

# Task Risk Assessment and Control Form



Once complete, please email this form to: [ohs@birdlife.org.au](mailto: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 Task Risk Assessment (TRA) is a safety tool designed to ensure 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 TRA is to 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 TRA 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

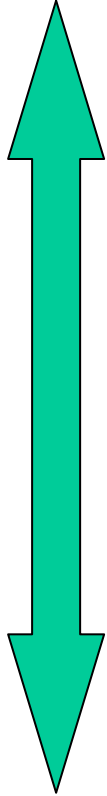
### Step 1. Consequences

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				
CONSEQUENCE	1. Rare The event will only occur in exceptional circumstances	2. Unlikely The event is not likely to occur	3. Possible The event may occur	4. Likely The event is likely to occur	5. Almost Certain The event is almost certain to occur
<b>A. Catastrophic</b> (Accidental death / serious injury)	Significant Risk (2)	Significant Risk (2)	High Risk (1)	High Risk (1)	High Risk (1)
<b>B. Major</b> (Serious injury)	Low Risk (4)	Moderate Risk (3)	Significant Risk (2)	High Risk (1)	High Risk (1)
<b>C. Moderate</b> (Lost time due to injury)	Low Risk (4)	Low Risk (4)	Moderate Risk (3)	Significant Risk (2)	High Risk (1)
<b>D. Minor</b> (Minor injury – no lost time)	Low Risk (4)	Low Risk (4)	Low Risk (4)	Moderate Risk (3)	Significant Risk (2)
<b>E. Minimal</b> (No injury)	Low Risk (4)	Low Risk (4)	Low Risk (4)	Low Risk (4)	Moderate Risk (3)

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

### SPECIFIC HAZARDS TO CONSIDER:

- Manual Handling
- Plant
- Noise
- Working environment
- Driving
- Working In Isolation
- Dangerous Goods
- Hazardous Substances
- Electrocution/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			
<b>Name:</b> Chris Purnell (BirdLife Australia)		<b>Position (relative to this activity/project):</b> Melbourne Water RBM project manager	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Contractor
<b>Contact number:</b> 9347 0757 ext 233 <b>Alt:</b> 0438 370 613		<b>Designated Working Group:</b>	<input type="checkbox"/> Volunteer

<b>Name:</b> Andrew Silcocks (BirdLife Australia)		<b>Position (relative to this activity/project):</b> BirdLife Atlas of Australian birds manager	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Contractor
<b>Contact number:</b> 9347 0757 ext 240 <b>Alt:</b>		<b>Designated Working Group:</b>	<input type="checkbox"/> Volunteer

DETAILS OF ACTIVITY / PROJECT			
<b>Title:</b> Melbourne Water Regional Bird Monitoring Project	<b>Location/Site:</b> Various Melbourne Water sites throughout the Port Philip and Western Port region (see appendix for full list)	<b>Start date:</b> 1/1/2014	<b>Finish date:</b> 31/12/2014
<b>Description:</b> Repeat Atlas surveying .	<b>Participants:</b> BirdLife staff and registered volunteers.	<b>Proponent:</b> Melbourne Water <b>Contact:</b> Dr William Steele	

