

BirdLife Australia
Fieldwork Policy and Procedure

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1. POLICY STATEMENT

Fieldwork involves tasks undertaken by BirdLife Australia employees or volunteers, for research, conservation or educational purposes at locations outside of the registered places of business, but where BirdLife Australia, its employees including volunteers are still responsible for the health and safety of participating persons and those exposed to their activities.

The fieldwork location is recognised as a workplace under Occupational Health & Safety legislation. Accordingly, supervisors, employees and volunteers are required to meet their legal obligations for occupational health and safety during fieldwork planning and participation. It is the responsibility of all employees and volunteers undertaking the fieldwork activity to adhere to the policies, codes and rules set out in this document and instructions given by supervisors at the worksite.

1.1 Purpose

The purpose of this policy is to ensure that when fieldwork is undertaken:

- potential and existing hazards are identified and reported; and
- identified risks are controlled, as far as is reasonably practicable.

1.2 Overview

BirdLife Australia conducts fieldwork which can be diverse in nature, may take place in unfamiliar surroundings and may be potentially hazardous. Tasks undertaken during fieldwork may involve a potentially high level of risk to the health and safety of the participants. Furthermore, fieldwork is often undertaken at locations that isolate participants from ready access to emergency services.

1.3 Definitions

Fieldwork: Any activity or work undertaken involving research, conservation or education at a location outside of the normal BirdLife workplace (usually within an office or home). This includes official activities or excursions authorised and run by BirdLife or any of its Branches, Special Interest Groups, Reserves and Observatories.

Remote Fieldwork: Work that is isolated from assistance of other people because of location, time or the nature of the work being done. Isolated work may involve work activities undertaken in an isolated area (geographical isolation) on or off site, either during or outside normal working hours (temporal isolation).

Remote work may involve work activities undertaken at a location removed from an office environment where there are few people and where communication and travel is difficult. This may include land or sea activities within Australia or overseas.

Hazard: A source or a situation with potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

Hazard Identification: The process of recognizing that a hazard exists and defining its characteristics.

High Fire Danger (HFD) areas: Areas within or close to: Grassland or Paddocks; dense or open bushland/forest; coastal scrub; suburban areas on the edge of grassland, parks, reserves, bushland, forest where risk of bushfire is high.

Job Safety Analysis: For any activity to be undertaken a Job Safety Analysis identifies the tasks required, the hazards associated with those tasks, the risk mitigation measures to be taken and the person responsible for taking those measures. See Appendix 3.

Risk: (In relation to any potential injury or harm.) The likelihood and consequence of that injury or harm occurring.

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Risk Assessment: A structured process designed to assess the nature of a hazard, the likelihood of exposure and the likely consequences.

Risk Control: The term 'control of risk' is used to mean the process of elimination or minimization of risks.

Registered BirdLife Activity: Any activity registered and approved by BirdLife National Office (NO) or the Executive Committee of a BirdLife Branch, Group, Reserve or Observatory. A 'registered activity' must be overseen by Fieldwork leader.

OHS Coordinator: Has the meaning given to that role in the BirdLife OHS Policy. The OHS Coordinator, as the responsible officer, will be accountable for providing a healthy and safe workplace by ensuring all OHS policies and procedures are followed, and the processes outlined in this document and subsequent supporting documents are adhered to.

Fieldwork Leader: The person who has the authority to influence or direct the actions of volunteers or employees involved in the activity. The supervisor may not necessarily be present on all fieldwork.

Visitor: A person working without payment or reward for a Person Conducting a Business or Undertaking (PCBU).

Worker: A person carrying out work in any capacity for a person conducting a business or undertaking, including work as an employee, contractor or sub-contractor, volunteer.

Workplace: A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

1.4 Scope

The Fieldwork Policy extends to all persons conducting research, undertaking fieldwork or participating in a fieldwork activity that is coordinated by BirdLife. This includes: employees, volunteers and contractors.

2. RESPONSIBILITIES

2.1 Responsibilities of BirdLife Australia Management

- Ensure that adequate resources have been allocated for carrying out the fieldwork in accordance with the fieldwork plan.
- Develop a Drug and Alcohol Policy in conjunction with the workers and ensure that the policy is circulated and adhered to.
- Ensure that supervisors, employees and volunteers are aware of their occupational health and safety responsibilities for the field activity.
- Ensure that appropriate records relating to fieldwork are kept. This includes fieldwork plan, risk assessment, and attendance record.

2.2 Responsibilities of the Fieldwork Leader

- Supervise the development and approval of a fieldwork plan.
- Provide appropriate supervision, training and instruction to ensure that all participants comply with the fieldwork plan, including employees and volunteers.
- Appoint a second in charge for when the supervisor is unavailable.

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- Conduct a Risk Assessment on High Risk fieldwork activities. Other activities to be undertaken assess risk using Job Safety Analysis form. Ensure that any actions required prior to commencement of the fieldwork have been completed (e.g. obtainment of licences/permits).
- Ensure a safe work procedure is developed for any fieldwork task planned to be undertaken where the absence of one would create an adverse risk to health and safety. Ensure compliance with any Code of Practice relating to the activity.
- Distribute the completed Risk Assessments, Job Safety Analysis, fieldwork plan and other relevant documents (e.g. safe work procedures) to all participants. A copy of these documents must be retained by the organising Branch or Group.
- Review the fieldwork plan and ensure that updates are developed if the nature of the work changes and/or a plan proves inappropriate.
- Ensure all participants complete the Activity Registration Form'.
- Advise participants of their obligation to take appropriate medical advice and disclose any limitations imposed by their health, which may affect their ability to safely participate in the fieldwork; and record any limitations disclosed.
- Inform all participants about their responsibility to work safely at all times, taking reasonable care to protect their own health and safety and that of fellow participants.
- Ensure that appropriate safety and first aid equipment and personnel are available (as per BirdLife's First Aid policy).
- Ensure (where necessary) the provision, maintenance and proper use of Personal Protective Clothing & Equipment (PPE) associated with the fieldwork and that all participants are advised to raise any matters not fully understood.
- Ensure that all incidents or near misses are reported to, the BirdLife OHS Coordinator within 24 hours, and are then reviewed by the workgroup in conjunction with management and corrective actions are implemented.
- Ensure visitors are made aware of, and abide by OHS requirements.
- As outlined in the fieldwork plan account for all fieldwork party members at every stage of the fieldwork.
- Apply for permission/permits to work in restricted areas which include public land eg. National Parks and catchment areas.
- Inform the public when fieldwork is likely to significantly affect public areas.

2.3 Responsibilities of Fieldwork Participants

All participants have a responsibility to work safely at all times, taking reasonable care to protect their own health and safety and that of fellow participants. BirdLife expects that no person should accept any unsafe working practices. Safety concerns should be reported to the fieldwork leader. Fieldwork participants are responsible for and thus expected to:

- Participate in development of fieldwork plans (where applicable) and obtain approval from BirdLife Management prior to commencement (e.g. the planning stage of a project).
- Participate in completing a risk assessments and Job Safety Analysis associated with the fieldwork. Raise any questions you may have with the field work leader.

