

Risk Assessment and Control Form



Once complete, please email this form to: ohs@birdlife.org.au

The Risk Assessment process requires a few minutes of your time to review or prepare this sheet prior to commencement of each activity.

The Risk Assessment (RA) is a simple safety tool designed to help BirdLife staff and volunteers logically examine the hazards associated with an activity so they can be identified, assessed, documented and controlled. The aim of a Risk Assessment is to simply document how a particular activity should be done safely.

Many activities undertaken by BirdLife staff and volunteers are undertaken routinely. They have been done like that for years. Some of these activities are done safely – some are not – however luck should not be a part of whether someone gets injured or not.

Generally the best way to tackle a RA is through observation – having two or more people actually observing an activity to determine the risks is ideal. This process prompts the recognition of hazards. Some activities, performed infrequently, won't allow for observations – in these circumstances it's best to have an experienced group of people complete the assessment through discussion.

Eight steps to effective Risk Assessment:

1. **Document the activity** - With the staff/volunteers involved, break the activity down into basic steps and record them on the Worksheet. This is a crucial part of the RA; too many steps make the assessment too complicated and too few lead to hazards not being identified.
2. **Identify the hazards** - Look at each step in turn and identify all of the hazards that are present for each activity step. Success of the RA at this stage relies on the ability of staff to identify all the hazards present. Use the “specific hazards” prompts (below) to help you with hazard identification.
3. **Determine and describe the risks** - Look at each hazard in turn and determine what specifically is the risk that may be present. A short description of the contributing elements should be included in the assessment of the risk.
4. **Rate the risk** - Using the Risk Rating Matrix provided, determine the level of risk that may be present. Risks that are rated as 1, 2 or 3 may need to have an additional risk assessment undertaken to determine the most practicable control that could be implemented.
5. **Document the control measures** - For each assessed and described risk, document the most practicable, preferred, control measures required to eliminate or minimise those risks. This should be in line with the Hierarchy of Control (see below).
6. **Identify who is responsible** - Document the name and/or position of the person responsible for implementing and undertaking the control measure.
7. **Monitor and Review** - Ensure supervision of the activity to confirm the documented process is followed. Review the RA if there are any changes to the activity, process, personnel or annually.
8. **Emergency Preparedness** - Ensure everyone knows what to do in the event of an emergency.

It is important to complete a RA before the commencement of ANY activity as this provides a written record of the process to be used to go ahead safely. As it is a record that can be used in court, it should be signed off by the parties who have responsibility for the activities (including supervisors, staff or volunteers).

As the RA is only a written record, management processes must still be in place to ensure staff and volunteers are trained and competent to complete the activity and that there is a sufficient level of supervision to ensure the activity is completed as documented.

The RA should be completed by staff/volunteers, involved in the job, not just the principal contractor or supervisor.

RISK RATING MATRIX

Step 1. Consequences

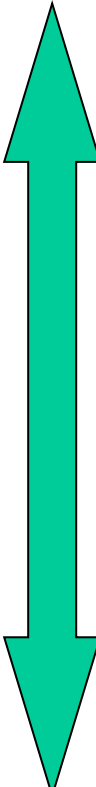
What are the potential *consequences* of this incident occurring? Consider what could reasonably happen as well as what the worst possible consequences may be. Look at the description below and choose the most suitable consequence.

Step 2. Likelihood

What is the *likelihood* of the consequence identified in step 1 happening? Consider this without new or interim controls in place. Look at the description below and choose the most suitable likelihood.

RISK RATING	LIKELIHOOD				
	Rare The event will only occur in exceptional circumstances	Unlikely The event is not likely to occur	Possible The event may occur	Likely The event is likely to occur	Almost Certain The event is almost certain to occur
Catastrophic (Accidental death / serious injury)	Significant Risk (2)	Significant Risk (2)	High Risk (1)	High Risk (1)	High Risk (1)
Major (Serious injury)	Low Risk (4)	Moderate Risk (3)	Significant Risk (2)	High Risk (1)	High Risk (1)
Moderate (Lost time due to injury)	Low Risk (4)	Low Risk (4)	Moderate Risk (3)	Significant Risk (2)	High Risk (1)
Minor (Minor injury – no lost time)	Low Risk (4)	Low Risk (4)	Low Risk (4)	Moderate Risk (3)	Significant Risk (2)
Minimal (No injury)	Low Risk (4)	Low Risk (4)	Low Risk (4)	Low Risk (4)	Moderate Risk (3)

