

WHS FORM

SF-310 JOB RISK ASSESSMENT



Purpose of form

JRA's Outline a safe and responsible method of work. It enables you to identify hazards, determine risk, identify training required, and determine PPE to be used



Responsibility for completion

The form should be completed with consultation from both workers and supervisors



Frequency of completion and review

It should be completed before work activity commences and if significant changes occur or new hazards and risks are identified.

Does the job involve high-risk construction work?	<input type="checkbox"/> tick yes	If 'yes' identify high risk construction activities in JRA. Select the high-risk construction activities on Table I. This JRA is used as the Safe Work Method Statement for such activities
Is the value of construction work >\$250K?	<input type="checkbox"/> tick yes	If 'yes' a safety management plan must be created
Activity Title	Seymour Community Action Group Incorporated Working Bees	
Activity Description/Scope	<p>Working bees, generally of 1 day duration and attended by approximately 2 to 30 volunteers, most working bees supervised by the Chairperson Seymour Community Action Group Inc or nominated delegate, some working bees supervised by PWS.</p> <p>Works are primarily Weed Control –</p> <ul style="list-style-type: none"> • Gorse at Seymour Swamp site – 2022 extension to Seymour Conservation Area 54 hectares (semi remote) • Sea Spurge at Templestowe Beach (5km), Templestowe Lagoon (1km) & Seymour Beach (4km) – Seymour Conservation Area (remote) <p>Closest medical facility Bicheno Medical Centre, 94 Foster Street, Bicheno Ph 6375 1455</p> <p>Tasking –</p> <ul style="list-style-type: none"> • Infrastructure maintenance and monitoring (tracks, signs, bollards) • Vegetation management, tree lopping and track clearing (Gorse, limb falls across tracks) 	

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- Weeding utilising herbicide and manual methods (Gorse herbicide control, Sea Spurge hand pulling)
- Collection & removal of dumped materials (glass, car parts, old camping equipment, building materials)
- Interactions with visitors to the site (Local people and visitors access beach via 4WD track through the work area.)
- Operation of mapping and communications equipment (Use of herbicide is monitored and recorded using mapping programs. Satellite communications equipment used for check ins in remote locations)
- Record keeping

Subject to level of competency and experience assist PWS with operation of the following plant and equipment

- Generators
- Hedge Trimmers
- Blowers
- Pressure Washers
- Pumps
- Cordless Carpentry Equipment
- Landscaping tools
- Spray Unit
- Excavator
- Tractor
- Tipper Truck
- Minor deconstruction / construction field works

Participate in operation of the following plant and specialist equipment / machinery subject to individual certification and level of experience and skill.

- Preparation & application of herbicide
- Operation of Brush-cutters and Chainsaws
- Apply First Aid

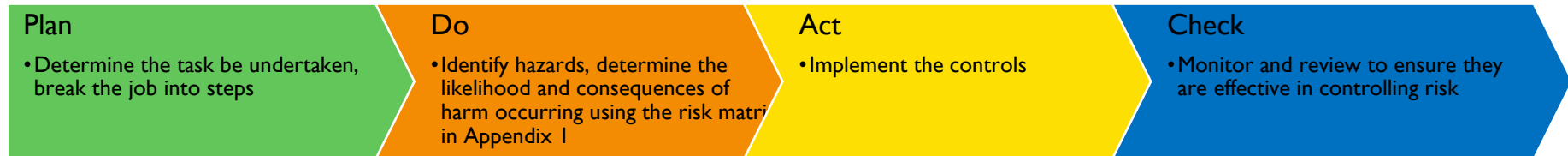
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	<p>SCAGI to provide the following items for participants of working bees. If not available through SCAGI to be supplemented by PWS for duration of working bee subject to availability–</p> <ul style="list-style-type: none">• Personal Protective Equipment (gloves, goggles, masks, hi vis vests, insect repellent, sunscreen)• First Aid Kit• Hand Tools• Disposable masks & sanitising solutions• Barriers and Signage• Communications & Mapping Equipment• Administrative & Reference Materials such as MSD for herbicide
Division(s)	Environment, Heritage and Land
ARA Ref. No.	
Assessment prepared by	Fiona Everts
Reviewed by WHS Advisor or Supervisor	Adam Smith A/ PRM East Coast
Version/Status	4