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- Participate in the use, development and review of safe work procedures for each fieldwork task as listed in the Job Safety Analysis or risk assessment.
- Follow the procedures set out in fieldwork plans on a day-to-day basis.
- Limit fieldwork to activities specified in the approved fieldwork plan.
- Participate in fieldwork induction and training programs as instructed by fieldwork leader.
- Complete the 'Activity Registration Form' and discuss relevant medical conditions with the fieldwork supervisor.
- Report to the Fieldwork Supervisor any accident, injury, illness or near miss event as soon as practicable as per the Incident/hazard Reporting Procedure or call the National Office on 03 9347 0757.
- Ensure compliance with local, state, federal and international laws at all times.
- Be proactive and take responsibility for their own health and wellbeing in the course of any fieldwork or activity being undertaken.
- Adhere to advice given during safety briefings, and wherever practicable and reasonable ensure they do not act to cause damage or injury nor fail to act where damage or injury could be prevented
- Disclose to the Fieldwork Leader any personal medical condition or disability which may affect the individual's ability to safely participate in the activity.

3. FIELDWORK PLANNING

The Fieldwork Activity Plan and Job safety analysis are to be completed for all instances of fieldwork. Where fieldwork carries over a number of days in duration, only one Risk Assessment and Activity Plan that incorporates all activities to be undertaken within that period is required.

These plans will address specific activities and risks associated with fieldwork, and will assist the supervisor to thoroughly plan their fieldwork. It is not intended to be an exhaustive overview of all activities and risks associated with fieldwork, but rather a starting point. Where appropriate, the fieldwork supervisor should contact the OHS Coordinator and/or seek advice for issues which are not specifically addressed in this section.

3.1 Fieldwork Plan

The Fieldwork Activity Plan is to be completed by the leader before any routine, new or occasional fieldwork is undertaken and the Activity has been authorised. The more complicated and potentially hazardous the fieldwork the more extensive the planning must be and expert advice should be sought where appropriate (e.g. local land management authorities).

The leader is to distribute the plan to all fieldwork participants (employees and volunteers), as well as BirdLife Management and any other relevant persons.

The Fieldwork Activity Plan must include an outline of the following (where applicable):

- Contact details of fieldwork leader and emergency contact details of participants;
- Departure date and time;
- Arrival date and time;
- Accommodation;

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- Transport arrangements;
- Catering arrangements;
- Personal protective equipment and clothing requirements;
- Expected weather conditions;
- Certified copies of mandatory qualifications and training (e.g. first aid), and
- Communication Plan including rendezvous points, times and communication schedules and procedures for search and rescue or other emergency situations.

There are other factors that need to be considered which may include:

- The size of the fieldwork party: How many participants are required? How many employees are required for the number of volunteers? There should always be at least 2 people that make up a Fieldwork Party.
- Skills and abilities of the Fieldwork Party: Is there a trained first aider in the party? (Refer to the First Aid policy for requirements) Has everyone been involved in this type of fieldwork before? What training is required to ensure that all members have a suitable level of competency?
- What communication requirements are needed? Are mobile phones sufficient? Is there email access? How remote is the location? Are there communication devices for all vehicles in a Fieldwork party? Is a GPS, emergency beacon or satellite phone required?
- Breaks for the fieldwork party: Consideration of the fieldwork activity will determine the number and frequency of breaks that will be required.

Any specific requirements, responsibilities or obligations for the fieldwork activity should be clearly outlined in the Fieldwork Activity Plan.

In consultation with the Fieldwork Activity Plan general and specific checklists should be developed to ensure nothing is omitted in the packing process. Depending on the location and type of fieldwork a survival kit may also need to be included.

Briefing sessions should be conducted prior to commencing the fieldwork to ensure participants have time for preparation such as a site risk assessment, acclimatising, medical consultation (if required) or acquiring clothing. All participants should be familiar with the requirements of the Fieldwork Activity Plan.

Fieldwork Activity Plans should be filed with the Branch or Group or at National Office for record keeping purposes. A copy of the Fieldwork Activity Plan and supporting documentation, i.e. risk assessments, safe work procedures, participation acknowledgement forms, etc should also be kept with the fieldwork party.

3.2 Job Safety Analysis

It is a requirement to conduct a Job Safety Analyse for all fieldwork activities. This should be done in conjunction with the development of the Fieldwork Activity Plan. The leader to distribute the Job Safety Analysis to all fieldwork participants (including employees and volunteers), BirdLife Management and other participants before the commencement of fieldwork.

A Job Safety Analysis is required to be carried out for each instance of fieldwork, so that risks can be measured and control strategies implemented. Some tasks will be common to many activities and in such cases it may be appropriate to use a standard Hazard-Risk Mitigation framework. Each task/stage of the fieldwork should be listed and the following steps completed:

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- identify the hazards associated with each activity (e.g. trips, falls, bites, stings);
- assess risks that may eventuate because of the existing and/or potential hazards;
- identify and document control measures to prevent, or minimise the level of risk;
- ensure adequate resources are provided to implement the necessary control measures; and
- monitor and review the effectiveness of the measures implemented during the fieldwork.

Completed Fieldwork Job Safety Analysis forms are to be filed with the Branch or Group or at BirdLife NO.

3.3 High Risk Activities

Fieldwork involving high or extreme risk may require participants to have specific skills or qualifications and may require them to follow Codes of Practice. Discretion should be used when determining what is considered to be 'extreme' or 'high risk'. Examples (not limited to) but may include:

- Boating;
- Working in isolation;
- Walking along cliffs or on rock platforms;
- Climbing/abseiling, working at height;
- Tree climbing;
- Four wheel driving;
- Working at heights or with ladders;
- Working in darkness;
- Use of machinery; and
- Working under extreme weather conditions.

While not all instances of the above activities would be necessarily considered high risk, activities should be assessed on a case by case basis to determine if this description applies. Fieldwork activities which are assessed as having a high risk require additional approval the Branch Executive Committee or relevant Management Committee.

Careful consideration must be given to how emergency situations will be managed including means of communication to obtain assistance if required.

Fieldwork supervisors are to ensure that participants meet the minimum skill, experience and qualification requirements prior to commencement of the fieldwork. Expert advice, consultation with the OHS Coordinator or available Codes of Practice should be sought if the supervisor is unsure of the requirements.

Extreme and high risk activities require at least one person trained in first aid and preferably more than one.

Certified copies of required qualifications and training of fieldwork participants must be filed with the Fieldwork Activity Plan prior to the start of the fieldwork. Please refer to 'BirdLife First Aid Policy and Procedure'.