HIERARCHY OF CONTROL

 <p>Least effective</p>	<p>Elimination E.g. Discontinue use of product, equipment, cease work process</p>
	<p>Substitution E.g. Replace with a similar item that does the same activity but with a lower hazard level</p>
	<p>Isolation E.g. Put a barrier between the person and the hazard</p>
	<p>Engineering controls E.g. Change the process, equipment or tools so the risk is reduced</p>
	<p>Administration controls E.g. Guidelines, procedures, rosters, training etc to minimise the risk</p>
	<p>Personal protective equipment E.g. Equipment worn to provide a temporary barrier</p>

SPECIFIC HAZARDS TO CONSIDER:

- Manual Handling
- Plant
- Noise
- Working environment
- Driving
- Working In Isolation
- Dangerous Goods
- Hazardous Substances
- Electrocutation/Thermal/Pressure
- Falls from height
- Infectious Diseases
- Asbestos
- Confined spaces
- Lead
- Slips, Trips, Falls
- Fire/Explosion
- Animals
- Dust/ UV, Weather elements
- Entanglement, crushing, cutting, striking, shearing

OTHER SAFETY CONSIDERATIONS:

- Induction
- Supervision
- Personal Protective Equipment (PPE)
- Barriers/Warning signs
- Equipment Maintenance
- First Aid
- Communication
- Clean Up/Waste Disposal
- Permits e.g. Hot Works
- Traffic Control
- Work area ergonomics
- Public Safety
- Appropriate accreditation & licence

SAFETY RESOURCES TO CHECK:

- Risk Assessments previously completed
- Safe Work Procedures
- OHS Policies & procedures
- WorkSafe resources
- Plant & Equipment Manuals
- Experienced staff

DETAILS OF PERSONS COMPLETING RISK ASSESSMENT			
Name: Bradley Clarke-Wood	Position (relative to this activity/project): Wetlands Program Coordinator	<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Contractor
Contact number: 0459343458	Designated Working Group: National Office	<input type="checkbox"/> Volunteer	

DETAILS OF ACTIVITY / PROJECT				
Title: Community Bittern Listening Surveys	Location/Site: Across the range of the Australasian Bittern: https://www.google.com/maps/d/edit?mid=1fypZNK6-o-dnzsZ2Ad98_HeWhlux0_s&usp=sharing		Start date: 22 July 2022	Finish date: 31 Dec 2026
<p>Description: This project involves undertaking sight/acoustic monitoring surveys of waterbirds at Bool and Hacks Lagoons. Maps and GPS units used to navigate to and between the sites. Both wetlands.</p> <p>Acoustic monitoring devices will be serviced by BirdLife staff in the field, in conjunction with volunteers where appropriate.</p> <p>Similarly, sight and listening surveys will be undertaken by BirdLife staff in the field, in conjunction with volunteers where appropriate.</p> <p>Strict social distancing and hygiene protocol will be maintained throughout all activities (see below) – both during and after work hours.</p>	<p>Participants:</p> <p>Bradley Clarke-Wo – 0459343458 bradley.clarke-wood@birdlife.org.au</p> <p>Darren Quinn darren.quin@birdlife.org.au 0425 761 708</p> <p>Chris Purnell chris.purnell@birdlife.org.au 0438370613</p> <p>List of potential community members: Listening Surveys Attendance.xlsx</p> <p>This list of community members will like change as people drop off or join.</p>	Additional contacts:	<p>List equipment / tools required:</p> <p>First Aid Kit with Snake Bandage</p> <p>Mobile phone with GPS</p> <p>COVID-19 Hygiene kit (hand sanitiser; disinfectant spray and/or wipes; tissues and/or mask).</p> <p>Fresh drinking water and food.</p> <p>Sunscreen, hat, PPE (including hi-vis and bright clothing).</p> <p>Solar-BAR, scopes, binoculars and torch / flashlight</p>	<p>List skills / competencies required:</p> <p>Basic First Aid Qualification</p> <p>Driving license and knowledge of local traffic laws</p>

These control measures outlined below to address COVID-19 transmission risks have been developed based on advice and legislation by national, state and local authorities at the time of Risk Assessment preparation (25 July 2022). Be aware that there may subsequently be tightening or alterations to this advice and legislation which exceed or override the control measures provided here.

Contact the project lead (Bradley Clarke-Wood, 0459343458) if you wish to discuss any aspect further.

