

Safe work procedures for on-ground projects

1. Terms used in this document:

- a. 'we', 'CDCCG' – Coolum and North Shore Coast Care Group Inc, trading as Coolum and North Shore Coast Care.
- b. 'you' – the CDCCG member, or any other volunteer or participant

2. Personal Protective Equipment:

- a. You are advised to wear SPF30+ sunscreen, a full-brimmed hat, and closed shoes on all outdoor work sites.
- b. Long sleeved shirt, long trousers, thick socks, or waterproof clothing may be worn if appropriate.
- c. Insect repellent may be worn if appropriate.
- d. Suitable protective gloves should be worn when working with soil, spikey or prickly plants, or in areas where there may be spiders, biting insects, or snakes.

3. First Aid:

- a. A first aid kit will be taken to every work site.
- b. Every group should have a sharps container for safe disposal of sharp hazardous objects.
- c. The project supervisor will be responsible for ensuring that all equipment in the first aid kit is renewed as it runs out or passes its expiry date.
- d. Trained first aiders in the group will make themselves known to the project supervisor.
- e. Any serious incidents will be reported by the project supervisor to the CDCCG management committee as soon as is practicably possible.
- f. At least one member of the group will carry a working, charged mobile phone at all times.
- g. In an emergency situation, phone emergency services on 000 or 112.

4. Health Issues:

- a. You are responsible for carrying and drinking sufficient water to maintain healthy hydration.
- b. Take breaks and rests when you need them.
- c. The project supervisor should be made aware of any health issues that may seriously affect your ability to work, or that may be induced by working. This includes severe allergies. This information will be treated as confidential by the project supervisor, unless it needs to be shared in the event that first aid or other medical intervention is required.
- d. Any medications or equipment that you require to treat an existing health condition should be kept on hand by you, with instructions on how to use it in the event that you are unable to self-administer.
- e. Advise the project supervisor immediately of any bites, stings, cuts, or other wounds.

5. General Safety:

- a. Be aware of the terrain – work with caution on steep slopes, uneven ground, loose or slippery surfaces. If you do not feel safe where you are working, move away to an area that is safe.
- b. Look out for spiders, insects, snakes, and other wildlife. Treat all wildlife with respect and avoid disturbing it if possible, especially anything that could harm you.
- c. Look out for plant hazards such as spikes, prickles, sap/juices, pointy leaves or branches. Avoid contact where possible, or wear suitable Personal Protective Equipment if contact is unavoidable.
- d. Take care when carrying and handling tools (e.g. knives, secateurs, forks, shovels, trowels). Be aware of yourself and other people around you. Your project supervisor will demonstrate the correct usage of tools.
- e. Keep together with your group. If you are moving to a different area, ensure that other members of your group know where you are.

- f. Avoid handling sharp hazardous waste items such as syringes, needles, broken glass, metal objects that may be found on site. Notify your project supervisor if you find hazardous waste.
- g. Use correct lifting method at all times: bend at the knees, keep back straight.
- h. Avoid lifting any very heavy items such as branches or large items of rubbish. Notify your project supervisor. If the item needs to be moved, get others to help you. If the item cannot be moved by the group, notify the Sunshine Coast Council for removal and disposal.
- i. Avoid handling decomposing animal remains. Notify your project supervisor, who will contact Sunshine Coast Council for removal and disposal.
- j. If attending a marine stranding, ensure you wear suitable (disposable waterproof) gloves to avoid infection from dead animals. Disinfect any equipment used on dead turtles or dead marine mammals. For whale strandings ensure you wear closed-in shoes to protect against whale lice.
- k. Follow the 30-30 rule for lightning strikes: if thunder sounds less than 30 seconds after a lightning flash, seek shelter in vehicles or buildings. Remain under shelter for 30 minutes after last lightning flash.
- l. Do not use any chemicals on outdoor sites, unless you have specific permission from your project supervisor, and you have a current ACDC licence.

6. Emergency Contacts:

- a. Emergency services: 000 or 112
- b. Poisons information: 13 11 26

Acknowledgement

The information above has been explained to me by my group coordinator. I understand the procedures required for safe working in on-ground projects with CDCCG. Use of tools and safety equipment have been explained and demonstrated where appropriate. I am fully responsible for minimising the risks to my own health and safety, and the health and safety of people around me.

Full Name:

Address:

Email:

Telephone: **Mobile:**.....

Signature: **Date:**/...../20.....
 [Note: if member is under 18 years old, this form must be signed by a parent or guardian]

Emergency Contact:

Name:

Address:

Telephone: **Mobile:**.....

The information provided by you on this form will be treated as confidential, and is for use by CDCCG only. It will not be shared with any third parties.