



Standard Operating Procedures (SOPs) for Trees For Life Staff and Volunteers

The Standard Operating Procedures (SOPs) that follow are strategies for managing the hazards that are most commonly encountered by Trees For Life staff and volunteers.

The SOPs have been coded so you can see at a glance which hazards are most commonly associated with the different areas of Trees For Life. However, please be aware that they are not exhaustive, and are not intended to present every risk management strategy, nor be the technical manual for each task type. They do however represent minimum standards that apply nationally.

SOPs should be used in conjunction with Trees For Life's OHSW Policy and Implementation Guidelines.

Key:

TS	Tree Scheme	BFL	Bush For Life	SC	Seed Collection	DS	Direct Seeding	A	Administration
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Vehicle Travel

Quick reference	TS	BFL	SC	DS	A
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RISK

Travel in vehicles is the highest risk activity in which Trees For Life staff and volunteers are involved.

ASSOCIATED RISKS

Potentially fatal road accidents; head impact injury while entering or exiting vehicles; hand crush injuries from vehicle doors; travel sickness; fatigue.

RISK MANAGEMENT STRATEGIES

- Undertake a pre-departure vehicle check prior to departing to, and returning from, each project
- Comply with all State road laws and Trees For Life policy
- Drive in a manner that ensures that all occupants are safe, and feel safe
- Vehicle occupants must advise the driver immediately if they feel unsafe
- Wear seat belts, whenever a vehicle is in motion
- Do not carry chemicals or unsecured tools or equipment in the cabin of team vehicles
- Do not allow arms, heads or any other objects to protrude from the vehicle
- Maintain conditions which optimise the comfort and concentration of the driver eg: minimise distractions, maintain ventilation
- The most common cause of accidents is driver fatigue. No driver should drive while fatigued
- On extended journeys take a 15 minute break at least every three hours
- No driver should drive under the influence of alcohol or drugs
- There must be zero blood alcohol or drug levels when driving the BFL bus or when staff or volunteers are carrying any passengers to or from a worksite
- For extended trips overnight stays should be factored in to reduce fatigue where appropriate

Slips, Trips and Falls

Quick reference	TS	BFL	SC	DS	A
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ASSOCIATED RISKS

Twist injuries to ankles and knees; impact injuries, especially to backs, legs, hands, wrists, head and face. A sprained ankle may not be a serious injury at some sites, but it may present a major evacuation problem at a remote location.

RISK MANAGEMENT STRATEGIES

- Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments, etc.
- Remove trip hazards from the worksite by filling holes, removing unnecessary objects and clutter, etc.
- Flag, or cordon off, immovable trip hazards
- Allow at least 2 metres 'visibility space' between team members when walking along tracks
- Ensure that boots are firmly laced and soles intact

- Exercise additional caution when walking downhill, e.g.: walk across the slope, have a strong leader control walking speed
- Avoid carrying heavy or awkward sized, objects on uneven ground
- Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries

Standard Operating Procedure 3:

Working in Hot Conditions

Quick reference	TS	BFL	SC	DS	A
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ASSOCIATED RISKS

Dehydration; heat exhaustion; sunstroke; sunburn; skin cancer; cramps; skin irritation; falls; tool use injuries associated with fatigue; bushfire ignition from tool use and hot vehicle engines; potential bushfire exposure

RISK MANAGEMENT STRATEGIES

- When a total fire ban is imposed, no field work activities of any kind are to be carried out in the fire ban area.
- When the local forecast maximum is for 33°C or above, all Bush For Life activities involving volunteers must be cancelled or rescheduled.
- Seed Collecting activities involving volunteers may continue if the volunteers are comfortable and in agreement, until the local temperature reaches a maximum of 37°C, after which these activities must be cancelled or rescheduled.
- Staff may continue with essential field work activities up to a local forecast maximum of 39°C, after which these activities must be cancelled or rescheduled.
- Make sure that field work activities conducted on hot days are undertaken in the coolest part of the day. Schedule, or reschedule, work to avoid heavy exertion during the most intense heat of the day.
- Staff must regularly monitor outdoor worksite conditions including the local temperature using thermometers provided by Trees For Life.
- Staff must closely monitor volunteers and other team members for signs of fatigue, particularly those who are less fit, inexperienced or not yet acclimatized.
- Maintain proper hydration levels by carrying adequate water supplies, taking regular drink breaks in the shade, encouraging colleagues to do the same and wearing safe and suitable clothing for the conditions.
- Make sure that you only work in temperatures that you feel comfortable with and do not hesitate to cease work if you feel uncomfortable.
- Take advantage of, or create, shaded work areas.
- Observe the requirement for long trousers and long sleeves, broad brimmed hats, sunglasses and cotton gloves bearing in mind the need to protect against snake bite.
- Provide and encourage the use of a minimum SPF 15 sunscreen on any exposed skin.
- Ask volunteers to provide us with details of any health issues they have that may affect them while participating in Trees For Life activities and “In Case of Emergency” information.
- Consideration must be given at all times to suitable emergency exit from risk sites.
- Record and have available CFS Hotline phone number for information on fire bans and location of fires. **1300 362 361**

Working in Cold Conditions

Quick reference	TS	BFL	SC	DS	A
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ASSOCIATED RISKS

Hypothermia; dehydration as a result of excessive perspiration under heavy clothing; loss of dexterity and fine motor functioning leading to reduced tool control.

RISK MANAGEMENT STRATEGIES

- Make ample food and fluids available, including warm drinks if possible.
- Demonstrate and encourage simple warm up stretches before commencement, and after breaks.
- Rotate tasks to avoid prolonged exposure.
- Identify shelter area and use this during periods of inactivity e.g.: breaks or extreme conditions.
- Work out of the wind where possible.
- Structure work to avoid the coldest times of the day.
- Encourage team members to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level.
- Wear a warm hat (the head is a major heat loss area).
- Supply suitable gloves for keeping hands warm and dry.
- Consider canceling outdoor work with volunteers if forecast maximum local temperature is less than 10°.

Soil Borne Diseases and Infections

Quick reference	TS	BFL	SC	DS	A
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RISK

Any projects involving the handling of soil (e.g. tree planting, propagation, weeding, mulching)

ASSOCIATED RISKS

Soil borne diseases such as Legionella and Tetanus, infection of existing wounds; gastric infections; respiratory complaints e.g. asthma.

RISK MANAGEMENT STRATEGIES**Legionella**

Legionella is a respiratory disease thought to be transmitted in airborne soil and water particles under certain conditions. To avoid Legionella:

- Dampen soil before handling
- Avoid touching face with hands while handling soil
- Use a mask if susceptible to respiratory problems or have a compromised immune system
- Wear gloves
- Wash hands after handling soil
- Do not smoke while handling soil
- If using a sprinkler system ensure area is clear to prevent anyone breathing air- and water-borne particles

- Avoid contact with soil if a pre-existing respiratory disease exists or if the immune system is compromised

Tetanus

Tetanus is a bacterial disease that affects the nervous system. It is contracted through a cut or wound that becomes contaminated by bacteria present in soil, dust and manure.