1. Document the activity	2. Identify the hazards	3. Determine and describe risks	4. Rate the risk	5. Document the control measures	6. Identify who is responsible
List the steps required to perform the job/activity in the sequence they are carried out.	Against each job, list the hazards that <u>could</u> cause injury or damage.	For each hazard identified, describe the risk(s) that may be present. (What are the risks and what could go wrong?)	Using the risk rating matrix, rate each risk identified. 1 – HIGH 4 – LOW	Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	List the names/positions of accountable persons whom will take responsibility for reducing this risk and implementing the agreed Risk Control measures.
Preparations for all field activities—including dawn and dusk listening surveys, and deciding whether to proceed with the surveys. (#1 – for all participants)	Addressing the need to undertake dawn and dusk listening surveys in the context of COVID-19.	Illness from viral or bacterial infection. Transmission of bacteria/virus to vulnerable people who may suffer serious or fatal illness.	1 – High Risk	<ul style="list-style-type: none"> • When preparing for a field trip, check for national, state and local restrictions on movements and, if relevant, restrictions on accommodation. There may also be localised lockdowns or exclusion zones within parts of a state – or between state borders - which prevent access to certain areas. • Do not undertake fieldwork if you are feeling unwell prior to commencing fieldwork, even if the symptoms are mild. Follow state and federal medical advice (see links below) and seek medical advice from your doctor. • If you have underlying health conditions or are within other high risk groups for COVID-19, it is your responsibility to decide if you should participate in conducting fieldwork / surveys. If you are uncertain whether you should participate, we suggest consult with your doctor. • All participants are encouraged to download the COVIDSafe app https://www.health.gov.au/resources/apps-and-tools/covidsafe-app • When arranging the field trip, check with the authorities / land manager that it is acceptable for the BirdLife staff to visit the location. The staff members conducting the fieldwork / surveys should inform the manager of the actions that they will be implementing to minimise and avoid the risk of COVID-19 transmission during their upcoming dawn and dusk listening surveys. <ul style="list-style-type: none"> - The authority / land manager may legitimately decide to cancel or postpone the employee's site visit to their property due to concerns regarding disease transmission. - Similarly, it is acceptable for staff members to decide to cancel or postpone their participation in the field trip / surveys due to concerns regarding disease transmission. In this case, staff members should inform the manager and the client as soon as practicable. ▪ If the fieldwork / surveys or other activities are to be undertaken by more than two people, then ensure that the group size does not exceed the maximum social gathering restrictions, and also that social distancing and hygiene measures are maintained. ▪ If the fieldwork / surveys do occur, then the additional steps relating to COVID-19 below should also be followed, in addition to all other control measures not directly related to COVID-19. 	BirdLife staff & participants

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<p>During all field activities– including dawn and dusk listening surveys and also travel to, from and within the field site.</p> <p>(#2 – for all participants)</p>	<p>Disease transmission between participants and/or with external third parties.</p> <p>Bacteria or viruses may be inadvertently caught or passed on by people.</p> <p>e.g., COVID-19 coronavirus</p>	<p>Illness from viral or bacterial infection.</p> <p>Transmission of bacteria/virus to vulnerable people who may suffer serious or fatal illness.</p>	<p>1 – High Risk</p>	<ul style="list-style-type: none"> • Stay informed and follow advice given by national, state & local authorities. • Wash hands regularly and thoroughly where possible, especially if equipment has been shared (i.e. pens). • Avoid direct contact with other people such as hand shaking. Observe 1.5m distance where possible as per social distancing guidelines. • Where people are not already regularly exposed to each other (i.e. living together), each person is strictly required to use separate transport to/from/between fieldwork sites. Where possible, staff should also avoid sharing equipment during fieldwork (e.g. pens, binoculars etc.). • In cases where multiple team members are required to be within 1.5m for elongated periods (e.g. handling of birds, moving equipment) members will avoid contact with each other and refrain from touching their faces. PPE, including gloves, masks, face shields/goggles will be worn by these members. • Carry your own personal hand sanitiser and use this after contact with other people or potentially infected surfaces (NB: the use of hand sanitiser is not a substitute for hand washing, but as additional precaution). • Promote/practice good respiratory hygiene (e.g. cover nose and mouth when coughing/sneezing with tissue or mask, dispose of used tissues and masks, and perform hand hygiene after contact with respiratory secretions). • Face masks are to be worn when entering stores and other environments where the ability to social distance may be inhibited (e.g. supermarkets, pharmacies etc.). Wear latex gloves when re-fuelling vehicles. • Participant(s) conducting the waterbird surveys or servicing equipment will be required to record their movements and interactions with others in detail throughout their field trip (e.g. providing dates and times for when stores were visited to buy food etc). • Do not undertake fieldwork / surveys if you are feeling unwell prior to commencing fieldwork, even if the symptoms are mild. Follow state and federal medical advice (see links below) and we encourage you to seek medical advice from your doctor. • If you develop signs of illness during or after a field trip, follow state and federal medical advice – including social distancing, self-isolating and seeking medical attention. Inform other participants that you have come into contact with over the course of the fieldwork. • Consult national travel advice and managers when booking travel for work. • Ensure that accommodation is available and meets the requirements for a COVID safe environment. Ensure that you are comfortable with the precautions taken by the accommodation provider to maintain a safe environment <p style="text-align: right;">Continued on next page</p>	<p>BirdLife staff & participants</p>

