# TANGAROA BLUE FOUNDATION

## WORK HEALTH AND SAFETY MANAGEMENT PLAN

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i. Work Health and Safety Legislation – explanatory note

On 1 January 2012 the Australian Capital Territory, New South Wales, Queensland, Northern Territory and the Commonwealth harmonised their WHS laws. Tasmania followed in January 2013. This means that anyone conducting a business or undertaking and workers, including volunteers, in these jurisdictions is protected by the same WHS laws.

The WHS laws require organisations that employ any paid workers to ensure, so far as is reasonably practicable, the physical and mental health and safety of all its workers, including volunteers. This means volunteers are owed the same duties as all other workers.
1. Foundation outline and background information

The Tangaroa Blue Foundation Ltd (TBF or the Foundation) is a Not-For-Profit Organisation which coordinates the Australian Marine Debris Initiative and associated debris recording database. The initiative started in Western Australia in 2004 and has become a national program involving removal of marine debris from the Australian coastline, collection of data on the types and amounts of debris found at each site, tracking to source wherever possible and creating Source Reduction Plans with the input of stakeholders. These plans develop practical solutions to help prevent the items from becoming marine debris.

Tangaroa Blue Foundation Ltd began as a not-for-profit, unincorporated community group, but its success in addressing marine debris issues around Australia led to its registration as a Company Limited by Guarantee in 2009. The Tangaroa Blue Foundation Ltd, trading as the Tangaroa Blue Ocean Care Society (TBOCS), was accepted for inclusion on the Register of Environmental Organisations in 2011. In 2012 the trading name (TBOCS) was cancelled and the organisation is now only registered as Tangaroa Blue Foundation Ltd. It supports a network of more than 40,000 volunteers along with organisations and agencies across Australia which monitor, collect and take action to help mitigate the adverse impacts of marine debris along their stretch of coast.

The organisation is the only one coordinating such extensive work at a national level. A strong desire to be involved continues to grow at community, NGO and agency levels throughout the country.

2. Operational structure and management

Tangaroa Blue Foundation Ltd is managed by a Board of six Directors which meets and liaises regularly as the Management Committee. Advisors are also contracted from time-to-time to provide specific advice as and when required. The Board, in conjunction with its partners and stakeholders, makes decisions about how the Foundation is run and the activities it undertakes.

The Managing Director has overall responsibility for the strategic direction and advocacy and liaison work as well as health and safety management within the Foundation. The position includes that of Safety Officer. The Safety Officer is required to have qualifications and experience relevant to the oversight (and where it occurs, delivery) of aspects of the Foundation’s work for which they are responsible. The Safety Officer is responsible for leading an annual review of the Work Health and Safety Management Plan with the Management Committee and for leading an at least annual committee review of the Hazard Identification Plan.

The other Directors oversee operations, data management and administration/research needs. All the directorships require a degree of involvement in operations and the advocacy and liaison work which come together within the Foundation.

Expertise on specific matters may be sought as needs arise, e.g. hiring consultants to assist with legal concerns, aspects of safety and volunteer management, marketing or sponsorship.

Oversight and review of health and safety matters is undertaken by the Management Committee as matters arise and through an annual review of the Work Health and Safety Management Plan prior to the AGM (or sooner if circumstances dictate).

New members for the Management Committee are asked to submit an application including their CV to the Board. An interview may be conducted by phone, or in person as is most practical. Their suitability for particular tasks is then assessed and the appropriate briefings provided. Other volunteers wanting to actively participate in the Foundation’s work either at a Tangaroa Blue
3. Health and Safety

3.1 Policy

The purpose of this policy is:

- To increase safety awareness and responsibility in the workplace to ourselves, to each other and everyone else who engages with us;
- To emphasise TBF’s commitment to taking positive and practicable steps to improve safety in the workplace;
- To take all practicable steps to ensure the safety of those we associate with; and
- To encourage discussion on safety issues and ensure that solutions are sought, achieved and maintained.

The Tangaroa Blue Foundation Ltd is committed to maintaining a safe and healthy working environment for the safety and health of its employees and other persons in the workplace.

Health and safety is everyone’s business and everyone – volunteers, employees and contractors - is expected to share in the Foundation’s commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind.

Every employee is expected to act safely at all times to ensure their own welfare and that of their fellow employees and others in the workplace. Note that employees are defined as any TBF member, or any person associated with that member, volunteers and any other person(s) engaged in work/activities for the TBF. The workplace is any location where activities associated with the Foundation’s work are undertaken.

The Foundation will ensure the safety of employees by:

- Providing and maintaining a safe working environment;
- Providing facilities for health and safety;
- Ensuring all plant and equipment is safe;
- Ensuring all employees are not exposed to unmanaged or uncontrolled hazards;
- Developing and implementing emergency and evacuation procedures.

To achieve this, the Foundation will:

Systematically identify and control all hazards in the workplace. Where there are significant hazards the Foundation will take all practicable steps to eliminate, isolate and/or minimise these hazards to prevent any injury or damage through the following steps:

- Inform all employees of these hazards and the hazard controls;
- Ensure all employees are properly trained and supervised;
- Inform all employees of emergency and evacuation procedures;
- Record all incidents and accidents in the workplace, and take all practicable steps to prevent these events from happening;
- Carry out planned self-inspections to monitor health and safety issues;
- Review and update the Work Health and Safety Management Plan at least annually;
✓ Provide ready availability of the Work Health and Safety Management Plan for all interested parties (e.g. on the Foundation’s website and at program locations);
✓ Care properly for all equipment and protective clothing and ensure replacement when equipment becomes unserviceable;
✓ Report all injuries regardless of severity, to the activity leader or supervisor, and seek prompt attention for any injury sustained;
✓ Report promptly to the activity leader or supervisor, any condition due to illness or disability which would render any employee unable to perform duties safely.

3.2 Hazard management

All participants have a responsibility to guard against the creation of hazardous conditions and to ensure that safe work practices are implemented.

In particular employees must:

✓ Adopt a responsible attitude to the safety of themselves and others;
✓ Before starting an unfamiliar task, seek immediate instruction from the activity leader or supervisor;
✓ Ensure they are qualified or trained to undertake particular tasks and activities;
✓ Remove hazards where appropriate, and report unsafe work conditions and practices to the team leader or supervisor;
✓ Wear appropriate protective clothing where necessary and wear it correctly;
✓ Use appropriate protective equipment or devices correctly;
✓ Use correct appliances and equipment for a task and report defective items for repair or replacement at the same time ensuring seriously defective equipment cannot be used.

It is the Foundation’s intention to systematically identify and control all hazards in its workplaces. Where there are significant hazards it will take all practicable steps to eliminate, isolate or minimise these.

Where hazards may only be minimised, the Foundation will ensure:

✓ Protective clothing and equipment is provided and used by all employees, at all times necessary;
✓ Sound work practices are used and maintained;
✓ Employees are properly trained and/or supervised;
✓ Where appropriate, and with the employee’s consent, health monitoring in relation to exposure to significant hazards is undertaken;
✓ Any new hazards identified are incorporated into the Hazard Identification Plan and all employees informed;
✓ Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established;
✓ All hazards and the hazard controls will be regularly assessed (e.g. through annual review of the Work Health and Safety Management Plan);
✓ All employees are aware of the Work Health and Safety Management Plan, including emergency and evacuation procedures.

A Hazard Identification Plan, including steps to undertake to eliminate, isolate or mitigate hazards is included as Appendix A.

Exposure to hazards is documented and monitored during each activity/working session in the Tangaroa Blue Foundation Activity Report – Appendix G - by the relevant supervising officer.
3.3 Employee Declaration – Management Committee Members

EMPLOYEE DECLARATION
MANAGEMENT COMMITTEE MEMBERS

Please return this form to:

Tangaroa Blue Foundation
PO Box 757
Port Douglas
QLD 4877

I, (Name)__________________________

acknowledge that I have read the Tangaroa Blue Foundation’s Work Health and Safety
Management Plan and related policies, plans and codes.