- Vaccination prevents tetanus – all personnel to be advised to have a vaccination or booster

Other soil borne diseases

- Identify any team member in higher risk categories (diabetics, lung or kidney disease or any open cuts or sores) and deploy them on an alternate task
- Avoid skin contact with wet soil or muddy water, by restructuring the task or by using impervious PPE
- Cover any minor cuts or scratches
- Avoid activities that produce dust
- Wear appropriate PPE e.g. glasses, respirators, gloves
- Provide adequate washing facilities

Standard Operating Procedure 6:

Bites and Stings

Quick reference	TS	BFL	SC	DS	A
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ASSOCIATED RISKS

Snake or spider bites; ant, bee, wasp stings; reactions to stinging plants; allergic reactions.

RISK MANAGEMENT STRATEGIES

- Ensure that all team members are appropriately dressed e.g.: long sleeves and trousers, sturdy footwear, thick socks
- Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/ant bites
- Redeploy to another task or location, any team members who have known allergies to bites or stings
- Ensure team members with known allergies carry suitable medication
- Have bite and sting treatments on hand
- Have pressure bandages on hand in first aid kit in case of snake bite
- Ensure team leader has training in first aid
- Conduct a visual inspection of the worksite to identify and flag high risk areas e.g.: ant nests, stinging plants
- Walk heavily in suspected snake habitat
- Determine if any staff or volunteers are allergic to bee stings
- Rotate stock to help prevent insect infestations

Manual Handling

Quick reference	TS	BFL	SC	DS	A
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RISK

Manual Handling describes any activity requiring the use of force exerted by a person to lift, push/ pull, carry or otherwise move or restrain any animate or inanimate object.

ASSOCIATED RISKS

Injuries resulting from a single event of overexertion, or as a consequence of sustained application of force i.e. overuse. These injuries are characterised by discomfort or persistent pains in muscles, tendons and soft tissues, most commonly in the back, neck, shoulders and wrists.

RISK MANAGEMENT STRATEGIES

- Use warm up stretches before commencing manual handling tasks and after breaks.
- Reduce the amount of manual handling by:
 - restructuring the task
 - using mechanical aids
 - carefully planning the workplace layout
 - having heavy materials delivered as near as possible to the work site.
- Take into account your own level of skill and your physical stature before lifting or moving items.
- Reduce the amount of weight being lifted or carried, or the force applied, when working on uneven or slippery surfaces.
- Explain and demonstrate proper individual, pair and group lifting techniques.
- Avoid, or limit the duration of, tasks that require the adoption of biomechanically unsound postures.
- Rotate tasks, even if team members are not experiencing discomfort.
- Check that equipment to be used is appropriate for the tasks to be undertaken and properly maintained.

Seed Collecting

Quick reference	SC	DS
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ASSOCIATED RISKS

Cuts and scratches to body, face and eyes; hay fever and asthma; postural and overuse muscle strains; ground level trips and falls; falls from ladders; impact injuries from objects falling from overhead; bites and stings; passing traffic; exposure to variable weather conditions. (See also: Vehicle Travel; Slips, Trips and Falls; Working in Hot Conditions; Working in Cold Conditions; Bites & Stings; Manual Handling; Using Temporary Accommodation; Working Near Roadsides; Working Offsite; Working at Heights)

RISK MANAGEMENT STRATEGIES

- Rotate tasks to guard against postural or overuse injuries, even if team members are not experiencing discomfort
- Climbing of trees to obtain seed is prohibited
- Ladders must only be used on flat even ground
- Maintain a safe working distance between team members

- Explain and demonstrate how to carry, put down and store the tools giving consideration to both the user and any third party
- Check that no team members are working directly beneath other team members
- Wear appropriate PPE e.g. safety vests, glasses, gloves, hard hats, dust masks
- Minimise the distances over which seed stock needs to be carried

Seed collection has many varied hazards and risks. Staff and volunteers must have access to and be aware of the Risk Management Strategies outlined in the above-mentioned SOPs.

Standard Operating Procedure 9:

Tree Planting

Quick reference

TS	BFL	DS
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ASSOCIATED RISKS

Hand and knee spike injuries; tool impact injuries to feet and hands; soil borne infections; muscle strain from bending; posture; soft tissue overuse injuries (see also Bites and Stings; Slips, Trips and Falls; Using Swinging Tools; Working in Hot/Cold Conditions; Manual Handling)

RISK MANAGEMENT STRATEGIES

- Wear gloves when handling soil and additional PPE as necessary
- Conduct a visual inspection of the site and remove potential risks such as broken glass, wire, etc.
- Use kneeling mats or padding if there is a danger of spike injuries from glass, stones, etc.
- Rotate tasks, even if team members are not experiencing discomfort
- Take regular breaks and encourage gentle stretching
- Provide adequate hand washing facilities
- Maintain a safe working space between team members

Standard Operating Procedure 10:

Fencing

Quick reference

BFL	DS
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ASSOCIATED RISKS

Wire spike and laceration injuries; muscle strain injuries related to manual handling and tool use; tool impact injuries; trip and fall injuries. (See also Using Swinging Tools, Manual Handling/ Working in Hot/Cold Conditions, Slips, Trips and Falls.)

RISK MANAGEMENT STRATEGIES

- Where possible arrange for contractors to erect the fence
- No fence construction or removal to be done alone
- If Trees For Life have to erect the fence where possible arrange contractors, or use mechanical equipment to dig the holes for the fence posts
- Team members must only use mechanical equipment i.e. post hole borers, post knockers etc if they have had appropriate training
- Arrange delivery of materials as near to fencing site as possible i.e. minimise the need for carrying.

- Wear gloves and eye protection whenever working with, or in close proximity to, wire that is coiled or under tension. Gloves should have gauntlets that protect the wrists when handling barbed wire.
- Wear gloves when handling chemically treated posts
- Keep team members, who are not directly involved, well clear of any unsecured wire under tension
- Use only approved methods of straining wire with a proper fencing strainer. Do not use a vehicle to strain wire.
- Demonstrate correct use of picket rammers (dropper knockers), with emphasis on head, eye, hearing and hand safety
- Maintain safe working space between team members, especially when digging postholes or ramming the base of posts
- Keep the work site clear of trip hazards such as posts, wire off cuts, stones, tools etc.

Standard Operating Procedure 11:

Litter Collection

Quick reference

BFL

ASSOCIATED RISKS

Hand laceration or spike injuries; bites and stings; injuries related to bending or lifting; spike or gastric related infections including tetanus, hepatitis, AIDS etc. (See also Manual Handling; Bites and Stings; Working near Roadsides; Working in Hot/Cold Conditions)

RISK MANAGEMENT STRATEGIES

- Ensure that adequate washing facilities are available, and are used by team members
- Look carefully at litter items or piles that might be a refuge for snakes or spiders
- Check objects for spikes or sharp edges
- Wear gloves, eye protection and appropriate footwear when handling litter
- Use tongs to pick up any objects that are known, or suspected, to be dangerous e.g. syringes
- Place any syringes in a proper 'sharps' container
- Maintain a safe working distance to avoid the inadvertent scratching or spiking of other team members
- Do not attempt to collect dangerous substances (e.g. toxic chemicals, dead animals) – report to appropriate authority for removal
- Store litter in appropriate, secure containers for disposal
- Have an adequately stocked First Aid Kit on hand

Working with ChemicalsQuick reference

TS	BFL	DS
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ASSOCIATED RISKS

Poisoning; irritation or burning to skin or eyes; loss of respiratory function; back, arm or shoulder strains (see Manual Handling). Chemicals may also present a risk of fire or explosion.