3.4 Repeated Fieldwork

For routine fieldwork undertaken on a repeat basis, the same 'Fieldwork Plan' may be used provided that:

- The existing plan applies and there are no foreseeable changes to the previous Risk Assessment.
- The Fieldwork Leader provides updated details regarding participants and trip dates with the original 'Fieldwork Plan' for every trip.

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Note: The original plan must be updated every calendar year and does not carry forward into the next calendar year.

3.5 Safe Work Procedures

The fieldwork supervisor should ensure that a safe work procedure is developed in consultation with workers and management for regular or repeated activities that pose a risk to health and safety. The safe work procedure will outline the steps involved in the task/activity and specify how risk associated with identified hazards will be eliminated or reduced. Such procedures should be reviewed in the light of experience and at least annually.

3.6 First Aid

First aid provision must be provided in line with BirdLife's First Aid Policy and Procedure and any regulatory Code of Practice. Remote Area Fieldwork requires a qualified first aid attendant to be present. Contents of first aid kits need to reflect the types of hazards likely to cause injury. For more information, please refer to the BirdLife First Aid Policy and Procedure.

3.7 Record Keeping

A copy of the 'Fieldwork Plan' and 'Activity/Fieldwork Participation Forms' shall be kept by the Branch or Group or National Office and a copy kept by the Fieldwork Leader during the fieldwork.

3.8 Reporting of Injury

BirdLife's policy on the reporting of hazards and incidents must be adhered to in the event of any injury occurring or where a hazard may have resulted in an injury or property damage, or where a hazard was encountered unexpectedly. See BirdLife 'Incident/Hazard Reporting Procedure' for more information.

4. COMMON FIELDWORK HAZARDS

The following outlines common fieldwork hazards which should be taken into consideration in field work planning.

4.1 Vehicle and Driving Safety

For fieldwork over an extended period or for any remote field activities the trip organiser should give careful consideration to the type of vehicle required, its safety features, and the spare parts and recovery equipment needed. The residual risks associated with operation and recovery of a vehicle in remote areas are significantly reduced with experience. Inexperienced workers should only travel within a party with the required knowledge and experience to operate safely.

4.1.1 Driving/Rest Regimes

The following principles apply to employees and volunteers driving on bitumen roads under normal conditions on long trips. Travelling on unsealed roads can be more tiring and allowances should be made to reduce driver fatigue in these circumstances.

Total Travel Time

Driving should take up no more than 8 hours in a 24 hour period. The total time spent travelling, including breaks, should not exceed 12 hours, even when two or more employees or volunteers share the driving.

Total Duty per Day

Ordinary duty (which does not involve driving duty) combined with driving duty should not exceed 12 hours in any 24 hour period.

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Rest Periods

On completion of each period of 2 hours driving, a person who has driven continuously should take a rest period of at least 20 minutes away from the vehicle. Some form of light exercise is recommended, e.g. walking. Where employees and volunteers are sharing the driving, it is recommended a change of driver takes place every 2 hours.

Alcohol and Drugs

All potential drivers should avoid alcohol or drugs at least twelve hours before and whilst driving. Prescribed medication is permitted if the medication does not interfere with the driver's concentration and reflexes. Some non-prescription medicines, e.g. anti-hay fever tablets or decongestants, contain substances which can cause drowsiness or impair driver response and reflexes after prolonged usage. If in doubt, consult a doctor or pharmacist or refer to the contraindications information, normally supplied with the medicine.

Distance per Day

The distance that can be reasonably covered during a day will be governed by the vehicle, terrain, number of drivers and speed limits. Factors such as general safety, road and weather conditions should be taken into account as well as driver fatigue when planning the trip.

Time of Day

Be especially careful when driving long distances in the early afternoon or at night. Rest periods or driver relief should occur more frequently at these times. Reduced speeds should be used when driving dusk-to-dawn due to the risk of hitting wildlife.

Similarly reduce speeds when driving in dangerous weather conditions such as storms, fog, and heavy rain.

4.2 Catering and Hygiene

Where food is provided for staff and volunteers, it is the responsibility of the supervisor to ensure that fieldwork participants are provided with hygienic food. Food must be prepared in as hygienic manner as is practicable and in compliance with and relevant codes of practice: gastrointestinal illness could incapacitate a whole group of participants.

The following points should be observed:

- All food items must be prepared hygienically, using clean hands and utensils.
- Food should be selected and prepared carefully. In cases of doubt, food should be thoroughly cooked to kill any contaminating organisms.
- An adequate supply of safe drinking water should be available for all members of the group. If necessary, the water should be sterilised by boiling, filtration or use of purification tablets. Always assume stream and river waters are unsafe.
- People with hand, respiratory tract or gastrointestinal infections should not prepare food.
- Cuts and sores should be covered with waterproof dressings during food preparation.
- Smoking, coughing or sneezing over food is to be avoided.
- Food must be kept clean and covered to prevent contamination by dust, insects etc.
- Food that needs refrigeration should be stored below 5°C.

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- Pre-prepared foods should be wrapped tightly or protected in sealed containers before packing them in a cooler. Raw meats should be placed at the bottom of the cooler and ready-to-eat items placed above.
- Pre-cooked food should be cooled as soon as possible and refrigerated within 2 hours. If served hot it must be thoroughly reheated.

4.3 Biosafety

It is important that fieldworkers identify the possible biological hazards they may be exposed to or encounter while carrying out their work in the field.

Wildlife that has the ability to injure, bite, sting or cause some form of infection to fieldworkers may include snakes, ticks, bees, spiders, mosquitoes and flies, wild pigs, cattle, bats and flying foxes, dingoes, crocodiles, sharks, jellyfish, stone-fish and blue-ringed octopus. Additionally some flora has the ability to cause severe stings and allergic reactions.

Exposure to biohazards should be considered in the Job Safety Analysis and appropriate controls implemented.

4.4 Sun exposure

BirdLife recognises that exposure to the sun can contribute to sunburn, eye damage, aging of the skin and skin cancer of employees and volunteers through their participation in fieldwork or official activities.

In recognition of this the following steps shall be taken by to minimise employee and volunteer occupational exposure to the sun:

- a) Where practicable, limit exposure to the sun in the middle of the day, particularly on clear days or when there are light high clouds, or during summer. This may necessitate rearranging of work practices. (Avoid sustained working in the sun when your shadow is shorter than your height).
- b) Where practicable, provide mechanical shade on open vehicles or boats and provide sun shelters.
- c) Where employees/volunteers are working outdoors, use protective clothing, sunglasses, hats and block-out creams (SPF 15+ or higher) for protection against sunlight.

[Note: The provision of protective clothing, sunglasses, hats and block-out creams (as in (c)) should not be considered an alternative to limiting exposure to sunlight through application of the measures in (a) and (b). Use of the measures in (c) by themselves should be considered a last choice.

For more information, please see Appendix on 'Protecting against sun exposure'.

