



BELLINGER LANDCARE INC.

WORK HEALTH AND SAFETY

**E:\google drives\office\Landcare Groups\Landcare Group Documents & WHS\Landcare Site Documents
2025\BLI WH&S for Landcare Site 2025.docx**

*BLI Work Health & Safety Policy
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WORK HEALTH & SAFETY POLICY

Introduction

The Work Health and Safety Act (2011) came into force nationally on the 1 January 2012. It aims to protect the health and safety of all people in every place of work in Australia. Under the Act employers, employees, self-employed and volunteers are to meet certain standards of health, safety and welfare.

This kit contains information about risk assessment and risk assessment sheets to address minimise risks at the beginning of an event or work day, and information about safely using chemicals to control weeds.

The Committee of Bellinger Landcare Inc. have prepared the following policy and procedures for the safety of volunteer workers, employees and members of the community at work sites.

Roles and Responsibilities

BLI Executive Committee

- Develop and implement the policy and supporting procedures.
- Monitor and review WH&S policy and procedures in consultation with staff and volunteers.
- Provide resources to develop and maintain a safe and healthy work environment for staff and volunteers within the statutory obligation.
- Ensure that workplace safety procedures and practices are regularly monitored and amended where necessary after consultation with staff.

Employees and contractors

- Regularly monitor WH&S performance and compliance with policies and procedures, and report to executive committee as necessary.
- Take reasonable care for the health and safety of all persons in the workplace.
- Ensure adequate documentation and recording of WH&S issues, registers and incidents.
- Identify workplace risks and hazards as they arise within their workplaces or project sites and ensure procedures are promptly put in place to minimise them.

Volunteers

- All volunteers undertaking activities in association with the organisation have a shared responsibility to maintain high standards of workplace safety.
- Volunteers are expected to read, acknowledge their understanding of and follow the procedures outlined in BLI's WH&S Policy and Procedures Kit.
- Declare pre-existing injuries or medical conditions that may affect participation
- Immediately report any accident, injury to the BLI Office.
- Wear personal protective equipment, including tick repellent, as required.

Landcare Site Coordinators

- Induct new participants to site.
- Conduct a site assessment before each working bee.
- Ensure participants in the worksite sign on and adhere to the policies and procedures
- Immediately report any accident, injury to the BLI Office.

- Keep a record of volunteer work hours
- Immediately report any breach of procedure, accident, injury to the BLI Office.

Table 1: Risk Assessment Matrix

How severely could it hurt someone or how ill could it make someone?	How likely is it to be that bad?			
	Very likely: Could happen at any time	Likely: Could happen some time	Unlikely: Could happen but very rarely	Very unlikely: Probably never will happen
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

The numbers show how important it is to do something: **1** = top priority: do something immediately
6 = low priority: do something when possible

Table 2: Risk assessment

The following risk assessment table covers a range of standard hazards as assessed by BLI staff. This should be used as a guide only.

Hazard	Severity of hazard	Likelihood of severity	Priority	Recommended control measures
Field				
Hazards associated with being a passenger in vehicles	Kill or cause permanent disability	Very unlikely	3	Carry mobile phone, notify others where you are going and when you expect to return
Environmental conditions, including heatstroke, sunburn, hypothermia	Long term illness	Likely	2	Use personal protective equipment, carry sufficient drinking water, limit or avoid working in direct sun on hot days
Slips, trips and falls	Medical attention & several days off	Likely	3	Work site induction, solid footwear, avoid obvious hazards
Falling objects	Medical attention & several days off	Unlikely	4	Check work site for dead wood and hanging branches; avoid those places during windy conditions.
Bites & stings	Medical attention & several days off	likely	3	First Aid Kit; Wear PPE, including insect repellent; worksite induction with attention to stinging plants and insect nests (ants etc)
Tick reactions and diseases	Medical attention & several days off	likely	3	First Aid Kit; Wear PPE, including insect repellent; worksite induction with attention to stinging plants and insect nests (ants etc)
Cuts & bruises	First Aid needed	likely	3	First aid kit, PPE, safe work distance
Eye injury	Medical attention & several days off	Unlikely	4	Wear glasses or goggles where conditions require.
Chemical poisoning	Medical attention & several days off	Very unlikely	5	Chemical user certificate; gloves; maintain safe work distance to avoid exposure from others using chemicals.
Manual handling & repetitive strain	Medical attention & several days off	Unlikely	4	Ask for assistance, follow instructions for correct lifting, avoid heavy lifting, rotate activities to avoid repetitive strain
Hazardous and biological hazards such as human waste & syringes	Kill or cause permanent disability	Very unlikely	3	Washing your hands before eating or smoking; wearing gloves at all times; making others aware of biological hazards.

IMPLEMENTATION OF WH&S POLICY

Implementation of this WH&S policy will follow a risk management process underpinned by the SAFER principle i.e. SEE it, ASSESS it, FIX it, EVALUATE it, RECORD it.

At no time should the achievement of work outcomes be allowed to compromise safety.

SEE it

Identification of hazards in the workplace: This document is designed to assist in hazard identification and should be completed for each new worksite prior to commencement of works.

ASSESS it

Risk assessment activities carried out by the organisation will be carried out in accordance with Table 1.

FIX it

Once hazards have been identified and a risk assessment made, actions are taken to control the risk to health and safety to the lowest level reasonably practical through the following prioritised actions:

- Eliminate the risk
- Substitute the hazard with one giving rise to a lesser risk
- Isolate the hazard for the person(s) at risk
- Engineering means (eg. guards)
- Administrative means eg. supervision, implementation of safe work practices, provision of information, instruction and training
- Use of personal protective equipment

EVALUATE it

Continued monitoring of health and safety risks is essential to the successful health and safety management. This will be achieved by:

- Prompt assessment of new hazards and implementation of control measures to minimise them
- Regular assessment of hazard control measures
- Ensure that there is good understanding of WH&S issues in the executive committee, employees, volunteers and contractors, by holding regular training in WH&S and first aid.

RECORD it

Risk management activities must be recorded to provide the organisation with evidence of fulfilling its obligations under the WH&S Act. Checklists, action plans and form templates to implement the recording process are included in this folder. The recording principle includes maintenance of registers of volunteers and their chemical use, training and injuries.

Unacceptable risk

Where the risk assessment process leaves the committee or Site Coordinator in any doubt that the project can proceed safely, they should suspend work on the project, or that component which is the source of concern, until such time as the risk can be satisfactorily controlled.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

This is contained in a separate file, to be used when inducting visitors and new members onto the site.