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Work Health and Safety Legislation – explanatory note

The Model Work Health and Safety Act aims to provide all workers in Australia with the same standard of health and safety protection regardless of what work they do and/or where they work.


The Work Health and Safety 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 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 seven 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 CEO and Chair have overall responsibility for the strategic direction and advocacy and liaison work as well as health and safety management within the Foundation. The CEO’s position also 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 Strategy with the Management Committee and for leading an at least annual committee review of the Hazard Identification Plan and overall health and safety strategy.

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.

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 Foundation Ltd organised activity or one provided by another group or organisation are asked to complete the forms relevant to the activity and attend activity briefings provided either on site or before activities commence (see section 4 of this document).

3. Health and Safety

3.1 Strategy

The purpose of this strategy 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;
- Providing relevant training;
- 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 Strategy at least annually;
- Provide ready availability of the Work Health and Safety Management Strategy 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 employees 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 aim 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 Strategy);
- All employees are aware of the Work Health and Safety Management Strategy, including emergency and evacuation procedures.

Hazard identification plans, which include steps to eliminate, isolate or mitigate hazards are 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

Please return this form to:
Tangaroa Blue Foundation
PO Box 1235
Dunsborough, WA 6281

EMPLOYEE DECLARATION MANAGEMENT COMMITTEE MEMBERS

I, (Name) ........................................................................................................................................................................................................

acknowledge that I have read the Tangaroa Blue Foundation’s Work Health and Safety Management Strategy 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 injury or illness”

“serious injury or illness” 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 to be admitted to hospital
- 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
- Separation of skin such as de-gloving or scalping
- 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 Strategy

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 Strategy, 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 Strategy and any incident reporting will be a standard agenda item for 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 strategy annually, taking into consideration any new legislation or industry standards that may have an impact on any policy or procedure in the strategy. This annual review will involve completing a review document such as that provided by the Queensland Government’s Organisational Systems Benchmarking 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 strategy;
- Ensure the strategy is available and accessible to all new and existing employees;
- Review this strategy annually or sooner if changes are required;
- Maintain records to ensure all staff/volunteers have read and understood this strategy. 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 Induction and Training Records - 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

Clean-up and data collection activities

https://www.tangaroablue.org/resources/clean-up-data-collection/amdi-how-to-videos-manual/
**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 in the Workplace Code of Practice 2019 and hold a current First Aid Certificate including current annual CPR update.

**Clean-up supervisors – land**


**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, Recreational Technical Diving and Snorkelling Code of Practice 2018.

**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 Management Committee 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 Management Committee 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. Tangaroa Blue Foundation Activity Report– 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.

Anyone working with children, when representing Tangaroa Blue Foundation must hold a current Working with Children Check in the state in which they are working.

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

Name of Contractor: ____________________________________________________________ Date: ____________________________

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 Strategy that includes:
   - Safety policy;
   - Hazards and the hazard controls;
   - Accident reporting procedures; and
   - Copy of current First Aid Certificate and Working Children Check (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’s Work Health and Safety Management Strategy / Manual and have reviewed and understand the strategy in full.
6. Visitors

6.1 Visitor/participant policies
The success of the Foundation’s work requires active involvement from members of the public, as volunteers, 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 volunteers
Employees must ensure that volunteers are not endangered as a result of any activity in which the Foundation is engaged. The volunteers 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 volunteers by the correct use of signs, briefings, protective gear etc.

7. Operating in the field
Note that all activities follow the Recreational diving, recreational technical diving and snorkelling Code of Practice 2018.

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 Volunteer Safety Briefing - Appendix F. 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 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, Recreational Technical Diving and Snorkelling Code of Practice 2018 (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 check issued in the state that they are working on site if working with schools / students.

**Vessel transfers**

When vessels are used to transport volunteers and materials (e.g. debris and/or equipment collection) 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 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 on the Accident Incident Report Form - Appendix D 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 - Appendix C. The Safety Officer must be notified prior to activities being undertaken in remote areas through completion of the Tangaroa Blue 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 including CPR. In the event of minor injury (e.g. minor cuts, sprains, burns, and stings) the appropriate first aid treatment will be given. The model Code of Practice for First Aid in the Workplace (May 2018) 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 - Appendix C. 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. Emergency services will be advised if the missing group member is not located after the initial search.

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 or 112 from a mobile phone.

