**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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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 |
| 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. |

**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. |