



Procedure to guide the safe conduct of Mount Roland Land Care events

August 2024

Events are regularly organized by MRLC, for example tree planting days, weeding bees, and the recent 'New Life' presentations at Claude Road Hall. This Procedure outlines steps to be followed when outdoor events are organized. The Procedure may also be applied to indoor events, where the Safety Coordinator and the Executive agree that this is warranted. This Procedure aims to support the conduct of events that are safe for all participants. This Procedure operates within the context of a Volunteer Safety Policy for MRLC (to be developed), and beside an 'Incident Reporting Form' (also to be developed). An example Site Safety Assessment is provided below.


At each event, MRLC will have a designated 'Safety Coordinator' tasked with overseeing implementation of the various OH&S elements. The 'Safety Coordinator' will report to the MRLC Executive Committee. A 'First Aid' person and the location of the First Aid kit will be identified in the Safety Briefing at the start of an event

The steps for organizing an event include:

1. Notification to the Exec of an upcoming event, with sufficient time to comfortably allow comment and feedback by the Exec, and possible amendment to plans prior to the event. A **minimum** of 3 week's notice is required. The initial notification should include a brief description of the event and its aim, location and duration. The Exec will nominate a person to fulfill the role of 'Safety Coordinator' for the event.
2. With a **minimum** of two weeks' notice, further details of the event should be provided to the Exec by the Safety Coordinator, including:
 - confirmation that the permission of the landowner(s) has been obtained, noting any special conditions or limitations that the landowner may have deemed necessary, and
 - A Site Safety Assessment (or equivalent), describing the hazards likely to be associated with the event, and the measures taken to reduce or eliminate health, safety and other risks to participants.
3. On the day of an event, and prior to its commencement, a safety briefing will be provided, as appropriate, to participants. For some events this will be very simple, while for other events involving significant risks the safety briefing may be complex, more akin to a formal safety induction. Prior to their involvement with the event, participants will be asked to sign the Site Safety Assessment, to show they have heard and will follow the guidance provided in the safety briefing. Participants who are unable to follow the guidance provided may be directed to other activities, involving less risk, or as a last resort asked not to participate at all, at the judgement of the Safety Coordinator.

4. Within one week of the event being held, a copy of the Site Safety Assessment, including signatures of those attending, is to be provided to the Executive by the Safety Coordinator along with a brief report on the event outcomes, including an evaluation of positives and negatives of the event.

5. In the event of an actual injury, or near miss, or incident, a report is provided to the Executive by the Safety Coordinator as soon as possible after the incident, and certainly within 24 hours.

<p>Mount Roland Land Care</p> <p>Site Safety Analysis Seed Collecting Workshop – Erriba, 11 Feb 2024</p>	 <p>Mount Roland LAND CARE</p>	
<p>PPE Required</p> <ul style="list-style-type: none"> • Hi viz vest • Enclosed boots, long pants 	<p>Other measures</p> <ul style="list-style-type: none"> • first aid kit to be carried on walk • Water to be carried on walk 	
<p>Licences and Certificates</p>	<p>Isolation, Tagging, Barricades & Signage</p>	
<p>Senior First Aid (or equivalent) holder on site Event organizers hold current Vulnerable People's Card</p>	<p>MRLC flags either side of entrance gateway Witch's hats mark entrance driveway path</p>	
<p>Remote and/or Isolated policy & procedures applicable?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>SSA Completed by:</p>	<p>Greg Taylor</p>	

SECTION 2

List the Steps	Hazard(s) Identified	Significant Risk Factor(s) Identified	Risk Level Without controls	Control Measures –	Risk Level With controls
Walking along bush trail	Falling tree limbs	Hit by falling limbs	mod	Avoid windy weather, maintain vigilance	low
Walking along bush trail	Trip hazards, low branches, loose surfaces, steep falls (away from walking track)	Trips and falls	low	Stay on bush track and maintain vigilance for hazards. Alert others to any hazards identified while walking. Stay away from steep areas (off track).	low
Walking along bush trail	Snakebite and ant stings	Poisonous snakes may be at the site and Irritation and reactions to insect/spider bites a possibility	mod	<ul style="list-style-type: none"> Participants take care and reminded to be alert for ants, spiders and snakes. Keep to track surfaces wherever possible Wear enclosed shoes, long trousers. Anyone with allergies to advise team leader prior to the commencement of activity 	low
Walking along the bush trail	Becoming lost/exhaustion/heat stress	Separated from group, losing way/heat stress/tiredness	low	<ul style="list-style-type: none"> Stay with group, wear hi viz Slip/slop/slap Carry water bottle Walk at gentle pace, with stops 	low
Driving home from site	Other traffic, tiredness	Take all normal care whilst driving	low	maintain vigilance when driving	low

SECTION 3

Site Safety Briefing (SSB) has been provided to all participants undertaking the job/task/project by relevant Manager

Safety Supervisor's Name:	G Taylor	Signature:		Date:	
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