8.4 Fire
In the event of fire in the outdoors:

- Call 000 or 112 from a mobile phone, 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);
- Minimise the risk of lightning strike by avoiding sheltering under trees on high ground and avoiding structures likely to conduct lightning;
- 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 Working with children code of conduct - Appendix M

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 Induction and Training Records – 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.

If any equipment is required to be serviced, servicing will take place in accordance with manufacturer’s recommendations or government requirements.

9.2 Activity equipment lists

An activity Equipment Register - 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. The First Aid Kit Checklist - 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  


- Work 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  

- GUIDE TO THE WORK HEALTH AND SAFETY ACT - December 2019  


and

APPENDIX A

Hazard Identification Plan
## 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 (heat stress) 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 include in safety briefing  
· 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 | |
# 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>Description of task</td>
<td>Volunteers may be collecting debris in areas with natural environmental hazards that can cause harm</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>
| Exposed tree roots, branches, coconuts | Cuts  
Sprains  
Strains  
Broken bones | From light to severe depending on the injury | • First aider on site at all times  
• Appropriate first aid supplies  
• Emergency removal procedure in place  
• Check out the site first and advise workers of hazard  
• Appropriate footwear to be worn (no thongs/no bare feet advised) | |
| Low hanging branches | Banged head/bruising  
Concussion  
Damage to eyes | From light to severe depending on the injury | • First aider on site at all times  
• Appropriate first aid supplies  
• Emergency removal procedure in place  
• Check out the site first and advise workers of hazard  
• Appropriate footwear to be worn (no thongs/no bare feet advised) | |
| Eroding bank | Cuts  
Sprains  
Strains  
Broken bones  
Sand or earth in eyes | From light to severe depending on the injury | • First aider on site at all times  
• Appropriate first aid supplies  
• Emergency removal procedure in place  
• Check out the site first and advise workers of hazard  
• Appropriate footwear to be worn (no thongs/no bare feet advised) | |
<table>
<thead>
<tr>
<th>Moving Water</th>
<th>Drowning</th>
<th>Severe – can be fatal</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Drowning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• First aider on site at all times</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Appropriate first aid supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Check if volunteers can swim as part of the pre-event safety briefing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Emergency removal procedure in place</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Check out the site first and advise workers of hazard</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Anyone that cannot swim should not enter moving water</td>
<td></td>
</tr>
</tbody>
</table>
# Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</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>Herbal</td>
<td>Jellyfish sting</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>
</tr>
<tr>
<td></td>
<td>Snake/Spider/Insect Bite or Sting</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>Emergency removal procedure in place</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Emergency removal procedure in place</td>
<td>Check out the site first and advise workers of hazard</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Volunteers to use gloves</td>
<td>Appropriate footwear to be worn (not thongs and no bare feet advised)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Appropriate footwear to be worn (not thongs and no bare feet advised)</td>
<td>Advise signs and symptoms</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>First aider on site at all times</td>
<td>Emergency help system in place</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Emergency help system in place</td>
<td>Volunteers and workers advised to notify supervisor/activity leader of allergies prior to participation in any event</td>
</tr>
</tbody>
</table>
## Crocodile/Pig/Dog Attack

- **Bites**
- **Blood loss**

- **Light to Severe** – can be fatal depending on severity of bite

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

<table>
<thead>
<tr>
<th>Risk</th>
<th>Syringe or needle prick</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of task</strong></td>
<td>Volunteers may be collecting debris in areas where syringes or needles may be found</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>
| Syringe or needle prick | • Possible contraction of communicable disease | 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  
• Advise everyone not to walk around with a syringe, but to bring the Sharps Container to the syringe  
• 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  
• Advise anyone experiencing a needle prick to consult a doctor as soon as possible  
• Ensure Sharps Containers are appropriately disposed of afterward | |


### Hazard Identification Plan

<table>
<thead>
<tr>
<th>Risk</th>
<th>Heavy debris or dangerous/hazardous debris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of task</td>
<td>Volunteers may find debris which is heavy or be potentially dangerous / hazardous if touched.</td>
</tr>
<tr>
<td><strong>Hazard</strong></td>
<td><strong>Harm</strong></td>
</tr>
<tr>
<td>Heavy debris</td>
<td>• Broken bones                                                                  • Concussion                                                               • Bruising                                                          • Strains                                                          • Sprains</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous debris</td>
<td>• Possible poisoning if inhaled/touched or ingested.                                                      • If explosive – contusions, blood loss, amputation, eye damage</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk</td>
<td>Pre-existing conditions of volunteers</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Description of task</td>
<td>Volunteers may suffer from a pre-existing condition that is unsuitable for event</td>
</tr>
<tr>
<td>Hazard</td>
<td>Harm</td>
</tr>
<tr>
<td>Pre-existing condition</td>
<td>• Depends on pre-existing condition</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>
### Risk

