UNSW SMITHS LAKE FIELD STATION

USER GUIDE

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School of BEES

UNSW Sydney

Version 8.0

February 2024

Minyang nyura wubaliyn?

Nyura yiigu marala barraygu.

Yii Gathangguba barray.

Gathay nyiirun.

Gathang Acknowledgement of Country (from muurrbay.org.au)

We acknowledge that we stand on the traditional lands of the Worimi people, the original custodians of the land, and pay our respects to Elders past, present and future

1 Contents

2 Essential Information

2.1 Emergency Contacts

Emergency Services

Fire / Ambulance / Police Emergency

‘Triple-Zero’ 000

UNSW Security:

Emergency number: 9385 6666

General number: 9385 6000

Forster Police
Lake St (cnr of West St), Forster
6555 1299

Bulahdelah Police Station
12 Meade St, Bulahdelah NSW 2423
4997 4204

NSW Rural Fire Service
Bush Fire Information Line
1800 679 737

Forster Fire Station
22 Lake St, Forster NSW 2428
6554 6096

Manning Base Hospital
Corner of High Street and, Commerce St, Taree NSW 2430
6592 9111

Forster Private Hospital
15 South St, Forster NSW 2428

6555 1333

Station Maintenance

Caretaker
Jim Stack
Dogwood Rd, Bungwahl
0488 122 996

Station manager
Mira van der Ley
UNSW Sydney
0400 719 861

Plumber
Geoff McCarthy
0419 484 273

Electrician

2.2 Access

See booking confirmation email for information of key access.

2.3 Instructions for arrival and departure

See check list in Appendix 3, Arrival/Departure Checklist**, page 27**

These are also printed out in the lab.

Please note the following:

- In the event of a power failure, the main circuit breakers are at the eastern end of the dining area.
- Report any problems to Mira van der Ley, School of Biological, Earth and Environmental Sciences, UNSW. Tel. (02) 9385 8030 or 0400 719 861; local assistance may be sought form the caretaker, Mr Jim Stack on 0488 122 996

2.4 Location and directions

The UNSW Smiths Lake Field Station is located on the southwestern shore of Smiths Lake near the village of Bungwahl. It is about 35 km south of Forster, NSW. From Bulahdelah, take the Lakes Way, which leaves the Pacific Highway a few kilometres north of the town. At Bungwahl, turn right into Seal Rocks Rd, proceed towards Seal Rocks for 2.3 km. Turn left at Horse Point Rd, a dirt road opposite the Fish Co-op. Proceed straight ahead for 1.6 km until you reach the field station: do not turn left into Dogwood Rd.