I have had explained to me the information contained in the plan, I understand the
information and will comply this document in my role as a Tangaroa Blue Foundation
Management Committee Member.

Signature: ________________________________

Date: ________________________________

Witness Name: ________________________________

Witness Signature: ________________________________

Date: ________________________________

(This form is to be retained on Tangaroa Blue Foundation Management Committee Files)
3.4 Definition of “serious harm”

“Serious harm” is defined as any condition that amounts to, or results in permanent loss of bodily function, or temporary severe loss of bodily function, and includes the following:

- Amputation of body part
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm’s occurrence
- Bone fracture
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
- Cancer
- Chemical or hot metal burn of eye
- Communicable disease
- Crushing
- Decompression sickness
- Dermatological disease
- Hyperthermia
- Illness caused by exposure to infected material
- Laceration
- Loss of consciousness from lack of oxygen
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance
- Musculoskeletal disease
- Neurological disease
- Noise-induced hearing loss
- Penetrating wound of eye
- Poisoning
- Respiratory disease
- Vision impairment

3.5 Accident/incident reporting

✓ All accidents and incidents must be notified to the activity supervisor immediately, and then reported to the Management Committee Safety Officer as quickly as practically possible;
✓ All medical emergencies, evacuations, fires, and other incidents of a serious nature must be reported immediately to the relevant land owner or manager/management agency;
✓ Do not disturb the scene;
✓ All accidents and incidents must be recorded on the Accident/Incident Register included in this plan (Appendix C) and returned to the Management Committee Safety Officer;
✓ All serious harm accidents to any employee(s) need to be recorded on the Accident/Incident Report Form (Appendix D) and are to be notified to the local State Work Health and Safety office and the Management Committee Safety Officer as soon as possible;
✓ The Management Committee Safety Officer to review all accidents/incidents, including near misses, with the Management Committee and agree on any hazard management changes required;
✓ Inform all employees of the outcome of the accident/incident investigation, i.e. new hazard identified and the hazard controls for it.

3.6 Duties to others in the workplace

All employees have a duty to ensure the following persons are not harmed:

✓ People in the vicinity of the workplace;
✓ People lawfully at work;
✓ People in the area with express or implied consent and who have paid to be there or are buying or inspecting goods.

Employees have a duty to ensure the following persons are advised of any significant hazards that the Foundation would not reasonably expect to find in its places of work:

- Persons authorised to be there;
- Persons on site under the authority of legislation.

### 3.7 Procedures for review of the Work Health and Safety Management Plan

As part of our training and induction, the Management Committee Safety Officer will ensure that all Management Committee Members and other workers involved with supervising, organising or participating in Tangaroa Blue Foundation activities are familiar with the contents of the Work Health and Safety Management Plan, and ensure that procedures for recording and reporting incidents, hazard identification, control and emergency procedures are discussed thoroughly. As this plan is for a rapidly growing business with diverse work programs and locations, management predicts that changes may need to be made regularly. Therefore the Work Health and Safety Management Plan will be reviewed and discussed at each Management Committee meeting. This will help increase safety awareness and encourage identification of new hazards. If a new significant hazard should arise during operations, the Management Committee will establish the procedures required to control the hazard.

Workers and volunteers will also be asked to raise any concerns or questions about operational policies, procedures, and manuals etc. as part of site and activity briefings.

The Management Committee will review the complete safety plan annually, taking into consideration any new legislation or industry standards that may have an impact on any policy or procedure in the plan. This annual review will involve completing a review document such as that provided by the Queensland Government’s Injury Prevention and Management – safety systems assessment tool.

### 4. Volunteers

#### 4.1 Volunteers’ qualifications and skills

Any volunteers interested in undertaking work for the Foundation in terms of management or supervision are required to be assessed by the Management Committee Safety Officer as being competent in the skills required for the allocated tasks/activity.

In terms of the Foundation’s programs the main areas of experience and expertise needed relate to governance/organisational management, experiential education and running events in the outdoors, particularly coastal environments and advocacy - see section 4.4.

#### 4.2 Induction

**Employee’s Responsibilities**

Every employee shall take all practicable steps to ensure their own safety while at work and:

✓ That no action or inaction of the employee while at work causes harm to any other person(s).
No untrained employees will be permitted to perform any task, operate any equipment, or deal with any substance or material without prior experience (unless closely supervised by someone with such experience).

All employees are to be aware of:

- The hazards they will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property;
- What to do in an emergency;
- Where all necessary safety gear or safety equipment and materials (e.g. first aid kits) are kept.

To ensure the Foundation complies with and maintains this system, it will:

- Ensure new, and existing employees/volunteers read and understand this plan;
- Ensure the plan is available and accessible to all new and existing employees;
- Review this plan annually or sooner if changes are required;
- Maintain records to ensure all staff/volunteers have read and understood this plan. These requirements are the responsibility of the Safety Officer and Management Committee.

### 4.3 Training policy

The Foundation aims to help develop skills and competencies over time which will continue to support its work. This relates to all the skills the Foundation employs, including those practical skills involved in experiential education, events and environmental protection.

Suitably qualified and experienced people are therefore selected for work on the basis of their technical expertise as well as their ability to teach and mentor others.

Induction, competence and training records are maintained through the forms at Appendix E.

Competence checks and training needs are evaluated every six months by the Management Committee.

Emergency procedures are practiced at least annually.

### 4.4 Position descriptions/types of work undertaken

**Beach clean-ups** [http://www.tangaroablue.org/resources/how-to-manual.html](http://www.tangaroablue.org/resources/how-to-manual.html)

- **Employee/member/volunteer/contractor/sub-contractor** – This covers any person involved in Tangaroa Blue Foundation activities. Has completed the appropriate activity registration form and has been provided with a relevant safety briefing for the activity.

- **Supervisor/activity leader** – responsible for the overseeing of a Tangaroa Blue Foundation activity.

- **First Aid officer** – responsible in the first instance for first aid oversight and delivery. Knows the location and content of first aid kits and how to activate emergency services. Is trained and skilled as per the First Aid Code of Practice 2004 and holds a current First Aid Certificate.
• **Clean-up supervisors – land** – responsible for the safe undertaking of clean-up activities on the coast/beach/river itself. Trained and skilled as per the [Hazardous Chemicals Code of Practice 2003](http://www.hkc.govt.nz/assets/Unsolicited-Consultation/的职业/industrial/chemicals/hazardous-chemicals-code-of-practice-2003.pdf) (where relevant) and in use of the TBF operations and the [How To Run a Beach Clean-Up Manual](http://www.tangaroabluefoundation.co.nz/BeachCleanUpManual.pdf).

• **Clean-up supervisors – water** – responsible for the safe undertaking of any clean-up activities undertaken in the water such as snorkelling or diving. Trained and skilled as per the [Recreational Diving and Snorkelling Code of Practice 2011](http://www.tangaroabluefoundation.co.nz/RecreationalDivingSnorkellingCodeOfPractice2011.pdf).

Supporting others’ events – camps and clean-ups

• **Participant** – responsible for adhering to both Tangaroa Blue Foundation safety requirements as well as any additional requirements as provided by a third party organising safety briefing. Where there is a difference in safety requirement between the two organisations, the most conservative policy will stand.

• **Supervisor/activity leader** – responsible for the overseeing and the safe undertaking of Tangaroa Blue Foundation participation within another organisation’s activity. Where there is a difference in safety requirement between the two organisations, the most conservative policy will stand.

Advocacy and liaison

• **Spokesperson and/or presenter** – responsible for representing Tangaroa Blue Foundation to a third party. Spokespeople and presenters for Tangaroa Blue Foundation must be approved by the Tangaroa Blue Foundation Board of Directors before any representation takes place.