**Inappropriate behavior towards children during the course of TBF activities**

<table>
<thead>
<tr>
<th>Description of task</th>
<th>Hazard</th>
<th>Harm</th>
<th>Severity level – light, moderate or severe</th>
<th>Controls</th>
</tr>
</thead>
</table>
| Employees, contractors or volunteers may be working with children (young people under the age of 18) during activities such as clean-ups, educational projects, overnight stays or multiday events. | 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 |
## 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>Description of task</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 or severe</th>
<th>Controls</th>
<th>Implementation and review</th>
</tr>
</thead>
</table>
| Vehicle accident – land, water e.g. collision | • Breaks  
• Sprains  
• Bruising  
• Concussion  
• Amputation  
• Internal injuries / crushing  
• Death | 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, whether on land or on water, only to be operated by suitably qualified and experienced drivers (e.g. on unsealed roads, windy roads, in poor weather conditions, low light)  
• 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  
• When using vehicles in close proximity to volunteers and activities, minimum speeds and hazard lights should be utilised |
<table>
<thead>
<tr>
<th>Prop strike (boat)</th>
<th>Light to Severe depending on injury</th>
<th>First aider on site at all times</th>
</tr>
</thead>
<tbody>
<tr>
<td>· Breaks</td>
<td></td>
<td>· Appropriate first aid supplies</td>
</tr>
<tr>
<td>· Sprains</td>
<td></td>
<td>· Include the possibility of the accident in safety briefings when vessels are being used.</td>
</tr>
<tr>
<td>· Bruising</td>
<td></td>
<td>· Vehicles only to be used for the purposes for which they are designed</td>
</tr>
<tr>
<td>· Amputation</td>
<td></td>
<td>· Vessels only to be operated by suitably qualified and experienced skippers</td>
</tr>
<tr>
<td>· Internal injuries/ crushing</td>
<td></td>
<td>· All vessels used to follow the appropriate laws and regulations</td>
</tr>
<tr>
<td>· Death</td>
<td></td>
<td>· All vessel safety and appropriate recovery equipment on site</td>
</tr>
<tr>
<td></td>
<td></td>
<td>· Emergency help and removal system in place</td>
</tr>
<tr>
<td></td>
<td></td>
<td>· A person is designated as Surface Watch whenever volunteers are in the water</td>
</tr>
</tbody>
</table>
APPENDIX B

Equipment Register
<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 briefing sheet</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Mosquito repellent</td>
<td></td>
<td>1</td>
<td>Syringe briefing sheet</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Boxes of electrolyte powder</td>
<td></td>
<td>1</td>
<td>Asbestos briefing 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>1</td>
<td>Whistle for emergency recall</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hats</td>
<td></td>
<td>1</td>
<td>Defibrillator (remote events)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rolls of toilet paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Roll of gaffa tape</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Reusable cups</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Bundle of rope</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Tarp</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Packing list for clean-ups

<table>
<thead>
<tr>
<th>Volunteer Registration Forms with Media Release Consent</th>
<th>How Many?</th>
<th>If not applicable explain why</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharps containers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scales – hanging/hand scales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data collection tool (charged!)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data collection tool (vehicle) charger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camera (charged!)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone/Radio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marquee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water drums (filled!)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional cups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snacks/Refreshments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tarps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event signage/banner/flags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Litter grabbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boat safety equipment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C
Accident / Incident Register
Accident / Incident Register

All serious injury and illness 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.

<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>
<td></td>
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</tr>
</tbody>
</table>
APPENDIX D

Accident / Incident Report
Accident / Incident Report Form

Please print clearly and complete all details. Return with a copy of the Volunteer Registration Forms.

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

2. 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?  ○ Yes  ○ No
   If yes - was this condition disclosed on the Volunteer Registration Form?  ○ Yes  ○ No

3. Contact details of person involved
   Full name: .............................................. Age ........... ○ Male ○ Female
   Postal address: ..........................................................
   Contact Phone No.: ..........................................................

