

# Policy Document

## Occupational Health & Safety

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### Background

Southern New England Landcare aims to provide a safe and healthy working environment for its Staff, Directors, Members, volunteers, visitors and contractors.

Southern New England Landcare is bound by the Occupational Health and Safety Act 2000 to provide an environment for staff, members, visitors and other persons that is safe and free of risks.

### Policy

The Board of Southern New England Landcare is responsible for:

1. Developing and promoting safety procedures
2. Providing resources to develop and maintain a safe and healthy working environment for their Staff, Directors, Members, visitors and contractors within their statutory obligations.
3. Monitoring and reviewing its OH&S policy and workplace procedures in conjunction with Staff and Members.

The Southern New England Landcare Ltd Executive Officer is responsible for:

1. Ensuring the procedures and policy are adopted by staff and the workplace is maintained in a safe condition.
2. Providing information on the organisation's OH&S policy to staff, visitors and contractors and
3. Ensuring adequate training and supervision to maintain a safe and healthy working environment.

Staff are responsible for:

1. Ensuring the workplace and their work practices are safe and do not pose health risks to themselves, or others.
2. Working with the Executive Officer and the Southern New England Landcare Board to improve their workplace and operations to reduce risk and provide a safe and healthy workplace.
3. Identifying risks at proposed field day sites, ensuring the host property owner has adequate insurance cover (suggest \$10,000,000), and informing field day participants of hazards and how to avoid them.
4. Providing information on the organisation's OH&S policy to Members, visitors and contractors.

SNELCC members, visitors and contractors are responsible for:

1. Adhering to statutory and regulatory OH&S requirements and Southern New England Landcare Ltd OH&S policy.

### Note

'Duty of Care' is emphasised in the workplace and regular training and instruction on use of equipment is given when necessary.

Staff do not supervise on ground works at work sites, but simply observe the work at various stages of completion.

Plant and equipment used by Southern New England Landcare staff and committee members include: Overhead Projectors, Data Projectors, Projector Screens, Computers and printers, Paper Binders, Paper Shredder, Fax Machines, Phones, Whiteboards, and Motor vehicles.

Southern New England Landcare will ensure all employees are aware of Duty of Care, and have been trained in workplace OH&S, Senior First Aid and ChemCert where applicable.

## Risk assessment

The following risk assessment was prepared through a consultative process.

Hazard	Severity of hazard	Likelihood of severity	HAZPAK priority	Recommended Control Measures
<b>OFFICE</b>				
Ergonomics – staff practices	Long term illness or serious illness	Very likely	1	Work place ergonomic assessment
Ergonomics - equipment	Long term illness or serious illness	Likely	2	Assessment of equipment with regard to standards
Fire in office	Kill, or cause permanent disability	Unlikely	2	Fire emergency plan
Aggressive visitors	Long term illness or serious illness	Likely	2	Lock glass doors if working alone after regular office hours
Lifting objects	Medical attention and several days off	Likely	3	Emergency phone numbers clearly identified in the office, First Aid Kit for use in the office
Overstretching – overhead storage and unsafe footing	Medical attention and several days off	Likely	3	Emergency phone numbers clearly identified in the office, First Aid Kit for use in the office
Lighting	Long term illness or serious illness	Unlikely	3	Emergency phone numbers clearly identified in the office, First Aid Kit for use in the office
Electrical shock from unsafe power cords	Kill, or cause permanent disability	Very unlikely	3	Emergency phone numbers clearly identified in the office, First Aid Kit for use in the office
Ventilation – gas fumes	First aid needed	Very likely	3	Emergency phone numbers clearly identified in the office, First Aid Kit for use in the office
Office clutter causing trips and falls	First aid needed	Likely	4	Emergency phone numbers clearly identified in the office, First Aid Kit for use in the office, ensure floor space and walkways are clear at all times.
Electrical shock from metal touching electrical wires	Medical attention and several days off	Unlikely	4	Emergency phone numbers clearly identified in the office, First Aid Kit for use in the office
Amenities: Common toilet and sink	Medical attention and several days off	Unlikely	4	Emergency phone numbers clearly identified in the office, First Aid Kit for use in the office
Allergies from office furniture and staff personal chemicals	First aid needed	Unlikely	5	Emergency phone numbers clearly identified in the office, First Aid Kit for use in the office

Hazard	Severity of hazard	Likelihood of severity	HAZPAK priority	Recommended Control Measures
<b>FIELD</b>				
Vehicle driving, including: dirt roads, tired whilst driving, breakdowns, colliding with wildlife, coming upon an accident	Kill, or cause permanent disability	Very likely	1	Safe driving course, accommodation provided if driving after 10 pm, driver to determine when they are tired, notification system to advise of intended arrival, carry mobile phone, maintain vehicle in serviced, roadworthy, safe condition including windscreen & wipers, tyres, adequate lights for night driving, bulbar; take a break every two hours.
Passenger in vehicle: possibilities include unregistered vehicle on farms, travel with others to events	Kill, or cause permanent disability	Very likely	1	Carry mobile phone, let other staff know where you plan to be for how long, and what time you expect to return.
Lifting heavy objects	Long term illness	Likely	2	First aid certificate and first aid field kit
Field environmental conditions such as: sunburn; heatstroke, hypothermia	Long term illness	Unlikely	3	First aid certificate and first aid field kit, provide & wear appropriate approved clothing and safety gear at appropriate times, including helmet, gloves, ear & eye protection. Carry sufficient drinking water as appropriate to conditions.
Field bites and poisonous plants	Kill, or cause permanent disability	Unlikely	3	First aid certificate and first aid field kit
Field obstructions: tracks, fences etc. causing trips and falls	Medical attention and several days off	Unlikely	4	First aid certificate and first aid field kit Stay a minimum distance of 20m from operating machinery.
Field aggression from animals e.g. livestock	Long term illness	Very unlikely	4	First aid certificate and first aid field kit
Chemical poisoning, i.e. fox baits, herbicide	Medical attention and several days off	Unlikely	5	Chemical user course and certificate

## Risk assessment procedures for volunteers at field events

Southern New England Landcare has adopted the Conservation Volunteers Australia Project Risk Assessment Form contained in the CVA Risk Assessment Handbook (Appendix 1).

## Appendices

Conservation Volunteers Australia Risk Assessment Handbook.