



## Local coordinator / sub committee convener checklist

### Every working bee...

The group has a quick 'toolbox talk'/hazard assessment. Are there any new hazards like fallen trees to address? Run through the regular hazards so that everyone present is confident they know what they are, and then sign-in and out. So the signing is not just presence, but acknowledging they have had a safety briefing. The sign-on sheet should explicitly say this.

People who come late also need to have the quick briefing, and sign on.

### New people...

Need a more comprehensive site induction (copies in folder), which doesn't take long, and which they then sign. They also sign the regular sign-in sheet for the day.

### Regulars...

If people come more than a couple of times, we can make sure they are definitely covered if they also join Bellinger Landcare Inc, which is free. Since our groups/sub-committees don't have formal members, making them BLI members seems to be necessary if they are 'regulars'. They can scan this QR code to join

(<https://www.bellingerlandcare.org.au/get-involved/become-a-member/>)

### Bring to Site:

- First Aid Kit
- Site folder and sign on sheet
- Tools
- Herbicide
- Spill kit



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*E:\google drives\office\Landcare Groups\Landcare Group Documents & WHS\Landcare Site Documents 2025\BLI coordinator check list (front of folder).docx*