4.5 Bushfire Safety

It is essential that you understand Fire Weather Services offered in Australia, including what information is available, what it means for you and your activities in relation to bushfire risk, and where to find this information for your local area or activity area.

What are Fire Danger Ratings, Total Fire Bans and Bushfire Warnings?

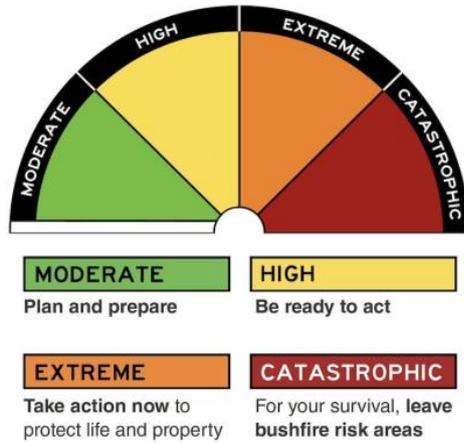


Figure 1. Fire Danger Ratings (FDR) in Australia

Fire Danger Ratings (FDR) are a measure of the difficulty in controlling or suppressing fires given environmental conditions. They are provided to each state or territory fire service by the Bureau of Meteorology (BOM) up to four days in advance and are renewed at regular intervals depending on changing conditions.

The BOM and emergency services use four (4) Ratings to communicate the level of bushfire risk (see figure 1). The higher the rating the more dangerous the conditions are likely to be. Each FDR has corresponding actions that people should take depending on the predicted Fire Danger for the district. This information indicates what you need to do and what you need to look out for to ensure your safety during these periods.

people must obtain a permit for any high-risk activity during these days. Total Fire Bans are a precautionary tool to prevent fire on a high-risk day, rather than a risk-based measure. However, it is important to obey any legal requirements of Total Fire Bans while they are in force (e.g. rules about lighting fires, not entering areas closed by local or state authorities).

Total Fire Bans set the legal restrictions on what activities can or cannot occur in a particular district on that day. Total Fire Bans can be declared per region or state-wide, and

Bushfire Warnings (called '**Alert Levels**' in New South Wales and Tasmania) are issued by state or territory fire services to provide information once a bushfire has taken hold. This is communicated with affected communities using radio, television, and internet (warning / alert maps and social media links can be found in Appendix 3). There are three levels of fire warning that are consistent across Australia: '**Emergency Warning**', '**Watch and Act**', and '**Advice**' (see figure 2).

Map Symbol					Bushfire Warning / Alert Level
ACT NSW NT	SA TAS	WA	VIC	QLD	
					Emergency Warning
					Watch and Act
					Advice

Figure 2. Bushfire Warnings/Alert Levels in Australia

It is important to remember that bushfires can start and spread quickly so you should not depend on a single source for your information and you should be ready to act with little no warning. There may be situations where an 'Emergency Warning' is issued first, or even where there is no time for any warnings to be issued at all.

How do Fire Danger Ratings, Total Fire Bans and Bushfire Warnings affect my fieldwork?

This information is applicable to all BirdLife fieldwork being undertaken in high fire danger (HFD) areas (see definitions in Section 1.3).

FDR, Total Fire Bans, Bushfire Warnings/Alerts, and extreme weather warnings (also available from the BOM website) should be used to assess the risk of bushfire to your fieldwork and establish risk controls for this hazard or rearrange your fieldwork as applicable.

It is also important to obey any legal requirements of Total Fire Bans while they are in force (e.g. rules about lighting fires, not entering areas closed by local or state authorities). See Appendix 1 for further information about how to conduct a risk assessment.

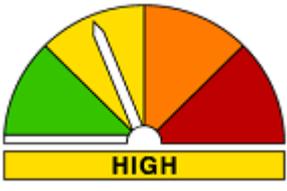
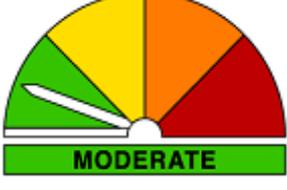
If an **'Emergency Warning'** or a **'Watch and Act'** Bushfire Warning/Alert is issued for your fieldwork area or on your travel route - you should avoid or leave the area straight away, so long as it is safe to do so.

If an **'Advice'** warning is issued for a travel/activity area, you should monitor conditions and be ready to leave with little to no warning, so long as it is safe to do so. In addition, even in the absence of an official Bushfire Warning/Alert, you must vacate the area if fire is close/likely to be a threat.

Additionally, summarised in the table below is the BirdLife policy regarding BirdLife fieldwork activities in HFD areas (see definitions in Section 1.3) when FDR have been declared.

If an FDR is increased to *Extreme* or *Code Red/Catastrophic* for the area you are working in, you must vacate the area. If you are working in a remote or fairly trackless location, you must be very conservative about this and take slow travel and hazardous tracks into account (i.e. leave early). Remember that if there is only one track out and it is cut by fire you may be at serious risk.

If you are doing extended field work, you need to be in touch with someone who can alert you to increased FDR, fire warnings/alerts, or weather warnings for the area you are working in or travelling through. This should be the person with whom you have an end of day call in schedule and it means that that person is responsible for checking for updated FDR, Bushfire Warnings/Alerts, weather warnings and Total Fire Bans.

Fire Danger Rating (FDR)	BirdLife Activities allowed?	Conditions and Risk Mitigation
CATASTROPHIC (CODE RED) 	None	No BirdLife activities are allowed in areas where Catastrophic (Code Red) Fire Danger Ratings are in place.
EXTREME 	None	No BirdLife activities (i.e. camps / day outings / activities / bus trips) are allowed in areas where Extreme Fire Danger Ratings are in place.
HIGH 	All, with risk controls / bush fire safety plan in place.	Check Fire Danger Rating prior to activity. If activity goes ahead, keep yourself informed and monitor conditions through local radio and broadcasters and your state or territory fire service website/information hotlines. Let someone know where you are going and when you expect to return. Limit distance travelled from vehicle. Be ready to act, leave the area if necessary
MODERATE 	All	Keep yourself informed and monitor conditions. Be ready to act, leave the area if necessary.

Where can I find further information on Bushfire Safety and Fire Danger Safety Ratings?

Guidance on compiling a bushfire safety plan as well as a list of useful resources can be found in Appendix 3. Additionally, information is available online from the Bureau of Meteorology (BOM) National Weather Service Fire Weather Knowledge Centre website: <http://www.bom.gov.au/weather-services/fire-weather-centre/index.shtml> or your state/territory fire authority (a list of which can be found in Appendix 3).

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For more information on Fire Safety Ratings visit Australian Fire Rating System website:
<https://www.afac.com.au/initiative/afdrs/afdrs-fags>

4.6 Severe Weather

It is essential that you understand the Severe weather services offered in Australia, including what information is available, what it means for you and your activities in relation to Severe Weather, and where to find this information for your local area or activity area.