RISK MANAGEMENT STRATEGIES

- Read and retain the relevant Material Safety Data Sheet (MSDS) and display MSDS on group activities
- Check that there are no leaks in containers, and that spray equipment is operating correctly
- Wear appropriate PPE as advised on the MSDS – note that the use of certain PPE may accelerate the onset of heat stress
- Rotate tasks to avoid prolonged periods of exposure
- Explain and demonstrate how to use, carry and store chemicals correctly
- Maintain safe working distance to avoid splash or spray drift contamination
- Provide adequate washing facilities as directed by the MSDS
- Keep storage containers closed when not in use
- Keep adequate supplies of water on hand for diluting spills
- Maintain and keep on hand a “spill kit” in case of spills
- Do not lift any containers weighing more than 10kg without assistance

WeedingQuick reference

BFL	DS
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ASSOCIATED RISKS

Spikes and scratches to face and eyes; spike injuries to hands; back and shoulder strains; exposure to chemicals; laceration or impact injuries from cutting tools; hay fever and asthma. (See also Bites and Stings; Manual Handling; Working with Chemicals; Using Swinging Tools; Soil Borne Diseases)

RISK MANAGEMENT STRATEGIES

- Wear eye protection – chemical splashes and grass or twig spikes to eyes are common weeding injuries.
- Wear gloves whenever hands are working at ground level (wear nitrile gloves if using herbicides)
- Demonstrate and encourage warm up stretches
- Encourage opposing stretches at regular intervals while weeding
- Comply with all MSDS directions if using chemicals
- Maintain a safe working space between team members
- Provide adequate washing facilities
- Do not carry heavy loads of weeds
- Use knee pads or kneeling board if ground is wet or uneven or near prickly foliage

Plant Propagation

Quick reference

TS

ASSOCIATED RISKS

Muscle aches and strains from overuse or unnatural posture; hand injuries; eye injuries

(See also: Soil Borne Diseases and Infections; Manual Handling; Working in Cold Conditions; Working in Hot Conditions)

RISK MANAGEMENT STRATEGIES

- Avoid prolonged standing on hard surfaces
- Have eye protection available and use as required
- Rotate tasks, even if team members are not experiencing discomfort
- Take regular breaks for stretching and gentle exercise
- Provide adequate washing facilities
- Wear gloves when handling soil

Surveying & Data Collection

Quick reference

BFL	SC	DS
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ASSOCIATED RISKS

Exposure to weather; becoming lost; hay fever and asthma; being unable to communicate in the event of an emergency

(See also: Working Near Roadsides; Bites and Stings; Working in Hot Conditions; Working in Cold Conditions)

RISK MANAGEMENT STRATEGIES

- Ensure that all team members know the boundaries of the survey area and remain within them at all times
- Set times at which teams must return or report to the supervisor
- Wear boots that are suitable for walking, and sufficiently sturdy for the terrain
- Instruct that any team member who becomes lost should find the nearest shelter and remain there while using an agreed distress signal e.g. three whistle blasts
- Ensure that all team members have means of communicating an emergency signal (e.g: whistle, radios) and fully understand the signals to be used if required
- If the survey involves collecting scats, ensure that this is done hygienically e.g. by using gloves, tongs etc
- Work in pairs as a minimum group size

Surveying & Data Collection has many varied hazards and risks. Staff and volunteers must have access to and be aware of the Risk Management Strategies outlined in the above-mentioned SOPs.

Using Power ToolsQuick reference

BFL	DS
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ASSOCIATED RISKS

Electrocution; hand and foot injuries; muscle strains associated with lifting or overuse; eye injuries from flying particles; headaches and ear damage from excessive noise; dust which may trigger respiratory complaints e.g. asthma. The use of generators carries further associated risks such as manual handling, burns from direct contact or use of explosive fuel.

RISK MANAGEMENT STRATEGIES

- Explain and demonstrate how to use, carry and store tools correctly
- Maintain strict supervision
- Use and maintain tools in accordance with manufacturer specifications
- Ensure all equipment and lead attachments are in a safe working condition and protected from water:
 - no broken plugs, sockets or switches
 - no frayed or damaged leads
 - emergency shutdown procedures in place
 - when using power tools in always use an inline RCD (residual current device)
 - start/stop switches clearly marked, in easy reach of operator
 - check that protective guards on tools are attached and effective
- Wear appropriate PPE e.g. eye and ear protection, safety boots
- Clear trip hazards from the work site
- Position the generator, if used, in a dry, stable location and prevent access to it by unauthorized people
- Using a generator outdoors to power a power tool on fire ban days is prohibited
- If using a generator outdoors in the fire ban season observe all legal requirements
- Check that the team members have hair tied back and clothing tucked in, including drawstrings on jackets, hats, etc.

Using Swinging ToolsQuick reference

BFL	DS
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ASSOCIATED RISKS

Impact injuries to feet, legs, hands and head; blisters; back and shoulder strains; foreign particles in eyes (see also Manual Handling)

RISK MANAGEMENT STRATEGIES

- Ensure that suitable work boots, with reinforced toes, are being worn
- Demonstrate and encourage simple warm up stretches before commencement and after breaks
- Maintain safe working distance of at least 3 metres; or 2 metres for short handled tools (eg: hammer)

- Explain and demonstrate how to use, carry and store tools correctly
- Maintain tools in good condition
- Establish a firm footing before swinging tools
- Rotate tasks even if team members are not experiencing discomfort
- Adjust the duration of work periods to take account of the physical capabilities of the team members
- Wear appropriate PPE e.g. hard hat, glasses and gloves

Standard Operating Procedure 18:

Quad Bike Operation

Quick reference DS

ACTIVITY

Quad Bike Operation: spraying, towing hand direct seeder, loading/unloading from trailer

ASSOCIATED RISKS

Rollover, Collision, Unpredictable surface changes, Exposure to chemicals when spraying

RISK MANAGEMENT STRATEGIES

- 1) **The operator must always wear an Australian Standards (AS 1698-2006) approved helmet when riding the Quad Bike.**
- 2) **There are no circumstances when the Quad Bike can be operated without the rider wearing a helmet.**
- 3) **Assess the terrain comprehensively before starting work and if you think the slope is too steep do not operate on the slope.**
- 4) **When working on slopes take into account soil conditions i.e. moisture, grass/weed cover etc, steepness of slope and uneven terrain.**
- 5) **If when operating on a slope you feel unsafe do not continue to operate the Quad Bike on that slope.**
- 6) **Be aware when the Quad Bike is in 4WD it is more difficult to turn. When turning always turn at a low speed with a low throttle setting.**

Prior to starting any site use the Pre Operation Checklist (copy attached)

Starting the Engine:

- Lock the parking brake and make sure the transmission is in neutral.

Riding Forward:

- To prevent injury, always keep your feet on the footrests while riding.
- Be sure that the engine is sufficiently warmed up before you begin riding.
- Place the gear selection lever in either low or high (high is only to be used on level/slightly undulating ground. Low must be used on steep ground)
- With the transmission in gear, release the parking brake, but continue squeezing the front brake lever.
- Release the rear brake lever and increase engine speed by gradually opening the throttle.

Riding in Reverse:

- First, bring the vehicle to a complete stop and make sure the transmission is in neutral.
- While pushing the reverse selector knob (located on the left handlebar) in squeeze the left brake lever, then depress the gearshift pedal.
- Release the left brake lever.
- Open the throttle gradually and ride slowly. Do not open the throttle suddenly or make abrupt turns.

