbox"/> Smoking / Disposal of butts
<input type="checkbox"/> Falling objects, tree branches	<input type="checkbox"/> Snakes	<input type="checkbox"/> High voltage equipment	<input type="checkbox"/> Ignition sources
<input type="checkbox"/> Deadfall	<input type="checkbox"/> Spiders	<input type="checkbox"/> 240v electrical equip incl solar	
<input type="checkbox"/> Close to roadside	<input type="checkbox"/> Ants, ticks, wasps, bees	<input type="checkbox"/> Power lines/wires (overhead)	<b>Hazardous substances</b>
<input type="checkbox"/> Safe from wildlife/stock	<input type="checkbox"/> Bee hives (natural or man-made)	<input type="checkbox"/> Underground power lines/services	<input type="checkbox"/> Fuels or lubricants
<input type="checkbox"/> Secure from theft	<input type="checkbox"/> Stock (cattle, sheep etc.)	<input type="checkbox"/> Extension leads / cords	<input type="checkbox"/> LPG
<input type="checkbox"/> Flooding / Flash flooding	<input type="checkbox"/> Harmful plant (thorns, prickles,	<input type="checkbox"/> Power tools tested and tagged	<input type="checkbox"/> Natural Gas
<input type="checkbox"/> Fences / wire	<input type="checkbox"/> Fish (dead or alive)	<b>Other</b>	<input type="checkbox"/> Corrosive agents
<input type="checkbox"/> Confined space	<input type="checkbox"/> Foxes	<input type="checkbox"/> Heritage sites	<input type="checkbox"/> Irritants
	<input type="checkbox"/> Alive and dead animals on roads	<input type="checkbox"/> Working at height (above 2m)	<input type="checkbox"/> Toxic substances
<b>Transport</b>	<input type="checkbox"/> Mosquitoes	<input type="checkbox"/> Seasonal hunting (i.e.: duck season)	<input type="checkbox"/> Solvents
<input type="checkbox"/> Vehicles	<input type="checkbox"/> Magpies		<input type="checkbox"/> MSDS availability
<input type="checkbox"/> ATV / ARGO	<input type="checkbox"/> High Pollen Count		<input type="checkbox"/> Asbestos
<input type="checkbox"/> Boats/Canoes	<b>Environmental</b>		<input type="checkbox"/> Spraying
<input type="checkbox"/> Trailers	<input type="checkbox"/> Contamination/pollution possible		
	<input type="checkbox"/> Spills / waste disposal		
	<input type="checkbox"/> Lighting / ventilation		

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