What are Severe / Extreme weather warnings?

These are provided for potentially hazardous or dangerous weather that includes but is not solely related to severe thunderstorms, tropical cyclones or bushfires. They are issued whenever severe weather is occurring in an area or is expected to develop or move into an area.

How do Severe weather warnings affect my BirdLife activity?

This information is applicable to all non-project, volunteer organised activities (including outings, bird, walks, events, Twitchathon style activities, and campouts) across the BirdLife network in areas where there is a high risk of severe weather

Severe weather warnings (available from the BOM website) should be considered when assessing BirdLife activities. See Appendix 1 for further information about how to conduct a risk assessment to plan for participant safety.

If a '**Severe Weather Warning**' or a '**Watch and Act**' warning is issued for the area you are planning/undertaking an activity in or travelling through- you should avoid or leave the area straight away, so long as it is safe to do so.

If an '**Advice**' warning is issued for a travel/activity area, you should monitor conditions and be ready to leave with little to no warning, so long as it is safe to do so. In addition, even in the absence of an official Extreme Weather Warning/Alert, you must vacate the area if extreme weather is close/likely to be a threat.

What to do in the event of a lightening or electrical storm?

Check the Bureau website or app and listen to your local radio station for storm warnings and updates.

Risk of a lightning strike is managed in accordance with the '30:30 rule'; when the sound of thunder follows less than 30 seconds after a visible lightning flash.

If Outdoors seek immediate shelter inside a 'hard top' (metal bodied) vehicle or solid building and remain there for at least 30 minutes after the last lightning flash is seen.

- Avoid small open structures or fabric tents.
- Never shelter under small groups of (or single) trees
- If far from shelter, crouch (alone, feet together), preferably in a hollow
- Remove metal objects from your head and body
- Don't lie down flat but avoid being the highest object in the vicinity
- If your hair stands on end or you hear 'buzzing' from nearby rocks, fences etc, move immediately
- Be especially cautious at night – a blue glow may show if an object is about to be struck (St. Elmo's fire).

If Indoors stay inside and shelter well clear of windows, doors and skylights for at least 30 minutes after the last lightning flash is seen. Don't use a fixed telephone during a thunderstorm due to lightning danger. Avoid touching brick, concrete or standing bare foot on concrete or tiled floors.

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What to do in the event of Thunderstorm Asthma?

Asthma thunderstorms can dramatically increase the pollen content in the air, resulting in severe respiratory issues for allergy sufferers. This can be fatal in extreme cases. Asthma thunderstorms are particularly likely during October-December when pollen is typically most abundant.

- If you are an asthma sufferer, ensure that you are carrying appropriate asthma medication (e.g. reliever/preventer) on your person at all times.
- If you suffer from hayfever, ensure that you are carrying and taking appropriate medication to manage respiratory symptoms when conducting fieldwork in hayfever conditions.
- Each day during times of an asthma thunderstorm risk, check the asthma thunderstorm danger rating for your local area. Asthma thunderstorm forecasts and pollen ratings are also provided in some weather apps available for your smartphone. Further information – including pollen counts – are available at:
 - Victoria: Vic Emergency website (<http://emergency.vic.gov.au/prepare/#thunderstorm-asthma-forecast>) and the Vic Emergency app. <https://www.melbournepollen.com.au/>
 - NSW: <https://www.safework.nsw.gov.au/resource-library/thunderstormasthma> <https://www.sydneypollen.com.au/> and the Sydney Pollen Count app.

What to do in the event of a Tropical Cyclone?

Check the Bureau website or app and listen to your local radio station for Cyclone warnings and updates.

A tropical cyclone Severe Weather Warning is issued when the onset of gales is expected within 24 hours or are already occurring.

A tropical cyclone Watch and Act is issued when the onset of gales is expected within 48 hours, but not within 24 hours.

You can access a pre-recorded message of the latest Tropical Cyclone Advice from BOM at regular intervals by phoning the numbers listed on the BOM website for your state or territory.

You can view any current cyclones on the BOM live Cyclone index:

<http://www.bom.gov.au/cyclone/index.shtml>

Follow any BOM advice or local evacuation orders.

What to do in the event of a flash flood?

Check the Bureau website or app and listen to your local radio station for flood warnings and updates.

If Outdoors move immediately to higher ground or stay on high ground.

- If driving, turn around and go another way
- Stay away from floodwaters
- If you are caught on a flooded road and waters are rising rapidly around you, get out of the car quickly and move to higher ground. Most cars can be swept away by less than two feet of moving water
- If you come upon a flowing stream where water is above your ankles, stop, turn around and go another way
- Be especially cautious at night when it's harder to see flood danger

Follow any BOM advice or local evacuation orders.

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What to do in the event of a Bushfire?

See section 4.5 Bushfire Safety.

Where can I find further information on Severe Weather?

Remember that the weather can change quickly, so check your local weather forecast and radar (if available) and keep up to date with the latest warnings on the Bureau of Meteorology's website <http://www.bom.gov.au/>, app and Twitter feed.

Access the Bureau of Meteorology Knowledge Centre

[Know your weather - Know your Risk](#)

[BOM knowledge centre for Severe Weather](#)

[Preparation and Safety During Thunderstorms](#)

[Tropical Cyclone Knowledge Centre](#)

[Flood Knowledge Centre](#)

Where can I find further information on State and Territory Emergency Support Services?

New South Wales [NSW SES](#) 132 500

Victoria [VIC SES](#) 132 500

Queensland [SES](#) 132 500

Western Australia [DFES](#) 13 3337

South Australia [SA SES](#) 132 500

Tasmania [Tas SES](#) 132 500

Australian Capital Territory [ACT ESA](#) 13 22 81

Northern Territory [SecureNT](#) 132 500

5. MEDICAL CONDITIONS AFFECTING FIELDWORK PARTICIPATION

In the planning stage of fieldwork, the supervisor is to advise potential participants of their obligation to take appropriate medical advice and disclose any limitations imposed by their health which may affect their ability to safely participate in the fieldwork activities or that may affect the safety of others. This obligation applies both before and during fieldwork. Information provided must be treated as confidential information, unless non-disclosure creates a risk to other participants.

In the case that the medical limitation is likely to impact on the safety of the participant, the participant should discuss this directly with the fieldwork supervisor. Alternatively, they should give written authority for their doctor to discuss the functional consequences of their medical condition and specific needs with the supervisor. A risk management approach should be used to determine whether it is suitable for the individual to participate in the fieldwork activity.

All fieldwork requires participants to be at an appropriate fitness level to carry out the required tasks. It is not appropriate for employees or volunteers with a potentially life threatening medical condition to participate in fieldwork activities at remote locations.

To ensure that BirdLife meets its legal obligations, it is vital that the supervisor maintains documents containing medical information confidentially.

