













# SAFE WORK METHOD STATEMENT - OHS PRO 027 F001



<b>Activity:Project – Citizen Science for volunteers</b>														
<b>Site/Location: Various including travel, office and in field</b>								<b>Date: 8.12.2023</b>						
<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED</b>														
<b>NOTE: Additional task specific PPE may be required &amp; this SWMS should be amended to be site specific.</b>														
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	
 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			

1. List the Tasks List the tasks required to perform the activity in the sequence they are carried out.	2. Identify the Hazards Against each task, identify the hazards that could cause injury when the task is performed.	3. Assess the Risks See page 2	4. Control the Risks List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	5. Re-assess the Risks	6. Who is responsible? Name of the person responsible to implement the control measure identified.
1. Loading/Unloading the vehicle	Injury from manual handling	H	<ul style="list-style-type: none"> <li>•Use correct manual handling techniques (provide instruction).</li> <li>•Do not manually handle any items for which the application of 'high force' is required (refer to Manual Handling Procedures) unless adequate assistance is available.</li> <li>•Check off equipment and ensure in working condition</li> <li>•Securely store equipment in tray 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</li> <li>•Report accidents and near misses to Supervisor</li> </ul>	L	Volunteers
	Slips, trips, falls	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> </ul>	L	Volunteers

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2. Traveling to and from meetings or sites, including evening meetings	Vehicle collision	E	<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>▪Notify Supervisor if on any medication that potentially affects driving and cognitive function.</li> <li>▪Vehicles must be comprehensively insured and 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>▪Ensure that the snake bite first aid kit is kept complete and up to date.</li> <li>▪Report accidents and near misses to Supervisor.</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>▪Stay overnight, if required working day exceeds 10 hours.</li> <li>▪Wear appropriate footwear while driving—i.e. avoid driving with gumboots, thongs, bare feet.</li> </ul>	M	Volunteers
	Accident from vehicle malfunction	E	<ul style="list-style-type: none"> <li>▪Conduct safety checks on vehicles prior to every trip.</li> <li>▪Familiarise self with the locations of petrol stations en route.</li> </ul>	M	Volunteers
	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.</li> <li>▪Do not drive petrol vehicles through long grass during periods of high to extreme fire danger.</li> <li>▪No outdoor field work will be carried out by volunteers on Total Fire Ban Days or Extreme and Catastrophic Fire Danger Rating days. On these days take action to protect life and property as fires will spread quickly.</li> <li>▪Ensure location is recorded in calendar (eg Outlook) and 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> <li>▪Do not drive into an area with active warnings - Watch and act (orange), Emergency (red)</li> </ul>	M	Volunteers
	Accidents caused by driver fatigue	E	<ul style="list-style-type: none"> <li>▪ Volunteers must have adequate rest breaks prior to undertaking driving duties.</li> </ul>	M	Volunteers

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	Health issues caused by using public Transport	M	<ul style="list-style-type: none"> <li>▪Ensure method of transport and location is recorded in outlook calendar and is known by emergency contacts.</li> <li>▪Threats of violence and actual physical attack must be reported to the Police.</li> <li>▪Travel during off-peak periods where possible</li> <li>▪Ensure vaccinations are up to date</li> <li>▪Avoid travelling on public transport in areas of risk</li> </ul>	L	Volunteers
3. Public interface Including group activities, training and field visits	Verbal abuse and/or physical attack by the general public	M	<ul style="list-style-type: none"> <li>▪ Leave any event, meeting or property 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 Officer and an incident form completed.</li> </ul>	L	Volunteers
	Injury resulting from domestic, feral or native animals on-site including snakes, and dogs	H	<ul style="list-style-type: none"> <li>▪Volunteer must seek advice from landholder regarding the location or presence of animals on the site.</li> <li>▪ Volunteer must not enter any area of the site that is known to contain any domestic or feral animals deemed dangerous by landholder and that cannot be removed or controlled by landholder.</li> <li>▪Approved footwear and clothing must be worn.</li> <li>▪ Volunteer will ensure that the snake bite first aid kit is kept complete and up to date.</li> <li>▪Do not approach or touch dogs</li> </ul>	L	Volunteer
4. Site Visit / field work for sampling (including large festivals, workshops and school excursions)	Medical conditions arising from temperature extremes	M	<ul style="list-style-type: none"> <li>▪ Take water in 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
	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
	Injury from water flow and height including damage to site access	M	<ul style="list-style-type: none"> <li>▪ Do not monitor in an area with active flood warnings - Watch and act (orange), emergency (red).</li> <li>▪ Carefully inspect site before monitoring after a flood for safest access point.</li> <li>▪ Report unstable or inaccessible sites to coordinators</li> </ul>	L	Volunteers
	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

