

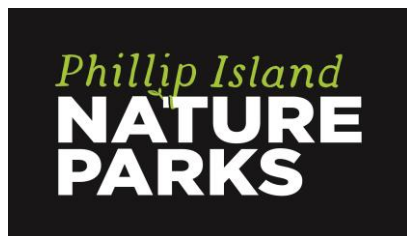


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 Document No: TMP-OHS-028  
 Version No: 6  
 Issue Date: April 2022  
 Doc Owner: OHS Coordinator  
 Responsible Authority: P&C Manager  
 Next Review Date: April 2023

## Safety Risk Assessment

Details of the Activity			
<b>Organisation:</b> <i>Who will be managing the works?</i>	Phillip Island Nature Parks	<b>Date:</b>	18/8/2022
<b>Work Description:</b> <i>Provide details of the work to be undertaken</i>	Visitor Experience Activities on the Summerland Peninsula - School Groups – Tours, Learning Experiences, Workshops, Event Activities, Guided Walks, Wildlife Box Building, Planting/Weeding Activities, Marine Debris Sorts		
<b>Department/Location of Works:</b> <i>Who is conducting the work and where it takes place</i>	Visitor Experience Rangers, Learning Experience Officer The Penguin Parade Visitor Centre – inside and outside, walking tracks of Summerland Peninsula, Parade Education Rooms/Theatre, Parade Boardwalks and Decks, Summerland Beach, Swan Lake Reserve, Nobbies Boardwalks.		
<b>References:</b> <i>Acts, Regulations, Compliance Codes, Codes of Practice, Australian Standards, procedures ..etc</i>	Workplace Health and Safety Act 2004, Nature Parks Child Code of Conduct, Victorian Department of Health, Australian Federal Govt Department of Health, World Health Organisation, DELWP Influenza Action Plan, Nature Parks Emergency Management Plan, Covid-19 Safe Workplace Plan, Covid-19 Vehicle Quick Reference Guide		
<b>Equipment Required:</b> <i>Provide details of the equipment to be used, including any mobile plant, power tools...etc</i>	Computer, Projector, Penguin Research Kit, Taxidermy and other interpretative props, Worksheets, Clipboards, Cameras, iPads, (Box Building - Hammers, nails, eye protection, gloves, timber and assorted small natural items – seed pods, sticks) (Marine debris Sorts) Gloves, Tarpaulin, Data Sheets, Sharps container (Planting Activity - Environmental works gear including but not limited to tree planting and guarding equipment, propagating equipment, and weed removal equipment. (Shovels, rakes, wheelbarrows, secateurs, and other non-powered gardening equipment)		
<b>PPE Required:</b> <i>Provide details of the PPE to be worn</i>	Closed shoes, Hat, Sun Protection, Gloves, Eye Protection, High Vis Jackets for staff and participants		
<b>Safe Work Practices to be used:</b> Safe Work Procedures, SWMSs, Training required, Safety Briefings...etc.	<ul style="list-style-type: none"> <li>• Take 5 Assessment prior to activity</li> <li>• Safety Briefing (staff facilitating)</li> <li>• Safety Briefing with participants</li> <li>• Demonstrations of activity (planting / box building)</li> <li>• All staff have been trained in activity including shadowing a more experienced ranger leading a session</li> <li>• School Group special needs noted at time of booking and added to outlook calendar invite when relevant</li> <li>• Hand sanitizing</li> </ul>		



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	<ul style="list-style-type: none"> <li>• Cleaning and sanitizing of items used in the learning session.</li> <li>• 1.5m social distancing for adults and students where possible</li> <li>• Working outside when possible</li> <li>• Doors / Windows open when possible</li> <li>• Record of group/school, date and time recorded in the relevant booking</li> </ul>
<b>Pre-requisites and Training Requirements:</b> <i>Licenses, permits etc.</i>	All staff have been trained in activity including observing a more experienced ranger leading a session

<b>Overall Activity Residual Risk</b> (determined by the highest residual risk rating on this Risk Assessment, please fill cell with colour to define E.g., VERY HIGH)			
LOW	MEDIUM	HIGH	VERY HIGH

Details of the Assessment Team					
Name	Position	Date	Name	Position	Date
Ewan MacLeod	Learning Experience Officer	17/8/22			
Level of Risk – Risk Matrix					
Likelihood Ratings			Consequence Ratings		
Almost Certain	L5	Is expected to occur in most circumstances	Catastrophic	C5	Fatality or irreversible significant impairment
Likely	L4	Will probably occur in most circumstances	Major	C4	Permanent impairment
Possible	L3	Might occur at some time	Moderate	C3	Short term impairment
Unlikely	L2	Could occur at some time	Minor	C2	First aid treatment
Rare	L1	May occur in exceptional circumstances	Insignificant	C1	No physical injury
			Consequence		