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				<ul style="list-style-type: none"> • If you have the COVIDSafe app on your personal electronic devices, ensure that they are activated throughout the field trip, including travel to and from the field site. • For more information: <ul style="list-style-type: none"> - Australian Government, Department of Health: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert - VIC: https://www.dhhs.vic.gov.au/coronavirus - Safe Work Australia: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces - World Health Organisation (WHO) https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports - Australian Department of Foreign Affairs and Trading Smart Traveller https://www.smarttraveller.gov.au/news-and-updates/coronavirus-covid-19 	
<p>After the completion of the dawn and dusk listening surveys</p> <p>(#3 – for all participants)</p>	<p>Disease transmission between participants and/or with external third parties.</p> <p>Bacteria or viruses may be inadvertently caught or passed on by people.</p> <p>e.g., COVID-19 coronavirus</p>	<p>Illness from viral or bacterial infection.</p> <p>Transmission of bacteria/virus to vulnerable people who may suffer serious or fatal illness.</p>	<p>1 – High Risk</p>	<ul style="list-style-type: none"> • If any participant (non Birdlife Australia staff) is confirmed as positive to COVID-19 in the days or weeks after the completion of the field surveys, they must alert the Wetland Birds Project Coordinator, who will contact the OHS Coordinator to implement suitable aspects of the BirdLife Australia COVID-19 response plan. • If a staff member is confirmed as positive to COVID-19 in the days or weeks after the completion of the dawn and dusk listening surveys, they must inform their manager (Chris Purnell). The manager will then implement the BirdLife Australia COVID-19 response plan, which involves: <ul style="list-style-type: none"> - Informing relevant authorities of the known interactions between the field staff member and other participants / members of the community whilst conducting fieldwork / surveys. - Informing senior managers at BirdLife Australia (Paul Sullivan and Andrea Spencer). 	<p>BirdLife staff & participants</p>
<p>All activities undertaken in an outdoor setting – including surveys & assessments, site visits, work-shops and meetings.</p> <p>Also applies to activities involving</p>	<p>Exposure to fire risk.</p>	<p>Direct exposure to fire could lead to burns and other severe injuries, or even death.</p> <p>The occurrence of a fieldworker within a fire zone could place emergency service personnel at risk of injury or</p>	<p>1 High</p>	<p>No fieldwork at all in areas where there are Catastrophic, Code Red or Extreme or Severe Fire Danger Ratings are in place.</p> <p>Where there are Severe Fire Danger Ratings in place, fieldwork cannot be undertaken in remote locations or in high fire danger areas. However, fieldwork can proceed when a Severe Fire Danger Rating is in place if the following conditions are all met (a) the fieldwork is in a low risk environment, such as an urban area or a sparsely vegetated area with multiple entry and exit points, (b) the permission of project manager is provided beforehand, (c) the staff member feels safe to undertake the work, (d) the staff member listens to emergency radio stations and uses Emergency Phone apps and websites to monitor for potential nearby risks during the field visit, (e) the staff member's whereabouts</p>	<p>BirdLife staff & participants</p>

