



Volunteer safety is our number one priority at all Clean Up sites.

Once you have undertaken a visual inspection of your chosen clean up location (please see Page 2 of your site guide); you should also, if you are expecting more than 10 volunteers, complete this safety checklist which is designed to:

- Consider all foreseeable hazards and detail the controls used to eliminate or reduce the risk of those hazards
- Detail how an emergency event will be handled.

This checklist has been developed to help you ensure controls are in place to eliminate or minimize risk at your site.

Name/Description of Site: \_\_\_\_\_

Date of Clean Up: \_\_\_\_\_

ACTIVITY/TASK/HAZARD	YES	NO/NA	ADDITIONAL CONTROLS
<b>Bump In/Bump Out</b>			
Plan timetable for arrival and set up times			
Site plan developed – clearly defined areas for volunteers			
Volunteers briefed <ul style="list-style-type: none"> <li>- Access and exit points</li> <li>- No vehicle areas/zones</li> <li>- Parking</li> <li>- Speed Limits</li> </ul>			
<b>Traffic and parking</b>			
Restricted pedestrian access during set up			
Is there access for emergency vehicles and personnel?			
Traffic management if required (give details)			
Visible Signage			
Adequate parking facilities for people with disabilities			
Parking attendants required?			
<b>Volunteer Supervision</b>			
All volunteers have been provided with gloves, bags and are wearing suitable footwear			
All volunteers have signed in			
All volunteers are aware of emergency procedures			
All volunteers have sighted <ul style="list-style-type: none"> <li>- Site Supervisor</li> <li>- Any area supervisor (if your site is divided in areas)</li> </ul>			

All volunteers have received a site induction			
All volunteers know to report sharps to Site Supervisor			
Volunteers have been briefed on <ul style="list-style-type: none"> <li>- Emergency pathways</li> <li>- Emergency Evacuation Assembly Point (EEAP)</li> <li>- Location of amenities</li> </ul>			
<b>Event Signage</b>			
Access and exit points are clearly signed			
Any restricted entry areas are adequately signed			
Emergency assembly areas are adequately signed			
Site maps available			
<b>Set Up/Assembly</b>			
Any equipment installed in accordance with manufacturers guidelines			
All free-standing objects (marquees, pin boards, etc.) are weighted and secured			
<b>Amenities</b>			
Sufficient toilets and hand washing facilities for expected number of attendees			
Adequate amenities provision for people with disabilities			
Adequate drinking water available for attendees			
<b>Slips, Trips and Falls</b>			
Any pathways and thoroughfares have trip or other hazards identified			
Signage where necessary			
<b>Waste Management</b>			
Rubbish removal has been organised			
<b>Manual Handling</b>			
All volunteers involved in manual handling have received appropriate training			
Trolleys available for movement of heavy items			
<b>Weather</b>			
Australian Bureau of Meteorology web site ( <a href="http://www.bom.gov.au">www.bom.gov.au</a> ) is accessed to check for adverse weather events			
An extreme weather contingency has been planned (eg cancellation, postponement, venue change, etc)			
<b>Sun and Heat Exposure</b>			
Provision of undercover areas (for shade)			
Volunteers advised to wear sun safe clothing and sunscreen			
Sunscreen is available			
Adequate drinking water is available			
First aid is available			

Emergency Planning			
Site supervisor has emergency contacts available			

Event Specific Hazards (Fill in below as required)			