• **Event supervisor/director (e.g. promotions, filming)** - responsible for representing Tangaroa Blue Foundation to a third party through media. Event supervisor/director for Tangaroa Blue Foundation must be approved by the Tangaroa Blue Foundation Board of Directors before any representation takes place.

4.5 Volunteer/employee briefing and supervision

Any new volunteers/employees undertaking work for the Foundation report to the relevant activity supervisor in the first instance and are briefed about the work to be undertaken and potential hazards. Site familiarisation is undertaken and relevant issues explained wherever these arise.

On site briefings are provided at the commencement of every activity. New volunteers/employees are paired with more experienced volunteers/employees. Those new to any activity are required to demonstrate their competence to an experienced person (see section 6). All volunteers under the age of 18 must be accompanied by a parent or responsible adult (see Child Protection Policy and Code of Conduct).

Feedback at the end of each working session/activity about health and safety management and hazard identification and management is sought from employees/volunteers – Appendix G.

When volunteers/employees are undertaking work for the Foundation that involves activities with schools and students, a Tangaroa Blue / School Responsibility Agreement Form - Appendix K, must be completed by both the volunteer/employee and the school’s authorised representative prior to any activity taking place. The aim of this document is to clearly identify each party’s responsibilities including, but not limited to supervision of students, child safety and risk management of activities.
5. Contractors and sub-contractors

5.1 Policy

The Foundation occasionally acts as a “principal”. A principal means “a person who or that engages any person (otherwise than as an employee) to do any work for gain or reward.” As a principal, the Foundation is required to take all practicable steps for a contractor’s safety (and the safety of any employees of that contractor).

To achieve this, all contractors will be advised of all specific hazards they may be exposed to, and the hazard controls, whilst the contractor is undertaking work at sites the Foundation operates within and Foundation emergency and evacuation procedures.

✓ Contractors shall be informed they are responsible for any hazards that they may create while at our workplaces;
✓ Contractors must provide documentation to confirm they have complied with their own responsibilities under the Work Health and Safety Act 2011;
✓ The following is given to all contractors / sub-contractors:
  • Letter to contractor / sub-contractor;
  • Safety requirements for contractors;
  • Conditions of contract;
✓ If a contractor does not have their own health and safety documentation, they shall adopt the Foundation's.
Contractor’s Agreement

Date____________________

NAME OF CONTRACTOR

To comply with the Work Health and Safety Act 2011, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:
   - Safety policy;
   - Hazards and the hazard controls;
   - Accident reporting procedures; and
   - Copy of current First Aid Certificate and Working with Children Blue Card (if applicable to the work being tendered for).

2. Contractors are reminded that all work is subject to the provisions of the Work Health and Safety Act 2011. In particular:
   - Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
   - We, as the Principal, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
   - All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
   - Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under the Work Health and Safety Act 2011, are to be reported to Us, as the Principal.
   - All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by any person engaged in the workplace.

3. Before commencing work on our premises, all contractors must ensure that any employees of the contractor, subcontractors on our premises, or if an individual, they are conversant with:
   - Emergency procedures (to be followed in the event of an emergency);
   - Safety rules and procedures;
   - Hazards which have been identified, and the hazard controls;
   - Child safety.

4. We, as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of:

Contractor’s Name:___________________________________________________________

Contractor’s Signature:________________________________________________________

Date:________________________

Contact Phone / Fax Number(s):_______________________________________________

Please tick one of the following:

☐ I will be using my own Health and Safety Management Plan / Manual and have provided a copy with this form.

☐ I will be adopting Tangaroa Blue Foundation Work Health and Safety Management Plan / Manual and have reviewed and understand the plan in full.
6. Visitors

6.1 Visitor/participant policies

The success of the Foundation’s work requires active involvement from members of the public in the activities the Foundation runs. Participant safety is paramount to maintain the Foundation’s credibility and grow its program throughout Australia.

6.2 Protection of the public

Employees must ensure the public is not endangered as a result of any activity in which the Foundation is engaged. The public must be warned of all activities which carry risk, such as snorkelling, boat transfers and picking up waste. When activities are underway, every effort must be made to protect the public by the correct use of signs, briefings, protective gear etc. (see section 3.4).

7. Operating in the field

7.1 Visitor/volunteer/participant briefings

Participants in beach/river clean-ups organised by the TBF are assembled together before the activity starts (whether on-site or at another site from which transport is organised). See Appendix F: Volunteer Safety Briefing. They are briefed on:

- The purpose of the activity and what to expect;
- Their supervisor and other staff running the event;
- Specific hazards and hazard management planning procedures (see relevant Hazard Identification and Management Plan – Appendix A);
- Duration of the activity;
- Emergency procedures;
- Where and when to meet at the end.

If participants have particular health issues/concerns (e.g. severe allergic reaction to bee stings) they are asked to advise the activity supervisor prior to starting of the event.

7.2 Supervision and ratios

Snorkelling and diving

The Recreational Diving and Snorkelling Code of Practice 2011 (Workplace Health and Safety Queensland) will be followed.

Land-based clean-ups

All land-based clean-up activities will be coordinated by an on-site supervisor. The supervisor will take responsibility for ensuring that all pre-event risk assessments, remote area contact form, safety briefings and required paperwork are completed and that there is a First Aid Officer on-site during the activity.

The supervisor will ensure that if conditions, the type of participant i.e. children or the type of activity warrants extra assistance to safely supervise the event, the supervisor will organise, prior to the activity, appropriately qualified people to assist in that role, and that they are fully briefed on their responsibilities before the activity takes place. This includes but is not limited to ensuring they have read and understand this document and completing Tangaroa Blue/School Responsibility Agreement - Appendix K, and having a qualified Working with Children Blue Card holder on site if working with schools/students.
Vessel transfers
When vessels are used to transport volunteers to and from activities, a specific vessel briefing must be conducted by the vessel’s captain, ensuring everyone on board is aware of all safety aspects of that vessel. All vessels must be seaworthy and have all standard safety equipment on board including a VHF radio, life jackets for the number of passengers on board and a first-aid kit.

7.3 Volunteer Misconduct

Volunteer performance or misconduct issues are promptly identified, recorded and addressed in line with TBF beach clean-up procedures and protocols. The activity supervisor has the right to have the person removed from the activity to ensure public safety, including calling 000 if deemed necessary. All incidents of volunteer misconduct will be reported the Accident Incident Report Form and forwarded to the Safety Officer.

8. Emergency Procedures

In the event of an emergency the following overall approach will be taken:

- Prevention of harm to all persons on site;
- Raise the alarm (notify all other persons on site);
- Contact the relevant emergency service;
- Evacuate from building or area;
- Assemble all personnel immediately at the agreed assembly point;
- Check all persons are accounted for;
- Contact the landowner.

All emergencies including evacuation requirements will be noted in the Accident/Incident Register. The Safety Officer must be notified prior to activities being undertaken in remote areas through completion of the Remote Emergency Contact Form (Appendix J).

8.1 Injury

All employees involved in managing clean-ups and related activities shall hold current First Aid certificates. In the event of minor injury (e.g. minor cuts, sprains, burns, and stings) the appropriate first aid treatment will be given. The First Aid Code of Practice 2004 (Workplace Health and Safety Queensland) shall be followed.

In the case of serious injury/incident, the relevant emergency service will be contacted and appropriate first aid administered until emergency services arrive. The relevant landowner will be advised as soon as practicable.

All injuries and near misses will be noted in the Accident/Incident Register. If a new hazard management issue has arisen or changes are required to hazard management procedures, the Management Committee Safety Officer will make the necessary change/s.

8.2 Lost group members

In the event of a missing group member, all participants will be recalled to the meeting place where a headcount will be conducted. When it is confirmed that one or more people are missing a search will take place in the immediate area where the activity was taking place. The search will be organised by the supervisor/activity leader adhering to the following:
A defined search area and time will be confirmed;
Searchers will search in groups or pairs, but not individually;
A recall system will be confirmed in case the missing person/people are found;
Emergency services will be advised.