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		Negligible (C1)	Minor (C2)	Moderate (C3)	Major (C4)	Catastrophic (C5)
Likelihood	Almost Certain (L5)	Medium	High	High	Very High	Very High
	Likely (L4)	Medium	Medium	High	High	Very High
	Possible (L3)	Low	Medium	Medium	High	High
	Unlikely (L2)	Low	Low	Medium	Medium	High
	Rare (L1)	Low	Low	Low	Medium	High

Outcomes	
Very High	Intolerable risk, Very High /High order controls to be used
High	Generally intolerable risk, Very High/High order controls must be implemented before proceeding. In some circumstances where the risk cannot be eliminated medium order controls may be used only upon approval from a manager.
Medium	Residual risk, tolerable only if further risk reduction is impracticable. Medium order controls or greater should be used
Low	Risk reduction is unlikely as it is not practicable. Low order controls or greater should be used.

Hierarchy of Controls		
<p>Most effective</p> <p>Least effective</p>	Very High and High Order Controls	<b>Elimination</b> – Completely remove / dispose of the hazard or remove the need to complete the task. <b>Substitution</b> – Reduce the hazard, i.e., use a boom lift instead of a ladder, or determine an alternative method of completing task
	Medium Order Controls	<b>Isolation</b> – Separate people from the hazard to limit exposure by using physical barriers, fencing, handrails, or bollards. <b>Engineering</b> – Make physical changes to the hazard, including guarding, structural support or improving ventilation / air flow.
	Low Order Controls	<b>Administrative</b> – Use a procedure to reduce the risk, i.e., Review and update risk assessments, follow a procedure / process. <b>Personal Protective Equipment (PPE)</b> – Safety Boots, helmet, gloves, fall protection / arrest harness, long-longs, or a sun hat.



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**If any High-risk work (as below) is identified in the Risk Assessment, a SWMS MUST be prepared and approved before starting the work.**

<b>Risk of falling more than 2m</b>	Telecommunications towers	<b>Demolition</b>	<b>Removal or disturbance of asbestos</b>	<b>Structural alterations</b>
<b>Confined space</b>	<b>Work involving a trench or shaft more than 1.5m deep</b>	Tunnels	<b>Explosives</b>	On or near pressurised gas distribution mains or piping
On or near chemical, fuel or refrigerant lines	<b>On or near energised electrical installations or services</b>	In an area that may have a contaminated or flammable atmosphere	Involving tilt-up or precast concrete	<b>On or next to roadways or railways</b>
<b>Where there is any movement of powered mobile plant</b>	Area where there are artificial extremes of temperature	<b>In, over or next to water / liquids where there is a risk of drowning</b>	<b>Diving</b>	

### Safety Risk Assessment Guide – Common Hazards found in the Workplace

<b>Mechanical Hazards</b> - Plant, equipment & tools that have the potential to cut, rip, tear, abrade, crush, penetrate, entangle, produce projectiles, or cause sudden impact.	<b>Energy / Environment / Infrastructure</b> – Activities or things which have the potential to cause harm, including electricity, vibration, rain, radiation (UV), temperature, noise & damaged infrastructure.	<b>Gravity</b> - Activities that are carried out where a person can fall from height, or an object can fall on people working or accessing below. E.g., work on a structure, in a tree, on a cliff or in an EWP.
<b>Body Stressing or Impact Hazards</b> - Activities causing stress to muscles or skeleton, including hazardous manual handling: working with animals, lifting or moving goods or materials, ergonomic workstation set up & housekeeping or obstructions causing slips, trips or falls on the same level.	<b>Psychological hazards</b> - Events, people, crowds, systems of work or other circumstances that have the potential to lead to psychological & associated illness, including work-related stress, bullying, verbal / physical / sexual harassment, occupational violence and aggression, and work-related fatigue.	<b>Chemical &amp; biological hazards</b> - Chemicals, dusts, gasses, body fluids, powders, & vapours that have the potential to impair or have adverse effects on human health, cause disease / illness or have the potential to be explosive, flammable, toxic to humans or flora / fauna or corrosive when stored or used in the workplace.