1. Document the activity	2. Identify the hazards	4. Rate the risk	5. Document the control measures	5. Rate the risk With controls in place	BirdLife OH&S Approval	Proponent OH&S Approval
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.	Using the risk rating matrix, rate each risk identified.	Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	Using the risk rating matrix, rate each risk identified		
Driving to work site.	Vehicle accident (in traffic).	<b>A3 High</b>	<ul style="list-style-type: none"> <li>Plan trip in advance, check vehicle (e.g. tyre wear), and allow adequate travel time to ensure calm driving.</li> <li>Plan to avoid rush hour traffic.</li> <li>Check weather conditions before departing and postpone field work if severe weather is likely.</li> <li>Valid driver's licence.</li> <li>Ensure sustainable workload and allow for rest periods on long trips. Never drive if drowsy.</li> <li>Identify appropriate travel route and directions prior to departure. Carry a detailed map of the site.</li> <li>Do not use mobile phone whilst driving.</li> </ul>	<b>A2 Significant</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> <li>Awareness of the need to drive sensibly (e.g. no alcohol, drugs, speeding, tail-gating).</li> </ul>			
	Vehicle breakdown.	<b>E3 Low</b>	<ul style="list-style-type: none"> <li>Plan trip in advance and check vehicle (e.g. tyre wear, petrol, oil and water) before departure.</li> <li>Always carry a mobile phone with fully charged battery.</li> <li>Check spare wheel before departure.</li> <li>Check you have RACV telephone number with vehicle.</li> </ul>	<b>E3 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Vehicle bogging.	<b>E4 Low</b>	<ul style="list-style-type: none"> <li>Avoid driving off tracks to park the vehicle.</li> <li>Take 4WD vehicle whenever possible.</li> <li>Always carry a mobile phone with fully charged battery.</li> <li>Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work</li> <li>Avoid undertaking field work on your own.</li> </ul>	<b>E3 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Getting lost.	<b>E3 Low</b>	<ul style="list-style-type: none"> <li>Do not drive on roads you do not know unless you are with someone who knows the area well.</li> <li>Always carry a mobile phone with fully charged battery.</li> <li>Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work</li> <li>Always carry sufficient water and food for remote site surveys.</li> </ul>	<b>E3 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arriving at work site.	Locking keys in vehicle.	<b>E4 Low</b>	<ul style="list-style-type: none"> <li>Always carry a mobile phone with fully charged battery.</li> <li>Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work</li> </ul>	<b>B1 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Fire caused by car	<b>B1 Low</b>	<ul style="list-style-type: none"> <li>Avoid driving vehicles through or parking on dry grass or crop - the risk from the hot exhaust system is high. Particularly for petrol vehicles and those with a catalytic converter.</li> <li>No field work in high risk environments on days</li> </ul>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

			<p>of Total Fire Ban or periodic burn offs..</p> <ul style="list-style-type: none"> <li>Avoid working on days above 35°C and days of high fire risk.</li> </ul>			
Surveying	Exposure to drowning hazard.	<b>A3 High</b>	<ul style="list-style-type: none"> <li><u>Never</u> enter a pond.</li> <li>Avoid approaching closer than 2 m to water's edge, particularly where there is a slope or dense vegetation.</li> <li>Avoid working alone.</li> <li><u>Never</u> work alone on a high risk site.</li> </ul>	<b>A1 Significant</b>	☒	☒
	Losing access keys/ encountering faulty locks and getting locked in.	<b>E4 Low</b>	<ul style="list-style-type: none"> <li>Always carry a mobile phone with fully charged battery.</li> <li>Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work</li> <li>Have MW birdwatchers number saved into your mobile.</li> </ul>	<b>B1 Low</b>	☒	☒
	Vehicle accident (running off poor tracks).	<b>A2 Significant</b>	<ul style="list-style-type: none"> <li>Always drive below 20km/hr on site unless signed otherwise.</li> <li>Avoid night driving.</li> <li>Plan trip in advance, check vehicle (e.g. tyre wear), and allow adequate travel time to ensure calm driving.</li> <li>Check weather conditions before departing and postpone field work if severe weather is likely.</li> <li>Valid driver's licence.</li> <li>Ensure sustainable workload and allow for rest periods on long trips.</li> <li>Do not use mobile phone whilst driving.</li> <li>After rainfall check track/site conditions with Ops Room before leaving for site.</li> <li>Avoid dry weather only tracks and those with unsealed surfaces.</li> </ul>	<b>B1 Low</b>	☒	☒

