

Adams Lead Reserve

Risk Assessment

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Acknowledgement

The information and documents presented in this document are based on the guidelines contained in the Conservation Volunteers Australia publication *In Safe Hands Toolkit 2013* (3rd edition). As the conservation work is conducted at a single site, discretion is required as to the use of forms provided in the publication.

Site Description

Adams Lead Reserve is crown land zoned for public recreation located on Wellington Rd, heading west from the centre of Gulgong. The total fenced area is 3.297 Ha and is comprised of Lots 409, 431 and 437. The site is managed by the Mudgee District Environment Group, which was formed in 1989.

The site is a historic goldfield that contains remnant mine shafts, mullock heaps and a pond, which is thought to be a large shaft subject to seasonal flooding. Within the reserve is a picnic table and bench seating with a barbecue fireplace. Throughout the site are paths which are maintained by Mid Western Regional Council, as are the fences on the perimeter. The Council also assists by slashing and spraying twice a year.

The main activities conducted at the reserve were identified by the group as weeding and clearing using mechanical devices, tools, fire and by hand; planting; using chemicals for poisoning animals and weeds; using power tools; training and education groups; litter collection; and recreation by visitors to the reserve. The risk assessment which follows reflects these activities; however, the final section of this document contains forms that can be used for further activities.

Grade: Combined effect of Likelihood/Seriousness As a Guide Only					
	Consequence Rating				
Likelihood	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
A.. Almost Certain	L	M	H	E	E
B. Likely	L	M	H	E	E
C. Possible	L	L	M	H	E
D. Unlikely	L	L	M	H	H
E. Rare	L	L	L	M	H

Activity	Weeding and clearing using mechanical devices, tools or fire; and by hand								
Hazard	Risk	Consq Rating	Lklhd Rating	Risk Rate	Controls	Accept			
Stinging and spiky plants	<ul style="list-style-type: none"> • Spikes and scratch injuries to eyes, face, hands and exposed skin • Allergies and reactions 	3	B	M	<ul style="list-style-type: none"> • Inspect area prior for stinging and spiky plants • Participants are asked to identify known allergies and reactions • Wear gloves, boots and protective eyewear • Provide adequate washing facilities 				
Manual handling	<ul style="list-style-type: none"> • Musculoskeletal injuries including impact and overuse injuries & slips, trips and falls 	3	C	M	<ul style="list-style-type: none"> • Demonstrate and encourage warm up exercises • Reduce amount of manual handling by using mechanical means if needed or restructuring the task • Demonstrate and encourage proper lifting techniques and working postures • Rotate tasks • Check equipment is maintained and ready for use 				
Insects, snakes and animals	<ul style="list-style-type: none"> • Insect stings and bites • Snake bites • Risks arising from emergency evacuation 	2	C	L	4	C	H	<ul style="list-style-type: none"> • Participants are asked to identify known allergies and reactions • Redeploy participants with known allergies to other location • Use insect repellent • Inspect work area for snake holes, nests and hives • Wear boots, long trousers and shirt of darker colour • Walk heavily in known snake area • Avoid working in early spring when snakes are more aggressive • Avoid working in a circular formation to enable snakes to escape • Use lifting aids when lifting objects like rocks and logs • Train in insect and snake bite first aid • Check mobile reception prior to commencement of a work event. • Ensure emergency response plan, including appropriate encounter reaction, is communicated to workers 	
Soil pathogens	<ul style="list-style-type: none"> • Soil borne diseases 	1	C	L	<ul style="list-style-type: none"> • Wear protective gloves when working at ground level • Cover existing cuts and abrasions • Ensure adequate washing facilities 				

Activity	Weeding and clearing using mechanical devices, tools or fire; and by hand — <i>Continued</i>					
Hazard	Risk	Consq Rating	Lklhd Rating	Risk Rate	Controls	Accept
Tools and devices	<ul style="list-style-type: none"> Impact injuries to legs, arms, head and torso 	4	C	H	<ul style="list-style-type: none"> Demonstrate and encourage proper techniques for tool use Maintain a safe working distance of at least 3m between participants 	
Sun exposure	<ul style="list-style-type: none"> Heat stroke Sunburn Dehydration 	2	C	L	<ul style="list-style-type: none"> Consider season, time of day and location of work being carried out when scheduling tasks Wear wide brimmed hat Cover exposed skin with sunscreen Ensure participants bring water Rotate tasks 	
Use of fire	<ul style="list-style-type: none"> Bushfire Burns 	5	B	E	<ul style="list-style-type: none"> Transfer responsibility to other organisation such as Rural Fire Service or Mid Western Regional Council 	