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	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
	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> <li>▪ Apply approved insect repellent</li> </ul>	L	Volunteers
	Major bites and stings from venomous animal	H	<ul style="list-style-type: none"> <li>▪ Ring 000 for an ambulance.</li> <li>▪ Keep calm and still.</li> <li>▪ Bandage site with snake bit first aid kit if able</li> </ul>	M	Volunteers
	Health effects due to chemical exposure	H	<ul style="list-style-type: none"> <li>• Manage exposure to chemicals</li> <li>• All volunteer monitors trained in hazard identification, awareness of risk and management through risk control measures eg SDS</li> <li>• Ensure all monitors are equipped with and trained on how to use appropriate PPE equipment for the tasks</li> </ul>	L	Volunteers
	Health effects due to poor water quality	H	<ul style="list-style-type: none"> <li>• Wash and sanitise hands after handling water samples.</li> <li>• Where gloves if toxins are present eg blue green algae</li> <li>• Take note of warning signs on site eg presence of blue green algae</li> <li>• Wear gloves and eye protection when sampling acidic water eg streams upstream of Coalmine Rd, Anglesea</li> </ul>	L	Volunteers
	Fatigue and distraction from large numbers of people at events	H	<ul style="list-style-type: none"> <li>• Take regular breaks (at least 15 min every 2 hours) to reduce fatigue and distraction.</li> </ul>	L	Volunteers
	Unsupervised community contact with minors	M	<ul style="list-style-type: none"> <li>• Obtain a current Working with children check.</li> <li>• Maintain adequate supervision of children.</li> </ul>	L	Volunteers
	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
	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 water testing kit</li> </ul>	L	Volunteers
	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> </ul>	L	Volunteers

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	Handling chemicals and calibrating equipment - Burns, skin irritations, eye injuries from solutions or leaky batteries	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>• Close lids properly. Store kits in a cool area away from children</li> <li>• Do not use equipment if unsafe and report faulty equipment</li> <li>• Safe disposal of leaking batteries and other chemicals</li> <li>• Report all accidents to coordinator</li> </ul>	L	Volunteers
<b>5. Administration Duties whilst working from Home</b>	Injury from inappropriate desk setup	H	<ul style="list-style-type: none"> <li>▪ Only work at a desk and chair set-up. Do not work from the couch, bed or other areas of the home that can impact your posture</li> <li>▪ Check chair positioning and ensure lumbar support is correct</li> <li>▪ Chair pulled in closely to the desk area</li> <li>▪ Correct monitor level which requires the neck to be in a neutral position</li> <li>▪ Feet should be flat on the floor</li> <li>▪ Get up and move regularly from position</li> </ul>	M	Volunteers
	Injury from long periods of sitting	M	<ul style="list-style-type: none"> <li>▪ Get up and move around regularly</li> </ul>	L	Volunteers
	Slips, trips, falls	M	<ul style="list-style-type: none"> <li>▪ Review the home office location to ensure minimise the risk, as far as practicable, of injury due to slips, trips or falls</li> <li>▪ Report accidents and near misses</li> <li>▪ Clean up spills</li> <li>▪ Keep areas clear from items on floor</li> </ul>	L	Volunteers
	Unacceptable levels of Office/Work Stres	H	<ul style="list-style-type: none"> <li>▪ Ensure your home work setup is as conducive as possible to undertaking work</li> <li>▪ Maintain work/life balance. Try and maintain some work norms such as start/finish times and break times. Likewise be aware of being too distracted.</li> <li>▪ set your desired tasks for the day</li> </ul>	M	Volunteers
	Mental Health	H	<ul style="list-style-type: none"> <li>▪ Do not isolate yourself while working from home and remain in daily contact with your manager and team</li> <li>▪ Regular exercise and fresh air when possible during the day</li> <li>▪ Ensure you consume healthy meals and plenty of water during the work day</li> <li>▪ Use of videoconferencing- ensure face to face videoconferencing</li> <li>▪ If needed, use helpline eg Beyond Blue</li> </ul>	M	Volunteers

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<b>6. Staying COVID Safe</b>	Staying COVID Safe at home or when out	M	<ul style="list-style-type: none"> <li>• Become familiar with and follow the Corangamite CMA COVIDSafe Plan and advice from <a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a></li> <li>• Obtain a copy of Organisation COVIDSafe Plan and follow this plan</li> <li>• Maintain good hygiene practices and maintain appropriate physical distancing</li> <li>• Carry face mask at all times</li> <li>• Where unsafe practices are occurring, leave the meeting/training and report back</li> </ul>	L	Volunteers
<b>7 Office based duties</b> *The points in Section 5 "Administration Duties whilst working from Home" also apply	Injury from manual handling	H	<ul style="list-style-type: none"> <li>• Use correct manual handling techniques when lifting objects.</li> <li>• Ensure storage is at appropriate heights</li> <li>• Use of equipment such as step ladder and trolleys</li> <li>• Report accidents and near misses</li> </ul>	L	Volunteers

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	
A	H	H	H	E	E	Elimination
B	M	H	H	H	E	Substitution
C	L	M	H	H	H	Isolation
D	L	L	M	H	H	Engineering
E	L	L	M	M	H	Administration
						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:

- 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	8/12/23				

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<b>Supervisor/ manager name:</b> Stephanie Rosestone Chelsey Agg	<b>Signature:</b>	<b>Date:</b> 11/12/2023
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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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