- To stop, release the throttle and gradually apply both the front and rear brakes.
- Do not abruptly apply the rear brake by itself.

Riding on Slopes:

- Do not operate the Quad bike on a slope greater than 30 degrees.
- WHEN DRIVING DOWNHILL OR UPHILL TRY TO APPROACH THE HILL HEAD ON TO MINIMIZE THE POSSIBILITY OF SLIDING SIDEWAYS OR ROLLING OVER.
- Shift the gearbox into low and keep the speed of the engine up just enough to keep the clutch engaged.
- This allows the engine to brake the vehicle and keeps the brakes from overheating.
- If the brakes need to be used to control forward speed, apply them gently so as not to break traction.
- When riding across a slope limit operation to 20 degrees.
- Side slope operation greatly increases the risk of rolling the vehicle.
- Operation of vehicles on a side slope requires constant use of the brakes for steering correction as the vehicle tends to head downhill.
- Be aware that this may cause brake overheating or fade.

Loading/Unloading and Transporting Quad Bike:

Loading

- Ensure the ramp pins are locked into the holes on the trailer tray and ramps line up with the Quad Bike wheels.
- Operator to put on helmet before starting the bike.
- Start the bike and put in low as described in **Starting the Engine and Shifting Gears**.
- Refer to **Riding in Reverse** and then back the bike up to the ramps, dismount from bike and check the rear wheels are lined up with the ramps
- Keep the bikes wheels straight and slowly reverse the bike up the ramps.

Unloading

- Ensure the ramp pins are locked into the holes on the trailer tray and ramps line up with the Quad Bike wheels.
- Operator to put on helmet before starting the bike.
- Start the bike and put in low as described in **Starting the Engine and Shifting Gears**.
- Keep the bikes wheels straight and slowly ride off trailer.

Transporting

- Place the Quad Bike in neutral and lock the left hand brake lever.
- Attach a tie down strap to each side of the rear of the bike and tighten.
- Place a tie down strap across the front of the bike and tighten.
- Check all tie down straps for tightness before departing the site.

On Site:

- **Refer to points 1 to 6 under Risk Management Strategies** prior to starting work with the Quad Bike on any site.
- When the surface condition is unknown i.e. if the grass/weeds are more than 150mm in height always ride in low gear and proceed around the site slowly. Watch the ground ahead for potential hazards such as tree stumps, rabbit burrows, rocks or branches.
- Be aware that liquid loads can cause sudden shifts to the Quad Bike's centre of gravity when riding over uneven terrain.
- Always obey the manufacturer's load limitations and recommendations. The brakes on a quad bike are designed to operate effectively within the limits specified. Reduce speed and allow longer braking distance when carrying a load. Use low gear. The more weight you carry, the slower you should go.

- Connect to the towing point of the vehicle only.
- Be aware of reduced braking capabilities of the Quad Bike when towing downhill.

Exposure to Chemicals:

- When spraying wear chemical resistant gloves and overalls.
- Always wear an active carbon disposable respirator i.e. Bilsom 2241-70 when spraying.
- Wash hands, face etc before eating and when finished spraying.

Quad Bike Pre Operation Checklist

Check the fuel, oil & coolant every time before use with the engine off.

Visually inspect

Check for damaged or loose parts.

Check for fuel or oil leaks.

Wheels and Tyres

Check tyres for damage.

Ensure tyre pressure is correct & even in each tyre

Check wheel nuts.

Throttle

Check the throttle operates smoothly across its range. Accumulated mud & dirt can restrict cable movement & prevent the throttle from closing.

Brakes

Check brakes operate properly before reaching full speed.

Air filter

Check it is not choked with dirt. Clean & replace regularly.

Drive train & chassis

Check drive shaft for oil leakage.

Look & feel for loose parts with the engine off. Rough terrain will loosen chassis parts.

Steering

Check the steering moves freely, but without undue looseness.

List Maintenance Actions Required Below

Checked by (signature): _____

PRINT NAME: _____

Date: _____

Westwood NurseryQuick reference

TS	DS	A
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Hazardous substances

The chemicals kept on site are low risk such as glyphosate herbicide, snail bait, slow release fertiliser, and systemic insecticide. There are also small quantities of mentholated spirits and turpentine. All these materials are kept in a locked cabinet. The risk level is insufficient to warrant a professional chemical cabinet. Material Data Safety Sheets are kept on site.

Fire extinguisher

A fire extinguisher is available in the shed. Its maintenance is to be included with the maintenance regime at May Terrace.

First Aid

Graham Greaves has a current First Aid Certificate and is a trained Fire Warden.
A First Aid kit is kept in a prominent position on the cabinet in the office on site.

Volunteer induction and safe working

We will develop an induction/introduction to the site document that includes the points above, and covers safe lifting methods, use of dust masks when handling soil and so on. We will not ask volunteers to use herbicide or insecticide.

Before operating misting systems ensure no one is in the area to prevent anyone breathing the mist and incurring the slight risk of contracting Legionella.

Weather extremes

People are not expected to work outside when the temperature exceeds 35 degrees

Traffic Management

Due to the hazardous location of the entrance traffic management is a priority. We have designed the site with this in mind. The large vehicle area allows vehicles to get off May Terrace quickly to prevent queuing on May Terrace or Bradman Drive.

We will use cones and signs to slow general traffic and provide clear visual signals to those entering the site without actually personally directing traffic. Vehicles must exit left only.

We will inform TFL members of the hazard when asking them to deliver or collect seedlings. We will increase the number of designated open days with the intention of accommodating fewer people each day.

Working alone

As some staff and volunteers may feel unsafe working alone, no one should be asked to work alone at WW unless they are comfortable doing so.

Shed door

The small door has an escape handle on the inside to prevent possibility of being locked in.

Non Smoking

No smoking will apply on the entire site.

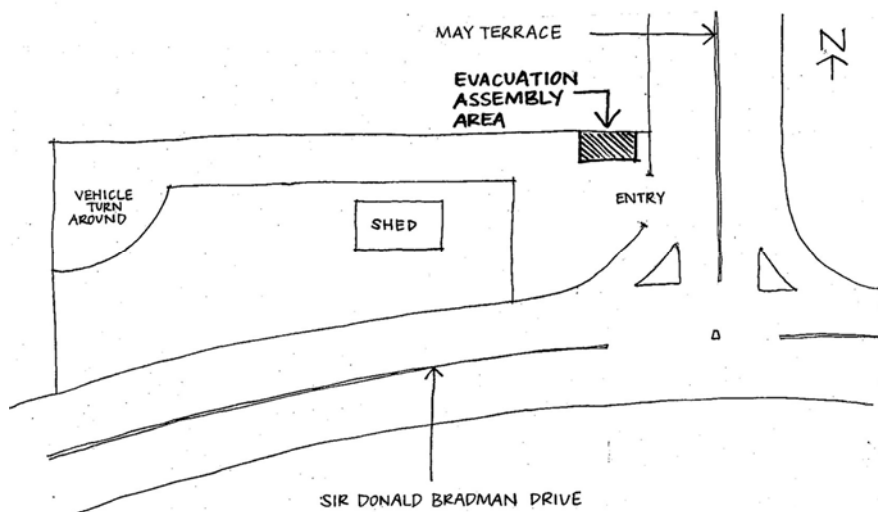
Emergency Evacuation

In an emergency the first priority is to move people away from possible danger to safety.