4. Did anyone witness the accident/ incident? (if yes provide details)  ○ Yes  ○ No
   Full name: .............................................. Contact Phone No.: ..................................
   Postal address: ..........................................................

5. Was the accident/ incident reported to anyone? (if yes to whom)  ○ Yes  ○ No
   Date and time of report: ...................................... Organisation: ..................................
   Name: ................................................................. Position: .....................................
   Postal address: ..........................................................
   Contact Phone No.: ..........................................................
6. Further information

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7. Action taken:

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8. Signatures

...........................................................................................................................
...........................................................................................................................

Injured Party  Site Coordinator

Coordinators return all completed forms to:

Tangaroa Blue Foundation
PO Box 1235, Dunsborough, WA 6281
APPENDIX E

Induction and Training Records
<table>
<thead>
<tr>
<th>Topics</th>
<th>Date Completed</th>
<th>Trainee Signed</th>
<th>Trainer Signed</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>
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<tr>
<td>Cultural safety and respect</td>
<td></td>
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<tr>
<td>Child Safety</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
Employee’s name:  
Start Date:  

## TRAINING RECORD

<table>
<thead>
<tr>
<th>Skill / Task</th>
<th>UNDER TRAINING</th>
<th>FULLY COMPETENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td>Trainee Signed</td>
</tr>
<tr>
<td>Snorkel competencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data recording</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beach registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubbish collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field trip organisation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website content development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling sharps</td>
<td></td>
<td></td>
</tr>
</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.

Name of Trainer(s)

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Signature</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(This form is to be retained on Tangaroa Blue Foundation Management Committee Files)
APPENDIX F

Volunteer Safety Briefing
Volunteer Safety Briefing

Prior to any Tangaroa Blue Foundation activity taking place, all participants must be given a safety briefing appropriate to the activity that will take place.

1. Introduction
   - Welcome and thank you for coming
   - We would like to acknowledge the Traditional Owners on the land on which we are meeting today, and pay our respects to elders past, present and emerging.
   - Brief introduction to Tangaroa Blue and Australian Marine Debris Initiative - AMDI
   - Introduction of coordinators & first aid officers - they will wear high visibility vests
   - Registration sheet: incl. guardians sign for their kids, explain media consent

2. Schedule of the day
   - Two parts of the activity - collecting and sorting
   - Timing: e.g. lunch/snacks, 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
   - What debris to pick up and that debris mainly along high tide mark/vegetation line
   - 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 etc.
   - 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 into a sharps container - adults only - show warning sheets syringes, silver canisters, asbestos - explain procedures
   - First aid: Location of first aid kit, SAT/phone, emergency contact details/site map
   - 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 & ask a coordinator if anything is unclear
   - Thank you and have fun!
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 placed in a Sharps Containers, not in bags, bottles or buckets
2. Bring the Sharps Container to the syringe location
3. Open the Sharps Container and place it in a secure position on the ground
4. Wearing gloves and/or using tongs carefully pick up the object and place the sharp end point-first into the container. Do not hold the Sharps Container while you are putting the syringe into the Sharps Container to prevent a syringe prick injury
5. Replace the lid securely on the container – before moving
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.
APPENDIX G

Tangaroa Blue Foundation Activity Report
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, including at least 5 images of at least 1 MG each, as soon as possible after the completion of the activity.

Contact Details
Name of Coordinator: .......................................................... Phone: .......................................................... email: ..........................................................

Activity Details
Name of Activity: .......................................................... Grant Code/Name: ..........................................................
Location of Activity: .......................................................... Grant Code/Name: ..........................................................
Start Time: .......................................................... Finish Time: ..........................................................

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 Register
☐ Completed Hazard Identification Plan
☐ Completed Volunteer Registration Form
☐ Completed Volunteer Safety Briefing
☐ Completed Accident/Incident Register or Accident/Incident Report Form

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)

At least 5 photos of 1 MG in size from the event – do we have permission to use these photos?

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

Page 1 of 1
APPENDIX H

Volunteer Registration Form
All volunteers must read and 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 safety briefing 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.
- have asked and had clarified by the site supervisor anything that they are unclear on.

Have a great day!
Thank you for your support!
If marked as “YES” to ‘Media Consent’ on page 3, I give my permission to the Tangaroa Blue Foundation (TBF) to collect, use and disclose my images and/or voice and personal information, use for publications for promotional and information purposes, including but not limited to:

Reports, books, brochures, research publications, zoning maps, newsletters, fact sheets, e-promotions, calendars, PowerPoint presentations, advertising, public displays, television or radio advertisement/programs, promotional products, posters, billboards, Internet, media (including social media) and possible supply to a third party.