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Risk Assessment & Controls



Sequential Job step	Hazards Identified and potential outcome (what can go wrong)	Risk ranking without controls	Control measures	Risk Ranking with controls	Person Responsible
Participate in Covid-19 Training (Covid-19) & Briefings	Biological exposure due to lack of awareness of meeting minimum standards NRE Tas Covid-19 Safe Plan.	CHECK	<ul style="list-style-type: none"> Facilitate for Volunteers to undertake training and any other requirements in keeping with the NRE Tas Covid-19 Safe Agency Wide Plan. 	START	Volunteer Team Leader & PWS Staff
Attend program safety briefing (Covid-19)	Biological exposure to Covid-19 due to lack of awareness of meeting minimum standards NRE Tas Covid-19 Safe Plan.	CHECK	<ul style="list-style-type: none"> Furnish participants with relevant Covid Safe Plans & JRA electronically prior to commencement of placement, hold briefing/s in venues where social distancing is achievable. Ensure participants have completed the departmental Covid-19 training on the internet and submitted Covid-19 action plan (if required). 	CHECK	Volunteer Team Leader & PWS Staff Volunteers



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Sequential Job step	Hazards Identified and potential outcome (what can go wrong)	Risk ranking without controls	Control measures	Risk Ranking with controls	Person Responsible
Working in the outdoor environment	Illness resulting from exposure to extreme / changing weather conditions.	START	<ul style="list-style-type: none"> Plan route carefully to and from work site, avoiding hazardous terrain such as overly rocky ground, boggy / slippery conditions, cliff edges, areas that have no phone or radio coverage. Avoid areas of impenetrable vegetation and areas that might be prone to tree falls in windy conditions or flash flooding. When planning beach walks for sea spurge control check predicted wind direction and walk with the wind to your back. Have clothing appropriate for changeable winter / summer weather conditions. Drink sufficient water, wear sunscreen, broad brimmed hat and take rests as required. Have on hand warm, waterproof clothing. Wherever possible maintain access to shelter and hot drinks. 	START	Volunteer Team Leader & PWS Staff & Volunteers
Working in the outdoor environment continued	<p>Sand blasting</p> <p>Dehydration, sunburn, heatstroke.</p> <p>Wet, cold and windy conditions, Hypothermia.</p>				



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Transport by vehicle (Covid 19) Driving Departmental Fleet Vehicles	Failure to comply with Covid-19 Safe Plan Agency Wide – Agency Vehicle Use.	CHECK	<ul style="list-style-type: none"> Refer to NRE Tas Covid-19 Safe Plan Agency Wide – AGENCY VEHICLE USE. Refer to Tasmanian Govt Factsheet – COVID-19 INFO Sharing vehicles safely during the Covid-19 pandemic and the Driver Checklist. Ensure vehicle is sanitised prior to use and at end of use according to minimum standards. 	CHECK	PWS Staff & Volunteer Drivers
Transport by vehicle (Covid 19) Driving Departmental Fleet Vehicles	Collision with pedestrians	START	<ul style="list-style-type: none"> All personnel to wear hi-vis vest Be aware that pedestrians walk through the work site Install signage to indicate that there are people working within the vicinity of the route that locals use to access the beach to launch their boats. (Traffic management plan) 	START	Volunteer Team Leader & PWS Staff
Transport by vehicle (Covid – 19) Driving Departmental Fleet Vehicles	Collision by Volunteer drivers being unfamiliar with operation of departmental vehicles	START	<ul style="list-style-type: none"> Volunteer drivers are permitted to drive departmental fleet vehicles provided that; <ol style="list-style-type: none"> They hold a current vehicle drivers license; 	START	PWS Staff & Volunteer Drivers

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Transport by vehicle (Covid – 19) Driving Departmental Fleet Vehicles (continued)	<p>Collision by Volunteer drivers being unfamiliar with operation of departmental vehicles (continued)</p> <p>Collision with oncoming traffic. Vehicle rolling off side of road.</p>		<ol style="list-style-type: none"> 2. They have read NRE Tas Motor Vehicle Use Procedures and have signed, submitted and had approved a NRE Tas Motor Vehicle Use Acknowledgement Form. 3. Are driving with either one PWS staff member inside the vehicle or one PWS staff member within a convoy of vehicles. 4. Are driving on formed roads, no four wheel driving or off road driving is currently permitted. 5. All passengers are wearing seat belts, have windows in raised position and no arms resting outside the vehicle. <ul style="list-style-type: none"> • When transporting personnel to and from the work site ensure to drive safely. Exercise caution near soft edges of road and of crossing into the path of oncoming traffic due to width of road. 		PWS Staff & Volunteer Drivers