The nominated Assembly Area is the vehicle area adjacent to the Lockleys's School fence (see diagram).

In the event of an emergency:

1. Assist people in immediate danger
2. Evacuate to the nominated assembly area remaining clear of the danger area
3. Raise the alarm (call emergency services and inform TFL office)
4. Restrict emergency if possible without endangering anyone
5. Ensure everybody is accounted for



Standard Operating Procedure 20:

Mulching

Quick reference

TS

ASSOCIATED RISKS

Foot impact injuries; back and shoulder strains (see Manual Handling); hand injuries; foreign particles in eyes: dust which may cause eye and respiratory irritation or asthma; skin irritation. (See also: Slips, Trips and Falls; Soil Borne Diseases)

RISK MANAGEMENT STRATEGIES

- Explain and demonstrate wheelbarrow loading and use
- Explain and demonstrate correct techniques for using a rake
- Explain and demonstrate correct use of fork/shovel
- Explain and demonstrate how to carry, put down and store the tools, giving consideration to both the users and the general public
- Check that all tools are in good repair, and that there are no split handles or loose tool heads
- Maintain safe working distance of at least 3 metres
- So far as possible, clear the area of any trip hazards
- Rotate tasks, even if team members are not experiencing discomfort
- Ensure that sturdy work boots are worn and that PPE, including glasses, dust masks and gloves, is available

Using Temporary AccommodationQuick reference

BFL	SC	DS
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ASSOCIATED RISKS

Fire; electrocution; cuts and burns associated with food preparation; slips, trips and falls; diseases and infections arising from unhygienic living conditions; inadequate heating, cooling or ventilation (see also Slips, Trips and Falls)

RISK MANAGEMENT STRATEGIES

- The health of volunteers and staff is of utmost importance and clean, hygienic conditions must be pursued at all times
- Clear all exits so they are uncluttered and readily accessible
- Inspect all gas and electrical appliances to ensure that they are in a safe, operational condition
- Do not overload power points with too many appliances
- Formulate a fire evacuation plan and communicate it to all team members
- Remove any combustible materials that are stored near a possible fire source
- For the purpose of the Trees For Life "No Smoking" policy, the accommodation is considered a workplace and State legislation re smoking applies
- Keep food storage and preparation areas, showers and toilets clean and hygienic
- Store all garbage outside the accommodation, and dispose of it at the first practicable opportunity. Wrap putrescent scraps securely.
- Ensure that any spillages on floors are cleaned up promptly
- If moving hot utensils to other areas, ensure that access is free of people
- Use mittens/heatproof gloves to handle hot utensils on stove/in ovens
- Ensure fridges, stoves and other appliances are clean before using
- Leave "night lights" on overnight when possible, for safe access to toilets etc.
- Observe camp owners regulations

Working near RoadsidesQuick reference

TS	BFL	SC	DS
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ASSOCIATED RISKS

Collision or impact injuries; communication difficulties; excessive noise; potentially dangerous litter; exhaust fumes or dust causing eye and respiratory irritation.

RISK MANAGEMENT STRATEGIES

- Unsupervised volunteers are under no circumstances to work in areas that are within 6 metres from the edge of the roadway. In the Australian Standard 1742.3/2009 "*Manual of uniform traffic control devices, Part 3: Traffic control for works on roads*" states that "**the clearance to the edge of work area shall be measured from the traffic-side edge of the [already existing] line of delineating devices or barriers**" (e.g. the traffic-side edge of white lines that are already marked on the road).

- Where possible eliminate or minimize the need for volunteers and employees to work near roadsides.
- Where work on roadsides within 6 metres from the road is carried out, it must only occur under the supervision of a designated Trees For Life employee with a current Work Zone Traffic Management Certificate. In these cases:
 - Before roadside work is conducted the designated Trees For Life employee must:
 - conduct a risk assessment of the site or situation; and
 - illustrate a traffic guidance scheme of the site or situation
 Both on these must be done on the template provided by Trees For Life and must comply with the Australian Standard 1742.3/2009 “*Manual of uniform traffic control devices, Part 3: Traffic control for works on roads*”
 - On the day roadside work is conducted the designated Trees For Life employee with a current Work Zone Traffic Management Certificate must:
 - establish appropriate work zone traffic management setups and pack up; and
 - record all work zone traffic management setups on the recording sheet provided by Trees For Life
 These must take into account the situation and conditions on the day of the activity regardless of the risk assessment and traffic guidance scheme that has already been prepared (see point above) and must comply with the Australian Standard 1742.3/2009 “*Manual of uniform traffic control devices, Part 3: Traffic control for works on roads*”.
 - Volunteers must be thoroughly inducted into the hazards of each particular activity.
 - Volunteers and employees must adhere to any instruction given in regards to roadside safety by the Trees For Life employee designated as the supervisor for each particular activity.
 - The Trees For Life employee designated as supervisor for a particular activity must ensure that volunteers and other employees are adhering to the rules of the work zone traffic management setup at all times.
 - Volunteers and employees must wear safety glasses and fastened, high visibility vests meeting the requirements of AS/NZS 4602 (Type D) at all times.
 - Volunteers and employees must always be aware of their surroundings and alert the designated Trees For Life supervisor and those working directly around them if they notice a potential risk.
 - Volunteers and employees must work upwind, out of fume and dust range and facing oncoming traffic.

Standard Operating Procedure 23:

Working with or near Heavy Machinery

Quick reference

DS

ASSOCIATED RISKS

Exhaust fumes; excessive noise; dust (asthma trigger); collision or impact injuries; communication difficulties.

RISK MANAGEMENT STRATEGIES

Eliminate the need for team members to work near heavy machinery by:

- Organizing work to be performed in another area well away from where the heavy machinery is being used.
- If work can't be performed in another area, vacate the area temporarily while heavy machinery is being used.

Working Offsite

Quick reference	TS	BFL	SC	DS	A
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ASSOCIATED RISKS

1. Wet weather
2. Manual handling/lifting/loading
3. Heat stress
4. Energy
5. Injury
6. Understanding & communication
7. Terrain
8. Orientation
9. External communication

Working offsite in the field or at public events places staff and volunteers in situations where TFL does not have direct control. Issues of site safety, shelter, access to facilities and communication difficulties need to be anticipated. Associated risks include physical injuries or sprains due to lifting and setting up; sunburn and windburn; dehydration; electrocution from incorrectly installed temporary wiring. See SOPs relating to Vehicle Travel, Slips, Trips and Falls, Working in Hot or Cold Conditions, Bites and Stings, Manual Handling and Using Temporary Accommodation.