8.3 Boating/maritime emergency

If a boating/maritime emergency arises and no other obvious or immediate help is available (such as from a nearby vessel), call Coast Guard on VHF channel 16 or 88 or call 000 from a mobile phone.

8.4 Fire

In the event of fire in the outdoors:

- Call 000 or the nearest fire authority, depending on location.
- In the event of very small fires, if it is safe to do so, attempt to extinguish using water, sand or dirt as appropriate, but your own safety and that of any other participants is paramount. Do not take risks. Raise the alarm and move out of the area.

8.5 Weather emergency

Cyclone
Generally at least 48 hours warning (and up to 72 hours) is issued if a cyclone is likely in the area. If a watch or warning is issued for the area in which operations are underway, everyone involved should leave immediately and move away from places likely to be affected. Note that cyclones can change direction quickly – listen to instructions from the Bureau of Meteorology and the local ABC radio channel.

Storm
In the event employees, volunteers and/or participants are caught in an unexpected and severe storm:

- The activity supervisor takes charge;
- If outdoors, proceed immediately to the closest safe shelter (e.g. house, hut, other stable building, land in lee of wind and rain);
- Secure any potentially hazardous gear or equipment;
- Advise emergency services of your situation and location if you are unable to get safely to shelter.

Tsunami
Advance warning of a tsunami in Australia is highly likely and timely evacuation from coastal sites is therefore very possible. However, if employees, volunteers and/or participants find themselves in the path of a tsunami:

- Go immediately to higher ground and stay there until the water recedes;
- Advise emergency services of your situation and location whenever this is practicable.

Earthquake
If employees, volunteers and/or participants are in the field during an earthquake:

- If outdoors, find a safe, stable place away from trees etc. which may fall readily;
- If very close to a building or strong shelter, get indoors immediately to a stable/strong place;
- Wait until the shaking stops;
Advise emergency services of your situation and location if you need assistance.

8.6 Child Safety

Refer to the Tangaroa Blue Foundation’s Child Protection Policy and Code of Conduct.

8.7 Emergency procedure training

Activity specific emergency procedures are practised at least annually under the supervision of the relevant activity leader/supervisor or the Management Committee Safety Officer and recorded in the Training Record – Appendix E.

9. Equipment

9.1 Policy

Every time a piece of gear or equipment is used, it is inspected. Repair occurs either immediately on site or through a suitable repair facility. Faults and repairs are documented in the Equipment Register – Appendix B. If any piece of gear or equipment is no longer able to be used, it is disposed of.

9.2 Activity equipment lists

An activity Equipment Register is attached as Appendix B and should be completed before every activity.

9.3 First aid kits

First aid kits suitable for use in the field are carried on all TBF clean-ups and related activities. Participants are briefed on where to find these kits and who the First Aid Officers on site are. A Satellite phone will be taken to all TBF clean-up sites where normal mobile phone reception/landline phones are not available. Appendix L covers all items to be carried in a First Aid Kit.

10. References

- The Essential Guide to Work Health and Safety for Volunteers – Safe Work Australia
- Workplace Health and Safety Queensland – codes of practice for handling hazardous chemicals, first aid, recreational diving and snorkelling, how to manage hazard and risk assessment (includes checklists and examples).
- Work Health and Safety Act 2011
- How to Manage Work Health and Safety Risks Code of Practice - Safe Work Australia 2011
## Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</th>
<th>Working in direct sun/heat</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of task</strong></td>
<td>Volunteers may be collecting debris in hot conditions in exposed coastal areas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Harm</th>
<th>Severity level – light, moderate or severe</th>
<th>Controls</th>
<th>Implementation and review</th>
</tr>
</thead>
</table>
| Heat stress | • Light headed  
• Fainting  
• Confused  
• Dehydration | Light to moderate but can progress to hyperthermia if not addressed early | • Plenty of drinking water available  
• Advise volunteers to bring drinks  
• Regularly remind employees/volunteers to drink water  
• Limit work time  
• Provide shade or point out where it is available | |
| Hyperthermia | • Rapid deterioration due to overheating and dehydration | Severe – can be fatal | As above plus  
• Advise signs and symptoms  
• First aider on site at all times  
• Emergency help system in place | |
| Sunburn | • Light headed  
• Fainting  
• Confused  
• Dehydration  
• Burns to skin  
• Pain | Light to severe | • Sunscreen provided on site to all outdoor activities  
• Advise volunteers to bring sun protection including but not limited to eye protection, hats, skin protection  
• Limit work time  
• Provide shade or point out where it is available | |
### Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</th>
<th>Natural environmental hazards such as tree roots, low-hanging branches, eroding bank, falling coconuts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of task</strong></td>
<td>Volunteers may be collecting debris in areas with natural environmental hazards that can cause harm</td>
</tr>
<tr>
<td><strong>Hazard</strong></td>
<td><strong>Harm</strong></td>
</tr>
<tr>
<td>Exposed tree roots, branches, coconuts</td>
<td>Cuts</td>
</tr>
<tr>
<td></td>
<td>Sprains</td>
</tr>
<tr>
<td></td>
<td>Strains</td>
</tr>
<tr>
<td></td>
<td>Broken bones</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Low hanging branches</td>
<td>Banged head/bruising</td>
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<tr>
<td></td>
<td>Concussion</td>
</tr>
<tr>
<td></td>
<td>Damage to eyes</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Eroding bank</td>
<td>Cuts</td>
</tr>
<tr>
<td></td>
<td>Sprains</td>
</tr>
<tr>
<td></td>
<td>Strains</td>
</tr>
<tr>
<td></td>
<td>Broken bones</td>
</tr>
<tr>
<td></td>
<td>Sand or earth in</td>
</tr>
</tbody>
</table>
## Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th></th>
<th>workers of hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Appropriate footwear to be worn (no thongs/no bare feet)</td>
</tr>
<tr>
<td><strong>Moving Water</strong></td>
<td></td>
</tr>
<tr>
<td>• Drowning</td>
<td></td>
</tr>
<tr>
<td>Severe – can be fatal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• First aider on site at all times</td>
</tr>
<tr>
<td></td>
<td>• Appropriate first aid supplies</td>
</tr>
<tr>
<td></td>
<td>• Check if volunteers can swim as part of the pre-event safety briefing</td>
</tr>
<tr>
<td></td>
<td>• Emergency removal procedure in place</td>
</tr>
<tr>
<td></td>
<td>• Check out the site first and advise workers of hazard</td>
</tr>
<tr>
<td></td>
<td>• Anyone that cannot swim should not enter moving water</td>
</tr>
</tbody>
</table>
### Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</th>
<th>Description of task</th>
<th>Hazard</th>
<th>Harm</th>
<th>Severity level – light, moderate or severe</th>
<th>Controls</th>
<th>Implementation and review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jellyfish sting</td>
<td>Volunteers may be collecting debris in areas where dangerous or poisonous wildlife are encountered</td>
<td>• Rapid deterioration due to toxins</td>
<td>Light to severe depending on type of jellyfish – potentially fatal</td>
<td>• Advise volunteers not to enter water during jellyfish season unless wearing stinger protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snake/Spider/Insect Bite or Sting</td>
<td></td>
<td>• Rapid deterioration due to toxins</td>
<td>Light to Severe – can be fatal depending on type of animal</td>
<td>• Appropriate first aid supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crocodile/Pig/Dog Attack</td>
<td></td>
<td>• Bites • Blood loss</td>
<td>Light to Severe – can be fatal depending on severity of bite</td>
<td>• Appropriate first aid supplies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


## Appendix A: Hazard Identification Plan

<p>| | | |</p>
<table>
<thead>
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</tbody>
</table>