I agree that my personal information may be utilised in any of the above-mentioned official purposes which may result in my identification. I also understand that once my personal details are utilised for an official purpose, TBF have no control over its subsequent use and/or disclosure.

I release and discharge TBF from any claims or demands that could be made in connection with the use of my personal information for an official purpose referred to above.

Privacy Statement: The personal information submitted on this form is collected by the TBF for the purpose of obtaining your consent for using, disclosing and publishing your personal information. Except in the carrying out of an official purpose, TBF will not otherwise disclose your personal information to any third party, without your consent, unless it is required to do so by law. TBF’s Privacy Policy contains information about how you may:

- access and seek correction of your personal information; and
- complain to TBF about a breach of the Australian Privacy Principles and how TBF will deal with such a complaint.
All volunteers must read **Volunteer Registration Form** and **Media Consent Form** and then complete this form before participating in the clean-up event.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Sex M / F</th>
<th>Age</th>
<th>email</th>
<th>Emergency contact</th>
<th>Pre-existing medical cond.</th>
<th>Media consent</th>
<th>Sign on</th>
<th>Sign out</th>
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</tbody>
</table>
APPENDIX I

Site Registration Form
Tangaroa Blue Foundation
Site Registration 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 1235, Dunsborough WA 6281

Contact Details

Name of Coordinator: ______________________________ Group / Organisation ______________________________
Address: ________________________________________________________________________________________
Phone: __________________________________________________________________________________________
email: __________________________________________________________________________________________

Site Details

Name: ___________________________________________ Council Area: ______________________________________
Location Address: _________________________________________________________________________________
Date: ___________________________________________ Site Area / Size (estimate): __________________________
Start Time: ______________________________________________________________________________________
Finish Time: _____________________________________________________________________________________
Number of volunteers expected: ______________________________________________________________________

Type of Site – Please tick category below

☐ Beach ☐ In-water Snorkel
☐ In-water Dive ☐ Marina
☐ Other (Please provide description)

☐ This is an one-off clean-up event
☐ This is an ongoing monitoring clean-up site

Rubbish collection point (please be specific): __________________________________________________________________________________________

Who will collect the rubbish? __________________________________________________________________________________________

Has the council been notified of the clean-up? ☐ Yes ☐ No

Will boats be used during the clean-up? ☐ Yes ☐ No

☐ I have read the Tangaroa Blue Foundation How to Run a Beach Clean-up and data collection video
and manual and completed the Hazard Identification Plan checklist.

Safety / Hazards - It is recommended that you complete a site inspection to identify hazards at the
time of registering your site. Please attach a copy of Hazard Identification Form - Appendix A when
submitting this form.

Promotion - Do you need assistance in promoting your clean-up? ☐ Yes ☐ No
APPENDIX J

Remote Emergency Contact Form
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: _______________________________

Address: ..........................................................................................................................

Name of Site Supervisor: .................................................................................................

Phone - Business hours: ___________________________ After hours: ____________________

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. GPS points and What Three Words References

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?
Remote Emergency Contact Form

Name and Contact Details of External Person (HOME BASE)

Name: ........................................................................................................................................

Address: .....................................................................................................................................

Phone - Business hours: ...................................................... After hours: ......................................

Name and Contact Details of Event Supervisor At Event (ON SITE)

Name: ........................................................................................................................................

Address: .....................................................................................................................................

Phone - Business hours: ...................................................... After hours: ......................................

Communication Details On Site

Mobile coverage:  ○ No  ○ GSM  ○ Next G  ○ Partial  ○ Unsure

UHF CB: Monitored Channel(s) ______ Working Channel(s) ______ Local repeater(s) ______

Satellite Phone:  ○ Yes  ○ No  ○ Not Required  ○ Unsure

Sat phone Number: ..........................................................................................................................

Emergencies Services Contact Details - On Site

POLICE / FIRE / AMBULANCE  000 or 112 from a mobile phone

POLICE – List major town Station: .................................................. Station Phone: ..............................

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 Foundation & School Responsibility Agreement
The Tangaroa Blue Foundation 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)**

Coordinator Name: ....................................................... Contact Phone: .......................................................

&

.................................................................................................................................................................