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	Collision due to slip on unit obscuring vision of rear of vehicle.		<ul style="list-style-type: none"> Use a spotter when backing vehicle and when view is obscured or familiarity with vehicle is limited. 		PWS Staff & Volunteer Drivers
Manual handling / navigating in the outdoor environment	Injury resulting from poor manual handling techniques.	CHECK	<ul style="list-style-type: none"> If you have any heavy objects that require moving, ask PWS staff for assistance. Work in pairs. Plan your backpack load 	START	Volunteers & PWS Staff
Manual handling / navigating in the outdoor environment	Potential heat and cold exposures from adverse weather conditions.	START	<ul style="list-style-type: none"> For more remote work wear / carry enough warm clothing for a 24 hour period and include food, drink, first aid kit, torch, map and two forms of charged and tested communications equipment (mobile phone / SPOT Satellite Tracker / handheld radio) within your work group. Don't rush, pace workload and take regular breaks, stay well hydrated. 	START	Volunteer Team Leader & PWS Staff & Volunteers



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Manual handling / navigating in the outdoor environment (continued).	<p>Isolated, rough terrain Uneven ground Obscured fence wire Distracted attention Lose footing Loss of balance Trips, twists, sprains, falls. Being hit by falling branches.</p> <p>Getting lost. Falling or becoming trapped in unfamiliar environment (low light conditions / cliff edges / mine shafts, sand dunes.)</p>		<ul style="list-style-type: none"> • For Gorse work wear sturdy shoes with adequate ankle support and toe protection. • For Sea Spurge work wear light weight bushwalking shoes with good ankle support suitable for negotiating sand dunes. • Stop walking whilst operating mobile equipment (camera/mobile phone) to avoid tripping. • Do not undertake track work on days of very high winds. Look up for potential limb falls and do not linger under large eucalypts. • Plan ahead, discuss your trip plan with PWS Staff or Volunteer Group Leader. • Have a check in, progressive check in and check out processes in place • Preferably confine activities to known walking tracks and sites. When walking in unfamiliar territory familiarise yourself with landmarks and cross reference them with your map / mobile phone mapping application as you go. Turn around 		Volunteer Team Leader & PWS Staff & Volunteers



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Manual handling / navigating in the outdoor environment (continued).	Getting lost. (continued)		<p>occasionally and look where you have just come from, note landmarks.</p> <ul style="list-style-type: none"> • If lost, call for assistance early, even if you think it may be overkill (undertaking searches in the dark can be hazardous for all involved). • Retrace steps if possible and / or wait for other walkers who may be able to assist you. • Don't attempt to navigate your way in low light or night time conditions. Find shelter and stay put till daylight. 		Volunteer Team Leader & PWS Staff & Volunteers
Volunteers Sharing Equipment (Covid-19)	Biological exposure to Covid-19 due to handling contaminated equipment.	CHECK	<ul style="list-style-type: none"> • Avoid sharing tools. Ensure that Volunteers have adequate supply of equipment and tools to deter the sharing of same. • Provision of appropriate PPE, detergent, sanitiser, disinfectant, cleaning equipment, flagging and signage. • Volunteers to thoroughly clean work equipment and work surfaces with sanitiser or suitable disinfectant before use and at the end of use or prior to next use. 	CHECK	Volunteer Team Leader & PWS Staff & Volunteers

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Dealing with visitation (Covid-19)	Exposure to virus / contamination of work environment and or equipment.	CHECK	<ul style="list-style-type: none"> Maintain social distancing minimum requirements 1.5mtr. Provide barrier tape / posters / temporary bollards) between volunteers and public to facilitate for safe interactions with adequate social distancing. Provide hand sanitiser stations & masks at amenities (if provided) to follow good hygiene practises. Restrict public access to volunteer food preparation and storage areas. Volunteers to refrain from loaning equipment to any member of the public. Volunteers maintain equipment in a secured storage facility (vehicle for example) to exclude public from handling whilst they are off site. 	CHECK	Volunteer Team Leaders & PWS Staff & Volunteers



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Working outdoors – contact with fauna / flora	Exposure to vector borne diseases.	STOP	<ul style="list-style-type: none"> Refer to attachments at the end of this document – <ul style="list-style-type: none"> Flinders Island Spotted Fever (FISF) Ross River and Barmah Forest Virus Tick Borne Illness 	CHECK	Volunteer Team Leader & PWS Staff & Volunteers
Working outdoors – contact with fauna / flora (continued)	Exacerbate pre-existing allergy or medical condition		<ul style="list-style-type: none"> During initial safety briefing with volunteers invite participants to discuss any health or fitness challenges they may have with you privately following the briefing. Familiarise with any action plans for health conditions / modify duties (sites) as required. Carry appropriate / adequate personal medication. Be prepared to re-task to other safer work areas or tasks if necessary 		

