

# Bushcare Group Safety Checklist

## Fact sheet

The safety of Bushcare volunteers is top priority for Shoalhaven City Council. We all want volunteers to return home happy and healthy at the end of every volunteer Bushcare activity and that the public is also not placed at risk. This fact sheet provides a handy checklist of required safety tasks with responsibilities shared between Council staff and volunteers.

## Checklist

### Council:

- A site risk assessment and Site Safety Plan has been completed for each site – with group input.
- Training on Safe Work Instructions are completed prior to volunteers undertaking an activity (where required - e.g., brushcutter use).
- First Aid kits, sunscreen and insect repellent, shirts and any other Personal Protective Equipment (PPE) are provided.
- New volunteer members have completed their on-line induction before working on sites.
- Bushcare volunteers are reminded not to exceed 16 hours of Bushcare work each week.

### Volunteer Coordinator working bee planning:

- Volunteer activities comply with the Group Site Action Plan.
- The planned activity is conducive for the forecast weather conditions on the day.
- Tools and equipment are 'up to scratch'.

### At the start of each working bee:

- A first aid kit is on site, complete and the contents are not expired.
- Hazards and risks are discussed prior to each working bee and additional ones and their controls recorded on the site recording sheet.
- All volunteers are wearing the required PPE.
- Equipment is checked to ensure it is in safe working order and all volunteers are trained on how to use them correctly and safely.



### For each working bee:

- Bushcare Site Record Sheets are filled in correctly.
- Report any concerns, incidents, accidents, near misses to Bushcare Field Officers or Council's Bushcare Coordinator, e.g., potential safety hazards, accidents, training requirements and equipment needs.

## More information

See Council's Volunteer Induction Handbook – Health, Safety and Behaviour on Council's website [here](#).

### Bushcare Procedures:

For more information about your role and responsibilities as a Bushcare volunteer, visit Shoalhaven City Council's Bushcare/Parkcare Procedures [here](#).

### Contact Us

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