			<ul style="list-style-type: none"> <li>• Always carry a mobile phone with fully charged battery.</li> <li>• Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work</li> <li>• Avoid undertaking field work on your own.</li> <li>• <u>Never</u> work alone on a high risk site.</li> <li>• Ensure you have correct vehicle for conditions and use a 4WD whenever possible.</li> </ul>			
	Exposure to contaminants.	<b>C3 Medium</b>	<ul style="list-style-type: none"> <li>• Never enter a pond.</li> <li>• Avoid making contact with refuse.</li> <li>• Avoid making contact with wildlife, including dead or diseased birds.</li> <li>• If contact is made with refuse, water that is suspected to contaminated, bird faeces or wildlife do not eat drink or smoke before hands or garments are thoroughly washed and disinfected.</li> <li>• Always wear PPE such as long-sleeved shirt and long trousers, sturdy boots, and gloves and safety spectacles if appropriate.</li> <li>•</li> </ul>	<b>E4 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Exposure to dehydration/ sunstroke.	<b>C3 Medium</b>	<ul style="list-style-type: none"> <li>• Check weather forecast before planning field work and postpone when sever weather is likely.</li> <li>• Avoid working on days above 35°C and days of high fire risk.</li> <li>• Ensure adequate hydration and carry sufficient water for surveys longer than 30 minutes.</li> <li>• Plan site visit and wear appropriate PPE such as sunscreen, hat, long-sleeved shirt and long trousers.</li> <li>• Always carry a mobile phone with fully charged battery.</li> <li>• Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work</li> </ul>	<b>C2 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> <li>• Avoid undertaking field work on your own.</li> <li>• <u>Never</u> work alone on a high risk site.</li> </ul>			
	Exposure to hypothermia.	<b>C3 Medium</b>	<ul style="list-style-type: none"> <li>• Check weather forecast before planning field work and postpone when severe weather is likely.</li> <li>• Plan site visit and wear appropriate wet weather gear when likely to be needed, such as rainproof jacket and warm hat.</li> <li>• Always carry a mobile phone with fully charged battery.</li> <li>• Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work.</li> <li>• Avoid undertaking field work on your own.</li> <li>• <u>Never</u> work alone on a high risk site.</li> </ul>	<b>C1 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Exposure to snake bite risk.	<b>B3 Significant</b>	<ul style="list-style-type: none"> <li>• Always assess situation before walking anywhere and look for path of least risk (avoid long grass during summer).</li> <li>• Ensure first aid kit and snake bite bandages in vehicle, and carry these when away from vehicle</li> <li>• Plan site visit and wear appropriate PPE including long-sleeved shirt, long trousers and sturdy boots.</li> <li>• Always carry a mobile phone with fully charged battery.</li> <li>• Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work.</li> <li>• Avoid undertaking field work on your own.</li> <li>• <u>Never</u> work alone on a high risk site.</li> </ul>	<b>D2 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Exposure to biting/ stinging animals.	<b>D4 Medium</b>	<ul style="list-style-type: none"> <li>• Always assess situation before walking anywhere and look for path of least risk (avoid long grass during summer).</li> <li>• Ensure first aid kit and snake bite kit in vehicle, and carry these when away from vehicle</li> <li>• Plan site visit and wear appropriate PPE including long-sleeved shirt, long trousers and</li> </ul>	<b>D1 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

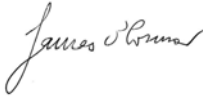
			<p>sturdy boots.</p> <ul style="list-style-type: none"> <li>Always carry a mobile phone with fully charged battery.</li> </ul> <p>Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work.</p> <ul style="list-style-type: none"> <li>Avoid undertaking field work on your own.</li> <li><u>Never</u> work alone on a high risk site.</li> </ul>			
	Exposure to dog or kangaroo attack, bite from another animal.	<b>C3 Significant</b>	<ul style="list-style-type: none"> <li>Avoid all dogs and larger wildlife.</li> <li>Always carry a well-equipped first aid kit.</li> <li>Always carry a mobile phone with fully charged battery.</li> <li>Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work.</li> <li>Avoid undertaking field work on your own.</li> <li><u>Never</u> work alone on a high risk site.</li> </ul>	<b>C1 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Exposure to fire risk.	<b>A3 High</b>	<p>No field work on days of Total Fire Ban or burn offs.</p> <ul style="list-style-type: none"> <li>No field work in high risk environment (see below) on days above 35° or days of high fire risk. CFA define high risk environments as: <ul style="list-style-type: none"> <li>Areas adjacent to Forests, National or State Park</li> <li>Areas surrounded by grassland / dense vegetation (paddocks, parks, reserves)</li> <li>Coastal scrub areas</li> <li>Restricted access (one entry/exit)</li> </ul> </li> <li>Avoid working on days above 35°C and days of high fire risk.</li> <li>Avoid any area where smoke can be smelt or seen.</li> <li>If smoke is seen, listen to the radio for information on local bushfires.</li> <li>If smoke is smelt immediately plan best route to</li> </ul>	<b>D1 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