### Steps and Risk Assessment of the Activity

<b>Activity</b> <i>Describe each step of the activity to be undertaken in a logical sequence (set-up, start, complete, pack-up).</i>	<b>Hazards</b> <i>List any hazards associated with the activity.</i>	<b>Initial Risk</b> <i>Provide the initial risk level using the matrix E.g., Rate the risk before any controls are in place.</i>	<b>Controls</b> <i>List the control measures &amp; describe how they will be implemented.</i>	<b>Responsible Person</b> <i>List the organisation / person/s responsible for managing this step of the activity.</i>	<b>Residual Risk</b> <i>Provide a residual risk level using the matrix. E.g., The level of risk after the controls are implemented.</i>
Activities in and around Summerland Peninsula including beaches, car	<b>Physical</b> Slipping or tripping on walkways or tracks.	<b>MEDIUM</b> L3 x C3 = Medium	<ul style="list-style-type: none"> <li>• Condition check prior to activity</li> <li>• Safety briefing before tour starts</li> </ul>	Visitor Experience Rangers	<b>MEDIUM</b> L3 x C3 = Medium



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parks, sand dunes, walking tracks, roads, trails and all other areas.  Prior to activity staff conduct environmental, conditions check – tide, wind, weather conditions, condition of tracks etc.			<ul style="list-style-type: none"> <li>Modified tour protocols eg take an alternate pathway or run adapted (wet weather alternate program)</li> <li>Staff supervision / control</li> <li>Group structure: staff at front of group and second adult/teacher/ ranger at the back of group.</li> <li>All rangers first aid trained and carry first aid kit during activity</li> <li>Set pace of activity/walk based on assessment of groups physical abilities, level of fitness, experience</li> <li>Ratio of staff to visitor informed by <a href="#">Department of Education Guidelines</a> per activity.</li> </ul>	Learning Experience Officer Conservation Ranger	
Staff arrive at location and sets up equipment for activity.  Meet group at location.	<b>Physical/Biological</b> Staff conducting program (inappropriate)	<b>MEDIUM L1 x C5</b>	<ul style="list-style-type: none"> <li>All staff hold Working with Children's Check (WWC) and/or Victorian Institute of Teaching (VIT) registration</li> <li>All staff current level 2 first aid trained with CPR yearly refreshers.</li> <li>Standard ratio (unless discussed and agreed prior to activity with accompanying adults/teachers in charge of the group) of 1 staff per 25 students</li> <li>All staff are familiar with activity locations and conduct site check before beginning activity.</li> </ul>	Visitor Experience Rangers Learning Experience Officer Conservation Ranger	<b>LOW L1 x C1 = low</b>
Ranger gives tour brief including safety instructions and	<b>Biological</b> Animal encounters (bites, stings, scratches etc.)	<b>HIGH L4xC3</b>	<ul style="list-style-type: none"> <li>Rangers hold current first aid certification</li> <li>First aid kit always carried with snake bandages</li> <li>Anaphylactic sufferers to carry epi-pens.</li> </ul>	Visitor Experience Rangers	<b>MEDIUM L4 x C2</b>



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directions on safe use of equipment  Distributes safety equipment to participants and demonstrates use.  Group follows ranger direction – work in groups to build an artificial nesting box or follows ranger direction for weeding/planting activity.  Group follows ranger direction and packs up equipment			<ul style="list-style-type: none"> <li>Mobile phone and or radio carried</li> <li>Teachers from schools always present</li> </ul>	Learning Experience Officer Conservation Ranger OHS Coordinator	
	<b>Biological</b> Allergic reactions	<b>MEDIUM</b> L2 x C4	<ul style="list-style-type: none"> <li>Rangers hold current first aid certification</li> <li>First aid kit always carried</li> <li>Mobile phone and or radio carried</li> <li>Anaphylactic sufferers to carry epi-pens.</li> <li>No food sharing occurs</li> <li>Teachers from schools always present</li> </ul>	Visitor Experience Rangers Learning Experience Officer Conservation Ranger OHS Coordinator	<b>LOW</b> L1 x C4
	<b>Biological</b> Asthma Attack	<b>MEDIUM</b> L2 x C4 = medium	<ul style="list-style-type: none"> <li>Staff trained in asthma management</li> <li>Staff carry first aid kit</li> <li>Students / teachers / participants bring all medication required</li> <li>Mobile phone or radio carried</li> <li>Teachers from schools always present</li> </ul>	Visitor Experience Rangers Learning Experience Officer Conservation Ranger OHS Coordinator	<b>LOW</b> L1 x C4
	<b>Biological</b> Sunburn/heat stroke	<b>L3 x C3 = medium</b>	<ul style="list-style-type: none"> <li>All participants advised of appropriate clothing.</li> <li>Staff provided with appropriate uniform options</li> <li>Participants advised to bring sunscreen and hat</li> <li>Shade is used whenever possible if outdoors</li> </ul>	Visitor Experience Rangers	<b>L1 x C3 = low</b>