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<p>travel through high fire danger areas.</p> <p>High fire danger areas include (but are not restricted to):</p> <ul style="list-style-type: none"> -Areas adjacent to or within State Forests, National / State Park, timber plantations. -Other areas of woodland and forests on private and public land -Areas surrounded by grassland / dense vegetation (paddocks, parks, reserves) -Coastal scrub -Restricted access areas (e.g., locations with only one entry/exit point) 		<p>death if a rescue is required.</p>		<p>are known to others, (f) the distance travelled away from a vehicle is limited, and (g) the staff member is ready and able to leave the area if necessary at short notice</p> <p>Fieldwork is able to proceed in all areas where a High and Very High Fire Danger Rating is in place if the following conditions are all met (a) the fieldworker feels safe to undertake the work, (b) the fieldworker listens to emergency radio stations and/or uses Emergency apps to monitor for potential nearby risks during the field visit, (c) the fieldworkers whereabouts are known to others, (d) the distance travelled away from a vehicle is limited, and (e) the fieldworker is ready and able to leave the area if necessary at short notice.</p> <p>Fieldwork is able to proceed in all areas where a Low-Moderate Fire Danger Rating is in place if the following conditions are all met (a) the fieldworker feels safe to undertake the work, (b) the fieldworker listens to emergency radio stations and/or uses Emergency apps to monitor for potential nearby risks during the field visit, and (c) the fieldworker is ready and able to leave the area if necessary at short notice.</p> <p>Irrespective of the Fire Danger Rating:</p> <ul style="list-style-type: none"> If an Emergency Warning or Watch and Act bushfire alert is issued for the fieldwork area, or the travel route – then you should avoid or leave the area straight away – if it is safe to do so. If an Advice bushfire alert is issued for the fieldwork area, or the travel route, the fieldworker should monitor conditions and be ready to leave with little or no warning, as long as it is safe to do so. Avoid or leave any area where fire can be seen, if it is safe to do so. If smoke is smelt or seen, immediately plan best route to safety and leave site. Listen to the radio for information and/or monitor Emergency apps on local bushfires <p>Monitor the Fire Danger Ratings for the current and future field days on the relevant websites.</p> <p>Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary.</p>	
<p>Driving to work site. (#1)</p>	<p>Vehicle accident (in traffic).</p>	<p>Involvement in a vehicle accident could lead to injury or death to the participants and/or third parties.</p>	<p>1 High</p>	<ul style="list-style-type: none"> Plan trip in advance, check vehicle (e.g. tyre wear), and allow adequate travel time to ensure calm driving. Check weather conditions before departing and postpone field work if severe weather is likely. Valid driver's licence. 	<p>BirdLife staff & participants</p>

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				<ul style="list-style-type: none"> • Ensure sustainable workload and allow for rest periods. Never drive if drowsy. Identify appropriate travel route and directions prior to departure. Carry a detailed map of each site. <p style="text-align: center;">Continued on next page</p> <ul style="list-style-type: none"> • Do not use mobile phone whilst driving. • Awareness of the need to drive sensibly (e.g. no alcohol, drugs, speeding, tail-gating; seatbelts to be worn). • Ensure car has a First Aid kit and a First Aider is present for minor injuries. Call emergency services immediately if necessary. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	
Driving to work site. (#2)	Vehicle breakdown.	Risks potentially faced by participants include (but are not restricted to) injury during attempted repairs, exposure to inclement weather and paucity of drinking water and other sustenance.	4 Low	<ul style="list-style-type: none"> • Plan trip in advance and check vehicle (e.g. tyre wear, petrol, oil and water) before departure. • Always carry a mobile phone with fully charged battery. • Check spare wheel before departure. • Check you have RACV Roadside Assistance (or equivalent) telephone number with vehicle. • Always carry sufficient water and food for remote site surveys. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Driving to work site. (#3)	Vehicle bogging.	Risks potentially faced by participants include (but are not restricted to) injury during attempted vehicle extraction, exposure to inclement weather and paucity of drinking water and other sustenance.	4 Low	<ul style="list-style-type: none"> • Avoid driving off tracks to park the vehicle. • Where possible, avoid crossing waterways, puddles, other muddy areas and other situations likely to result in bogging. If it is not possible to drive avoid these hazards, consider walking the remaining distance instead (if it is not far away) or skipping the relevant sites during this survey period. • If driving on unsealed tracks, take 4WD vehicle where possible. • Always carry a mobile phone with fully charged battery, and satellite phone if available. • Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Where possible, avoid undertaking field work on your own • Always carry sufficient water and food for remote site surveys. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants

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Driving to work site. (#4)	Getting lost.	Risks potentially faced by participants include (but are not restricted to) increased risk of vehicle accident or bogging on unfamiliar roads and paucity of drinking water and other sustenance.	4 Low	<ul style="list-style-type: none"> Do not drive on roads you do not know unless you have one or more of the following (a) You are with someone who knows the area well, (b) You have detailed maps of the travel route to, and within, the work site, and (c) You obtain instructions from someone beforehand that knows the site well Always carry a mobile phone (and satellite phone if possible) with fully charged battery. Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Always carry sufficient water and food for remote site surveys. Ensure car has a First Aid kit and a First Aider is present for minor injuries. Call emergency services immediately if necessary. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Arriving at work site. (#1)	Locking keys in vehicle.	Risks potentially faced by participants include (but not restricted to) exposure to inclement weather and paucity of fluids and food.	4 Low	<ul style="list-style-type: none"> Always carry a mobile phone with fully charged battery. Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Arriving at work site. (#2)	Fire caused by car	If a fire were to start and get out of control, it would place the participants and other third parties at risk of injury or death.	4 Low	<ul style="list-style-type: none"> Avoid driving vehicles through or parking on dry grass or crop - risk from hot exhaust system is high. Particularly for petrol vehicles and those with a catalytic converter. No field work on days of Catastrophic, Code Red or Extreme Fire Risk rating. Avoid working on days above 35°C. Where this is not feasible, stagger work hours to avoid the hottest parts of the day (e.g., avoid period from 10.30am to 4.30pm). Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#1)	Getting lost.	Risks potentially faced by participants include (but are not restricted to) exposure to inclement weather and paucity of drinking water and other sustenance.	4 Low	<ul style="list-style-type: none"> Do not drive on roads you do not know unless you have one or more of the following (a) You are with someone who knows the area well, (b) You have detailed maps of the travel route to, and within, the work site, and (c) You obtain instructions from someone beforehand that knows the site well (e.g., landholder, ranger). 	BirdLife staff & participants

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				<ul style="list-style-type: none"> • Always carry a mobile phone with fully charged battery. • Carry a detailed map of each property. • Stick to defined and labelled roads and tracks, if possible. If not possible, mark starting point with the GPS and then use GPS 'go to' function to ensure return to previous track or road is available. • Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Always carry sufficient water and food for remote site surveys. • Ensure you have a First Aid kit and a First Aider is present for minor injuries. Call emergency services immediately if necessary. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	
Fieldwork (#2)	Losing access keys/ encountering faulty locks & getting locked in.	Risks potentially faced by participants include (but not restricted to) exposure to inclement weather and paucity of fluids and food.	4 Low	<ul style="list-style-type: none"> • Always carry a mobile phone with charged battery. • Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#3)	Vehicle accident (running off poor tracks). Vehicles leaving tracks can be caused by loss of traction and/or loss of control of vehicle due to slippery, wet conditions, or lack of concentration due to mobile phone use, speed, bad weather or poor visibility (i.e., driving towards the sun)	Involvement in a vehicle accident could lead to injury or death to the participants and/or third parties.	2 Significant	<ul style="list-style-type: none"> • Always drive below 20km/hr on properties unless signed otherwise. • Avoid night driving. • Plan trip in advance, check vehicle (e.g. tyre wear), and allow adequate travel time to ensure calm driving. • Check weather conditions before departing and postpone field work if severe weather is likely. • Valid driver's licence. • Ensure sustainable workload and allow for rest periods on long trips. • Do not use mobile phone whilst driving. • Avoid dry weather only tracks and those with unsealed surfaces. • Only drive on formed tracks, stay in formed wheel ruts whenever possible, use constant 4WD. • Don't drive more than 20km/h when along tracks adjacent to any waterbody. • Always carry a mobile phone with charged battery. 	BirdLife staff & participants

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				<ul style="list-style-type: none"> • Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Where possible, avoid undertaking field work on your own • Ensure you have correct vehicle for conditions and use 4WD when possible. • Ensure car has a First Aid kit and a First Aider is present for minor injuries. • In a life-threatening emergency call 000 and have relevant site information and location ready. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	
Fieldwork (#4)	Exposure to contaminants.	Illness from contaminant exposure.	3 Moderate	<ul style="list-style-type: none"> • Avoid making contact with refuse. • Avoid making contact with wildlife, including dead or diseased birds. • If contact is made with refuse, water that is suspected to be contaminated, bird faeces or wildlife do not eat drink or smoke before hands or garments are thoroughly washed and disinfected. • Always wear personal protective equipment (PPE) such as long-sleeved shirt and long trousers, sturdy boots. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#5)	Exposure to dehydration/sunstroke.	Sickness (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	3 Moderate	<ul style="list-style-type: none"> • Check weather forecast before planning field work and postpone when severe weather is likely. • Avoid working on days above 35°C. Where this is not feasible, stagger work hours to avoid the hottest parts of the day (e.g., avoid period from 10.30am to 4.30pm). • Ensure adequate hydration and carry sufficient water for surveys longer than 30 minutes. • Plan site visit and wear appropriate PPE such as sunscreen, hat, long-sleeved shirt and long trousers. • Always carry a mobile phone with charged battery. • Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Where possible, avoid undertaking field work on your own. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants

1. Document the activity	2. Identify the hazards	3. Determine and describe risks	4. Rate the risk	5. Document the control measures	6. Identify who is responsible
Fieldwork (#6)	Exposure to hypothermia.	Sickness (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	3 Moderate	<ul style="list-style-type: none"> • Check weather forecast before planning field work and postpone when severe weather is likely. • Wear appropriate wet weather gear when likely to be needed, such as rainproof jacket and warm hat. • Always carry a mobile phone with fully charged battery. • Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Where possible, avoid undertaking field work on your own. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#7)	Exposure to snake bite risk.	Sickness (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	2 Significant	<ul style="list-style-type: none"> • Always assess situation before walking anywhere and look for path of least risk (avoid long grass during summer). • Ensure first aid kit and snake bite bandages in vehicle, and carry these when away from vehicle. First aider needed. Call emergency services (000) if needed. • Plan site visit and wear appropriate PPE including long-sleeved shirt, long trousers and sturdy boots. • Always carry a mobile phone with fully charged battery. • Stay on marked tracks. • If required to leave formed tracks gaiter must be worn. • Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Avoid undertaking field work on your own. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#8)	Exposure to biting/stinging animals.	Injury and/or sickness (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	3 Moderate	<ul style="list-style-type: none"> • Always assess situation before walking anywhere. Look for path of least risk, avoid long grass in summer • Ensure first aid kit and snake bite bandages in vehicle, and carry these when away from vehicle. First aider needed. Call emergency services (000) if needed. • Always carry a mobile phone with charged battery. • Tuck pants into socks to minimise likelihood of ticks and other small biting animals (e.g., spiders, bullants) accessing bare skin on legs. 	BirdLife staff & participants

1. Document the activity	2. Identify the hazards	3. Determine and describe risks	4. Rate the risk	5. Document the control measures	6. Identify who is responsible
				<ul style="list-style-type: none"> Plan site visit and wear appropriate PPE including long-sleeved shirt, long trousers and sturdy boots. Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Where possible, avoid undertaking field work on your own. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	
Fieldwork (#9)	Exposure to dog or kangaroo attack, bite from another animal.	<p>Injury (or in worst case, death) to participant.</p> <p>Increased risk of a range of hazards to other participants as they care for the patient.</p>	2 Significant	<ul style="list-style-type: none"> Avoid all dogs and larger wildlife. Ensure first aid kit and snake bite bandages in vehicle, and carry when away from vehicle. First aider needed. Call emergency services (000) if needed. Always carry a mobile phone with charged battery. Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Where possible, avoid undertaking field work on your own. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#10)	Exposure to livestock attack while away from vehicle.	<p>Injury (or in worst case, death) to participant.</p> <p>Increased risk of a range of hazards to other participants as they care for the patient.</p>	2 Significant	<ul style="list-style-type: none"> Before commencing the fieldwork, check with the landholder for guidance on which parts of their property currently contain livestock that are aggressive or otherwise potentially dangerous. Where possible, avoid walking into or through paddocks with any livestock. Always avoid walking into or through paddocks that contain livestock that have been identified as aggressive or otherwise potentially dangerous. If you find yourself in a paddock with livestock that you consider to be potentially dangerous, leave the paddock by the shortest and safest route For livestock that has been identified as non-dangerous by landowners, if avoidance is not possible and you are working in/walking through the same area, ensure you remain aware of their presence and have an exit strategy should the animals become potentially dangerous. If confronted by an animal, remain calm, move slowly away, facing animal without making eye contact Ensure first aid kit and snake bite bandages in vehicle, and carry these when away from vehicle. First aider needed. Call emergency services (000) if needed. Always carry a mobile phone with charged battery. 	BirdLife staff & participants