(Education facility name)

Coordinator Name: ....................................................... Contact Phone: .......................................................

Address: ..................................................................................................................................................

e-mail: ...................................................................................................................................................

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 Foundation Workshop. To view a copy of the Tangaroa Blue Foundation Work Health and Safety Strategy visit www.tangaroablue.org

- 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 clean-up activities.

- Guarantee that all TBF volunteers and staff have appropriate qualifications including a suitable first aid certificate and child safety card.

- Safety management and emergency response plans for the clean-up activity.

- Safety briefings and equipment for the 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.
- Provide 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 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 failing to fulfil its risk management obligations.
APPENDIX L

First Aid Kit Checklist
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>
</tr>
<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>
</tr>
<tr>
<td>Wound dressing #14</td>
<td>✓</td>
<td>1</td>
<td></td>
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<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>
</tr>
<tr>
<td>Sterile eye pads</td>
<td>✓</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dressing strip 7.5 cm x 1 m</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>
</tr>
<tr>
<td>Gauze swabs 7.5 x 7.5 cm (pkt 5)</td>
<td>✓</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pair disposable nitrile gloves</td>
<td></td>
<td>5</td>
<td></td>
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<tr>
<td>Disposable kidney dish</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antiseptic spray (50 ml)</td>
<td>✓</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resus barrier mask / shield</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Non adherent dressing 7.5 x 7.5 cm</td>
<td></td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non adherent dressing 7.5 x 10 cm</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non adherent dressing 10 x 10 cm</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adhesive plastic Bandaids (box 50)</td>
<td></td>
<td>1</td>
<td></td>
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</tr>
</tbody>
</table>
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>Assorted safety pins</td>
<td></td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blunt / sharp scissors 12.5 cm shears</td>
<td></td>
<td></td>
<td>Shears</td>
<td></td>
</tr>
<tr>
<td>Normal saline eye wash (15 ml)</td>
<td>✓</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposable splinter probes (pkt 5)</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hypoallergenic tape 2.5 cm</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass thermometer</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<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>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instant ice pack</td>
<td>✓</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rapid itch relief cream</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sterile dressing towels</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Splint (rollup)</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note book &amp; pen</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whistle, torch</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clip seal bag 230 x 305 cm</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES: 

...
APPENDIX M

Working with Children Code of Conduct
TANGAROA BLUE FOUNDATION CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE

The Management Committee, 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 programs 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. Operate within the policies and guidelines of Tangaroa Blue Foundation
13. Contact the police if a child is at immediate risk of abuse (phone 000 or 112 from a mobile phone).

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 and possible police action.
APPENDIX N

Working from Home Checklist
The Tangaroa Blue Foundation is a not-for-profit organisation that is based across Australia, and provides for employees to work from home. To ensure the safety and good health of employees we have adopted this checklist which should be completed by all staff members working from home and reviewed on an annual basis.

Any comments should be added against items with recommendations and modifications to be noted at the end.

Staff Member: .............................................................. Reviewer: ..............................................................
Signature: .............................................................. Signature ..............................................................
Date: ...................................................................... Reviewed Date ..............................................................
Remediation: ☐ Yes ☐ No Next Inspection: ..............................................................

Address of work from home premises:


A : Work Practice and Physical Activity

| The worker does not work for more than 5 hours in a session without a meal break of at least 30 minutes. | ☐ Yes ☐ No |
| Pause breaks are used during extended periods of keyboarding (e.g. – every 35 – 40 mins) and standing at least once per hour. | ☐ Yes ☐ No |
| Repetitive actions are not undertaken for extended periods without appropriate breaks. | ☐ Yes ☐ No |
| Breaks involve stretching and changing of posture and undertaking alternative activities. | ☐ Yes ☐ No |
| Posture is comfortable and in accordance with the Ergonomic guidelines (See Figure 1). | ☐ Yes ☐ No |
| Appropriate telephone use is practiced, or headset is worn (no cradling). | ☐ Yes ☐ No |
### Working from Home Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long periods of continuous computer use are broken up by performing other tasks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The worker takes appropriate care of hydration and nutrition during each session.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The worker does not drink alcohol or take substances (apart from medications) during working hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any lifting, pushing, or carrying type task is well within the physical capacity of the person.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B : Environment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of lighting is suited to the activity. Note: lighting levels should be sufficient for visual tasks to be completed without eye strain.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural and artificial light sources do not create glare via reflection on the computer screen or working surface.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There is sufficient ventilation and thermal comfort, regardless of the season.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walkways are clear of clutter and trip hazards such as trailing electrical cords. The work area is segregated from other hazards in the home e.g. hot cooking surfaces in the kitchen.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C : Workstation Checklist – Chair (Figure 1)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sitting posture is upright or slightly reclined posture, maintaining slight hollow in lower back.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat height is adjustable and allow for arms and forearms to be at right angles or slightly greater and forearms and hands form straight lines when resting on the keyboard.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Working from Home Checklist