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Working outdoors – contact with fauna / flora (continued)	Physical reaction, illness or allergies to bites and stings from ants, leeches, wasps, bees, ticks, mosquitoes, spiders, scorpions or snakes.		<ul style="list-style-type: none"> Always look first when sitting or standing in one spot to look for potential stings/bites e.g. Jack Jumpers. Avoid lingering in areas known to have large numbers of mosquitos. Use insect repellent, include spraying shoes and hats. Cover up with long sleeves and pants. Wear light coloured clothing. Wear gloves. If a person reports that they have been bitten by an insect unknown, seek medical attention, provide a driver so that the person does not operate a vehicle whilst unwell. 		Volunteer Team Leader & PWS Staff & Volunteers
Working outdoors – contact with fauna / flora	Snake bite	STOP	<ul style="list-style-type: none"> <u>Snakes</u>; Have snake bite bandages close by and quickly administer first aid. Report snake bites immediately to 000 - call for evacuation (immobilize patient and keep calm). Seek urgent medical attention. 	CHECK	(Holders of First Aid Quals) Volunteer Team Leader & PWS Staff & Volunteers

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Working outdoors – contact with fauna / flora (continued)	Tick bite		<ul style="list-style-type: none"> Ticks: Undertake daily body inspections for ticks as they are known to cause illness or local paralysis. Search your whole body and, in particular check under arms, around the neck and around waist / crotch. If you do find a tick on your body, use a fine pair of tweezers and grasp the tick behind the head as close to the skin as possible. Gently pull the tick straight out with steady pressure. Don't twist or jerk the tick. Don't try to kill the tick before removal (either by using metho, insect repellent or squishing); this will cause the tick to inject poison into the wound site. After removing the tick, wash your hands and disinfect the tweezers and the bite site. 		(Holders of First Aid Quals) Volunteer Team Leader & PWS Staff & Volunteers



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Working outdoors – contact with fauna /flora (continued)	<p>Tick bite (continued)</p> <p>Leech bite</p>		<p>Avoid sitting directly on the ground or brushing past vegetation, this is where you may pick up ticks.</p> <ul style="list-style-type: none"> • Monitor condition of person(s) who have had a tick bite • Killing ticks by applying freezing solution will kill the tick making removal easier, however it does not guard against contracting FISF or other vector borne illnesses. • <u>Leeches:</u> Remove leeches by <ol style="list-style-type: none"> 1. Locate the head and mouth. A leech's head is smaller and slimmer than the rest of its body. 2. Pull the skin under the leech taut. 3. Slide a fingernail (or a credit card) underneath the mouth. 4. Flick the leech away. 5. Clean the wound. 6. Bandage the wound 		(Holders of First Aid Quals) Volunteer Team Leader & PWS Staff & Volunteers

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Working outdoors – contact with fauna /flora (continued)	Contracting toxoplasmosis.		<ul style="list-style-type: none"> To avoid contracting toxoplasmosis avoid handling or coming into contact with Brushtail Possums. Do not feed wildlife and discourage others from doing same. 		Volunteer Team Leader & PWS Staff & Volunteers
Group Activities (Covid-19) Morning / Afternoon Teas / Lunches	Illness or injury resulting from biological exposure due to not meeting basic hygiene practises and standards (Gastroenteritis) Giardia / Cryptosporidium (diarrhoea) Covid-19.	CHECK	<ul style="list-style-type: none"> Employ good hygiene practises. Wash hands regularly and especially after toileting / litter collection / and especially before food preparation / eating, opening / closing eskis / handling any food prep items. Regularly sanitise any touch points on “funnels” such as water tank taps, door handles and push points, handrails that may have been used by many people. 	START	Volunteers & PWS Staff
Administer first aid (Covid-19)	Biological exposure to pathogens through contact with contaminated materials / human to human contact /	CHECK	<ul style="list-style-type: none"> Ensure there is a minimum of one qualified first aider and appropriate first aid kit on site in every work group. Refer to DRSABCD procedural training. Both parties to wear masks, double gloves and eye protection. 	CHECK	Volunteer Team Leaders (Holders of First Aid Quals) & PWS Staff

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Administer first aid (Covid-19) (Continued)	<p>failure to maintain or lack of social distancing.</p> <p>Expose other group members to hazard or</p>		<ul style="list-style-type: none"> • If safe to do so; maintain social distancing minimum requirements 1.5mtr. • Serious life threatening illness should be reported to triple zero 000 and or utilise the SOS button on SPOT tracker. • If safe to do so; minor injuries may result in first aider providing information and medical supplies to injured person to self-administer. • More serious injuries to be referred to either the nearby Bicheno Medical Centre Ph 6375 1455 or St Helens District Hospital Ph 6387 5570 Or Australian Health Direct – www.healthdirect.gov.au Or GP Assist Ph 1800 022 222 • Maintain good records of any first aid procedures undertaken. Follow NRE Tas Incident & Hazard Reporting Procedures 		Volunteer Team Leaders (Holders of First Aid Quals) & PWS Staff



