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**Template 001**

**VERSION** Jan 2024

**Work Health and Safety Assessment**

**for outdoor events**

|  |  |  |
| --- | --- | --- |
| Area inspected | Date of inspection | Time of inspection |
| Person inspecting (1) | (2) | (3) |

**Risk management involves thinking about what could happen if someone is exposed to a hazard and how likely it is to happen.**

**You should always aim to eliminate risks. If you can’t, you must minimise risks so far as is reasonably practicable.**

**Instructions**

1. Physically inspect your outdoor project site using the checklist below. For any hazards not listed, add them to the blank section at the bottom of the checklist. Where a hazard exists, tick the NO box.
2. For those areas marked NO, use the risk assessment matrix on page 4 to determine the risk score.
3. Once the risk score is calculated, use the legend at the end of the matrix to determine what further action is required.
4. For hazards which require further action, identify and document corrective actions. Use the Hierarchy of Controls to guide which actions will eliminate or minimise the risk of the hazard (including the allocation of the responsibility for implementing the corrective action and the timeframe for completion).
5. Once corrective actions have been fully implemented, the WHS Assessment can be signed off and then distributed to the relevant parties and filed with your project documents.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Preliminary** | **Yes** | **No** | **N/A** | **Risk Score** | **Comments / Actions Required** |
| Is the weather going to be good enough to continue with planned activities? |  |  |  |  |  |
| A risk assessment has been completed |  |  |  |  |  |
| Necessary permits, permissions and paperwork completed |  |  |  |  |  |
| A list of participants involved is recorded |  |  |  |  |  |
| Briefing prepared of day’s events for participants |  |  |  |  |  |
| All personal protective equipment required is available and in working order |  |  |  |  |  |
| Induction points for participants prepared |  |  |  |  |  |
| **Fire / Emergency** | **Yes** | **No** | **N/A** | **Risk Score** | **Comments / Actions Required** |
| Extinguishers mounted, clearly marked and serviced within the last 6 months |  |  |  |  |  |
| Exit signs clearly visible |  |  |  |  |  |
| Exit doors operating correctly |  |  |  |  |  |
| Emergency procedures displayed (including a diagram displaying the location of exits, escape routes and assembly areas) |  |  |  |  |  |
| **Electrical** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Plugs, outlets and switches are in good repair and free from damage |  |  |  |  |  |
| Electrical cords are in good repair and free from damage (e.g. fraying) |  |  |  |  |  |
| Cords are protected from water, from being damaged and from being cut |  |  |  |  |  |
| No unprotected leads in access ways |  |  |  |  |  |
| Powerpoints are not overloaded (no double adaptors or ‘piggy back’ plugs) |  |  |  |  |  |
| **Walkways and Stairs** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Walkways and stairs are kept tidy and free from obstruction |  |  |  |  |  |
| Floor surfaces are maintained in good condition (no cracks or holes) |  |  |  |  |  |
| Floor surfaces are free from oil, grease and spills |  |  |  |  |  |
| Floor surfaces are clear of trip hazards such as electrical leads and hoses |  |  |  |  |  |
| Pedestrian walkways are adequately marked (cordons used; mown area) |  |  |  |  |  |
| Handrails in place where required (e,g. stairs) |  |  |  |  |  |
| Event welcome to include a reminder to be mindful of risks including uneven footpath, rabbit holes, rocks, loose wire, fallen timber, snakes, bites etc. |  |  |  |  |  |
| **Plant and Equipment** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Mobile plant and vehicles are fitted with seatbelts which are in good condition and used. |  |  |  |  |  |
| First aid kit included in vehicle – complete and up-to-date items |  |  |  |  |  |
| Parking areas are clearly marked |  |  |  |  |  |
| Items within vehicle are secured adequately |  |  |  |  |  |
| **Working environment / Housekeeping** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Work areas uncluttered and free of rubbish |  |  |  |  |  |
| There are adequate provisions for waste disposal |  |  |  |  |  |
| Work areas are well ventilated |  |  |  |  |  |
| Adequate lighting for the job |  |  |  |  |  |
| Safety signage is displayed where required |  |  |  |  |  |
| **Storage + Containers** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Items stored correctly and neatly when not in use |  |  |  |  |  |
| Storage designed to minimise manual handling problems (eg minimise weight in each container) |  |  |  |  |  |
| All containers correctly labelled |  |  |  |  |  |
| Storage clear of lights and sprinklers |  |  |  |  |  |
| **First Aid** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Appropriate first aid kit(s) available |  |  |  |  |  |
| First aid kits are available, stocked, and contents are within expiry dates |  |  |  |  |  |
| First aid officers identified |  |  |  |  |  |
| Sunscreen available for participants |  |  |  |  |  |
| Promotion of event instructs participants to equip themselves with sturdy shoes, long sleeves, trousers, hat, insect protection, PPE as required |  |  |  |  |  |
| Current Health Orders and appropriate plans are in place e.g. COVID-19 |  |  |  |  |  |
| **Amenities** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
| Hygienic, clean and tidy bathrooms |  |  |  |  |  |
| Hygienic, clean and tidy kitchen |  |  |  |  |  |
| Fridge and cooking appliances are hygienic, clean and tidy |  |  |  |  |  |
| Adequate supply of drinking water |  |  |  |  |  |
| Adequate shade + shelter for participants |  |  |  |  |  |
| Sunscreen available for participants |  |  |  |  |  |
| Adequate seating for participants |  |  |  |  |  |
| Participants with allergies / food restrictions identified |  |  |  |  |  |
| **Other identified hazards** | **Y** | **N** | **N/A** | **Risk Score** | **Comments / Actions required** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Induction Checklist for Participants**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Induction topic** | **Yes** | **No** | **N/A** | **Risk Score** | **Comments / Actions Required** |
| Introduction to key personnel |  |  |  |  |  |
| Emergency evacuation points pointed out |  |  |  |  |  |
| First Aid Officer introduced |  |  |  |  |  |
| Fire fighting equipment |  |  |  |  |  |
| Risk assessment register |  |  |  |  |  |
| Amenities |  |  |  |  |  |
| Storage |  |  |  |  |  |

