

APPENDIX 3.6 VOLUNTEER SAFE WORK PLAN OH&S

Organisation Name:

Description of Work/Activity & Project Name:

Workplace/Venue:

Signature of Team Leader:

Date: _____

Please refer to the following
Risk Assessment Matrix and Hierarchy of Controls
when completing the Safe Work Plan documentation.

Risk Assessment Matrix		Likelihood			
		Very Likely (VL)	Likely (L)	Unlikely (U)	Highly Unlikely (HU)
Consequences	Fatality (F)	High	High	High	Medium
	Major (M)	High	High	Medium	Medium
	Minor (M)	High	Medium	Medium	Low
	Negligible (N)	Medium	Medium	Low	Low

High:	Act Now
Medium:	Control to lessen risk
Low:	Monitor, act if risk increases.

HIERARCHY OF CONTROLS

Eliminate:

making a decision not to undertake the specific activity that poses the risk. Remove dangerous objects completely.

Substitution:

change the equipment used for a newer version that is less harmful; changing a hazardous cleaning substance for one that is non-harmful.

Redesign; engineering controls:

adding a guard or other device to protect users of the equipment from the risk.

Isolation of the hazard from people at the workplace:

storing hazardous material away from people or under lock and key.

Safe work practices:

designing and implementing safe ways of performing the same task.

Redesigning work systems:

changing the layout of the workplace and how work is performed.

Personal protective equipment:

using gloves, respirators, other personal protective equipment to protect the person performing the potentially hazardous task.

VOLUNTEER SAFE WORK PLAN

Detail of Work Task -provide step by step if required	Possible Hazards	Risk Rating	Controls to be put in place to minimise risks

Provide details of training given to volunteers for assigned task	
Names and qualifications of trainers	
Any Workcover permits required	
List all resources (equipment, tools, leaflets, etc.)	
List checks on equipment required before and during work	
List of names and signatures of volunteers who have received training NOTE: Volunteers must sign	Name
	Signature
	Date
Responsible supervising persons NOTE: Supervisors must sign	