**Fish Tackle Bin Project** - **Volunteer Risk Assessment**

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| **Assessment of managing, cleaning and auditing Fishing Tackle Bins**  |
| **Step 1. Identify** the hazards | **Step 2.** **Assess** the risks, consequences **(C),** likelihood **(L),** and riskassessment **(A)**. See risk matrix.  | **Step 3.** List the **controls** needed to reduce or remove **the risk.** |
| What would cause harm? | What could go wrong? | C | L | A | What controls are required |
| Travel to and from the Tackle bin site | * Accident involving a vehicle/cyclist/pedestrian on the way to or from  project site resulting in death, head injury, spinal injury or broken bones
 | **Cat** | **R** | **Med** | * Lawful and responsible operation of vehicle at all times.
* Be vigilant of other drivers and road users.
* Ensure good visibility when operating motor vehicle.
* Driving in a defensive manner and to the appropriate road conditions.
* Sufficient rest prior to vehicle operation.
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| Slipping, tripping or falling when cleaning the bin | * Broken bones, sprains, strains due to impact
* Cuts and abrasions
 | **Min-****Mod** | **U** | **Low** | * Identification of possible changes around the location of Tackle Bin.
* Be vigilant and alert of potential hazards.
* Some bins are located on sloping ground which may be slippery when wet. Take appropriate care or avoid servicing in wet weather, plan for another time.
* Wear appropriate footwear and clothing for conditions.
* Have access to a first aid kit.
* Carry a mobile phone at all times.
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| Exposure to the sun | * Sun stroke or heat exhaustion
* Dehydration, fatigue, loss of coordination
* Sunburn
 | **Min** | **P** | **Low** | * Wear protective clothing; long sleeve shirts, pants, hat and sunglasses.
* Wear sunscreen and regularly reapply
* Carry sufficient water and drink regularly to stay hydrated.
* Avoid activity in the middle of the day.
* Avoid walking long distances to reach bins, park nearby if possible.
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| Exposure to rain, storms and other inclement weather | * Slips and falls
* Lightning strike
* Accidents due to poor visibility
* Exposure
 | **Mod** | **U** | **Low** | * Check weather forecast.
* Plan for weather and take appropriate precautions, e.g. take umbrella for rain
* Avoid servicing bins in stormy weather, plan for another time.
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| Emptying / cleaning / auditing tackle bin | * Cuts from tackle debris
* Cuts from unexpected items in bin (i.e. sharps)
 | **Mod** | **P** | **Med** | * Use provided gloves and equipment for emptying and cleaning bin.
* Follow appropriate methods as per the induction, a copy is in kit.
* Have access to a first aid kit.
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| Injury from carrying or use of equipment  | * Back or neck injury
* Unable to perform duties
 | **Min** | **U** | **Low** | * Avoid bending from the waist to pick up equipment, instead, bend from the knees.
* Be conscious of your limitations and do not carry too much weight.
* Be aware of your movements and avoid unnecessary twisting or bending over.
* Use equipment correctly as shown in induction.
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| Dangerous organisms | * Venomous snakes/ spiders
* Venomous marine creatures
 | **Maj** | **R** | **Low** | * Have a minimum of two people.
* Be vigilant and alert of possible snakes.
* Make noise when approaching.
* Don’t walk into long grass.
* Avoid entering water.
* Wear appropriate footwear and clothing for conditions.
* Follow appropriate methods to empty bins, a copy is in kit.
* Have access to a first aid kit.
* Carry a mobile phone at all times.
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| Bites or stings due to insects/ticks, other organisms or stinging plants | * Allergic reaction or Illness
* Infection, irritation or rash
 | **Mod** | **U** | **Low** | * Identify and record any allergies during induction and prior to field work.
* If known allergy, carry appropriate medication, e.g. epipen, & allergy identification, e.g. MedicAlert bracelet.
* Wear protective clothing and insect repellent.
* Have access to a first aid kit.
* Carry a mobile phone at all times.
* Mosquitos and sand flies are worst during sunset, try to avoid this time.
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| Confrontation with members of the public   | * Physical violence
* Verbal abuse
 | **Min** | **U** | **Low** | * Inform concerned persons that this is an activity that is approved by the City of Gold Coast and Gold Coast Waterways Authority.
* Carry a mobile phone at all times
* Restrict emptying bins to daylight hours.
* Call Gecko, Mars or Kellie inform them of situation and police if required
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| Damage/ graffiti/ filth applied to tackle bins | * Graffiti is covering message
* Bin is damaged and can’t be used
* Bin is filled with filth
 | **Min** | **U** | **Low** | * Try to clean bin as best as possible using appropriate equipment.
* Make contact via the FB group page or email.
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**RISK ASSESSMENT MATRIX**

 **CONSEQUENCES**:      **How severely could it hurt someone/cause damage?**

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| **Catastrophic** | Death or large number of serious injuries. |
| **Major** | Serious injury, extensive injuries. |
| **Moderate** | Medical treatment required. |
| **Minor** | First aid treatment required. |
| **Insignificant** | No injuries. |

 **LIKELIHOOD:             How likely is it to happen?**

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| --- | --- |
| **Almost Certain** | Expected to occur in most circumstances. |
| **Likely** | Strong possibility of occurrence. |
| **Possible** | May occur occasionally. |
| **Unlikely** | Not expected to occur but may happen. |
| **Rare** | May occur only in exceptional circumstances. |

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| **Likelihood** | **Consequences** |
| **Catastrophic****(Cat)** | **Major****(Maj)** | **Moderate****(Mod)** | **Minor****(Min)** | **Insignificant****(Ins)** |
| **Almost Certain****(AC)** | **Extreme****(E)** | **High****(H)** | **High****(H)** | **Medium****(M)** | **Low****(L)** |
| **Likely****(L)** | **High****(H)** | **High****(H)** | **Medium****(M)** | **Medium****(M)** | **Low****(L)** |
| **Possible****(P)** | **High****(H)** | **Medium****(M)** | **Medium****(M)** | **Low****(L)** | **Low****(L)** |
| **Unlikely****(U)** | **Medium****(M)** | **Medium****(M)** | **Low****(L)** | **Low****(L)** | **Low****(L)** |
| **Rare****(R)** | **Medium****(M)** | **Low****(L)** | **Low****(L)** | **Low****(L)** | **Low****(L)** |

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| **Risk Level** | **What should I do?** |
| **Extreme** | Eliminate from activities |
| **High** | Eliminate from activities |
| **Medium** | Specific monitoring or procedures required, management responsibility must be specified |
| **Low** | Manage through routine procedures. Unlikely to need specific application of resources. |