RISK MANAGEMENT STRATEGIES

- Coordinator to undertake a site visit to identify possible risks and hazards
- Carry First Aid kit in coordinator vehicle, coordinator to be trained in emergency first aid (not required at events, as first aid kits & qualified staff are already on site)
- Take appropriate road signs where required and ensure a trained person sets them up
- Coordinator to carry operational mobile phone
- Select staff and volunteers who have the level of physical health and fitness demanded by the particular site
- Carry adequate food and drinks for the duration
- Clearly state intentions and duration of work off-site and highlight immediate hazards ie; vehicles on roads, specific environmental hazards like dust, wind, animals and tripping hazards and exposed power outlets at promotional events
- Take care working on slopes, uneven ground, slippery surfaces and cease/ move to more suitable location if body stability is compromised
- Ensure volunteers are suitably oriented if working apart or away from vehicle or coordinator
- Practice good lifting techniques, keep back straight and braced, rest often, wear protective clothing including gloves, protective glasses where branches, loose items, dust is involved
- Ensure display items at public events are easy to erect and dismount and are well secured
- Ensure adequate weather protection from wind, rain and sun wherever possible
- Ensure there are toilet facilities close by if attending a public event
- Provide seating in a protected area for regular breaks during the day
- Ensure staff and volunteers do not represent TFL at events if under the influence of alcohol or drugs
- Ensure there is a method of communication, such as walkie talkies or mobile phones, between volunteers and coordinators

Working with or near Brushcutters

Quick reference

BFL	DS
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ASSOCIATED RISKS

Foreign objects in eyes; noise damage to hearing; serious laceration injuries; muscle strains related to overuse and unnatural posture; reduced ability to hear traffic or other hazards; burns from direct contact or use of fuel. (See Manual Handling; Working near Roadsides; Working in Hot Conditions)

RISK MANAGEMENT STRATEGIES

- Ensure that the operator has completed an approved brushcutter training course
- Ensure that the operator is of sufficient strength and stature to control the equipment safely.
- Ensure that the brushcutter is in good general mechanical condition before use.
- Where practicable, remove all obstacles (e.g., wire or timber) from the work area, prior to work commencing.
- Adhere to all manufacturer specifications for use and maintenance.
- Keep all feet and hands well clear of moving parts.
- Wear appropriate PPE e.g. glasses, eye/face protection, sturdy footwear, overalls, ear protection, dust mask.
- Follow correct start-up procedure as per manufacturer's specifications.
- For a brushcutter with solid blade fitted:
 - Do not operate without supervision of a trained first aid person.
 - Usage only by TFL staff and other authorized persons.
- Stop operating the brushcutter if other people/animals are within 15 metres.
- If not an operator, keep at least 15 metres from an operating brushcutter.
- Turn off the brushcutter when not in use, while re-fuelling, adjusting line or while removing debris.
- Re-fuel carefully in a clear area and re-start at least 3metres from refueling area.
- Observe all fire danger precautions.

Working at Heights

Quick reference

SC	DS	A
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ASSOCIATED RISKS

Fall related injuries; overuse or posture related strains; impact injuries from falling objects; anxiety and fear

Staff and volunteers are strongly discouraged from working at heights from which they could fall and injure themselves during the course of their activities. However, if this cannot be avoided, then at least one other person should be present and the Office Manager or relevant OHSW Representative should be advised before work commences (depending on where the work is taking place).

RISK MANAGEMENT STRATEGIES

- If a person at work must gain access to a place that cannot be reached conveniently from floor or ground level, and no appropriate means of mechanical access or fixed stairway is available, a suitable ladder or steps must be provided.
- If a safe working platform cannot reasonably be provided, consideration must be given to the use of a safety harness or fall-arresting device and a safety helmet.
- Supervision and/or assistance must be provided by a competent person.
- The site must be checked for electrical power lines before any team member climbs to an elevated work station.
- No worker should be located directly under another worker.
- Any ladders used should be of sound construction and maintained in a safe condition. Ladders should be located on a firm footing and secured in position as necessary to prevent slipping and sideways movement.
- At least one 'spotter' should be appointed, whose task is to monitor the safety of workers on elevated work stations. The 'spotter' should also be responsible for stabilising the foot of the ladder as and when the ladder is in use.
- The number of team members working at height should be limited and only one person should be on a ladder at a time.
- Tools or equipment being used at height should be secured.
- Anyone handing tools, equipment, materials to the person working at heights should always keep facing the work area until everything handed up has been safely secured
- The stature, agility, general health and willingness of team members should be taken into account when allocating tasks.
- Tasks should be rotated, even if team members are not experiencing discomfort.

Standard Operating Procedure 27:

Working near Water

Quick reference

BFL	SC	DS
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ASSOCIATED RISKS

Drowning; risks associated with water/wetland habitat e.g. mosquitoes, snakes; illness arising from water borne disease or pollution; exposure to cold winds; sun glare and ultraviolet reflection (See also Bites and Stings, Working in Hot/Cold Conditions)

RISK MANAGEMENT STRATEGIES

- Maintain a safe distance between team members and water that is deemed dangerous because of depth, current, murkiness, turbulence, difficulty of escape, steepness of banks, etc.
- Refrain from working on steep, slippery or unstable banks
- Wear appropriate footwear with good grip qualities
- Fence, flag or tape off high risk areas
- Identify non-swimmers and ensure that they are deployed away from higher risk areas
- Where there is an inadvertent possibility of the need to rescue someone from the water, ensure there are rescue aids readily accessible e.g. rope, long pole, flotation device. Where there is a current, these aids must be positioned downstream of the most likely entry point.

- Formulate an emergency response plan that is based on non-contact rescue strategies
- Encourage team members to have adequate spare, dry clothing, mainly socks
- Provide adequate towels and washing facilities eg. soap and clean water
- Provide an appropriate first aid kit with resuscitation mask nearby

Standard Operating Procedure 28:

Using Gas Barbecues

Quick reference

TS	BFL	SC	DS	A
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ASSOCIATED RISKS

Fire; burns from hot plate or spitting food; gas leaks; food poisoning from undercooked food

RISK MANAGEMENT STRATEGIES

- Check gas bottle before use to ensure no corrosion or dents
- Check hose and o-rings to ensure no perishing
- Ensure that there is adequate ventilation to allow the gas to burn and the burnt gases to dissipate
- Ensure regular testing of equipment
- Never leave the barbecue unattended when in use
- Keep matches, cloths, tea towels, etc. at a safe distance and in a safe place
- It is recommended that a hose connected to a reticulated water supply or vessel containing at least 10 litres of water must be on hand at any time in case of fire
- Ensure that the barbecue plate is cleaned thoroughly before placing food on it
- Ensure that food is cooked thoroughly before eating
- During **the fire danger season**, a barbecue may be used providing you have:
 - A 4 metre cleared area around and above the barbecue
 - A responsible person in attendance at all times with water or an extinguisher
- During **total fire ban days**, a barbecue may be used, but only if it is a gas or electric barbecue and used within 15 metres of a home or coastal foreshore.

During the fire danger season or total fire ban days, some councils allow gas or electric barbecues in caravan parks or cleared picnic areas. Look for the signs or contact the council offices for advice.