**Risk Assessment Matrix**

**Risk Score = Consequence x Likelihood**

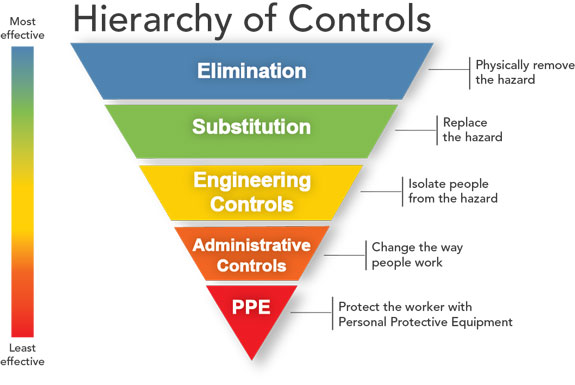
|  |  |  |  |
| --- | --- | --- | --- |
| **LIKELIHOOD** | **CONSEQUENCE** | | |
| **MAJOR (A)**  Permanent injury or fatality, high financial loss, significant property or equipment damage long term environmental harm | **MODERATE (B)**  Lost time injury or restricted capacity for work injury, medium financial loss, medium property or equipment damage, short term environmental harm | **MINOR (C)**  First aid or medical treatment only injury, low financial loss, minimal property or equipment damage, no environmental harm |
| **LIKELY (1)**  Could occur frequently | High Risk | High Risk | Medium Risk |
| **MODERATE (2**)  Could occur occasionally | High Risk | Medium Risk | Low Risk |
| **UNLIKELY (3)**  Could occur at some time | Medium Risk | Low Risk | Low Risk |

**Legend:**

**Low risk:** Acceptable risk and no further action required as long as risk has been minimised as much as possible

**Medium risk:** Further action required to minimise risk

**High risk:** Unacceptable risk and further URGENT attention required to minimise risk.

**Hierarchy of Controls for Corrective Actions**

You should always aim to eliminate risks, as this is the best way to manage risks.  Where this is not possible, you must minimise risks so far as is reasonably practicable.

To control risks, you can follow the hierarchy of control measures, which are ranked from the highest level of protection and reliability to the lowest.

**Recommended Corrective Actions for Identified Hazards**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard identified | Corrective Action Required | Risk Rating | Management Approval | Person Responsible | Target Completion Date | Date Completed |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Workplace Inspection Closed**

A workplace inspection can only be closed once the corrective actions have been implemented and monitored.

|  |  |
| --- | --- |
| Name: | Position: |
| Signature: | Date: |

**Other Resources**

Safe Work Australia <https://www.safeworkaustralia.gov.au/doc/model-whs-regulations>

WorkSafe QLD <https://www.worksafe.qld.gov.au/>

Conservation Volunteers\_ In Safe Hands toolkit <https://conservationvolunteers.com.au/safety-management-toolkit/>

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of Jan 2024. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of QWALC or the user’s independent advisor.



*Landcare in a Box* was an initiative in 2016 of the National Landcare Network, resourced by Landcare NSW and funded originally by NSW DPI.