6. INSURANCE

BirdLife Australia is insured for officially organised and controlled activities. Fieldwork supervisors should ensure they have knowledge of the extent of insurance provisions for the various categories of fieldwork participants where applicable including:

- Employees;
- Volunteers.

Any questions on insurance cover should be directed to the Corporate Services Manager at BirdLife National Office. Fieldwork participants should be informed of the extent of insurance provisions prior to commencing the fieldwork.

6.1 Worker's Compensation Policy

As required by law all BirdLife employees are covered under BirdLife's Worker's Compensation Policy. Workers Compensation provides injured paid workers with weekly payments to cover loss of earning capacity, payment of reasonable medical expenses and vocational rehabilitation expenses where necessary to assist a safe return to work.

6.2 Public Liability Insurance

Public Liability insurance is designed to provide BirdLife cover against legal costs, expenses and liability to pay damages when the organisation, employees or volunteers at official BirdLife events are sued by an injured party under common law. This would usually occur when it can be shown that there had been an injury or damage caused through negligence. It also covers non-members of BirdLife Australia participating in official BirdLife Australia activities.

To ensure cover for Participants on official BirdLife Australia events they must be seen as acting on BirdLife Australia's behalf and so there must be some form of agreement, either written or understood, between BirdLife Australia and the individual. For most activities this can be covered by each Participant signing a document confirming they have been briefed on safety and other requirements and that they agree to follow all reasonable requests of the activity leader. This document can also be the activity attendance record.

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BirdLife Australia has \$20,000,000 public liability insurance; a copy of the certificate of insurance can be accessed on the BirdLife Australia website Extranet.

6.3 Personal Accident and Injury Insurance

This policy covers volunteers of BirdLife Australia involved in, or travelling to, an official BirdLife Australia activity. The policy is restricted to volunteers aged between 16 and 80 years old as it is intended primarily to provide some limited compensation for a loss of earnings for employed people. It may not be adequate in all circumstances and BirdLife Australia recommends that anyone in doubt should have private medical insurance and ambulance cover. To ensure they are covered by this policy all Participants must sign the Attendance Record which also confirms they have been briefed on all health and safety aspects of the activity. By signing this record they are also confirming that they believe their health will allow them to participate and that they have disclosed any relevant medical condition to the activity leader.

The benefits available under this policy are:

- Capital Benefits in the event of paraplegia or quadriplegia – up to \$50,000.
- Weekly Accident Benefit – Up to \$500 per week for up to 52 weeks.
- Injury Assistance Benefit – Up to \$300 per week for up to 26 weeks.

Exclusions: There is no cover for volunteers under 15 or over 80, and no cover for Permanent Total Disablement for people over 65 years. This policy only applies to volunteers involved in 'officially organised' activities which are 'under the control' of the insured. Exclusions apply to claims arising from intoxication, self-harm etc, failure to apply all reasonable care and failure to comply with the law.

6.4 Important points to note before assuming you are covered

Duty of Disclosure: The insurer can refuse to pay insurance claims if evidence is not produced to confirm prior knowledge of event participation. This means that all fieldwork or activity supervisors need to ensure participants complete either the 'Volunteer/Activity Registration Form' or 'Participant sign on sheet' prior to activity commencement.

Agreement: To be covered by Public Liability insurance, all volunteers or participants must enter into an agreement with BirdLife Australia before participating in any activity, whether or not they are already members. This means all non-employees must sign an attendance/consent form that verifies their presence and acknowledges their own responsibilities with regard to occupational health and safety.

Insurance: Standard insurance policies contain exemptions if all reasonable care has not been taken by the insured. This means that at all times participants must act reasonably, i.e. they must adhere to safety briefings and wherever practicable and reasonable they must not act to cause damage or injury nor fail to act where damage or injury could be prevented. It is required that a BirdLife -branded document is produced for each regular activity which outlines the OH&S and safety protocols for that activity, and which can form the basis of an agreement as per Note 2.

Age Exclusion: These apply to the Personal Accident and Injury Policy. As noted above, this is because it is intended primarily to provide some limited compensation for a loss of earnings for employed people.

7. REVIEW

This policy and procedure should be reviewed annually by the OHS Coordinator in conjunction with the OHS committee, BirdLife management, project leaders and other relevant staff. Appendix should also be reviewed as necessary to best fit with the needs of volunteers and staff, including forms and supporting procedures.

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8. RELATED DOCUMENTS (available on the Intranet)

- Risk Assessment and Control Procedure
- Job Safety Analysis and Control Form
- Incident/Hazard Reporting Procedure
- Incident/Hazard Report Form
- First Aid Policy and Procedure
- Responsibilities of Fieldwork/Activity Leaders
- Volunteer/Activity Registration Form
- Activity Participant Sign-on Sheet
- Guidelines For Leading Groups On Outings.

Appendix 1 - Risk Assessment and Control Form

Risk Assessment and Control Form

Once complete, please email this form to: 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 Risk Assessment (RA) is a simple safety tool designed to help 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 Risk Assessment is to simply 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 RA 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.

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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

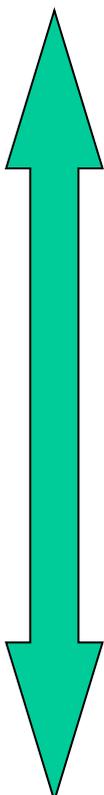
What are the potential *consequences* of this incident occurring? Consider what could reasonably happen as well as what the worst possible consequences may be. Look at the description below and choose the most suitable consequence.

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

HIERARCHY OF CONTROL

	Elimination E.g. Discontinue use of product, equipment, cease work process
	Substitution E.g. Replace with a similar item that does the same activity but with a lower hazard level
	Isolation E.g. Put a barrier between the person and the hazard
	Engineering controls E.g. Change the process, equipment or tools so the risk is reduced
	Administration controls E.g. Guidelines, procedures, rosters, training etc to minimise the risk
Least effective	Personal protective equipment 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
- Electrocutation/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					
Name:		Position (relative to this activity/project):		<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor
Contact number:	Alt:	Designated Working Group:		<input type="checkbox"/> Volunteer	

Name:		Position (relative to this activity/project):		<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor
Contact number:	Alt:	Designated Working Group:		<input type="checkbox"/> Volunteer	

DETAILS OF ACTIVITY / PROJECT			
Title:	Location/Site:	Start date:	Finish date:
Description:	List equipment / tools required:	List skills / competencies required:	

Any changes or additions recommended:

Person completing RA: (print name and sign) _____ **Date:** _____.

Supervisor's endorsement: (print name and sign) _____ **Date:** _____.

Copy of this RA has been forwarded to: OHS Coordinator DWG Health & Safety Rep
 Activity participants BirdLife National Office

Emergency Preparedness:

In the event of an emergency:

Initial Contact: _____ Emergency services: 000
Then Contact: (supervisor/project manager) ph: _____ Notify the OHS Coordinator as soon as possible: [Insert OHS mobile]

Emergency procedure:

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.

