



Native Orchid Society of South Australia Inc.

PO Box 14 Kensington Park SA 5068 nossa.fieldtrips@gmail.com 0439 214 106

HAZARD IDENTIFICATION TABLE

(To be discussed with the group at the commencement of the field trip)

NB: RISK LEVEL AFTER SAFETY ACTIONS TAKEN: indicate Low Medium or High

Hazard <small>(Highlight appropriate hazard)</small>	Risks	Safety Actions	Responsibility	Risk Level
Sun Exposure	Sunburn	<ul style="list-style-type: none"> Members reminded to wear hats, long sleeved shirts and sunscreen/lip balm 	All Members	
Extreme hot/cold/wet/windy weather conditions	Dehydration, heat exhaustion, hypothermia	<ul style="list-style-type: none"> Members bring adequate water to keep up fluids Members to wear appropriate clothing for the weather Keep clear of trees in high winds 	All Members	
Steep slopes, wet or uneven ground	Injuries from slipping/tripping	<ul style="list-style-type: none"> Identify and be aware of areas of steep or uneven ground Wear shoes with appropriate grip Take appropriate care with walking No running 	Group Leader All Members	
Insects, dogs and poisonous plants	Bites, stings, allergic reaction, infection	<ul style="list-style-type: none"> Avoid all contact with dogs Avoid areas with large insect nests eg ant nests, bee hives 	All Members	
Snakes	Snake bite injury	<ul style="list-style-type: none"> If snake sighted stand still, then move away slowly and quietly Inform others of snake sightings 	All Members	
Bushfire	Injury from fire or smoke	<ul style="list-style-type: none"> Field trip to be cancelled if Fire Ban declared Do we have an evacuation statement 	All Members	
Group spreading out, moving over a range of area	Individuals getting lost	<ul style="list-style-type: none"> Ensure one person designated to watch rear of group All members to be alert and aware of locations of others Members leaving to sign out or inform Leader Know who has mobile phones (?) 	All Members	
Convoy travelling to or between sites	Individuals getting lost	<ul style="list-style-type: none"> Clear instructions on route Appoint a Tail-end Charlie Each car to be aware of who is directly in front and behind 	Leader All Members	
Other Hazards	Roadside Fieldtrip	<ul style="list-style-type: none"> Light traffic – All members to observe pedestrian rules as per the Road Traffic Act and the Australian Road Rules 	All members	

NOSSA Field Trip Attendance List and Risk Assessment & Safety Plan

(Please return to the Field Trip Co-ordinator or Secretary at end of Field Trip for filing)



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Meeting Place:		Site:		
Date:		Start Time:		Finish Time:
Leader:			Mobile Number:	
Mobile Number	Name	Sign In	Sign Out	Emergency Contact Number
End of Field Trip <ul style="list-style-type: none">• Check that all members are signed out• Report any safety issues or incidents				

Emergency Contacts (to be completed as necessary)		
Member with a First Aid Kit:		
Ambulance/Fire/Police: 000		Non Urgent Police Assistance: 131 444
Poisons Information Centre: 131126 (provides information including actions to take for all poisons including bites & stings)		
Nearest Doctor:	Address:	Phone:
Nearest Hospital:	Address:	Phone:
Ambulance Meeting Place:		
Local Council/Landholder:	Address:	Phone: