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Workplace Health and Safety for Landcare Events

Area inspected	Date of inspection	Time of inspection
Person inspecting (1)	(2)	(3)

Instructions

1. Physically inspect your Landcare project site using the checklist below. For any hazards not listed, add them to the blank section at the bottom of the checklist. Where a hazard exists, tick the NO box.
2. For those areas marked NO, use the risk assessment matrix on page 4 to determine the risk score.
3. Once the risk score is calculated, use the legend at the end of the matrix to determine what further action is required.
4. For hazards which require further action, identify and document corrective actions that will eliminate or minimise the risk of the hazard (including the allocation of the responsibility for implementing the corrective action and the timeframe for completion).
5. Once corrective actions have been fully implemented, the WHS Assessment can be signed off and then distributed to the relevant parties + filed with your project documents.

Preliminary	Yes	No	N/A	Risk Score	Comments / Actions Required
Is the weather going to be good enough to continue with planned activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Has a risk assessment been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
A list of participants involved is recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Prepare briefing of day's events for participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All personal protective equipment required is available and in working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Induction points for participants prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire / Emergency	Yes	No	N/A	Risk Score	Comments / Actions Required
Extinguishers mounted, clearly marked and serviced within the last 6 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exit signs clearly visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exit doors operating correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency procedures displayed (including a diagram displaying the location of exits escape routes and assembly areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical	Y	N	N/A	Risk Score	Comments / Actions required
Plugs, outlets and switches are in good repair and free from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical cords are in good repair and free from damage (eg, fraying)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cords are protected from water, from being damaged and from being cut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No unprotected leads in access ways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Powerpoints are not overloaded (no double adaptors or 'piggy back' plugs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Walkways and Stairs	Y	N	N/A	Risk Score	Comments / Actions required
Walkways and stairs are kept tidy and free from obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Floor surfaces are maintained in good condition (no cracks or holes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Floor surfaces are free from oil, grease and spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Floor surfaces are clear of trip hazards such as electrical leads and hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pedestrian walkways are adequately marked (cordons used; mown area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Handrails in place where required (eg, stairs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Event welcome to include a reminder to be mindful of risks including uneven footpath, rabbit holes, rocks, loose wire, fallen timber, snakes, bites etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Plant and Equipment	Y	N	N/A	Risk Score	Comments / Actions required
Mobile plant and vehicles are fitted with seatbelts which are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First aid kit included in vehicle – complete and up-to-date items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Parking areas are clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Items within vehicle are secured adequately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Working environment / Housekeeping	Y	N	N/A	Risk Score	Comments / Actions required
Work areas uncluttered and free of rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
There are adequate provisions for waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Work areas are well ventilated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate lighting for the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Safety signage is displayed where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage + Containers	Y	N	N/A	Risk Score	Comments / Actions required
Items stored correctly and neatly when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage designed to minimise manual handling problems (eg minimise weight in each container)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All containers correctly labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage clear of lights and sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First Aid	Y	N	N/A	Risk Score	Comments / Actions required
Appropriate first aid kit(s) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First aid kits are available, stocked, and contents are within expiry dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First aiders identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sunscreen available for participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Promotion of event instructs participants to equip themselves with sturdy shoes, long sleeves, trousers, hat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Amenities	Y	N	N/A	Risk Score	Comments / Actions required
Hygienic, clean and tidy bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hygienic, clean and tidy kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fridge and cooking appliances are hygienic, clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate supply of drinking water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate shade + shelter for participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sunscreen available for participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate seating for participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Participants with allergies / food restrictions identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other identified hazards	Y	N	N/A	Risk Score	Comments / Actions required
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Induction Checklist for Participants

Induction topic	Yes	No	N/A	Risk Score	Comments / Actions Required
Introduction to key personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency evacuation points pointed out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First Aid Officer introduced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire fighting equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Risk assessment register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Risk Assessment Matrix

Risk Score = Consequence x Likelihood

LIKELIHOOD	CONSEQUENCE		
	MAJOR (A) Permanent injury or fatality, high financial loss, significant property or equipment damage long term environmental harm	MODERATE (B) Lost time injury or restricted capacity for work injury, medium financial loss, medium property or equipment damage, short term environmental harm	MINOR (C) First aid or medical treatment only injury, low financial loss, minimal property or equipment damage, no environmental harm
LIKELY (1) Could occur frequently	High Risk	High Risk	Medium Risk
MODERATE (2) Could occur occasionally	High Risk	Medium Risk	Low Risk
UNLIKELY (3) Could occur at some time	Medium Risk	Low Risk	Low Risk

Legend:

Low risk: Acceptable risk and no further action required as long as risk has been minimised as much as possible

Medium risk: Further action required to minimise risk

High risk: Unacceptable risk and further URGENT attention required to minimise risk

Recommended Corrective Actions for Identified Hazards

Hazard identified	Corrective Action Required	Risk Rating	Management Approval	Person Responsible	Target Completion Date	Date Completed
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Workplace Inspection Closed

A workplace inspection can only be closed once the corrective actions have been implemented and monitored.

Name:	Position:
Signature:	Date:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of February 2015. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Landcare NSW or the user's independent advisor.

Landcare in a Box: an initiative of the National Landcare Network, resourced by the NSW Landcare Support Program and funded by NSW DPI.



Department of Primary Industries