Activity	Planting					
Hazard	Risk	Consq Rating	Lkld Rating	Risk Rate	Controls	Accept
Planting in undisturbed bush	<ul style="list-style-type: none"> Soft tissue injuries to hands Snake and insect bites 	3 4	B C	M H	<ul style="list-style-type: none"> Inspect area for rubbish and sharps such as broken glass and syringes Use sharps container and tongs when finding sharps to allow for safe disposal Use gloves when handling tools and tree guards See <i>Weeding</i> above for snake and insect bite controls 	
Tools	<ul style="list-style-type: none"> Musculoskeletal injuries including muscle strain from bending, overuse and knee strain Impact injuries 	3 4	C C	M H	<ul style="list-style-type: none"> Demonstrate proper techniques for postures and use of tools Participants are asked to identify existing conditions and reallocated tasks if needed Use kneeling pads Check equipment is maintained and ready for use Maintain safe working distance of at least 3m between participants 	
Soil pathogens	<ul style="list-style-type: none"> Soil borne diseases 	1	C	L	<ul style="list-style-type: none"> Wear gloves when working at ground level Provide adequate washing facilities 	
Sun exposure	<ul style="list-style-type: none"> Heat stroke Sunburn 	2 2	C B	L M	<ul style="list-style-type: none"> Consider season, time of day and location of work being carried out when scheduling tasks Wear wide brimmed hat and sunglasses Cover exposed skin with sunscreen Ensure participants bring water Rotate tasks 	

Activity	Using chemicals for poisoning animals and weeds					
Hazard	Risk	Consq Rating	Lklhd Rating	Risk Rate	Controls	Accept
Poison	<ul style="list-style-type: none"> • Contamination and poisoning • Irritation and reaction • Ingestion 	4	C	H	<ul style="list-style-type: none"> • Participants are asked to identify known conditions including allergies and reactions • Maintain current certification for use of chemicals of at least one participant or co-ordinator • Read, retain and comply with MSDS for chemicals being used • Wear appropriate PPE and clothing as advised on the MSDS • Avoid hand contact with mouths, eyes and sensitive areas during and after spraying • Check spraying equipment is being used correctly • Avoid spraying in windy conditions • Maintain safe working distance of at least 3m between participants to avoid splash or drift contamination • Rotate tasks to minimise exposure • Ensure are thoroughly washed and appropriately stored after use • Ensure spraying containers are labeled as containing poison according to MSDS • Provide adequate washing facilities 	
Manual handling	<ul style="list-style-type: none"> • Shoulder, arm, neck and back strain 	3	C	M	<ul style="list-style-type: none"> • Participants are asked to identify known pre-existing conditions such as back or knee injuries • Demonstrate and encourage warm up exercises • Ensure harness or straps are correctly fitting • Demonstrate and encourage correct use and carrying of spraying equipment 	
Fatigue	<ul style="list-style-type: none"> • Trips, slips and falls • Poisoning and contamination 	3	C	M	<ul style="list-style-type: none"> • Rotate tasks after a designated time • Work in groups or pairs to monitor other participants 	

Activity	Using power tools					
Hazard	Risk	Consq Rating	Lklhd Rating	Risk Rate	Controls	Accept
Power tools	• Soft tissue injuries including laceration, burns and injuries from exposure to vibration	4	C	H	<ul style="list-style-type: none"> • Use and maintain tools according to the manufacturers' specifications • Check equipment is maintained and ready for use • Ensure protective guards are attached and effective • Demonstrate how to use, carry and store tools correctly • Co-ordinator to maintain supervision 	
	• Hand and foot injuries	4	C	H		
Entanglement	• Loss of limbs, fingers etc	4	C	H	<ul style="list-style-type: none"> • Tuck in loose clothing, ensure hat cords are worn behind the neck • Tie back hair • Remove chains, necklaces and watches 	
Manual handling	• Slips, trips and falls	3	C	M	<ul style="list-style-type: none"> • Demonstrate and encourage warm up exercises • Demonstrate and encourage correct use and carrying of equipment • Ensure operator has sufficient strength to control the equipment • Remove all obstacles, such as rocks, from work site prior to commencement • Ensure participants wear sturdy, closed footwear 	
	• Overuse	3	C	M		
	• Muscle strain, particularly to shoulders and back	3	C	M		
Dust and flying particles	• Respiratory reactions	3	C	M	<ul style="list-style-type: none"> • Wear PPE such as dust masks and protective eyewear • Participants are asked to identify known allergies and reactions 	
	• Eye damage	4	C	H		
	• Laceration	4	C	H		
Use of fuel	• Ingestion	4	D	H	<ul style="list-style-type: none"> • Read and retain relevant MSDS for fuels • Formulate a fire evacuation plan and communicate it to all participants • Remove all combustible material around work area • Ensure participants do not smoke around fuel • Provide adequate washing facilities • Provide first aid resources for burns 	
	• Burns and reactions from contact	4	C	H		
	• Fire	5	C	E		

Activity	Using power tools — <i>Continued</i>					
Hazard	Risk	Consq Rating	Lkld Rating	Risk Rate	Controls	Accept
Noise	<ul style="list-style-type: none"> • Damage to hearing • Reduced ability to communicate effectively 	4	B	E	<ul style="list-style-type: none"> • Wear ear muffs • Instruct participants about strategy for alerting and communicating with others while device is being used • Rotate tasks to reduce affects of noisy equipment 	
Fatigue	<ul style="list-style-type: none"> • Falls, slips and trips • Impact injuries 	3	C	M	<ul style="list-style-type: none"> • Rotate tasks after a designated time • Work in groups or pairs to monitor other participants 	