- Check out the site first and advise workers of hazard
- Appropriate footwear to be worn (not thongs and no bare feet)
- Advise signs and symptoms
- First aider on site at all times
- Emergency help system in place
### Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</th>
<th>Description of task</th>
<th>Hazard</th>
<th>Harm</th>
<th>Severity level – light, moderate or severe</th>
<th>Controls</th>
<th>Implementation and review</th>
</tr>
</thead>
</table>
| Syringe or needle prick       | Volunteers may be collecting debris in areas where syringes or needles may be found                                       | Syringe or needle prick                                              | • Possible contraction of communicable disease and wound              | Light to severe depending on type of disease and wound | • Provide volunteers with clean-up gloves  
  • Sharps containers to be available at clean-up sites  
  • Advise volunteers not to pick up syringes/needles unless trained to do so  
  • Advise volunteers not to bend, break syringes or needles  
  • Advise volunteers not to put syringes / needles into any other container besides a Sharps Container  
  • Ensure all supervisors are trained in how to safely handle syringes / needles  
  • Ensure all supervisors are trained in appropriate first aid procedures to deal with a syringe / needle prick  
  • Ensure Sharps Containers are appropriately disposed of afterward |
## Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</th>
<th>Heavy debris or dangerous/hazardous debris</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of task</strong></td>
<td>Volunteers may find debris which is heavy or be potentially dangerous / hazardous if touched.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Harm</th>
<th>Severity level – light, moderate, severe</th>
<th>Controls</th>
<th>Implementation and review</th>
</tr>
</thead>
</table>
| Heavy debris          | • Broken bones  
                        • Concussion  
                        • Bruising  
                        • Strains  
                        • Sprains | Light to severe depending on item and injury | • First aider on site at all times  
                        • Appropriate first aid supplies  
                        • Advise of potential hazard and properly lifting technique before clean-ups  
                        • Do not move, drag or lift without suitable help  
                        • Gloves to be worn  
                        • Appropriate footwear to be worn (no thongs/no bare feet)  
                        • Emergency help and removal system in place | |
| Hazardous debris      | • Possible poisoning if inhaled/touched or ingested.  
                        • If explosive – contusions, blood loss, amputation, eye damage | Light to Severe – can be fatal depending on item. | • First aider on site at all times  
                        • Appropriate first aid supplies  
                        • Advise of potential hazard before clean-ups  
                        • Gloves to be worn  
                        • Appropriate footwear to be worn (no thongs/no bare feet)  
                        • Emergency help and removal system in place | |
# Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</th>
<th>Pre-existing conditions of volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of task</strong></td>
<td>Volunteers may suffer from a pre-existing condition that is unsuitable for event</td>
</tr>
<tr>
<td><strong>Hazard</strong></td>
<td><strong>Harm</strong></td>
</tr>
<tr>
<td>Pre-existing condition</td>
<td>• Depends on pre-existing condition</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
### Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Event coordinator to check with volunteers at the end of the event that everyone is feeling ok</td>
</tr>
</tbody>
</table>
## Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</th>
<th>Inappropriate behavior towards children during the course of TBF activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of task</strong></td>
<td>Employees, contractors or volunteers may be working with children (young people under the age of 18) during activities such as clean-ups, educational projects or overnight stays.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Harm</th>
<th>Severity level – light, moderate, severe</th>
<th>Controls</th>
<th>Implementation and review</th>
</tr>
</thead>
</table>
| Inappropriate contact | • Physical  
• Emotional  
• Verbal | Severe | • All children under the age of 18 to be supervised at all times by a parent/guardian  
• Not to be alone with a child or young person unnecessarily  
• Do not photograph or video a child or young person without the consent of the child and his/her parents or guardians  
• Appropriate language and discussions when in the presence of children  
• Adhere to TBF Child Safety Policy at all times. | | |
## Appendix A: Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</th>
<th>Injuries resulting from use of motorised vehicles in the field (e.g. quad bikes, other 4WD vehicles)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of task</strong></td>
<td>Volunteers may be using vehicles to assist with collection of marine debris or to provide transport of equipment or people in the operational area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Harm</th>
<th>Severity level – light, moderate, severe</th>
<th>Controls</th>
<th>Implementation and review</th>
</tr>
</thead>
</table>
| Vehicle accident| • Breaks                            | Light to Severe depending on injury      | • First aider on site at all times  
• Appropriate first aid supplies  
• Vehicles only to be used for the purposes for which they are designed  
• Vehicles only to be operated by suitably qualified drivers  
• All vehicles used to follow the appropriate laws and regulations  
• All vehicle safety and appropriate recovery equipment on site  
• Emergency help and removal system in place | |
<table>
<thead>
<tr>
<th>Count</th>
<th>Item</th>
<th>Tick</th>
<th>Count</th>
<th>Paperwork in 2 folders</th>
<th>Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scales (handheld)</td>
<td></td>
<td>10</td>
<td>Volunteer Registration Forms with Media Release Consent</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ID manual</td>
<td></td>
<td>10</td>
<td>Data sheets</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Clipboard</td>
<td></td>
<td>1</td>
<td>Safety brief</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Notebook</td>
<td></td>
<td>1</td>
<td>Packing list</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Texter</td>
<td></td>
<td>1</td>
<td>Coordinator Kit Contents List</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Highlighter</td>
<td></td>
<td>2</td>
<td>Accident/Incident Report Forms</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Pens</td>
<td></td>
<td>1</td>
<td>Risk Assessment Form</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Hand sanitizer</td>
<td></td>
<td>1</td>
<td>Overview of the main items collected</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Bar of soap</td>
<td></td>
<td>2</td>
<td>Emergency Response Sheet</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Sunscreen</td>
<td></td>
<td>1</td>
<td>Silver canister sheet</td>
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<tr>
<td>1</td>
<td>Mosquito repellent</td>
<td></td>
<td>1</td>
<td>Syringe sheet</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Boxes of electrolyte powder</td>
<td></td>
<td>1</td>
<td>Asbestos sheet</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>First aid kit</td>
<td></td>
<td>5</td>
<td>Tangaroa Blue business cards</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Tap for water drum</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hats</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Rolls of toilet paper</td>
<td></td>
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<tr>
<td>1</td>
<td>Roll of gaffa tape</td>
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</tr>
<tr>
<td>8</td>
<td>Reusable cups</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>Bundle of rope</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>Tarp</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>14</td>
<td>Cable/zip ties</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Scissors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Knife</td>
<td></td>
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</tbody>
</table>
Ensure you have the following equipment for each event | How many? | If not applicable explain why
--- | --- | ---
Bags | | |
Gloves | | |
Sharps containers | | |
Scales – hanging scales | | |
Cybertrackers (charged!) | | |
Cybertracker (vehicle) charger | | |
Camera (charged!) | | |
Phone/Radio | | |
Coordinator kit | | |
Marquee | | |
Water drums (filled!) | | |
Additional cups | | |
Snacks/Refreshments | | |
Tarps | | |
Event signage/banner/flags | | |
Litter grabbers | | |
Boat safety equipment | | |
Appendix C: Accident / Incident Register

<table>
<thead>
<tr>
<th>Time/date recorded</th>
<th>Person recording</th>
<th>Description of incident or accident</th>
<th>Action taken to remedy from now on</th>
<th>Hazard register noted?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

NB: All Serious Harm accidents must also be recorded on Accident and Incident Report – Appendix D and forwarded to the Management Committee Safety Officer and the local relevant authority as required as soon as possible.
APPENDIX D: ACCIDENT INCIDENT REPORT FORM

Please print clearly and complete all details.
Return with a copy of the Volunteer Registration Forms.
Coordinators return all completed forms to:
Tangaroa Blue Foundation
PO Box 757, Port Douglas, QLD 4877

Coordinator / Site Details
Name: _____________________________ Contact number: _____________________________
Date of activity: ____________________________ Council area: _____________________________
Site address: _____________________________
Group or Organisation: _____________________________

Accident/Incident Details
Time: _____________________________
Type of accident/ incident: _____________________________
Body part injured: _____________________________

Describe the accident/ incident identifying the cause:
________________________________________________________

Did the injury sustained relate to a pre-existing injury or medical condition? Y / N

If yes, was this condition disclosed on the Volunteer Registration Form? Y / N

Contact details of person involved
Full Name: _____________________________

Age: ___________ □ Male □ Female
Postal Address: _____________________________

Contact Phone No.: _____________________________

(If more than one person was involved in the accident/incident, please complete a separate sheet for each and attach)

Did anyone witness the accident/ incident? Y / N

If yes, please provide details.