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			<ul style="list-style-type: none"> <li>Activities cancelled in extreme weather. Indoor activities provided if weather conditions are extreme.</li> </ul>		
	<b>Psychosocial</b> Missing children	L3 x C5 = High	<ul style="list-style-type: none"> <li>Rangers conduct safety briefing prior to tour</li> <li>Group structure: staff at front of group and teacher at the back of group</li> <li>Standard ratio (unless discussed and agreed prior to activity with accompanying adults/teachers in charge of the group) of 1 staff per 25 students</li> <li>Head count at beginning and end of program. (Plus, at key points throughout).</li> </ul>	Visitor Experience Rangers	L2 x C1 = low
	<b>Sources of Energy</b> Exposure to extreme weather – heat and cold including Electrical Storms.	L3 x C3 = high	<ul style="list-style-type: none"> <li>Appropriate uniform is to be provided to staff</li> <li>Activities cancelled in extreme weather. Indoor activities provided if weather conditions are extreme.</li> <li>Staff to monitor for total fire ban notices &amp; follow severe weather policy</li> <li>Staff to monitor Bureau of Meteorology warnings and radars</li> <li>Students are advised to bring hat, sunscreen, coat etc.</li> </ul>	Visitor Experience Rangers	L2 x C2 = low
	<b>Sources of Energy</b> Fire (on walkways or bush land)	L1 x C5 = medium	<ul style="list-style-type: none"> <li>Staff members carry radio or mobile phone for assistance</li> <li>All staff members trained in emergency management</li> </ul>	Visitor Experience Rangers	L1 x C1 = low





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			<ul style="list-style-type: none"> <li>Staff to monitor weather condition prior to activities</li> <li>Staff to monitor for Total Fire ban notices &amp; follow Severe weather policy</li> <li>Staff to know current evacuation points and process</li> </ul>		
	<b>People</b> Suspicious Person	L3 x C3 = medium	<ul style="list-style-type: none"> <li>Mobile phone or radio carried</li> <li>Teachers from schools present at all times</li> <li>All staff are familiar with activity locations and do site check before beginning activity</li> <li>Use alternate routes if necessary</li> </ul>	Visitor Experience Rangers	L1 x C3 = low
	<b>Physical</b> Falling trees and branches, working in outdoor environment	L3 x C5 = high	<ul style="list-style-type: none"> <li>Environment / Conservation staff regularly undertake tree inspections</li> <li>Staff Take 5 assessment prior to activity</li> <li>Broken or loose branches are taken down by staff or contractors</li> <li>When high winds groups avoid standing/working under trees</li> <li>Cancel activity in gale force / extreme weather warning</li> </ul>	Conservation Rangers Visitor Experience Rangers	L1 x C5 = medium
	<b>Physical</b> Falling in water	L1 x C5 = medium	<ul style="list-style-type: none"> <li>Rangers current first aid trained</li> <li>First aid kit always carried</li> <li>Mobile phone or radio carried</li> <li>Teachers from schools always present</li> </ul>	Visitor Experience Rangers	L1 x C2 = low

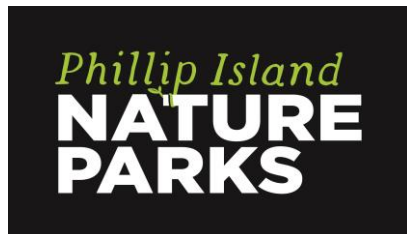




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	<b>Physical</b> Car Accident / Mechanical Failure	L1 x C5 = medium	<ul style="list-style-type: none"> <li>Work vehicles regularly serviced</li> <li>Staff members are fully licensed and drive according to weather conditions</li> <li>Staff hold current first aid certification</li> </ul>	Visitor Experience Rangers Operations	L1 x C1 LOW
	<b>Physical</b> Injury from activity	L3 x C3 = medium	<ul style="list-style-type: none"> <li>Safety briefing before tour starts including instruction on safe building techniques</li> <li>Provide all participants, including staff members, with eye protection and gloves</li> <li>Rangers hold current first aid certification</li> <li>First aid kit available at all times, either backpack kit or on-site kit</li> </ul>	VEX Rangers	L2 x C2 LOW
	<b>Physical</b> Traffic	L3 x C3 = medium	<ul style="list-style-type: none"> <li>When working in areas where traffic may be present group members including staff are to wear hi-vis vests</li> <li>Traffic cones used to cordon off area of work</li> <li>PINP vehicle used to block off traffic with hazard lights on</li> </ul>	VEX Rangers	L2 x C2 LOW
	<b>Ergonomic</b> Manual Handling – Strains and Sprains	L3 x C3 = medium	<ul style="list-style-type: none"> <li>During Induction students will be trained on manual handling procedures.</li> </ul> <p>Before the start of each activity the supervising staff will explain and demonstrate manual handling techniques appropriate for the activity</p>	Supervising Ranger	L2 x C2 = Low



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