

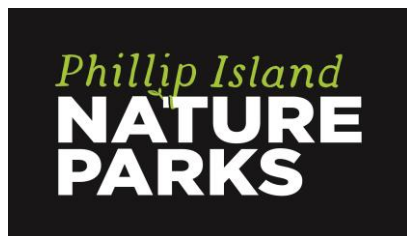


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Document Name: Safety Risk Assessment Template  
 Document No: TMP-OHS-028  
 Version No: 6  
 Issue Date: April 2022  
 Doc Owner: OHS Coordinator  
 Responsible Authority: P&C Manager  
 Next Review Date: April 2023

## 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 - School Groups – Tours, Learning Experiences, Workshops, Event Activities, Guided Walks		
<b>Department/Location of Works:</b> <i>Who is conducting the work and where it takes place</i>	Visitor Experience Rangers, Learning Experience Officer, Visitors and staff - Activities at Koala Conservation Reserve and Bushland Reserves: Sir Oswin Roberts, Rhyll Wetland, Observation Point		
<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>	Torches (Koala Prowl), Taxidermy, Ranger backpack with first aid kit		
<b>PPE Required:</b> <i>Provide details of the PPE to be worn</i>	Closed shoes, Hat, Sun Protection		
<b>Safe Work Practices to be used:</b> Safe Work Procedures, SWMSs, Training required, Safety Briefings...etc.	<ul style="list-style-type: none"> <li>• All staff have been trained in activity including shadowing a more experienced ranger leading a session</li> <li>• 2 staff working (if night activity)</li> <li>• School group special needs noted at time of booking and added to outlook calendar invite when relevant</li> <li>• Hand sanitizing</li> <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 school, date and time recorded in the relevant booking</li> </ul>		



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<b>Pre-requisites and Training Requirements:</b> <i>Licenses, permits etc.</i>	WWCC or VIT Registration. All staff have been trained in activity including shadowing a more experienced ranger leading a session
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Overall Activity Residual Risk (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					
Kate Adams	Visitor Experience Manager					
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				
		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



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	Rare (L1)	Low	Low	Low	Medium	High
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Outcomes	
<b>Very High</b>	Intolerable risk, Very High /High order controls to be used
<b>High</b>	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.
<b>Medium</b>	Residual risk, tolerable only if further risk reduction is impracticable. Medium order controls or greater should be used
<b>Low</b>	Risk reduction is unlikely as it is not practicable. Low order controls or greater should be used.

Hierarchy of Controls		
	<b>Very High and High Order Controls</b>	<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
	<b>Medium Order Controls</b>	<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.
	<b>Low Order Controls</b>	<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.

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



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On or near chemical, fuel or refrigerant lines	On or near energised electrical installations or services	In an area that may have a contaminated or flammable atmosphere	Involving tilt-up or precast concrete	On or next to roadways or railways
Where there is any movement of powered mobile plant	Area where there are artificial extremes of temperature	In, over or next to water / liquids where there is a risk of drowning	Diving	

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					
Activity <i>Describe each step of the activity to be undertaken in a logical sequence (set-up, start, complete, pack-up).</i>	Hazards <i>List any hazards associated with the activity.</i>	Initial Risk <i>Provide the initial risk level using the matrix E.g., Rate the risk before any controls are in place.</i>	Controls <i>List the control measures &amp; describe how they will be implemented.</i>	Responsible Person <i>List the organisation / person/s responsible for managing this step of the activity.</i>	Residual Risk <i>Provide a residual risk level using the matrix. E.g., The level of risk after the controls are implemented.</i>
<ul style="list-style-type: none"> <li>Group is met at location</li> <li>Briefing is given including warnings of hazards and</li> </ul>	<b>Physical</b> Slipping or tripping on walkways or tracks.	L3 x C3 = Medium	<ul style="list-style-type: none"> <li>Maintenance of gravel paths (medium gradients)</li> <li>Maintenance of boardwalks</li> <li>Safety briefing before tour starts</li> <li>Modified tour protocols</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> </ul>	Visitor Experience Rangers Learning Experience Officer Conservation Rangers Ground Services	L3 x C3 = Medium