Full Name: _____________________________
Postal Address: _____________________________
Contact Phone No.: _____________________________

Was the accident/ incident reported to anyone? Y / N

If yes, to whom?

Full Name: _____________________________
Organisation: _____________________________
Position: _____________________________
Postal Address: _____________________________

Contact Phone No.: _____________________________

Action taken: _____________________________

Signed (Injured Party): _____________________________

Signed (Site Coordinator): _____________________________
# Appendices

## Induction and Training Records

### Employee/Contractor/Volunteer Induction / Training Record

<table>
<thead>
<tr>
<th>INDUCTION</th>
<th>Date Induction Completed</th>
<th>Trainee Signed Date</th>
<th>Trainer Signed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Rules</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific tasks and skills required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task/activity supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazards and Emergencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident and Incident Reporting and Recording</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural safety and respect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skill/task examples</td>
<td>Date</td>
<td>Trainee Signed</td>
<td>Trainer Signed</td>
</tr>
<tr>
<td>---------------------</td>
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</tr>
<tr>
<td>E.g.: Snorkel competencies</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Data recording</td>
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<td></td>
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<tr>
<td>Beach registration</td>
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<tr>
<td>Rubbish collection</td>
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<tr>
<td>Field trip organisation</td>
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<tr>
<td>Website content development</td>
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<td></td>
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<tr>
<td>Handling sharps or syringes</td>
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</tbody>
</table>

**UNDER TRAINING** means: Received instruction on safety rules and hazards including safe operating procedures & practices. Must work under supervision.

**FULLY COMPETENT** means: Fully trained and able to operate unsupervised.
1. Introduction
   - Welcome and thank you for coming, brief introduction to Tangaroa Blue and AMDI
   - Introduction of coordinators - they will wear high visibility vests
   - Registration sheet: incl. guardians sign for their kids, explain media consent

2. Schedule of the day
   - 2 parts of the activity - collecting and sorting
   - Timing: e.g. lunch, finish time or boat schedule
   - Sign out before leaving
   - Orientation: Toilets/hand washing area, beach layout/access
   - Arrange groups for certain sections of beach - boundary of clean-up area
   - Debris mainly along high tide mark/vegetation line
   - What to pick up
   - What equipment is given out (bags, gloves, litter grabbers)

3. Safety
   - Pre-existing medical conditions: Make sure participants check with coordinator
   - Sun/heat protection: sunscreen, hats, mosquitoes, stay hydrated, location of drinking water/refreshments, work within your limits
   - Safety gear: gloves, enclosed shoes, litter grabbers, eye protection
   - Work in pairs/groups
   - No heavy lifting - bend knees when lifting
   - Parents supervise their kids - Refer to the TBF’s Child Protection Policy and Code of Conduct
   - Dangerous animals: snakes, spiders, ants, wasps, bees, crocodiles, jelly fish
   - Dangerous landmarks: e.g. coconuts, cliffs, moving water, large surf, slippery rocks, roadsides, vehicles – do not enter water – check if volunteers can swim
   - Dangerous items: syringes - demonstrate placing a syringe in a sharps container - adults only - show warning sheets syringes, silver canisters, asbestos - explain procedures
   - First aid: Location of first aid kit and first aid officer
   - Emergency Recall Signal: Muster area, continuous whistle or car horn
   - Add anything else identified in your risk assessment for this site

4. Wrap up
   - Check for questions
   - Contact coordinator if anything unclear

Thank you and have fun!
Syringes and Sharp Objects

Used syringes are potentially dangerous and it is important to prepare for their removal. Syringes and other potentially harmful objects should only be removed/handled by trained volunteers/supervisors.

1. Syringes must be collected in Sharps Containers, not in bags or buckets.
2. Bring the Sharps Container to the syringe location.
3. Wearing gloves carefully pick up the object using tongs and place the sharp end point-first into the container.
4. Replace the lid securely on the container – before moving.
5. Wash hands with soap and water on completion or use an antiseptic hand wipe.
6. At the conclusion of the event, take the Sharps Container to your local hospital, council or health care centre for disposal.

At no time should needles or syringes be touched directly with bare hands and no attempt should be made to cover, break or bend the needle.

In the Event of a Needle Stick Injury:

1. Stay calm. The risk of infection by HIV or hepatitis from a needle stick sustained in the environment (as opposed to a medical setting) is extremely low.
2. Wash the area with soap and running water (if not available use an alcohol-based hand rinse).
3. Apply antiseptic and a Band-Aid.
4. Seek medical assistance as soon as possible from your local doctor or hospital.
Tangaroa Blue Foundation Activity Report

Activity Coordinator – please fill this in after each activity and return to: info@tangaroablue.org with all other activity paperwork as soon as possible after the completion of the activity.

<table>
<thead>
<tr>
<th>Name of Coordinator</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>Date of Activity</td>
<td>Start Time</td>
</tr>
<tr>
<td>Name of Activity</td>
<td></td>
</tr>
<tr>
<td>Location of Activity</td>
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</tr>
</tbody>
</table>

**Type of Activity** – please tick as many as appropriate

- [ ] Presentation/conference
- [ ] School event
- [ ] workshop/meeting
- [ ] Beach/river clean up event
- [ ] display/festivals
- [ ] Other

**Activity Partners**

**Number of participants**

Tick forms completed that were relevant to your activity (please attach all completed forms)

- [ ] Completed equipment roster
- [ ] Completed Risk Assessment
- [ ] Completed volunteer registration forms
- [ ] Completed volunteer safety briefing
- [ ] Completed accident/incident register and/or accident/incident report

Was there any exposure to hazards that need to be recorded/monitored? (i.e. Asbestos etc)

________________________________________________________________________

Is there anything outstanding (i.e. rubbish bags need to be picked up etc)

________________________________________________________________________

Please attached some photos of the event – do we have permission to use these photos?

________________________________________________________________________

Please write one paragraph about your activity for the website and grant reports.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Tangaroa Blue Foundation Volunteer Registration Sign on Form

All volunteers must complete this form before participating in the clean-up event.

Site Name: ___________________________ Date: ___________________________

Coordinator Name: ______________________ Contact Phone: ______________________

The participants / legal guardian signed below agree that Tangaroa Blue Foundation Ltd and the local clean-up organisers will not be liable for:

- Any injuries sustained by the participant;
- Any loss or damage to property owned by, or in the possession of, the participant;
- Any acts or omissions, negligence or fault of any person participating in the clean-up.

The participant or legal guardian signed below agrees that they:

- Will take reasonable care for their own safety;
- Were given and understood the site safety briefing given by the Site Supervisor prior to commencing the clean-up and will comply with it;
- Will accompany and supervise all volunteers under the age of 18 years or who are registered under their signature;
- Will wear sturdy enclosed footwear, gloves and protective equipment as advised by Tangaroa Blue Foundation Ltd;
- Will not do anything to harm themselves or other volunteers;
- Will not handle syringes or other sharps but will inform the Site Supervisor immediately;
- Will use all safety equipment they are given;
- Will obey all lawful directions and instructions of the Site Supervisor or other clean-up officials;
- Have told the site Supervisor of any pre-existing medical conditions that might affect their participation in the clean-up;
- Are not affected by drugs or alcohol.