Appendix 2 - Summary of Responsibilities of Fieldwork Activity Leaders

Before beginning

Safety aspects must be discussed with all participants (employees and volunteers) before the commencement of any fieldwork or official BirdLife activity. In addition to the responsibilities set out in points 2.2 and 2.3 of the 'Fieldwork policy and procedure' and 2.5 of the OHS Policy, the fieldwork/activity leader is responsible for discussing the following health and safety aspects with participants.

This discussion should be seen as an informative exercise aimed at making participants aware of potentially dangerous situations. It should be conducted in such a way that participants appreciate the need to follow the correct safety procedures. It is also necessary to take reasonable steps to ascertain that this information has been understood.

The following information must be included as a minimum in health and safety discussions:

- a discussion of the completed risk assessment for the project/field activity, including discussion of potential hazards which are likely to be encountered and the steps individuals must take to minimise the risks associated with these hazards;
- a discussion of the emergency procedures developed for the field activity;
- introductions to the safety officer and/or first aider(s) attending the activity if applicable;
- a discussion of correct use and maintenance of safety equipment required for this activity, and;
- general safety guidelines, including:
 - the need to act lawfully at all times;
 - the need to follow all regulatory and advisory signage and traffic regulations;
 - the need to follow all explicit directives from persons in charge, including site controllers and transport operators (e.g. bus drivers);
 - the need to follow all other instructions as given by leaders/supervisors on site that do not conflict with the above, and
- rules relating to alcohol, tobacco and other drugs.

Participants should also be provided with written information detailing:

- the completed risk assessment and fieldwork plan for the activity;
- guidelines and/or safety procedures relevant to the activity being undertaken, e.g. use of equipment or vehicles; protocols for communication between participants.
- emergency contact procedures;
- organisational arrangements, including information about the field site, travel, personnel, weather, catering, first aid, etc, and
- practical requisites for the activity, e.g. clothing, sun screen, insect repellent, sunglasses, footwear, weatherproof coat, water bottle.

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Activity/fieldwork leaders are responsible for ensuring all volunteer participants have signed a 'Volunteer/Activity Registration Form', advising participants of their obligation to take appropriate medical advice and disclose any limitations imposed by their health, which may affect their ability to safely participate in the activity. They are also required to outline the OHS responsibilities of participants, outlined in 2.3 of the 'Fieldwork policy and procedure' and 2.6 of the OHS Policy.

At completion

It is important at the conclusion of an activity or fieldwork excursion to provide participants with the opportunity to debrief and note any problems they encountered. This may be face to face, online or telephone discussion.

Activity/fieldwork leaders are required to document any OHS incident or near miss by completing the BirdLife 'Incident/Hazard Report Form' and returning it to the OHS Co-ordinator with 48 hours. This is important not only track OHS incidents and hazards, but also to aid in continual review of processes and OHS policy development.

Activity/fieldwork leaders should ensure they familiarise themselves with the full list of their responsibilities outlined in the BirdLife Fieldwork and OHS Policies.

Appendix 3 - Bushfire Safety: Planning and Resources

This section of the *Fieldwork Policy and Procedure* gives you information about:

- Putting together a Bushfire Safety Plan; and
- Fire Safety Resources.

Putting together a Bushfire Safety Plan

Group leaders are responsible for researching whether any Fire Danger Ratings (FDR), Bushfire Warnings/Alerts, Total Fire Bans (sometimes referred to as TOBANs), or extreme weather warnings have been announced for the intended activity area. They are also responsible for monitoring conditions both before and during the activity so that they can cancel the activity in line with information given in Section 4.5 of this document.

A bushfire safety plan is a vital tool to prepare for adverse conditions and to ensure participant safety during BirdLife activities. Below are some factors to consider when putting your bushfire safety plan together:

How great is the threat of fire? In addition to FDR, Bushfire Warnings/Alerts, and Total Fire Bans you should consider other factors such as vegetation in the activity area, current weather conditions and weather forecast. Working in forest, bushland, heathland or grassland on days of high FDR could increase bushfire risk, while work in urban or residential areas **may** be acceptable **when risk is properly assessed**.

Are there easily accessible escape routes? Fires are often unpredictable and can quickly change direction, so it is vital to have more than one exit point and for the group leader to know and communicate these before commencing an activity. Additionally, consider adapting your activity to limit how far you travel from your vehicle to ensure quick escape where necessary. It is also vital to check that vehicles have enough fuel for safe evacuation as well as other resources such as drinking water and woollen blankets for protection.

Are emergency communications and medical assistance available? The risk of injury from bushfire is greatly increased in remote areas (where medical assistance is not easily accessible). Mobile signal coverage maps are available online and can be used to check mobile reception in your activity area. Also consider having alternative methods of contact such as radios and ensuring all your participants have told their emergency contacts where they are going and when they plan to start and return from the activity.

Does the activity leader regularly monitor radio news reports, bushfire information lines or other sources to ensure that the threat of fire does not increase? Completing an activity is never more important than participants safety- so if risk of bushfire increases during your activity then you must be ready to evacuate the area if necessary.

Does the whole group know what to do in case of a bushfire? Communicating your bushfire plan to your activity participants is important so that everyone knows what to do in the case of bushfire. Specifying what will be your trigger to cancel your activity or leave the area (e.g. FDR of Severe or above, Bushfire Warning/Alert issued for your activity or travel areas) and a 'Bushfire Place of Last Resort' (sometimes called a 'Neighbourhood Safer Place') for your activity area is also a good idea. Although a 'Bushfire Place of Last Resort' must not replace your bushfire safety plan and is to be used as a last resort.

In addition to the above, lots of information around planning bushwalks or other activities during bushfire season is available online.

Please email people&safety@birdlife.org.au with any questions about this bushfire safety for BirdLife activities.

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Please see the following pages for resources and websites with more information and to check the FDR and bushfire warnings/alerts for your state or territory.

Fire Safety Resources

The below resources are current at the time of writing and this list is not exhaustive. Please always check your state or territory fire agency website or the Bureau of Meteorology (BOM) National Weather Service for the most up to date information.