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<p>safety expectations</p> <ul style="list-style-type: none"> <li>Group walks to activity location with interpretation stops along the way</li> </ul> <p><b>KCR</b></p> <ul style="list-style-type: none"> <li>Group will walk along boardwalks and walking tracks looking for koalas with interpretation stops along the way. Self-Guided or Ranger facilitated.</li> </ul> <p><b>Bushland</b></p>			<ul style="list-style-type: none"> <li>All rangers first aid always trained and carry first aid kit</li> <li>Koala Spotlight– Use flashlights in parking lot for clients, use red torches in bushlands and boardwalks</li> </ul>		
	<b>Physical/Biological</b> Staff conducting program (inappropriate)	L1 x C5=medium	<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>Rangers anaphylaxis and asthma first aid trained.</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>For night activities, minimum of two staff up to 55 students.</li> <li>Rangers required on site until all groups and rangers are ready to leave.</li> <li>All staff are familiar with activity locations and do site check before beginning activity.</li> </ul>	Visitor Experience Rangers Learning Experience Officer	L1 x C1 = low
	<b>Biological</b> Animal encounters (bites, stings, scratches etc.)	L4xC3 = high	<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	L4 x C2 = medium



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<ul style="list-style-type: none"> <li>Group will explore the bushland area Self-Guided or Ranger Facilitated</li> </ul> <b>Environment</b> <ul style="list-style-type: none"> <li>Group will engage in environment work (weeding, planting, seed collection) as directed by Conservation and Visitor Experience Rangers</li> </ul>			<ul style="list-style-type: none"> <li>Mobile phone or radio carried</li> <li>Teachers from schools always present</li> <li>Safety briefing given before talk begins</li> </ul>	Learning Experience Officer OHS Coordinator KCR staff	
	<b>Biological</b> Allergic reactions	L2 x C4 = medium	<ul style="list-style-type: none"> <li>Rangers hold current first aid certification</li> <li>First aid kit always carried</li> <li>Mobile phone or radio carried</li> <li>Anaphylactic sufferers to carry epi-pens.</li> <li>Teachers from schools always present</li> <li>No food sharing occurs</li> </ul>	Visitor Experience Rangers Learning Experience Officer OHS Coordinator	L1 x C4 = Low
	<b>Biological</b> Asthma Attack	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 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 OHS Coordinator	L1 x C4 = Low
	<b>Biological</b> Sunburn/heat stroke	L3 x C3 = medium	<ul style="list-style-type: none"> <li>Visitors can return to Visitor Centre at any time</li> <li>All participants will be advised of appropriate clothing.</li> <li>Staff will be 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 Learning Experience Officer	L1 x C3 = low



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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>Lost Persons Procedure in Emergency Management Plan (Administration) – Priority response.</li> <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>Adhere to ratio ranger ratio:1 staff per 25 students (unless discussed and agreed with teachers)</li> <li>Evening activities a minimum of 2 rangers to max 55 students.</li> <li>Head count at beginning and end of program. (Plus at key points throughout).</li> <li>Teachers always present</li> <li>Staff have access to two-way radios/mobile phones</li> </ul>	Visitor Experience Rangers Learning Experience Officer	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 to 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> </ul>	Visitor Experience Rangers	L2 x C2 = low





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	<b>Sources of Energy</b> Fire (on walkways or bush land)	L1 x C5 = medium	Students are advised to bring hat, sunscreen, coat etc. <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> <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>	Visitor Experience Rangers	L1 x C1 = low
	<b>Psychological</b> Suspicious Person	L3 x C3 = medium	<ul style="list-style-type: none"> <li>Mobile phone or radio carried</li> <li>At least 2 x teachers from schools always present</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	L3 x C5 = high	<ul style="list-style-type: none"> <li>Conservation/ KCR staff regularly undertake tree inspections</li> <li>Broken or loose branches are taken down by staff or contractors</li> <li>When high winds groups avoid standing under trees where possible</li> <li>Staff to monitor &amp; follow severe weather policy.</li> </ul>	Conservation Rangers, Contracted Arborists, Visitor Experience Rangers	L1 x C5 = medium





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			<ul style="list-style-type: none"> <li>Staff to monitor Bureau of Meteorology warnings and radar.</li> <li>Cancel or alter activity in gale force wind / extreme weather warning conditions</li> </ul>		