The participant agrees that photos taken during the event may be reproduced by Tangaroa Blue Foundation Ltd or local organisers by any medium including the internet, television, cinema and multimedia.
Site Name: ________________________________ Date: ________________________________

Coordinator Name: ___________________________ Contact Phone: _______________________

All volunteers must read the previous page and complete this form before participating in the clean-up event.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Surname</th>
<th>Gender F/M</th>
<th>Date of Birth</th>
<th>Email</th>
<th>Emergency Contact – name and phone number</th>
<th>Pre-existing Medical Condition Y/N</th>
<th>Media Agreement Y/N</th>
<th>Signature</th>
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</tbody>
</table>

Signed (Site Coordinator) ___________________________ Return to Tangaroa Blue Foundation, PO Box 757, Port Douglas, QLD 4877
TANGAROA BLUE FOUNDATION
Site Registration Form

Please print clearly and complete all details. Coordinators return all completed forms to: Tangaroa Blue Foundation PO Box 757 Port Douglas, QLD 4877

Coordinator Details

Name: _____________________ Group or Organisation: ________________________________
Address: ______________________________ Suburb: ________________ PC: _____________
Phone number:_____________________________ Email: ______________________________

Site Details

Name_________________________________ Council area:_____________________________
Address: _______________________________________ Suburb:  ___________ PC: _________

Type of Site (please tick category below):
□ Beach
□ In-water Snorkel
□ In-water Dive
□ Marina
□ Other (Please provide description): _____

Site Area / Size (estimate): _____________

Volunteers

No. of volunteers expected: ________________

□ This is an one-off clean up event

Date:__________________________________

Start time: __________Finish time: ________

□ This is an ongoing monitoring clean up site

Will boats be used during the clean up Y / N

Rubbish collection point (please be specific): ____________________________

Who will collect the rubbish?

_______________________________

Has the council been notified of the clean up?

Y / N

□ I have read the Tangaroa Blue Foundation How to Run a Beach Clean Up Document and completed the Site Safety Inspection checklist.

Safety / Hazards:

It is recommended that you complete a site inspection to identify hazards at the time of registering your site. Please list below any hazards identified.

_______________________________

Promotion

Do you need assistance in promoting your clean up? Y / N
APPENDIX J: REMOTE EMERGENCY CONTACT FORM
This form must be completed and forwarded to the Safety Officer before every Tangaroa Blue Foundation event where activities will take place in a remote area. Remote area is defined as somewhere that emergency services are not easily available or contactable. If you are unsure if your event will take place in a remote area, please discuss with the Safety Officer.

| SITE NAME: |   |
| DATE OF EVENT: |   |
| NAME OF SITE SUPERVISOR |   |
| ADDRESS: |   |
| TELEPHONE: | (BH) | (AH) |

| TRIP DETAILS / ROUTE: | Provide dates / times / route of the trip you will make to the event – provide a map if appropriate. If we need to find you during the trip where will you be and when. |

| REFUGE EVACUATION POINTS FOR EVENT SITE: | In all cases participants should move to a beach and signal for assistance |

| MUSTER AREA DURING EVENT: | If you need to recall volunteers, where will you organise for them to meet? |
### NAME AND CONTACT DETAILS OF EXTERNAL PERSON (HOME BASE)

| **NAME:** |  |
| **ADDRESS:** |  |
| **TELEPHONE:** | (BH) | (AH) |

### NAME AND CONTACT DETAILS OF EVENT SUPERVISOR AT EVENT (ON SITE)

| **NAME:** |  |
| **ADDRESS:** |  |
| **TELEPHONE:** |  |
| **OTHER:** |  |

### COMMUNICATION DETAILS ON SITE

| **MOBILE PHONE:** | (GSM) / (Next G) / NO / PARTIAL / UNSURE |
| **UHF CB:** | Channels being monitored/used: | Local repeaters: |
| **SAT PHONE:** | YES / NO / NOT REQUIRED / UNSURE | Number: |
| **OTHER:** |  |

### EMERGENCY SERVICES CONTACT DETAILS ON SITE

**POLICE/AMBULANCE/FIRE**

000 or 112 from a mobile phone

**POLICE – List major town Police Station number:**

**PARK RANGER / LAND MANAGER**

**PRIVATE LAND OWNER NAME & PHONE NO.** (if relevant)

In remote areas, what time do I contact Home Base?

How can an external contact get urgent messages to me?

Strategy if unsuccessful in contacting Home Base?
Appendix K: Tangaroa Blue/School Responsibility Agreement

The Tangaroa Blue Marine Debris Education Workshops empower schools and communities by providing hands-on experience, encouraging stewardship and connection with marine debris as a broader sustainability issue. The workshops include defining and understanding marine debris, its causes and flow, and how to find solutions. After this experience, students will be able to apply their knowledge and develop and implement a local Source Reduction Plan to help stop rubbish becoming marine debris in the first place.

This is an agreement between:

The Tangaroa Blue Foundation (TBF)

<table>
<thead>
<tr>
<th>Address:</th>
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<tbody>
<tr>
<td>Mobile:</td>
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<tr>
<td>Email:</td>
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</tbody>
</table>

And:

Education facility name:

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile:</td>
</tr>
<tr>
<td>Email:</td>
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</tbody>
</table>

Please tick to acknowledge the following:

**TBF responsibilities and obligations** -

- TBF will take all practical steps to ensure the health and safety of students, staff and community participants whilst participating in the Tangaroa Blue Workshop [http://www.tangaroablue.org/resources/tbf-work-health-safety-plan.html](http://www.tangaroablue.org/resources/tbf-work-health-safety-plan.html)
- Explain how the learning outcomes of the activities will be met.
- Provide access to marine debris education resources
- Deliver marine debris presentations in the classroom and data sheets
- Work in partnership with the educator in charge and relevant community groups wherever possible to coordinate and organise optimal beach clean-up activities
• Guarantee that all TBF volunteers have appropriate qualifications including a suitable first aid certificate and child safety card.
• Safety management and emergency response plans for the beach clean-up activity
• Safety briefings and equipment for the beach clean-up activity.

**Education facility responsibilities and obligations:**

• Intended learning outcomes based in the relevant curriculum areas.
• Adequate teacher/parent/community supervision for students during all workshops.
• Student participation consents, medical requirements.
• Permission for TBF to use work, images and/or video footage of the students produced as a result of Marine Debris Workshops to promote the Australian Marine Debris Initiative. This material may be used in any way deemed appropriate by TBF for the above-mentioned purposes and will assume permission is granted unless notified in writing by the education facility.
• Appropriate support for children with special needs
• First aid kit
• Any extra costs that may be occurred by students or the education facility associated with TBF Marine Debris Workshops. E.g. transport, emergency response etc.

**Please also tick the following to recognise your commitment to TBF**

**Our staff and students undertake to:**

• Recognise that use of TBF Marine Debris program materials is restricted to education and not-for-profit purposes.
• Wherever possible, include Source Reduction Planning as part of an ongoing school / community process and behaviour change towards addressing the broader issues of sustainability.
• Refer to the program as Tangaroa Blue Foundation – Australian Marine Debris Initiative.
• Recognise that all risk management associated with beach clean-up activities is the responsibility of the education facility.
• Indemnify TBF and any of its volunteers for any claims, costs, damage and expenses that may result from the education facility to fulfil its risk management obligations.
These items are required in all remote, outdoor and workplace First Aid Kits. First Aid Kits must be carried during all Tangaroa Blue Foundation activities.