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feet are flat on the floor, or on a footrest, so that knees are bent at right angles and thighs are horizontal to floor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat back is adjustable to support the lumbar curve of the lower back.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat pan tilt is adjustable, so hips and tops of thighs are at right angles or slightly greater.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armrests are out of the way while typing but may provide support during other activities (i.e. phone use, meetings, etc.).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D : Workstation Checklist – Keyboard and Mouse (Figure 1 & 2)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboarding posture allows wrists to be kept straight and not supported on any surface while typing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboard-to-user distance allows user to relax shoulders with elbows hanging close to body.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboard position is flat.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mouse-to-user distance - mouse is directly next to the keyboard.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E : Workstation Checklist – Desk (Figure 2)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk is large enough for the completions of mixed tasks such as computer work; reading/writing etc – (This should be at least 1600mm x 800mm wide).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk height is between 680mm and 735 mm high.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk is designed to reduce or eliminate frequent trunk twisting / rotation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The user can sit close to the desk without impediment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Readily used documents can be positioned to avoid unnecessary neck movement (sideways or downwards), with or without the use of equipment.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### F : Workstation Checklist – Monitor (Figure 1 & 2)

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor height is adjustable so top of screen is at or slightly lower than eye level (may need to be lower where bifocals are used).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viewing distance is approximately arm’s distance away (350 - 750mm).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor and keyboard are placed directly and symmetrically in front of user.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor is positioned to avoid glare (perpendicular to window or strong light source).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### G : Emergency and Egress

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency exits have been identified and evacuation plan developed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke detectors are installed and properly maintained to provide early warning of fire.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic first aid kit available on the premises.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suitable fire extinguisher available on the premises.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### H : Safety and Security Considerations

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security is sufficient to prevent unauthorised entry by intruders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When working in isolation at home, a procedure has been established to allow for injuries to be reported or to confirm that the worker has not been injured.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data and information relating to Tangaroa Blue Foundation is backed up and password protected.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Working from Home Checklist

### I: Electrical Considerations

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power outlets are not overloaded with double adapters and power boards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earth leakage circuit protection is in place for work related equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical equipment used for work is safe and in good condition.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical cables are annually tag tested. <strong>Note:</strong> if you do not have the testing undertaken that you check all cables and electronics annually for integrity and note this on your form.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### J. Photographs may be attached to this report showing the working area.

### K. Modifications required to equipment

- Yes  
- No  

Add details below.

---

### L. Modifications required to work practices

- Yes  
- No  

Add details below.

---

### M. Modifications required to premises

- Yes  
- No  

Add details below.

---
Working from Home Checklist

Figure 1. Correct Computer Workstation Set up

Figure 2. Correct work surface space
Learning the art of office ergonomics.

NSW WorkCover Work Health and Safety Act 2001 Work and Home (9 minute YouTube Video)
https://youtu.be/A1DWgjbPBVs

NSW WorkCover Managing the Work Environment and Facilities (38 page PDF)

NSW WorkCover Stretch at your desk resource:

Office Ergonomic Guidelines
APPENDIX O

Volunteer Registration
Multi-day Clean-ups
Volunteer Registration Form

1. What event are you registering for?
   Name of the event: .......................................................... Date of the event: ..........................................................

2. Volunteer's contact details
   First name: ............................................................. Last name: ..........................................................
   Street Address: .......................................................... Town/Suburb: ..........................................................
   Postcode and state: .......................................................... Country: ..........................................................
   Telephone home: .......................................................... Telephone mobile: ..........................................................
   T-Shirt size: ............................................................. Date of Birth: ..........................................................
   Email: ........................................................................

3. Emergency contact details
   Emergency contact: .......................................................... Relationship: ..........................................................
   Telephone home: .......................................................... Telephone work: ..........................................................
   Telephone mobile: .......................................................... Email: ..........................................................