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Administer first aid (Covid-19) (Continued)	injury resulting from incident by not addressing / removing hazard		<ul style="list-style-type: none"> If it is safe to do so ask questions and record answers – <ol style="list-style-type: none"> Who has been injured? What is their contact number/details? Where did the injury occur? What were they doing at the time they got injured? And what was the time? What do they think went wrong? Ask yourself what steps you could take right now to make the incident/hazard scene safe? 		Volunteer Team Leaders (Holders of First Aid Quals) & PWS Staff
Collection & removal of dumped materials (Covid-19)	Unplanned exposure to pathogens – Covid 19	CHECK	<ul style="list-style-type: none"> Carry first aid kit and snake bite bandages and two forms of charged and tested communication equipment with you at all times. Provision of appropriate PPE, detergent, sanitiser, disinfectant, cleaning equipment, flagging and signage. 	CHECK	Volunteer Team Leaders & PWS Staff
Collection & removal of dumped materials (Covid-19)	Unplanned exposure to pathogens - others	START	<ul style="list-style-type: none"> Wear appropriate clothing and rated PPE for the planned task. Follow manufacturer's advice regarding safe 	START	Volunteer Team Leaders & PWS Staff & Volunteers

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			<p>donning, removal, laundering and disposal of same.</p> <p>Include sturdy rubber gloves, eye protection, gaiters, coveralls and a mask when handling potentially contaminated materials and / or use grabbers.</p> <ul style="list-style-type: none"> • Never re-use disposable nitrile gloves, always dispose of them once you have removed them. • Store rubbish items in double bagged extra tough rated garbage bags. Label bags with contents description. • Dispose of dumped materials utilising the approved method. I.e. do not dump chemicals / medical waste in skip bins at the tip. 		
Collection & removal of dumped materials (Covid-19)	Animal / Invertebrate bite / strain injury / bite or sting injury /	CHECK	<ul style="list-style-type: none"> • Work in pairs • Handle heavy or large items in pairs. 	START	Volunteer Team Leaders & PWS Staff & Volunteers



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	come into contact with pathogens		<ul style="list-style-type: none"> Utilise grabbers / tools to roll over rubbish items if unsure of what is underneath and for collection of lighter rubbish items. Wear disposable gloves when handling injured wildlife. Do not handle dead wildlife (possums/wallabies/seals/whales/birds, etc.) 		
Collection & removal of dumped materials (Covid-19) (continued)	Contact with faecal matter causing E.coli, salmonella, etc.	START	<ul style="list-style-type: none"> Always use grabbers on any item that appears to be a tissue or toilet paper – do not handle with hands whether you are wearing gloves or not. Store tools such as grabbers in plastic bags for transport to avoid contamination. 	START	Volunteers & PWS Staff
Collection & removal of dumped materials Collection & removal of dumped materials	Tetanus (bacteria common in soil, enter the bloodstream through open wounds) Tetanus (continued)	CHECK	<ul style="list-style-type: none"> Keep your tetanus vaccination up to date Cover any exposed wounds prior to commencing any works. If a participant has any exposed wounds and is unable to cover them - consider retasking to a safer option 	START	Volunteers & PWS Staff Volunteer Team Leaders & PWS Staff

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Collection & removal of dumped materials (Covid-19)	Needle stick injury	CHECK	<ul style="list-style-type: none"> Utilise sharps containers, needle stick kits and tongs and NOHSC:2010 procedure for the collection of syringes (see attachment at end of document). 	CHECK	Volunteer Team Leaders & PWS Staff & Volunteers
Collection & removal of dumped materials	Chemical burn / contamination	START	<ul style="list-style-type: none"> Familiarise yourself with the Material Safety Data Sheets for all cleaning products and store these near your first aid kit. Ensure any chemicals are stored securely to exclude access from the general public. 	START	Volunteer Team Leaders & PWS Staff
Collection & removal of dumped materials	Asbestos exposure/ unknown found liquids / solids	CHECK	<ul style="list-style-type: none"> If it is safe to do so isolate any suspected asbestos waste or unknown substances and report immediately to PWS. Do not handle any suspected asbestos / unknown substances or waste. 	START	Volunteer Team Leaders & PWS Staff & Volunteers
Weeding – Sea Spurge & Gorse Control	Contact with skin, hair, eyes or ingestion of chemical when	START	<ul style="list-style-type: none"> Participants to familiarise themselves with the appropriate SDS (Safety Data Sheet) for the chemical being used. SDS to be on 	START	Volunteer Team Leaders & PWS Staff & Volunteers