			safety and leave site.			
	Exposure to prickly/ spiny plants.	<b>D4 Medium</b>	<ul style="list-style-type: none"> <li>Always assess situation before walking anywhere and look for path of least risk (avoid dense vegetation during summer).</li> <li>Ensure first aid kit in vehicle, and carry this when away from vehicle</li> <li>Plan site visit and wear appropriate PPE including long-sleeved shirt, long trousers and sturdy boots.</li> <li>Always carry a mobile phone with fully charged battery.</li> <li><u>Never</u> work alone on a high risk site.</li> </ul>	<b>D1 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Exposure to 'sharps' (such as broken glass, scrap metal and hypodermic needles).	<b>C3 Medium</b>	<ul style="list-style-type: none"> <li>Take care and observe areas carefully before walking through or putting your hands on anything.</li> <li>Always carry a well-equipped first aid kit.</li> <li>Ensure appropriate PPE is worn, such as long trousers and boots.</li> </ul>	<b>C1 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Tripping/ slipping hazards.	<b>B5 High</b>	<ul style="list-style-type: none"> <li>Check weather conditions before departing and postpone field work if severe weather is likely.</li> <li>Avoid sloping or heavily vegetated areas.</li> <li>Stick to formed tracks as far as possible.</li> <li>Always wear well-fitting sturdy boots providing ankle support.</li> <li>Carry a well-equipped first aid kit and bandages.</li> <li>Always carry a mobile phone with fully charged battery.</li> <li>Always inform family, MW staff or BirdLife staff of your planned movements and timing of field work.</li> <li><u>Never</u> work alone on a high risk site.</li> </ul>	<b>E2 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Eye strain.	<b>D5 Significant</b>	<ul style="list-style-type: none"> <li>Restrict time spent using scopes and binoculars.</li> <li>Ensure scopes and binoculars are of high quality and correctly set up for your eyes.</li> </ul>	<b>C3 Medium</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


			<ul style="list-style-type: none"> <li>Have rest periods at least every 20 min, relaxing eyes and looking at cool colours such as greens and blues.</li> <li>Wear good quality sunglasses when not using scope or binoculars.</li> </ul>			
	Strain when lifting/ carrying equipment or samples.	<b>C5 High</b>	<ul style="list-style-type: none"> <li>Avoid carrying equipment for any distance as far as possible.</li> <li>If carrying equipment heavier than 10 Kg for farther than 200 m ensure proper weight-bearing harnesses/straps/ packs are used.</li> <li>Weights greater than 25 Kg should not be lifted by one person.</li> </ul>	<b>C1 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Diseases transmitted via birds (e.g. Psittacosis, Salmonella, etc.) or other animals.	<b>C3 High</b>	<ul style="list-style-type: none"> <li>Avoid all direct contact with bird faeces.</li> <li>Avoid all contact with sick and dead birds.</li> <li>If contact is made with bird faeces or wildlife do not eat drink or smoke before hands or garments are thoroughly washed and disinfected.</li> <li></li> </ul>	<b>D3 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Driving from work site.	Refer to Section 1: Driving to work site.			<b>B1 Low</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Any changes or additions recommended:

Person completing RA: (print name and sign)  Chris Purnell Date: 26 May 2014.

**Supervisor's endorsement:** (print name and sign) James O'Connor  **Date:** 26 May 2014.

**Proponent Signiture:** (print name and sign) William Steele  **Date:** 26 May 2014.

**BirdLife Australia OHS Coordinator:** (print name and sign) Cara Schultz  **Date:** 26 May 2014.

**Copy of this RA has been forwarded to:** ☒ OHS Coordinator ☒ DWG 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 ph: 0438 370 613

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

### **In addition, if working alone or on remote site:**

Contact Supervisor / Manager before commencing and after completing activities and instruct supervisor to ring emergency services if no contact within half an hour of expected completion time.

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