4. Do you have any medical conditions, allergies, disabilities or past injuries that may affect your participation?
   ☐ Yes ☐ No

   If yes - please complete and discuss the attached Management Plan for a Pre-Existing Medical Condition and Injury

5. Dietary requirements (e.g. vegetarian):
   ..................................................................................
   ..................................................................................
   ..................................................................................

6. Occupation: ..........................................................

Please turn over for terms and conditions →
Conditions of Participation

I understand that failure to comply with any of these conditions may result in Tangaroa Blue Foundation requesting me to leave, and that I may also forego all entitlements relating to projects.

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

1. Any injuries sustained by me.
2. Any loss or damage to property owned by me, or in my possession.
3. Any acts or omissions, negligence or fault of any person participating in the clean-up.

I agree to comply with the following terms that refer to my participation in all Tangaroa Blue Foundation projects and activities:

1. I have notified Tangaroa Blue Foundation of all relevant medical conditions and pre-existing injuries, and I consent to Tangaroa Blue Foundation rendering or authorising such medical treatment as necessary and accept responsibility for all associated expenses.
2. I am a volunteer and not an employee of Tangaroa Blue Foundation.
3. I will not smoke, consume or store alcohol or illicit drugs in vehicles, offices, accommodation or while working on a project site.
4. I shall cooperate to ensure a safe, happy and hygienic team environment.
5. I will comply with Tangaroa Blue Foundation policies, while also accepting responsibility for my own safety and the safety of my personal belongings. Furthermore, I will not knowingly or carelessly endanger the safety and welfare of any other participants in Tangaroa Blue Foundation activities, or endanger the safety of their personal belongings.
6. I was given and have understood the site safety briefing given by the Site Supervisor prior to commencing the clean-up and will comply with it.
7. I will obey all lawful directions and instructions of the Site Supervisor or other clean-up officials.
8. I will accompany and supervise all volunteers under the age of 18 years who are registered under my signature.
9. I will wear sturdy enclosed footwear, gloves and protective equipment as advised by Tangaroa Blue Foundation Ltd.
10. I will not handle syringes or other sharps but will inform the Site Supervisor immediately.
11. I will use all safety equipment as advised by the Site Supervisor or other clean-up officials.
12. My placement on all projects is at the discretion of Tangaroa Blue Foundation.
13. Photographs or videos taken of me on a project can be used for promotional purposes.

I acknowledge that Tangaroa Blue Foundation does not provide travel insurance for volunteers and it is highly recommended due to the remote nature of these events that volunteers arrange their own travel insurance.

Signature: _______________________________ Date: _______________________________

Parent / Guardian Signature
(if under 18): _______________________________ Date: _______________________________

Office use only - to be initialled and dated by the staff member who undertakes each step

1. All declared pre-existing medical conditions discussed with volunteer 1/1/2023 Sign: _______________________________
2. Safety briefing provided 1/1/2023 Sign: _______________________________
3. All information checked and complete - signed Event Coordinator 1/1/2023 Sign: _______________________________
4. Volunteer details entered into volunteer database 1/1/2023 Sign: _______________________________
1. **What is the medical condition, allergy, disability or past injury?**

2. **Information about the Condition/Injury**
   
   (a) How serious is the condition if aggravated? (Tick one or more of the following.)
   
   - Potentially life threatening
   - Could require medical (doctor, hospital) treatment
   - Could require own medication
   - Could require rest or time off work

   (b) In your own words tell us how we recognise that your condition has recurred or been aggravated.

   (c) When was the most recent episode?

3. **What actions, triggers or situations do you need to avoid?**

4. **What is the management plan to minimise any aggravation to the condition/injury?**

   E.g. self-medication, avoidance of allergy triggers (specify) etc.

5. **What is the emergency plan if serious aggravation does occur?**

   Volunteer signature: .................................. Name: .................................. Date: ..................................

   Staff member signature: .............................. Name: ................................. Date: ..........................

**Privacy Information:** This information is required to safely implement projects under Tangaroa Blue Foundation’s management and to better serve volunteers and project partners. Not supplying all the required information may result in not being able to participate in a Tangaroa Blue Foundation project. This information will be stored in a secure manner in accordance with the Privacy Amendment (Private Sector) Act 2000. This information will be disclosed only to those responsible for the implementation of projects. For more information on the information collected, used and stored, please contact Tangaroa Blue Foundation, PO Box 1235, Dunsborough WA 6281, Australia, info@tangaroablue.org