

Working Bee Occupational Health & Safety Guide

The table below contains information and guidance that may be useful in considering the risks associated with working bees.

This guide can be used to review existing safety practices to identify if all risks are being managed appropriately.

1. General OHS Induction	OHS Considerations	Relevant Safety documents
Hazard & Incident Reporting	<ul style="list-style-type: none"> ☐ Are all employees and volunteers aware of the requirement to report all identified hazards and/or incidents to the Workplace Manager, Management OHS Nominee or person responsible for oversight of working bees? 	Hazard/Incident Reporting and Investigation Procedure Notifiable Incidents to Safety Flowchart
Hazards in the immediate work environment	<ul style="list-style-type: none"> ☐ Have all employees and volunteers been made aware of, or identified any potential hazards in the immediate work area (e.g. steep slippery surfaces, large divots in the ground, hazardous drain pit covers, presence of asbestos-containing materials, plant and equipment)? 	Safety Manual Hazard/Incident Reporting and Investigation Procedure
First Aid requirements	<ul style="list-style-type: none"> ☐ Have the contents of First Aid Kits been reviewed and updated? ☐ Have employees and volunteers been provided with first aid information including the location of First Aid Offices on site? 	First Aid Procedure First Aid Summary Sheet
Emergency requirements	<ul style="list-style-type: none"> ☐ Have employees and volunteers been briefed on the location of the nearest medical centre? ☐ Are contact details for the local ambulance, fire brigade and police easily accessible? 	Safety Manual First Aid Summary Sheet
Evacuation procedures	<ul style="list-style-type: none"> ☐ Have employees and volunteers been briefed on the location of the assembly areas in case an evacuation? ☐ Are employees and volunteers aware of the sound of the evacuation alarm? ☐ Who is responsible for ensuring everyone has been accounted for at the assembly point? 	Safety Manual
Location of amenities	<ul style="list-style-type: none"> ☐ Are employees and volunteers familiar with the location of the amenities? 	First Aid and Infection Control Procedure
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> ☐ Is appropriate Personal Protective Equipment (PPE) available and in sound condition? ☐ Will 'one size fit all' and how many will be required? 	Safety Manual

	<input type="checkbox"/> Is the PPE designed in accordance with Australian Standards? <input type="checkbox"/> Have the users of the equipment been consulted to ensure its suitability?	Safety Manual
2. Task Specific Induction		
Technology and Maintenance Equipment: Ride on mowers, Hand held power tools etc.	<input type="checkbox"/> Have tasks been allocated to appropriately experienced persons (e.g. someone with landscaping experience doing the mowing and whipper snipping)? <input type="checkbox"/> Have users of the equipment been consulted to ensure its suitability? <input type="checkbox"/> Have instruction manuals and/or information about safe use been provided? <input type="checkbox"/> What are the hazards associated with using the equipment? <input type="checkbox"/> Has the equipment received periodic inspections and maintenance? <input type="checkbox"/> Is a Safe Work Procedure (SWP) available? <input type="checkbox"/> Is PPE required for the use of the equipment? <input type="checkbox"/> Do users require training and instruction in the SWP for the correct use of the equipment? <input type="checkbox"/> Does all electrical equipment have current testing and tagging? <input type="checkbox"/> Will the item create fume/vapours, dust, noise, heat/cold?	Electrical Equipment Procedure Risk Management Forms (various) Risk Management Forms (Various) Safety Manual Safe Work Procedure Template
Chemicals	<input type="checkbox"/> Have Material Safety Data Sheets (MSDS) been provided and reviewed? <input type="checkbox"/> Have the hazards of the chemical/s been identified and the risk assessed? <input type="checkbox"/> Does the workplace have appropriate storage facilities for the chemical/s? <input type="checkbox"/> Has the chemical/s been included on the Chemical Register? <input type="checkbox"/> Have the users of the chemical/s been consulted to ensure its suitability? <input type="checkbox"/> Is a Safe Work Procedure (SWP) required for the use of the chemical/s? <input type="checkbox"/> Have tasks been allocated to appropriately experienced persons? <input type="checkbox"/> Do users require training and instruction in the safe use of the chemical/s? <input type="checkbox"/> Is PPE required for the use of the chemical/s?	Safety Manual Chemical Management Procedure Safe Work Procedure Template
Manual Handling	<input type="checkbox"/> Have tasks been allocated to appropriately experienced persons? <input type="checkbox"/> Have all hazardous manual handling tasks been identified and the risk assessed? <input type="checkbox"/> Have all employees and volunteers been briefed in appropriate manual handling techniques such as: <ul style="list-style-type: none"> - breaking up the load - Using more than one person to carry heavy or bulky items - Using mechanical aids such as trolleys to move items 	Manual Handling Procedure Chemical Hazard Management Form Chemical Hazard Management Form

	<ul style="list-style-type: none"> - Ensuring the path of egress is free from obstructions - Appropriate lifting techniques (i.e. keep the load close to the body when beginning to lift, keep back straight, lift through the legs and never bend the back to lift). 	Safety Manual
Traffic	<ul style="list-style-type: none"> ☐ Are there sufficient car spaces for all employees and volunteers? ☐ Are vehicles going to be moving around the site during the working bee? ☐ Has a Traffic Management Plan been developed? 	<p>Church Car Park and Surrounds</p> <p>Church Car Park and Surrounds</p> <p>Safety Manual</p>
Working Outdoors	<ul style="list-style-type: none"> ☐ Have the immediate hazards associated with outdoor activities in the workplace been identified and have all employees and volunteers been consulted regarding these hazards? ☐ Are traffic and pedestrian management plans available? ☐ Have weather reports and weather warnings been reviewed? ☐ Have all employees been made aware of the emergency plan including evacuation points and procedures that may be required: ☐ Is appropriate Personal Protective Equipment (PPE) is available to employees and volunteers (e.g. broad brimmed hats, sunglasses, SPF 30+ sunscreen etc). 	<p>Church Car Park and Surrounds</p> <p>Church Car Park and Surrounds</p> <p>Church Car Park and Surrounds</p>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> ☐ Is appropriate Personal Protective Equipment (PPE) available and in sound condition? ☐ Will users of the PPE require training and instruction for the correct use of the PPE? ☐ Will 'one size fit all' and how many will be required? ☐ Is the PPE designed in accordance with Australian Standards? ☐ Have the users of the equipment been consulted to ensure its suitability? 	<p>Safety Manual</p> <p>Safety Manual</p>

Other Guidance Material

Sun Smart

Work Safe Victoria

Work Safe Victoria - Your Health and Safety Guide to Plant

Work Safe Victoria – Manual Handling Guidance;