Mulching, Chipping, Shredding (petrol powered)Quick reference

TS	BFL	DS
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ASSOCIATED RISKS

Rotating cutting blades, noise, entanglement, eye injuries, kickback, flying debris dust which may cause eye and respiratory irritation or asthma; skin irritation

RISK MANAGEMENT STRATEGIES

- Check all bolts and screws for proper tightness to ensure the machine is in safe working condition
- Ensure all guards are fitted, secure attached and functional
- Never operate without the shredder hopper, chipper chute, or discharge chute properly attached to the machine
- Be familiar with all controls and their proper operation
- Faulty equipment must not be used – report suspect machinery immediately
- Never run an engine indoors or in a poorly ventilated area
- Know how to stop the machine and disengage it quickly
- Before starting the machine, make sure the chipper chute, feed intake, and cutting chamber are empty and free of all debris
- Keep bystanders well clear of the machine while it is in operation
- Do not attempt to mulch, chip or shred material larger than specified on the machine or in the manual
- Do not put hands and feet near rotating parts or in the feeding chambers and discharge opening
- If it becomes necessary to push material through the shredder hopper, use a small diameter stick.
Never use your hands or feet.
- Do not allow an accumulation of processed material to build up in the discharge area
- If the impeller strikes a foreign object or if the machine should start making an unusual noise or vibration, immediately shut the engine off. Inspect for damage and make repairs as necessary.
- Never attempt to unclog either the feed intake or discharge opening, or inspect and repair the machine while the engine is running
- Before cleaning, repairing, or inspecting, stop the engine and make certain the impeller and all moving parts have stopped
- Never remove fuel cap or add fuel while the engine is hot or running – allow engine to cool at least two minutes before refueling
- Clean away any foreign material, debris from in and around the motor, blades and guards
- Keep the work area in a clean and tidy condition
- Ensure that all PPE is worn, including sturdy work boots, safety glasses, ear protection, dust masks and gloves

Phytophthora Control & Noxious Weed Control

Quick reference	TS	BFL	SC	DS
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ACTIVITY

Spraying, Direct Seeding, Site Visits

ASSOCIATED RISKS

Spreading Phytophthora and noxious weeds from site to site, Eye damage from high pressure cleaning, Sprains, Strains, Cuts when using broom/brush to clean off vehicle and seeder

RISK MANAGEMENT STRATEGIES

Revegetation sites that receive above 400mm rainfall (In SA these sites are on the Fleurieu Peninsula, in the Adelaide Hills, Mid North and Clare Valleys) have the potential to contain Phytophthora on site.

To minimize the potential for the spread of Phytophthora the following actions must be taken when leaving sites that fall into the above category.

On all sites there is the risk of transporting weed seeds/weed vegetative material to other sites. This can be minimized by using the same methods as outlined below to stop the spread of Phytophthora.

Machinery must be cleaned for weed seeds/weed vegetative material as per the instructions below when moving from site to site but the machinery does not have to be disinfected.

When using the direct seeders/spray units if you are not doing multiple sites in the one day clean the majority of the dirt/mud off the vehicle/direct seeding machine with the broom or brush before leaving the site and clean thoroughly at Pallamana with the high pressure cleaner and disinfect before going to other sites.

If you are doing multiple sites on the same day the following applies:**Dry brushing to remove mud and soil:**

- Remove all mud and soil with a hard bristled broom, brush or other tool.
- For vehicles and machinery pay particular attention to wheels, mudflaps and undercarriage.
- Disinfect where possible. Remember to also disinfect brush or tool used to remove mud and soil.

Disinfection to kill any *Phytophthora* that has not been removed by dry brushing:

- NOTE: The use of large amounts of water/disinfectant is to be avoided. Disinfection with a light spray is all that is required. Never wash down with water only. Always use a disinfectant.

Vehicles and machinery:

- Disinfect equipment and vehicles (paying particular attention to wheels, mudflaps, undercarriage and areas that are difficult to access) using a pressurised knapsack containing a disinfectant applied at label rates.

For example:

- Phytoclean (Biodegradable and non-corrosive): Add 1 part of Phytoclean® to 50 parts of water. OR
- Sodium hypochlorite (pool chlorine). Add 1 part of pool chlorine to 1500 parts of water.

Clean Down Procedure (in the field):

- Put on leather gloves and remove as much soil as possible with the broom/brush
- Put on chemical resistant gloves
- Use a pressurised knapsack to spray disinfectant as less water will be used and runoff will be minimal. Always use disinfectant in a well ventilated area.

- Disinfectant should be allowed to penetrate for at least one minute (preferably 10 minutes) before equipment departs.
- Do not drive through washdown effluent.
- Do not allow mud and wash-down effluent to drain into bushland and surface waters, such as rivers, creeks, reservoirs and dams. If necessary, dig a trench to contain washdown effluent.

Footwear, small equipment and hand tools:

- Disinfect the entire sole of your footwear using a spray bottle with disinfectant (methylated spirits (70-100%) or household bleach (1 part bleach to 4 parts water))
- Allow the sole to dry for approximately one minute.
- Step forward to avoid recontaminating footwear.
- Repeat steps 1-3 for the other boot.
- Disinfect the brush used to remove soil.
- Disinfect small equipment and hand tools using the spray bottle and disinfectant.
- Footwear can also be disinfected using a footbath containing disinfectant. This is useful when large groups of people need to disinfect their footwear at one location. Ensure soil has been removed from footwear before entering footbath to ensure disinfectant remains activated. Do not leave footbath unattended where children and animals may come in contact with the chemical.

Clean Down Procedure (Workshop):

- Put on leather gloves and remove as much soil as possible with the broom/brush.
- Connect high pressure cleaner to water supply and power taking care to keep the electrical plugs away from the water run off areas.
- Put on chemical resistant glove and face mask and clean down vehicle and direct seeder.
- Use a pressurised knapsack to spray disinfectant as less water will be used and runoff will be minimal. Always use disinfectant in a well ventilated area.
- Do not drive through washdown effluent.
- Do not allow mud and wash-down effluent to drain into bushland and surface waters, such as rivers, creeks, reservoirs and dams. If necessary, dig a trench to contain washdown effluent.

Standard Operating Procedure 31

Transporting Hazardous Substances

Quick reference

BFL	DS
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ASSOCIATED RISKS

Back, arm or shoulder strains (see Manual Handling). Chemical spills (see Working with Chemicals), allergic reactions, poisoning, fires and chemical reactions

RISK MANAGEMENT STRATEGIES

Transporting of some hazardous substances requires the use of specific types of vehicles to isolate driver/passengers and other animals from the substances e.g. utility, truck or trailer.

- It is prohibited to carry drums within the cabin of the vehicle
- Where the vehicle is unable to isolate the driver/passengers from the substance, make sure that the substance is completely used before loading into the vehicle e.g. when using a handheld spray unit or knapsack only fill with as much herbicide as is needed so that the unit is empty on completion of spraying.

- Read and retain the relevant Material Safety Data Sheet (MSDS) and product label booklet and display both of these on group activities
- Ensure chemical containers are firmly closed and do not have leaks
- Carry an empty container suitable for decanting chemicals from a damaged container
- So that smaller container of chemicals S5 and above cannot be knocked over place them into a larger container with a secure lid as long as they are compatible
- If chemicals are flammable, do not allow smoking or any naked flames within the vehicle
- Do not store different types of chemical together if they react together
- Pack containers in vehicle securely with straps or padding
- Keep adequate supplies of water on hand for diluting spills and washing skin
- Do not lift any containers weighing more than 10kg without assistance

Standard Operating Procedure 32:

Bushfires

Quick reference	TS	BFL	SC	DS	A
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RISKS

Bushfires can be significant life-threatening situations, and volunteers are strongly advised to contact their local CFS Office or look at the CFS website (www.cfs.org.au) for further bushfire safety information.

ASSOCIATED RISKS

Smoke inhalation, eye irritation, dehydration, heat exhaustion, burns from radiant heat, fatalities (see also Working in Hot / Sunny Conditions, Working in Outdoor / Bushland Areas).

RISK MANAGEMENT STRATEGIES

- When a total fire ban is imposed, no field work activities of any kind are to be carried out in the fire ban area.