State/ Territory	Resources
ACT	<p>FIRE DANGER RATINGS and TOTAL FIRE BAN Emergency Services Agency (ESA) home page: https://esa.act.gov.au/</p> <p>FIRE WARNINGS / ALERTS Fires Near Me NSW map: https://www.rfs.nsw.gov.au/fire-information/fires-near-me</p> <p>PHONE APPS Fires Near Me NSW app. Available from Google Play (Android) or The App Store (iPhones).</p> <p>MEDIA</p> <ul style="list-style-type: none"> • ESA Twitter: http://twitter.com/ACT_ESA • ESA Facebook: http://www.facebook.com/actemergencyservicesagency
NSW	<p>FIRE DANGER RATINGS and TOTAL FIRE BANS NSW Rural Fire Service (RFS) Website: https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans</p> <p>FIRE WARNINGS / ALERTS Fires Near Me NSW map: https://www.rfs.nsw.gov.au/fire-information/fires-near-me</p> <p>PHONE APPS Fires Near Me NSW app. Available from Google Play (Android) or The App Store (iPhones).</p> <p>MEDIA</p> <ul style="list-style-type: none"> • NSW RFS Facebook: http://www.facebook.com/nswrfs • NSW RFS Twitter: http://twitter.com/nswrfs • NSW RFS YouTube: http://www.youtube.com/nswrfs • NSW RFS Instagram: http://www.youtube.com/nswrfs
NT	<p>FIRE DANGER RATINGS and TOTAL FIRE BAN SecureNT website: https://securent.nt.gov.au/alerts</p> <p>FIRE WARNINGS / ALERTS NT Fire Incident Map: https://www.pfes.nt.gov.au/incidentmap/</p> <p>SOCIAL MEDIA</p> <ul style="list-style-type: none"> • Bushfires NT Facebook: https://www.facebook.com/BushfiresNT/ • Bushfires NT Twitter: https://twitter.com/BushfiresNT
QLD	<p>FIRE DANGER RATINGS Rural Fires QLD FDR page: https://www.ruralfire.qld.gov.au/Pages/FDR.aspx</p> <p>FIRE WARNINGS / ALERTS Rural Fires QLD incident map: https://www.ruralfire.qld.gov.au/map/Pages/default.aspx</p> <p>TOTAL FIRE BAN Rural Fires QLD Fire ban page: https://www.ruralfire.qld.gov.au/Using_Fire_Outdoors/Pages/Fire-Bans-and-Restrictions.aspx</p> <p>MEDIA</p> <ul style="list-style-type: none"> • Find your local commercial radio: http://www.commercialradio.com.au/www-radioalive-com-au/find-a-station/state/qld

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State/ Territory	Resources
	<ul style="list-style-type: none"> • QFES Facebook: http://www.facebook.com/OldFireandRescueService • QFES Twitter: http://www.twitter.com/OldFES
SA	<p>FIRE DANGER RATINGS and TOTAL FIRE BAN Country Fire Service (CFS) FDR page: https://www.cfs.sa.gov.au/site/bans_and_ratings.jsp</p> <p>FIRE WARNINGS / ALERTS CFS incident map: https://apps.geohub.sa.gov.au/CFSMap/index.html CFS incident list: https://www.cfs.sa.gov.au/site/warnings_and_incidents.jsp</p> <p>MEDIA and OTHER RESOURCES</p> <ul style="list-style-type: none"> • CFS Facebook: https://www.facebook.com/countryfireservice/ • CFS Twitter: https://twitter.com/cfsalerts • CFS YouTube: https://www.youtube.com/user/SACFS1 • Bushfire Information Hotline (1800 362 361)
TAS	<p>FIRE DANGER RATINGS Tasmania Fire Service (TFS) Forecast: http://www.fire.tas.gov.au/Show?pageId=colFireDangerRating</p> <p>FIRE WARNINGS / ALERTS TFS Bushfire Map: http://www.fire.tas.gov.au/Show?pageId=colGMapBushfires</p> <p>TOTAL FIRE BAN TFS Total Fire Ban Map: http://www.fire.tas.gov.au/Show?pageId=colTotalFireBans</p> <p>MEDIA</p> <ul style="list-style-type: none"> • TFS Facebook: https://www.facebook.com/TasmaniaFireService/ • TFS Twitter: https://twitter.com/TasFireService • TFS YouTube: https://www.youtube.com/user/TasmaniaFireService • TFS RSS feeds: http://www.fire.tas.gov.au/Show?pageId=xmlFeedsHome • Bushfire Information Hotline (1800 567 567) https://www.police.tas.gov.au/news-events/media-releases/fire-assistance-phone-numbers/
VIC	<p>FIRE DANGER RATINGS and TOTAL FIRE BAN Country Fire Authority (CFA): https://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings</p> <p>FIRE WARNINGS / ALERTS Vic Emergency Incident Map: http://emergency.vic.gov.au/respond/</p> <p>PHONE APPS VicEmergency App: https://www.cfa.vic.gov.au/plan-prepare/vicemergency-app</p> <p>MEDIA</p> <ul style="list-style-type: none"> • CFA Facebook: http://www.facebook.com/cfavvic • CFA Twitter: https://twitter.com/CFA_Updates • VicEmergency Facebook: https://www.facebook.com/vicemergency • VicEmergency Twitter: https://twitter.com/vicemergency • ABC local radio, Sky News and other emergency broadcasters: https://www.emv.vic.gov.au/our-work/victorias-warning-system/emergency-broadcasters/ • VicEmergency Hotline (1800 226 226)
WA	<p>FIRE DANGER RATINGS and TOTAL FIRE BAN Emergency WA FDR and Total Fire Ban map: https://www.emergency.wa.gov.au/#firedangerratings</p> <p>FIRE WARNINGS / ALERTS Emergency WA incident list / map: https://www.emergency.wa.gov.au/</p>

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State/ Territory	Resources
	<p>MEDIA and OTHER RESOURCES</p> <ul style="list-style-type: none"> • Department of Fire and Emergency Services (DFES) Facebook: https://www.facebook.com/dfeswa • DFES Twitter: https://twitter.com/dfes_wa • For recorded emergency info call DFES: (13 33 37)
National	<ul style="list-style-type: none"> • If you are in immediate danger, call 000 • Further background information is available from the Fire Weather Knowledge Centre from the Bureau of Meteorology (BOM): http://www.bom.gov.au/weather-services/fire-weather-centre/index.shtml • Find your local ABC Radio: https://www.abc.net.au/local/ • Download the Emergency + App: https://emergencyapp.triplezero.gov.au/ • Download a First Aid App e.g.: https://www.redcross.org.au/get-involved/learn/first-aid/first-aid-app

Appendix 4 – Job Safety Analysis and Control Form

	<p>[TITLE]</p> <p>Job Safety Analysis</p>
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Task / Project Title		Date of Assessment	
Site / Location		Permit to Work Requirement	
Date of workshop		Analysis by	
Management Rep		OHS Rep	David Coutts

Activity Description

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Indicate Worst Hazard	
PPE Required	

Tick when the Following Hazards have been considered in the Analysis:

Your Safety	Others Safety
Manual Handling	Barriers
Cliffs / Falls from Height	Warning Signs
Noise	Trip Hazards
Sharps	Falling Objects
Communications	First Aid
Emergency Response	Induction and Supervision
Fire	Food allergies/poisoning

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	WHO IS RESPONSIBLE
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed.	List the control measures required to eliminate or minimize the risk of injury arising from the identified hazard.	Write the name of the person responsible (supervisor or above) to implement the control measure identified.
Information Session			
Field Session			