

HAZARD	POTENTIAL HARM	LIKELIHOOD	CONTROL MEASURES	ACTIONS FOR TONY DURING THE WORKING BEE
<b>Injury from incorrect use of equipment (scrub-cutter)</b>	<ul style="list-style-type: none"> <li>- Operator: Cuts or injuries to legs, feet, hands from cutter blades.</li> <li>- Bystander: Injury from stones or wood chips flicked up by cutter.</li> </ul>	Possible	<ul style="list-style-type: none"> <li>- Check that the volunteer using equipment is capable and has had previous experience. This task may not be suitable to rotate between volunteers.</li> <li>- Confirm equipment is in good working order and all safety guards are in place.</li> <li>- Provide or check that operator has suitable personal protective equipment including work boots, hi-vis vest, gloves, earmuffs and glasses.</li> <li>- Plan tasks and teams of volunteers so that clearing work is done in an area away from others or before others arrive.</li> <li>- Provide instructions for other volunteers on where to stand/work while scrub cutting takes place.</li> </ul>	<ul style="list-style-type: none"> <li>- Observe how equipment is being used. Provide additional training if required.</li> <li>- Check that the correct safety gear is being worn and is suitable for the operator.</li> <li>- Check that area is being kept clear while the scrub cutter is being used. If necessary, adjust activities that other groups are doing to keep other volunteers away from the immediate area.</li> </ul>
<b>Injury from repetitive, physically demanding tasks (digging/clearing of topsoil)</b>	<ul style="list-style-type: none"> <li>- Muscle strains, injuries to ligaments.</li> <li>- Blisters from using spade for long periods.</li> </ul>	Likely	<ul style="list-style-type: none"> <li>- Check that volunteers on physically demanding tasks are capable.</li> <li>- Plan work so that volunteers rotate between tasks or get a rest between tasks.</li> <li>- Check spades and other equipment being used are in good working order.</li> <li>- Provide gloves.</li> </ul>	<ul style="list-style-type: none"> <li>- Check that volunteers are taking breaks to rest and re-hydrate.</li> <li>- Check gloves are available, suitable and are being worn.</li> <li>- Encourage rotation between tasks or re-allocate tasks if volunteers are struggling.</li> </ul>
<b>Sun exposure</b>	Sunburn or heat stroke.	Likely	<ul style="list-style-type: none"> <li>- Plan tasks and timing of working bee so that tasks are done when areas are in shade or are cooler.</li> <li>- Provide sunblock (SPF 50+) and have clean drinking water readily available.</li> <li>- Contact volunteers in advance and ask them to bring sunhats and long-sleeved shirts.</li> </ul>	<ul style="list-style-type: none"> <li>- Check that volunteers are taking breaks to re-hydrate.</li> <li>- Observe temperature and sun on the day. Adjust tasks if necessary.</li> <li>- During breaks or when new tasks begin, remind volunteers to reapply sunblock.</li> </ul>

**TABLE 2:** Example: Football club risk management plan