

Volunteer Project Risk Assessment and Worksite Safety Check Form

Project Risk Assessment:

Group: _____

Project Date: _____

Project Location: _____

Project Manager: _____

Tasks Planned: _____

General risks (e.g. slippery conditions, steep ground, unstable ground etc.)

General risks associated with site	
•	•
•	•
Identified risks to the general public	
•	•
•	•

Manual handling risks

RISK IDENTIFIED: Manual handling – application of force (e.g. lifting, carrying, pushing, pulling)	
• Use alternative strategies in place of manual handling	• Change tasks and take breaks regularly
• Start with gentle warm up stretches	• Be aware of and use correct techniques
• Always start with correct posture	• Use mechanical aids if possible
• Keep heavy loads close to your body and lift using knees rather than back	•
• Prepare the area before starting i.e. ensure clear path when carrying and remove obstacles where possible	•

RISK IDENTIFIED: Manual handling – repetitive actions (e.g. using secateurs, other tools, raking)	
• Regular gentle stretches	• Change tasks and take breaks regularly
• Rotate tasks, take regular breaks	•
• Use correct techniques	•

RISK IDENTIFIED: Manual handling – compromise to posture (e.g. bending, reaching, twisting, sustained postures)	
• Avoid awkward postures	•
• Start with gentle warm up stretches	•
• Always start with correct posture	•
• Eliminate tasks combining bending / twisting especially with loads	•

Other risks identified (e.g. working in hot / cold conditions, working in snake habitat, hazards associated with seed collecting, tree planting, fence construction or removal, using power or swinging tools, working near roadsides, heavy machinery or water)

RISK IDENTIFIED:	
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RISK IDENTIFIED:	
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RISK IDENTIFIED:	
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Work Site Safety Checklist:

Please tick the boxes as each check is completed

- The Project Manager has information regarding any pre-existing medical conditions disclosed by activity participants.
Comment / Action: _____
- The Project Risk Assessment on this current form has been completed.
Comment / Action: _____
- Activity participants have participated in and/or are familiar with the Risk Assessment.
Comment / Action: _____
- All participants are wearing appropriate clothing.
Comment / Action: _____
- The group has identified those hazards that can be removed and done so.
Comment / Action: _____
- A first aid kit is located at the work site and is adequately stocked.
Comment / Action: _____
- Emergency contact numbers are available to all on site.
Comment / Action: _____

- Safe work practices have been demonstrated to the volunteers.
Comment / Action: _____
- Any safety concerns identified by staff or volunteers have been documented.
Comment / Action: _____
- Volunteers have been told to report any injuries or near misses
Comment / Action: _____
- All chemicals being used on site have been documented.
Comment / Action: _____
- The relevant Material Safety Data Sheet (MSDS) accompanying each chemical is on site.
Comment / Action: _____
- The team is equipped to comply with each MSDS.
Comment / Action: _____
- Toilet and hygiene arrangements are adequate (i.e. availability of soap, water, toilet paper etc.).
Comment / Action: _____
- The following documents are on site and accessible:
 - Volunteer registration forms
 - Volunteer induction forms
 - Project attendance record
 - Incident report forms
 Comment / Action: _____

Project Manager: _____

Signature: _____ **Date:** _____ / _____ / _____