



# SAFE OPERATING PROCEDURES

## Volunteer Bushcare

### Field Activities



|   |   |
|---|---|
| <b>Activity Background</b>                | <ul style="list-style-type: none"> <li>Bushcare is a program where community volunteers work with Council to undertake bush regeneration activities, as a group, in Bushland Reserves across Hornsby Shire and under the supervision of an appointed Council officer (Bushcare site supervisor).</li> <li>Volunteers meet according to an agreed schedule, usually once a month and generally for a 3-hour work session.</li> <li>Site plans are developed by the Bushcare site supervisor in consultation with volunteers.</li> <li>Site plans include a map with work zones, desired outcomes, prioritised actions, risk assessment, emergency contact numbers and an emergency evacuation plan.</li> </ul> |
| <b>General Requirements</b>               | <p>Volunteers are required to:</p> <ul style="list-style-type: none"> <li>Observe requirements outlined in the Bushcode and the directions of their appointed Bushcare site supervisor.</li> <li>Report all hazards/incidents to your Bushcare site supervisor or directly to SafeHold on 9847 4848.</li> <li>Advise your Bushcare site supervisor if you have a medical condition that may affect your ability to perform the physical requirements of Bushcare.</li> <li>Observe requirements of Council's Alcohol and other Drugs Policies.</li> <li>Undertake site risk assessment with Bushcare site supervisor prior to each work session.</li> </ul>   |
| <b>First Aid and Emergency Management</b> | <ul style="list-style-type: none"> <li>Follow the directions of your Bushcare site supervisor.</li> <li>Refer on-site emergencies to your Bushcare site supervisor.</li> <li>Contact the emergency services where required (<b>call 000</b>).</li> <li>Council-trained First Aider will be present during all volunteer works.</li> <li>Council-supplied First Aid kit will be on site with the Bushcare site supervisor during each work session.</li> <li>First Aid supplies include tick and leech management equipment and compression bandage for snake/spider bites.</li> </ul>   |
| <b>Personal Protective Equipment</b>      | <p>Council supplies:</p> <ul style="list-style-type: none"> <li>Sun protection (broad brimmed hat, long sleeved shirt and sunscreen).</li> <li>Insect repellent.</li> <li>P1 respirator for use as required.</li> <li>Gloves for all weeding and planting, composting activities.</li> <li>Volunteers to wear enclosed footwear.</li> </ul>   |
| <b>Plant, Equipment and substances</b>    | <p>Volunteers are supplied with:</p> <ul style="list-style-type: none"> <li>Tool belt with knife and secateurs.</li> <li>Short hand-held saw.</li> <li>Loppers.</li> <li>Weed bags.</li> <li>Glyphosate in 125ml applicator (volunteer use of herbicide is optional).</li> </ul>  |

| Hazards  | Recommended Controls  |
|--|---|
| <b>Faulty/damaged or poorly maintained equipment</b> | <ul style="list-style-type: none"> <li>Use appropriate tools for the job you are undertaking.</li> <li>Report faulty or broken equipment to your Bushcare site supervisor for removal from use.</li> </ul>    |
| <b>Slips, Trips &amp; Falls</b>                      | <ul style="list-style-type: none"> <li>Work within designated worksite/site plan area and as directed by the Bushcare site supervisor.</li> <li>Ensure that traffic areas are free from obstacles.</li> </ul> |



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| Hazards   | Recommended Controls   |
|---|--|
| <b>Manual Handling</b>  | <ul style="list-style-type: none"> <li>Workers to undertake warm up of muscles and joints prior to commencing activity.</li> <li>Workers to change activity and posture on a frequent basis – approximately every 20 minutes.</li> <li>Restrict amount of vegetation placed in supplied hessian bags/buckets to &lt; 4kg.</li> <li>For woody weeds, cut at base and paint poison on the stump rather than pulling them out.</li> <li>Request assistance in moving vegetation, etc. as required.</li> </ul>   |
| <b>Sustained Postures<br/>Repetitive activities</b>   | <ul style="list-style-type: none"> <li>Rotate activities regularly.</li> <li>Alternate working postures where possible between sitting, kneeling, squatting and standing.</li> </ul>   |
| <b>Ticks, leeches,<br/>spiders, snakes, ants</b>  | <ul style="list-style-type: none"> <li>Wear enclosed shoes, long sleeve shirt/pants with socks over pants.</li> <li>Apply insect repellent to clothing/shoes.</li> <li>Report any bites or stings to your Bushcare site supervisor or directly to SafeHold on 9847 4848.</li> </ul>  |
| <b>Biological and Allergens:<br/>Soil microbes (tetanus)<br/>Legionnaires<br/>Spores<br/>Plant material</b> | <ul style="list-style-type: none"> <li>Notify your Bushcare site supervisor if you are aware of allergies to specific plants, etc.</li> <li>Keep skin covered – long sleeve shirt/pants.</li> <li>Wear gloves for weeding, planting and composting.</li> <li>Wash hands after handling weeds, soil, compost, pots, and chemicals especially before eating, drinking or smoking.</li> <li>Be aware of tetanus vaccination status. Keep immunity current. Seek medical attention for cuts/lacerations if unsure of tetanus immunity status.</li> </ul> |
| <b>Chemical exposure<br/>- Roundup (glyphosate)</b>   | <ul style="list-style-type: none"> <li>Roundup (glyphosate) use is restricted to a 125ml applicator bottle and only to be used under the direction of your Bushcare site supervisor.</li> <li>No spraying of chemicals by volunteers or use of other herbicides/chemicals.</li> <li>Wear supplied chemical resistant gloves (Alphatec 58-270) when applying Roundup.</li> </ul>  |
| <b>Lone or remote work</b>  | <ul style="list-style-type: none"> <li>No working on Bushcare sites alone.</li> <li>No working on Bushcare sites outside of scheduled work program.</li> <li>Volunteers to sign on at beginning of session and sign off at conclusion.</li> </ul>  |
| <b>Cuts to fingers and hands from sharp cutting tools</b>   | <ul style="list-style-type: none"> <li>No use of power tools/machinery while working at Bushcare site.</li> <li>Wear supplied gloves for Bushcare activities.</li> <li>Hold plant material above or below cutting area and work carefully and steadily.</li> <li>Store secateurs in pouch when not in use. Knife to be sheathed when not in use.</li> <li>Use well maintained tools.</li> <li>Use correct tool for the task.</li> <li>Report ALL injuries to your Bushcare site supervisor or to SafeHold by calling 9847 4848.</li> </ul>           |

Approved by: \_\_\_\_\_ Peter Coad \_\_\_\_\_

Date: \_\_\_\_\_ 10/07/2018 \_\_\_\_\_

Review Date: \_\_\_\_\_ 10/07/2020 \_\_\_\_\_



