



Blackburn Creeklands Advisory Committee

Working Bee – Site Safety Inspection v2, 2024

Use this working bee site safety inspection to help direct the pre working bee briefing to attendees. The completion of this checklist is part of Council's Occupational Health and Safety system to ensure as far as is reasonably practicable that a safe work environment is offered to all Council volunteers and 'friends'. This version is a locally extended version of a Council-provided draft.

***Relocation of working bee** – if following the inspection, it is identified that relocation is deemed necessary, consideration must be given to relocation to another area within the existing working bee zone or if this is not achievable relocation to an approved alternative zone within the park. The Council Volunteer Supervisor must be notified of the relocation (prior approval not required).

| ITEM | NO | YES | CONTROL OPTIONS |
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| Are the weather bureau and/or air quality forecasts predicting: <ul style="list-style-type: none">• Total Fire Ban (TFB) Day declared in the Central District• Storms or High Wind Warnings• Extreme heatwave• Severe heatwave• Excessive Temperatures ($\geq 34^{\circ}$ or < 0)• Poor air quality | | | <ul style="list-style-type: none">• Call off the event if TFB Day.• Call off the event if storms or high winds forecast during event time.• Call off the event.• Request participants to assess their own situation before attending.• Hold during hours of the day that are more suitable temperature conditions. Halt work if temperature reaches 34°.• Review EPA AirWatch requirements. Request participants to assess their own situation. |
| Does the designated work area have holes, concealed logs, branches, stumps rough, slippery, steep, sloping terrain or other notable trip hazards? | | | <ul style="list-style-type: none">• Delineate area/s if possible.• Cover off during briefing and advise volunteers to be aware of uneven terrain including holes, logs, branches and/or stumps.• Relocate working bee if deemed necessary* |
| Is the designated work area located in close proximity to a road (within 3m)? | | | <ul style="list-style-type: none">• Cover off during briefing regarding maintaining safe distance from road. |
| Are there any sharps including syringes, other drug paraphernalia or broken glass present within the designated work area? | | | <ul style="list-style-type: none">• Arrange collection using sharps kit and instructions provided.• Arrange disposal at a Council facility. |
| Are there visible signs of Asbestos present within the designated work area? | | | <ul style="list-style-type: none">• Cordon off area and relocate working bee site.• Contact Council Volunteer Supervisor to arrange for collection and management. |
| Are there any hazardous limbs/hangers or trees located in the designated work area? | | | <ul style="list-style-type: none">• Request Council removal if time.• Delineate area/s if possible.• Cover off during briefing.• Relocate working bee if deemed necessary* |
| Are there any obvious animal factors such as ant, wasp, bee nests/hives? | | | <ul style="list-style-type: none">• Delineate area/s if possible• Cover off during briefing• Relocate working bee if deemed necessary* |
| Are there any dead animals within the working bee zone? | | | <ul style="list-style-type: none">• Delineate area/s if possible• Cover off during briefing• Relocate working bee if deemed necessary*• Contact Council Volunteer Supervisor to arrange for removal. |
| Are there potential eye hazards e.g. low hanging branches | | | <ul style="list-style-type: none">• Volunteers to provide own safety glasses as per Handbook and Induction however back up safety glasses available• If not, contact Council Volunteer Supervisor to arrange supply. |



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| Is a First Aid kit and AED within close proximity to the designated work area? | | | <ul style="list-style-type: none">• Check AED battery status.• Contact Council Volunteer Supervisor to arrange for a first aid kit if not in date.• First Aid arrangements covered off during briefing |
| Is signage in place to notify park users of working bee activity? | | | <ul style="list-style-type: none">• Contact Council Volunteer Supervisor to arrange for signage (ensure positioned so as not to adversely impact public) |
| Are bollards in place to delineate the work area from passers-by? | | | <ul style="list-style-type: none">• Move bollards in line with current work activity. |

Please contact Council's Volunteer Supervisor if you have any queries regarding the site safety inspection.

Council mobile: 0434 874 443