1. Document the activity	2. Identify the hazards	3. Determine and describe risks	4. Rate the risk	5. Document the control measures	6. Identify who is responsible
				<ul style="list-style-type: none"> Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Where possible, avoid undertaking field work on your own. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	
Fieldwork (#11)	Exposure to 'sharps' (such as broken glass, scrap metal and hypodermic needles).	<p>Injury (or in worst case, death) to participant.</p> <p>Increased risk of a range of hazards to other participants as they care for the patient.</p>	3 Moderate	<ul style="list-style-type: none"> Take care and observe areas carefully before walking through or putting your hands on anything. Ensure first aid kit and snake bite bandages in vehicle, and carry these when away from vehicle. First aider needed. Call emergency services (000) if needed. Ensure appropriate PPE is worn, such as long trousers and boots. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#12)	Tripping/ slipping hazards.	<p>Injury (or in worst case, death) to participant.</p> <p>Increased risk of a range of hazards to other participants as they care for the patient.</p>	1 High	<ul style="list-style-type: none"> Check weather conditions before departing and postpone field work if severe weather is likely. Avoid sloping or heavily vegetated areas. Stick to formed tracks as far as possible. Always wear well-fitting sturdy boots providing ankle support. Ensure first aid kit and snake bite bandages in vehicle, and carry these when away from vehicle. First aider needed. Call emergency services (000) if needed. Always carry a mobile phone with fully charged battery. Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Never work alone on a high-risk site. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#13)	Eye strain.	Short or long-term damage to vision of the participant.	2 Significant	<ul style="list-style-type: none"> Restrict time spent using scopes and binoculars. Ensure scopes and binoculars are of high quality and correctly set up for your eyes. Have rest periods at least every 20 min, relaxing eyes and looking at cool colours such as greens and blues. 	BirdLife staff & participants

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				<ul style="list-style-type: none"> Wear good quality sunglasses when not using scope or binoculars. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	
Fieldwork (#14)	Strain when lifting/ carrying equipment or samples.	Injury to the participant (e.g., pulled muscles, back pain).	1 High	<ul style="list-style-type: none"> Avoid carrying equipment for any distance as far as possible. If carrying equipment heavier than 10 Kg for farther than 200 m ensure proper weight-bearing harnesses/straps/ packs are used. Weights greater than 25 Kg should not be lifted by one person. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#15)	Falling branches	Injury (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	1 High	<ul style="list-style-type: none"> Check weather conditions before departing and postpone field work if severe weather is likely, particularly high winds. Where possible, avoid parking vehicle beneath large old trees, dead trees or trees in poor health. Avoid standing for prolonged periods below beneath large old trees, dead trees or trees in poor health. Always carry a mobile phone with charged battery. Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Where possible, avoid undertaking field work on your own Ensure car has a First Aid kit and a First Aider is present for minor injuries. In a life-threatening emergency call 000 and have relevant site information and location ready Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#16)	Working around water	Drowning	3 Moderate	<ul style="list-style-type: none"> Never wade into wetlands with depths that exceed knee-height – especially when wearing waders. Avoid working alone. Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	BirdLife staff & participants
Fieldwork (#16)	Working in low light or dark conditions	Working in dark or low light conditions (i.e. at dawn and dusk) compounds the above risks.	3 Moderate	<ul style="list-style-type: none"> Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. 	BirdLife staff & participants

1. Document the activity	2. Identify the hazards	3. Determine and describe risks	4. Rate the risk	5. Document the control measures	6. Identify who is responsible
				<ul style="list-style-type: none"> • Where possible, avoid undertaking field work on your own • Ensure car has a First Aid kit and a First Aider is present for minor injuries. • In a life-threatening emergency call 000 and have relevant site information and location ready • While driving, use headlights (esp. high beams where appropriate). • While driving, reduce speed. • Stick to formed tracks or cleared areas as far as possible. • Inspect the site during the day light prior to any night work. • Bring and use a torch/flashlight. • While car is parked, turn on hazard lights. • Wear hi-vis or bright clothing. • Check weather conditions before departing and postpone field work if severe weather is likely. • Participants are required to complete this OHS quiz (<- click) prior to undertaking any surveys. Coordinator will review the results and provide remedial support where necessary. 	
Driving from work site. (#1)	Refer to <i>Driving to work site</i> .				BirdLife staff & participants

Any changes or additions recommended:

Person completing RA: *(print name and sign)* Bradley Clarke-Wood

Date: 22/07/2022

Supervisor's endorsement: *(print name and sign)* _____

Date:

BirdLife Australia OHS Coordinator: *(print name and sign)* Alex Kingsley

Date: 25/07/2022

Copy of this RA has been forwarded to: OHS Coordinator Other Health & Safety Rep Activity Participants BANO

Emergency Preparedness:

In the event of an emergency:

Call Emergency services: 000

Then Contact: (supervisor/project manager) Chris Purnell (Manager).

Notify the BirdLife Australia OHS Coordinator as soon as possible: 03 9347 0757

In addition, if working alone or on remote site:

Always inform family or another trusted person of your planned movements and timing of fieldwork, with instructions that they try to make contact and take appropriate action if you have not checked in by a designated time.

Ensure the location of First Aid equipment and the emergency evacuation procedures are known before commencing activity or work.

Local hospital:

Prior to commencing your excursion, be aware of the nearest hospital to your fieldwork destination. Participants will include their nearest hospital as a part of the OHS quiz.