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	using herbicide to control Gorse.		<p>hand at all times when works are being undertaken.</p> <ul style="list-style-type: none"> • Participants to wear chemical proof gloves and eye protection and/or coveralls. • Only the certified chemical handler is to refill pasting applicators or spray bottles or spray units. • Always fill applicators on flat ground • Ensure safe working distance of two metres is maintained when using spray bottles • Have access to soap and water on site for wash down purposes • Consider the ratio of qualified supervisors to inexperienced group members. • Participants to follow NRE Tas “Code of Practice for Ground Spraying” and “Code of Practice for Spraying In Public Places” 		
Weeding – Sea Spurge & Gorse Control	Inadvertant exposure to toxic plant sap causing burns when weeding Sea Spurge	START	<ul style="list-style-type: none"> • All participants to be briefed on the risk of skin/eye exposure to sea spurge sap / herbicide. 	START	Volunteer Team Leaders & PWS Staff & Volunteers

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Weeding – Sea Spurge & Gorse Control (continued)	Exposure to toxic plant sap (continued)		<ul style="list-style-type: none"> • Participants to wear gloves, eye protection, long sleeved shirt and long trousers while weeding. • Anyone showing significant reaction to plant sap, despite protection will be excused from weeding. • If contamination from sap / herbicide is suspected wash sap from affected area immediately in nearby sea water / wet paste of sand and water. • When able follow up - flush the area with warm soapy water. • Assist person affected to carefully remove any contaminated clothing to avoid further contamination / sap contact with skin / eyes. • Wash any contaminated clothing / PPE before wearing again • Dispose of plant material in double layer extra sturdy black plastic bags clearly marked “SEA SPURGE- CAUTION” Use cable ties to secure tops of bags. • Refer to NRE Tas <i>Safety Alert Sea Spurge</i> 		Volunteers & PWS Staff



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Working with hand tools	Sustain serious injury (working alone) without access to assistance / critical medical assistance	CHECK	<ul style="list-style-type: none"> Ensure you work in pairs and that one person in each work group (at a minimum) holds a current first aid certificate. Make sure to have a first aid kit, two forms of charged, working communications equipment located at the actual work site. Have an agreed communications plan for the day including check in, progress check and check out. 	CHECK	(Holders of First Aid Quas) Volunteer Team Leaders & PWS Staff & Volunteers
Working with hand tools	Persons not involved in activity being present on work site with exposure to risk with no controls	START	<ul style="list-style-type: none"> Discuss with PWS Staff member if the area to be worked on requires cordoning off for the duration of the works. If so, provide adequate bunting / flagging / signage is installed on work site before works can commence. 	START	Volunteer Team Leaders & PWS Staff
Working with hand tools	Tool malfunctions due to incorrect usage, or is badly maintained or handled, causing injury to user / others onsite.	CHECK	<ul style="list-style-type: none"> Match tool to task, ensure that tool being used is in good working order and rated for task allocated. Match volunteer to task, ensure that volunteers are clear about how to operate the tool safely, in compliance with the 	CHECK	Volunteer Team Leaders & PWS Staff & Volunteers

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Working with hand tools (continued)	<p>Pinch, puncture injuries. Abrasion, strain injuries. Unprotected contact with sharp tool</p> <p>Tool malfunctions (continued)</p>		<p>manufacturers operating instructions. Provide supervision and instruction if required.</p> <ul style="list-style-type: none"> • Wear appropriate PPE for task including eye & ear protection, gloves, thick, long sleeved shirt and long trousers, boots with toe protection, gaiters, chaps. Use a tool belt to manage hand tools when working. • Sheath tools when not in use or being transported to site. Carry tools in a safe manner (by your side, not overhead) and do not leave where others may trip/fall on them. • Maintain tools in good condition (clean, sharpen, lubricate) and store correctly when not in use in an area where they can be isolated and not used or handled by others. • Allocate one tool to each person, tools are not to be shared unless they can be sanitised before being handled. At the end of days' use tools are to be sanitised ready for the next user. 		Volunteer Team Leaders & PWS Staff & Volunteers