Before you leave for your site

- Familiarise yourself with bushfire safety information from your regional CFS office, or on their website: www.cfs.org.au
- Be aware of fire danger season and monitor media broadcasts of bushfire warnings (ABC Radio)
- If fire is already underway, do not go to your site.

If you are working on your site:

- No smoking on Bush For Life sites at any time
- Have 'bushfire pack' handy including woollen blanket for each person, extra water, towels and first aid kit
- Wear long trousers, long-sleeved shirts of natural fibres with hat and glasses
- Monitor radio forecasts, and keep an eye out for smoke, & if bushfire in area:
 - Return home if safe to do so and implement your household bushfire action plan, or
 - Have pre-determined escape routes (with alternatives) to lower-risk areas such as football ovals, shopping centre car parks etc.

If caught on site with bushfire approaching:

- Do not run uphill or away from fire front unless you know of a safe refuge nearby
- Do not run through fire front
- Find an open space, clearing or track

- Clear away as much flammable material as possible
- Cover all exposed skin surfaces (use blanket, hat etc)
- If possible, seek shelter from radiant heat behind e.g. a log, large rock, or depression in ground
- Lie face down on ground as fire front approaches and passes over

CFS Information Hotline

1300 362 361

CFS State Headquarters

8463 4200

Standard Operating Procedure 33:

Using Cutting Hand Tools

Quick reference	TS	BFL	SC	DS
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ASSOCIATED RISKS

Cuts & abrasions; accidental amputations; muscular strains, soft tissue injuries (acute or repetitive).

RISK MANAGEMENT STRATEGIES

- Always wear heavy gloves such as “riggers” when using cutting tools. Wear over chemical resistant gloves if also using herbicide.
- Wear safety glasses to protect eyes against flying chips of vegetation or falling vegetation.
- Wear suitable enclosed footwear.
- Carry out simple warm up stretches before commencement and after breaks.
- Cut with care; make sure all body parts are clear of the cutting edge when using secateurs and saws.
- When using loppers, do not attempt to use on branches larger than recommended, use a saw instead. Do not twist loppers when attempting to cut branches; use another method.
- Do not work repetitively for long periods, rest or rotate activity regularly.
- Maintain tools in good condition; sharpen or replace when blunt.

Standard Operating Procedure 34:

Working in Outdoor / Bushland Areas

Quick reference	BFL	SC	DS
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ASSOCIATED RISKS

Cuts and abrasions from branches, barbed wire fencing, insect bites, attacks from birds and animals, tetanus and other infections from cuts, hay fever and asthma. (See also Working in Hot / Sunny Conditions; Working in Cold Conditions; Working in Wet / Foggy Conditions; Working on Steep / Uneven / Slippery Ground; Working with Soil; Working in Public Areas; Hand Weeding; Using Cutting Hand Tools; Litter Collection; Working on Remote Sites)

RISK MANAGEMENT STRATEGIES

- Take regular stock of your surroundings.

- Wear layered clothing that enables adjustment to body temperature according to weather conditions and activity level, and sturdy, enclosed footwear.
- Always wear 'rigger' style gardening gloves when working with your hands whether picking up rubbish or weeding.
- Always wear the wrap around safety glasses supplied by TFL when working on a site and participating in all group activities.
- Ensure that you have an antiseptic and wound dressing handy if in a risk area.
- Ensure tetanus injections are up to date.
- Always seek medical attention if lacerated by rusty metal, especially barbed wire on a stock fence.
- Carry your hay fever or asthma medication, if necessary.
- If possible, carry a mobile telephone, but also make sure that others know your whereabouts and your expected time of return (in case of signal problems or a flat battery).

Standard Operating Procedure 35:

Working in Public Areas

Quick reference

TS	BFL	SC	DS	A
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ASSOCIATED RISKS

Injury to members of public; spray drift; attacks by stray animals; threats or assault (see also Hand Weeding, Working with Chemicals, Working near Roadsides, Working on Remote Sites)

RISK MANAGEMENT STRATEGIES

- Use 'Bush For Life' signs to warn passers-by of your activity.
- Work in pairs and carry a mobile phone, where possible.
- Monitor and observe movements of other people or animals in the area. If you feel threatened keep a safe distance and encourage or warn them to maintain their distance too.
- Consider possible effect of activity on passers-by and adjoining properties, and revise activity if necessary.
- If threatened by a person or animal, do not confront them but immediately vacate the site (in your car, if possible). If necessary, call the appropriate authorities (e.g. in the case of threatening persons, the police on 000 (emergency) or 131 444 (police assistance); or the local council for stray dogs etc.) once at a safe distance.

Working on Steep, Uneven or Slippery GroundQuick reference

BFL	SC	DS
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ASSOCIATED RISKS

Sprain injuries to ankles and knees; impact injuries (bruising, lacerations, fractures, breaks) from slips and falls, especially to backs, legs, hands, wrists, head and face. Exhaustion from climbing steep banks etc. The nature of the worksite may present a major evacuation problem in the event of an emergency.

RISK MANAGEMENT STRATEGIES

- Wear sturdy, enclosed footwear with good tread and firmly laced.
- Avoid any obvious hazards such as slippery logs, loose rocks, unstable surfaces, and steep embankments.
- If ground is wet, avoid walking on slopes.
- Where possible and ecologically appropriate, remove trip hazards from the work area.
- Flag, or cordon off, and avoid immovable trip hazards.
- Allow at least 2 metres 'visibility space' between team members when walking along tracks.
- Exercise additional caution when walking downhill, e.g. walk across the slope, have a leader control walking speed.
- Avoid carrying heavy or awkward-sized objects on uneven ground.
- Identify, and closely supervise, fellow workers with pre-existing back, knee or ankle injuries.

Working in Wet or Foggy ConditionsQuick reference

BFL	SC	DS
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ASSOCIATED RISKS

Hypothermia; slipping; poor visibility; chemical contamination from water runoff; fatigue and loss of dexterity leading to falls or tool use injuries.

RISK MANAGEMENT STRATEGIES

- Monitor weather forecasts and reschedule work to another time or day if rain or heavy fog is likely.
- Wear layered, water-repellent clothing that enables adjustment to body temperature according to weather conditions and activity level.
- Wear high-visibility safety vest at all times.
- Have ample food and fluids available, including warm drinks if possible.
- Carry out simple warm up stretches before commencement and after breaks.
- Rotate tasks between team members to avoid prolonged exposure.
- Avoid using chemicals.
- Identify shelter area and use this during periods of inactivity e.g. breaks or extreme conditions.
- Structure work to avoid the coldest times of the day.
- Wear a warm hat (the head is a major heat loss area).

Working on Remote SitesQuick reference

BFL	SC	DS
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ASSOCIATED RISKS

Communication difficulties; rescue difficulties in case of injury; possible disorientation; vulnerability to physical harm from other people or wild animals due to isolation, difficulty in seeking timely help if an accident occurs.

RISK MANAGEMENT STRATEGIES

- Work on remote sites will be undertaken by a minimum of two people and ideally by groups.
- If possible, work in pairs, and always work in view of another person. If a large site, use an agreed signal to call for assistance from others on site.
- If possible, carry a mobile telephone, but also make sure that others know your whereabouts and your expected time of return (in case of signal problems/flat battery).
- Keep check of time to ensure you return by your designated time.
- Use landmarks for orientation as you move through the site.
- Place an appropriate sign near (but not directly on) a roadway to identify your location to rescue vehicles.
- Carry adequate food and water and protective clothing to work location.