Activity	Training and education groups					
Hazard	Risk	Consq Rating	Liklhd Rating	Risk Rate	Controls	Accept
Large area with remnant shafts and unclear sight lines	<ul style="list-style-type: none"> Participants becoming lost or not accounted for Slips, trips and falls 	4 3	D C	H M	<ul style="list-style-type: none"> Participants complete registration document before and after working Work in pairs or groups Co-ordinator or leaders wear hi-vis vest Instruct participants about strategy for alerting and communicating with others Inform participants of the presence of known and unknown holes Cordon off trip and fall hazards such as holes Clearly define work and muster areas and maintain co-ordinator supervision 	
Working near water	<ul style="list-style-type: none"> Drowning Ingestion 	5 2	D D	H L	<ul style="list-style-type: none"> Clearly define work areas and maintain co-ordinator supervision Ensure participants bring water to drink 	
Working with children under 18	<ul style="list-style-type: none"> Allegations of improper behaviour Violence Tool injuries to children 	4 4 4	E E C	M M H	<ul style="list-style-type: none"> Ensure the presence of teacher or leader at a ratio per participant that is appropriate to the age and ability of group Leaders and work participants never to be alone with a student Inform students that the same laws and standards that apply to school grounds apply at the work site, such as no smoking or drug use Co-ordinator completes Child Protection registration No personal electronic devices to be used, such as iPods, to be used while work is being conducted 	
Theft	<ul style="list-style-type: none"> Loss of valuables 	2	D	L	<ul style="list-style-type: none"> Ensure personal items and tools are left in a secure area 	
Overhanging branches	<ul style="list-style-type: none"> Impact injury from falling branches 	4	C	H	<ul style="list-style-type: none"> Ensure trees above and adjacent to pathways and sitting areas are clear of overhanging branches that may fall Assess if weather conditions are safe, particularly wind force, before working under trees 	

Activity	Litter collection					
Hazard	Risk	Consq Rating	Lklhd Rating	Risk Rate	Controls	Accept
Syringes, glass and other sharps	<ul style="list-style-type: none"> • Needle stick injuries and infections including hepatitis, HIV and tetanus • Soft tissue injuries 	4	C	H	<ul style="list-style-type: none"> • Ensure adequate washing facilities • Wear gloves when handling litter • Use litter tongs • Place syringes in a proper 'sharps' container for disposal • Maintain safe working distance of at least 3m to avoid scratching and spiking other participants 	
Manual handling	<ul style="list-style-type: none"> • Musculoskeletal injuries from bending, lifting and carrying 	3	C	M	<ul style="list-style-type: none"> • Demonstrate and encourage warm up exercises • Use small collection bags to minimise heavy loads • Use litter tongs 	
Snakes, animals and insects	<ul style="list-style-type: none"> • Insect stings and bites • Snake bites • Risks arising from emergency evacuation 	2	C	L	<ul style="list-style-type: none"> • See <i>Weeding</i> for snake, animal and insect controls 	
		4	C	H		
		4	C	H		

Activity	Recreation by visitors to the reserve					
Hazard	Risk	Consq Rating	Lkld Rating	Risk Rate	Controls	Accept
Cigarette smoking, fire and fireplaces	<ul style="list-style-type: none"> • Bushfire • Burns • Damage to neighbouring properties 	5	B	E	<ul style="list-style-type: none"> • Remove fireplaces to eliminate risk • Signage that prohibits smoking and lighting fires in the reserve 	
Remnant shafts and ponds	<ul style="list-style-type: none"> • Falls • Drowning • Ingestion of stagnant water 	3	C	M	<ul style="list-style-type: none"> • Signage that prohibits swimming in and drinking from the pond and warns of the existence of remnant shafts 	

Forms and Checklists for Onsite Work

- **Project Manager — Project Briefing Guide**
for use by Project Co-ordinator prior to commencing a work event
- **Worksite Safety Check**
for completion by the Project Co-ordinator prior to commencing a work event
- **Project Risk Assessment Form**
for completion by the Project Co-ordinator when undertaking an activity not previously listed in the overall Risk Assessment
- **Work Site Safety Inspection Report**
for completion by the committee to consult about safety at regular intervals, such as an AGM

Volunteer Registration Forms and Induction

- **Volunteer Induction Format**
for use by the Project Co-ordinator when new volunteers join the group
- **Volunteer Registration Form**
to be completed by individual participants joining the group
- **Large Group Registration/Attendance Form**
to be completed by leaders of groups eg training groups
- **Project Report**
to be completed by participants at each separate work event

Forms for Recording and Reporting Accidents and Incidents

- **Register of Injuries**

to be completed by the Project Co-ordinator following an injury to a participant

- **Accident / Incident Report**

to be completed by the Project Co-ordinator following an accident, incident or near miss

- **Serious Incident Investigation Report**

to be completed by the Project Co-ordinator following a serious incident