<table>
<thead>
<tr>
<th>Item</th>
<th>Watch expiry date</th>
<th>QTY</th>
<th>How many are ok?</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burn Aid gel 3.5 g (= 50 ml tube)</td>
<td></td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combine pad 10 x 20 cm</td>
<td>✓</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combine pad 10 x 10 cm</td>
<td>✓</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conforming gauze bandage 5 cm</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conforming gauze bandage 7.5 cm</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conforming gauze bandage 10 cm</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Heavy crepe bandage 7.5 cm</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Heavy crepe bandage 10 cm</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wound dressing #13</td>
<td>✓</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Wound dressing #14</td>
<td>✓</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wound dressing #15</td>
<td>✓</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Thermo accident blanket</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Sterile eye pads</td>
<td>✓</td>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>Dressing strip 7.5cm x 1m</td>
<td>✓</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Basic dressing pack</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Gauze swabs 7.5 x 7.5 cm (pkt 5)</td>
<td>✓</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Pair disposable nitrile gloves</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Disposable kidney dish</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Antiseptic spray 50 ml</td>
<td>✓</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Resus barrier mask/shield</td>
<td></td>
<td>1</td>
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<tr>
<td>Non adherent dressing 7.5 x 7.5 cm</td>
<td></td>
<td>6</td>
<td></td>
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<tr>
<td>Non adherent dressing 7.5 x 10 cm</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>Non adherent dressing 10 x 10 cm</td>
<td></td>
<td>1</td>
<td></td>
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<tr>
<td>Adhesive plastic Bandaids (box 50)</td>
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<tr>
<td>Assorted safety pins</td>
<td></td>
<td>12</td>
<td></td>
<td></td>
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<tr>
<td>Blunt/sharp scissors 12.5 cm</td>
<td></td>
<td></td>
<td></td>
<td>Shears</td>
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<tr>
<td>Normal saline eye wash 15 ml</td>
<td>✓</td>
<td>10</td>
<td></td>
<td></td>
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<tr>
<td>Disposable splinter probes (pkt 5)</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Hypoallergenic tape 2.5 cm</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Glass thermometer</td>
<td></td>
<td>1</td>
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<td></td>
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<tr>
<td>Disposable triangle bandages</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Splinter forceps 12.5 cm</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antiseptic wipes</td>
<td>✓</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid booklet/CPR wallet card</td>
<td></td>
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<td></td>
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<tr>
<td>Instant ice pack</td>
<td>✓</td>
<td>2</td>
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<tr>
<td>Rapid itch relief cream</td>
<td></td>
<td>1</td>
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<tr>
<td>Sterile dressing towels</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>Splint (rollup)</td>
<td></td>
<td>1</td>
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<tr>
<td>Note book &amp; pen</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Whistle, torch</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Clip seal bag 230 x 305 cm</td>
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INTRODUCTION

Tangaroa Blue Foundation (TBF) is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

Everyone working with TBF is responsible for the care and protection of children and reporting information about child abuse.

PURPOSE

The purpose of this policy is:

1. To facilitate the prevention of any child abuse occurring within TBF.
2. To work towards an organisational culture of child safety.
3. To prevent child abuse within TBF.
4. To ensure all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
5. To provide guidance to volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
6. To provide a clear statement to volunteers/contractors forbidding any such abuse.
7. To provide assurance that any and all suspected abuse will be reported and fully investigated.
POLICY

TBF is committed to promoting and protecting the best interests of children involved in its programs at all times.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

TBF has zero tolerance for child abuse. Everyone working at TBF is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between TBF, all employees, workers, contractors, associates, volunteers and members of the TBF community.

TBF will consider the opinions of children and use their opinions to develop child protection policies.

TBF supports and respects all children, staff and volunteers. TBF is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

If any person believes a child is at immediate risk of abuse, telephone 000.

AUTHORISATION

Renee Mouritz – Board Secretary
08/04/2016
Tangaroa Blue Foundation
Responsibilities

The Board of TBF has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

The Chair of TBF’s board is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation’s Code of Conduct;
- Ensuring that all adults within the TBF community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

All managers must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
- Facilitate reporting of any inappropriate behaviour or suspected abusive activities.

Management should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

Disclaimer: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) or Our Community, its staff, volunteers or partners, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or Our Community or its partners for any known or unknown consequences that may result from reliance on any information provided in this publication.
All staff/volunteers/contractors share the responsibility to prevent and detect child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and TBF’s policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child’s safety is at risk to the relevant authorities (such as the police and / or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child’s safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person in the organisation); and
- Provide an environment that is supportive of children’s emotional and physical safety.

**DEFINITIONS**

**Child** means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

**Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.

**Child abuse** means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

**Child sexual assault** is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child’s inhibitions in preparation for sexual activity with the child.

**Reasonable grounds for belief** is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

(a) The child is in need of protection,

(b) The child has suffered or is likely to suffer “significant harm as a result of physical injury”,

(c) The parents are unable or unwilling to protect the child.

A ‘reasonable belief’ or a ‘belief on reasonable grounds’ is not the same as having proof, but is more than mere rumour or speculation.
A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a ‘reasonable belief’ might be formed if:

a) A child states that they have been physically or sexually abused;

b) A child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);

c) Someone who knows a child states that the child has been physically or sexually abused;

d) Professional observations of the child’s behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or

e) Signs of abuse lead to a belief that the child has been physically or sexually abused.

**EMPLOYMENT OF NEW PERSONNEL**

TBF undertakes a comprehensive recruitment and screening process for all workers which aims to:

- Promote and protect the safety of all children under the care of the organisation;
- Identify the safest and most suitable people who share TBF’s values and commitment to protect children; and
- Prevent a person from working with TBF if they pose a risk to children.

TBF requires all workers to pass through the organisation’s recruitment and screening processes prior to commencing their engagement with TBF.

TBF may require applicants to provide a police check in accordance with the law and as appropriate, before they commence working with TBF and during their time with TBF at regular intervals.

**RISK MANAGEMENT**

TBF will ensure that child safety is a part of its overall risk management approach.

**REPORTING**

Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise their supervisor about their concern.
In situations where the supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.

Supervisors must report complaints of suspected abusive behaviour or misconduct to the CEO and also to any external regulatory body such as the police.

See Part Six of the Child Protection Toolkit for details.

INVESTIGATING

If the appropriate child protection service or the police decide to conduct an investigation of this report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Chair will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Chair may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully.

The Chair will make every effort to keep any such investigation confidential; however, from time to time other workers may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Chair shall coordinate the investigation with the appropriate investigators and / or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

RESPONDING

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the organisation’s policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation’s policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone’s safety. TBF will have safeguards and practices in place to ensure any personal information is protected.
Everyone is entitled to know how the personal information is recorded, what will be done with it and who will be able to access it.

**REVIEWING**

Every two years, and following every reportable incident, a review shall be conducted to assess whether the organisation’s child protection policies or procedures require modification to better protect the children under the organisation’s care.

**RELATED DOCUMENTS**

- Confidentiality Policy
- Legislative Compliance Policy
- Risk Management Policy
- Staff Recruitment Policy
- Staff Induction Policy
- This policy must be read in conjunction with:
  - The law of the Commonwealth or of the relevant state or territory;
  - The organisation’s Code of Conduct;
  - Termination of Employment Policy and Misconduct Procedures.

**AUTHORISATION**

[Signature]

Heidi Taylor
Managing Director
08/04/2016

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TANGAROA BLUE FOUNDATION CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE

The board, workers, volunteers and contractors of the Tangaroa Blue Foundation (TBF) are required to abide by this Code. Under the Chair, the board will:

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers.

All people involved in the care of children on behalf of TBF will:

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programmes and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of TBF;
14. Contact the police if a child is at immediate risk of abuse (phone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person;
5. Be alone with a child or young person unnecessarily;

6. Develop a ‘special’ relationship with a specific child or young person for their own needs;

7. Show favouritism through the provision of gifts or inappropriate attention;

8. Arrange contact, including online contact, with children or young people outside of the organisation’s programs and activities;

9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;

10. Work with children or young people while under the influence of alcohol or illegal drugs;

11. Engage in open discussions of a mature or adult nature in the presence of children;

12. Use inappropriate language in the presence of children;

13. Do anything in contravention of the organisation’s policies, procedures or this Code of Conduct.

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.