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Sequential Job step	Hazards Identified and potential outcome (what can go wrong)	Risk ranking without controls	Control measures	Risk Ranking with controls	Person Responsible
Working with hand tools	Incorrect modification of tools for repair may result in the repairer causing the tool to malfunction causing injury.	CHECK	<ul style="list-style-type: none"> • Within reason do not attempt to repair or use any tools that are broken. Isolate, identify and flag for replacement with your PWS staff member or Volunteer Group Leader. 	START	Volunteer Team Leaders & PWS Staff & Volunteers
Working in proximity to small engines (brush cutters / chainsaws / power barrows / whacker packers / generators)	Projectiles Exposure to loud noise Remote site Contact with moving parts Strain / sprain Crush injuries from falling objects	CHECK	<ul style="list-style-type: none"> • Follow all control measures as for above “Working with hand tools”. • Ensure all machine operators have current certificate of competency for planned task. • All small engine/ machine operators to have read, understood and signed specific JRA’s for “Chainsaw Operation”, “Brushcutter Operation” “Using Hedge Trimmer” “Operation of a Honda Power Carrier” et al. • Provide access to hearing protection. • Always work in pairs and follow instructions of machine operator. • Carry trauma bandages nearby for quick access. 	START	Volunteer Team Leaders & PWS Staff & Volunteer small engine operators
Working in proximity to small engines (brush cutters / chainsaws / power barrows / whacker packers /	Projectiles Exposure to loud noise Remote site Contact with moving parts				Volunteer Team Leaders & PWS Staff & Volunteer small engine operators



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Sequential Job step	Hazards Identified and potential outcome (what can go wrong)	Risk ranking without controls	Control measures	Risk Ranking with controls	Person Responsible
generators) (continued)	injuries (continued)		<ul style="list-style-type: none"> Barricade off site and exclude all personnel not directly involved in tree falling / brush cutting or chain sawing to a safe distance of three metres from a running saw. 		
Other Emergency Incidents (Covid-19)	Wildfire Extreme Weather Medivac Search & Rescue	CHECK	<ul style="list-style-type: none"> In all cases follow instructions from authorised personnel (Police, Fire and or Ambulance, State Emergency Services) NRE Tas has an Employee Assistance Program - for access to support and counselling services ask your field centre contact Ranger to provide you the phone number 	CHECK	Volunteer Team Leaders & PWS Staff & Volunteers
Other Emergency Incidents (Covid-19) (Continued)	Undertaking unauthorised activities that could jeopardise own / others safety / complicate critical incident management / stress (continued) Undertaking unauthorised activities that could jeopardise own /		<ul style="list-style-type: none"> In case of wildfire / extreme weather event; <ul style="list-style-type: none"> monitor weather conditions from known trusted sources such as the Bureau of Meteorology - 		Volunteer Team Leaders & PWS Staff & Volunteers

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Sequential Job step	Hazards Identified and potential outcome (what can go wrong)	Risk ranking without controls	Control measures	Risk Ranking with controls	Person Responsible
Other Emergency Incidents (Covid-19) (Continued)	others safety / complicate critical incident management / stress (continued)		<p>www.bom.gov.au tune into ABC local radio, the emergency broadcaster on .936 AM.</p> <ul style="list-style-type: none"> • maintain contact with Freycinet Field Centre Base Ph 6256 7000 • Identify site specific escape routes and safe zones. • Maintain incident / accident / hazard reporting according to departmental procedures. <ul style="list-style-type: none"> • In case of medivac event; <ul style="list-style-type: none"> • Wear eye protection & if possible hi vis vest. • secure any loose items that could be disturbed by rotor wash from helicopter such as hats / thermal blankets / plastic bags. • do not shine lights at aircraft or operate cameras with flash that could blind / distract pilot. • do not approach aircraft. • record details as per departmental incident / hazard reporting procedures. 		Volunteer Team Leaders & PWS Staff & Volunteers



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Sequential Job step	Hazards Identified and potential outcome (what can go wrong)	Risk ranking without controls	Control measures	Risk Ranking with controls	Person Responsible
			<ul style="list-style-type: none"> • In case of search and rescue; <ul style="list-style-type: none"> • do not attempt to undertake any search and rescue operation without being directed to do so by Tasmania Police. • record details as per departmental protocols for incident / hazard reporting procedures. 		
		Choose an item.		Choose an item.	



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List relevant legislation, codes of practice and standards applying to this activity	Provide details of statutory and non-statutory certificates, licences and approvals for activity
<p>WHS Act 2012, WHS Regulations 2012. Nature Conservation Act 2002 National Parks & Reserves Management Act 2002 Agency-wide NRE Tas COVID-19 Safe Plan Sharing vehicles safely during the COVID-19 pandemic fact sheet Ross River Virus and Barmah Forest Virus fact sheet Flinders Island Spotted Fever fact sheet NOHSC extract Sharps disposal Safe Needle Disposal poster Code of Practice Ground Spraying Code of Practice Spraying in Public Places Safety Alert Sea Spurge DPIPWE</p>	<p>Essential Workplace Level 2 First Aid Certificate or Equivalent accreditation including the following units HLTAID011 Provide First Aid HLTAID010 Provide basic emergency life support HLTAID009 Provide cardiopulmonary resuscitation</p> <p>Chem Cert accreditation including the following units AHCCHM304 Transport and store chemicals AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases</p>
List specific training required for activity	Equipment Required
<p>Electives (non essential)</p> <ul style="list-style-type: none"> • Current Motor Vehicle Drivers License • Current Tree Fallers accreditation • Current Operate & Maintain Chainsaws accreditation • Current Brush-cutter Operations accreditation 	<ul style="list-style-type: none"> • Personal Protective Equipment (gloves, goggles, masks, hi vis vests, insect repellent, sunscreen) • First Aid Kit • Hand Tools • Disposable masks & sanitising solutions • Barriers and Signage • Communications & Mapping Equipment • Administrative & Reference Materials such as MSD for herbicide

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PPE-Tick as required












High Vis'  <input checked="" type="checkbox"/>	Footwear  <input checked="" type="checkbox"/>	Eyewear  <input checked="" type="checkbox"/>	Hard Hat  <input checked="" type="checkbox"/>	Hearing  <input checked="" type="checkbox"/>	Dust Mask  <input type="checkbox"/>
Face Shield  <input type="checkbox"/>	Fall Arrest  <input type="checkbox"/>	Respirator  <input type="checkbox"/>	Protective clothing  <input checked="" type="checkbox"/>	Gloves  <input checked="" type="checkbox"/>	OTHER PPE Covid Specific Sanitiser & Face Masks <input type="checkbox"/>

Table I

High- Risk Construction Work: Select high-risk construction works and incorporate specific controls into the JRA

<input type="checkbox"/>	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
<input type="checkbox"/>	Risk of a person falling more than 2 metres
<input type="checkbox"/>	Work in or near a confined space
<input type="checkbox"/>	Tilt-up or precast concrete elements
<input type="checkbox"/>	Work on a telecommunication tower
<input type="checkbox"/>	Work in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/>	Demolition of load-bearing structure
<input type="checkbox"/>	Work on or near pressurised gas mains or piping
<input type="checkbox"/>	Use of explosives



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<input type="checkbox"/>	Temporary load-bearing support for structural alterations	<input type="checkbox"/>	Work in or near water or other liquid that involves a risk of drowning
<input type="checkbox"/>	Work in an area with movement of powered mobile plant	<input type="checkbox"/>	Work on or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	Work on or near energised electrical installations or services	<input type="checkbox"/>	Likely to involve disturbing asbestos
<input type="checkbox"/>	Work in or near a shaft or trench deeper than 1.5 m	<input type="checkbox"/>	Work in areas with artificial extremes of temperature
<input type="checkbox"/>	Diving Work		



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WORKER NAME	SIGNATURE	DATE	WORKER NAME	SIGNATURE	DATE

JRA AMENDMENT REASON/DETAILS	CHANGE MANAGEMENT ACTIONS (eg, actions taken to communicate changes)	DATE

EMERGENCY CONTACTS	CONTACT DETAILS



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APPENDIX 1-RISK MATRIX

1: Determine the likelihood of the event occurring 2: Determine the consequences of the harm that may occur	CONSEQUENCE		
	First Aid injury or minor medical treatment. Minor damage to plant or equipment. Minor delays to production	Serious medical treatment injury - Alternate work or lost time injury. Serious damage to plant and equipment- Delays of 1-5 days for production	Fatality or permanent injury to one or more persons. Major damage to plant or equipment- requires major repairs or replacement. Delays of a week or more to production- may not recommence
LIKELIHOOD			
Almost Certain Will probably occur	CHECK	STOP	STOP
Possible May occur, has happened	START	CHECK	STOP
Unlikely - could occur ,known to happen	START	START	CHECK

ACTION TABLE		
What do we need to do?	Controlled Risk Level	What should happen next?
TASK MUST STOP Hazards must be eliminated or the uncontrolled risk level reduced through substitution, isolation, engineering or a design change.	STOP	High Risk Level-Unacceptable The task CANNOT proceed until the agreed controls have been applied to reduce the risk. Report to management if controls are not available.
TASK MUST BE CHECKED Ensure that the highest possible controls have been applied: Elimination, substitution, isolation, engineering, administrative controls and PPE	CHECK	Medium risk still exists and must be monitored and managed Review the task and controls. Ensure they are appropriate and effective before the task can start. Controls monitored during task to ensure they are effective.
TASK MAY START Proceed with task	START	Risk is controlled to as low as reasonably practicable The task can start, controls should be checked to ensure they are effective