2.5 Map of local emergency and medical services

UNSW Smiths Lake Field Station

The station

UNSW Smiths Lake Field Station,

Medical Centres

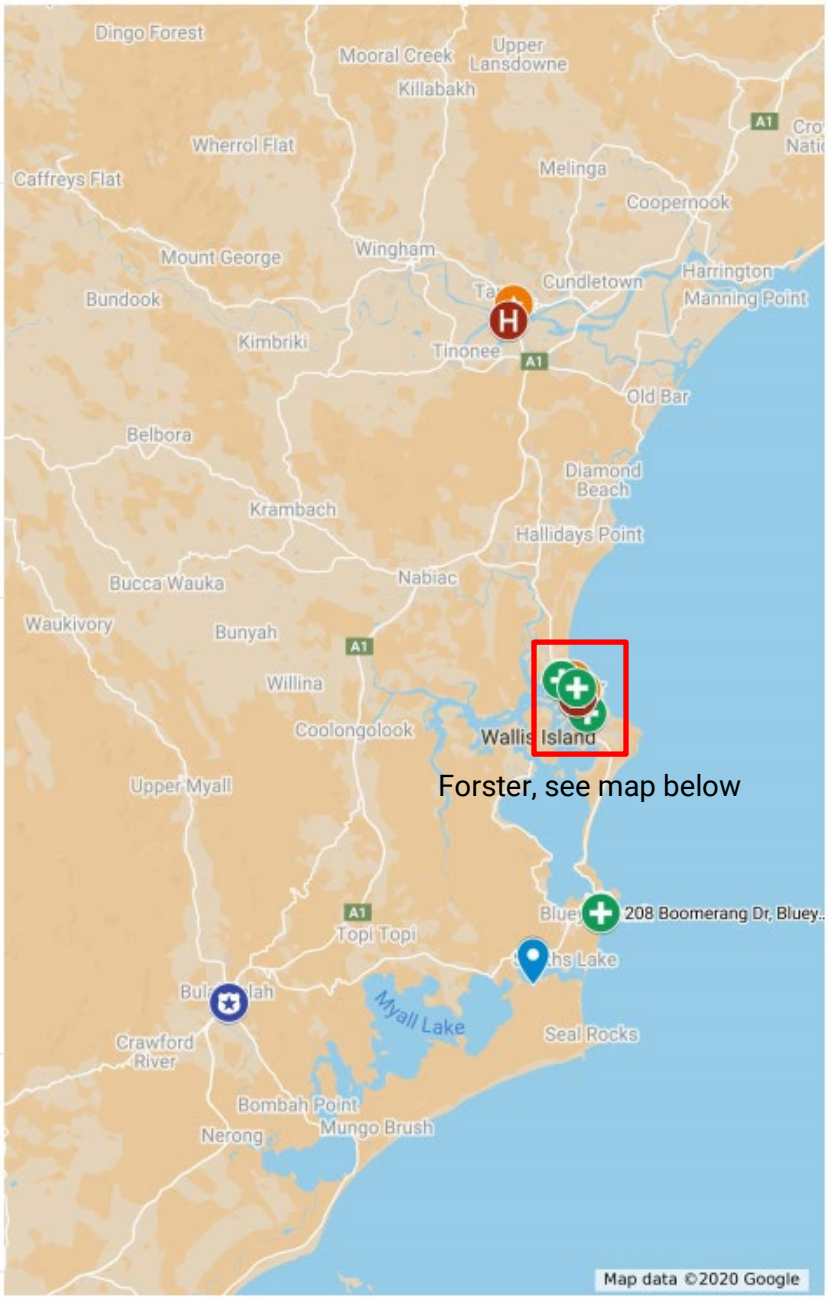
- Pacific Palms Medical Centre
- Forster Tuncurry Medical Centre
- Forster Community Health
- Tuncurry Medical Centre
- Twin Town Medical Centre
- Wallis Street Medical Centre

Police, Fire, Rescue

- Bulahdelah Police Station
- Forster Police
- Fire and Rescue NSW Forster Fire Station
- Marine Rescue Forster Tuncurry
- Volunteer Rescue Association - Taree

Hospital

- Forster Private Hospital
- Manning Base Hospital: Emergency Department



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2.6 Other useful contacts

See page 5 for essential and emergency contacts.

Medical Centres	
Forster Tuncurry Medical Centre 14 South St, Forster 6554 5331	**Wallis Lake Medical Centre** 20 Wallis St, Forster 6554 7000
Tuncurry Medical Centre 12 Beach St, Tuncurry 6554 5331	**Bulahdelah Community Hospital** Richmond St, Bulahdelah 4997 4477
Other	
NSW National Parks (DPIE) Myall Lakes National Park The Ruins Campground The Lakes Way, Pacific Palms 6591 0300	**Marine Rescue Forster Tuncurry** Breakwall, Dolphin Dr, Forster NSW 2428 6554 5458
Additional maintenance services (first refer to primary contacts on page 5)	
Essential Energy 13 20 80	**Forster Gas (gas supply)** (02) 6555 3352 Before calling, first check if you need to change the gas source, see page 21.
	Electrician - Steve Brack 0416 285 178
Electrician - Cliff Manners 6554 2215 0419 408 628	**Locksmith - F&T Security Locksmiths** 48 Mackintosh St, Forster 6555 6111
Supplies	
Bungwahl Store 2600 The Lakes Way, Bungwahl 4997 6132	**Smiths Lake News and Supa Mart** Macwood Rd, Smiths Lake 6554 0117
Frothy Coffee Boat Shed 1 Amaroo Drive, Smiths Lake 6554 420	**Foodworks Pacific Palms** 203 Charlotte Bay St, Charlotte By, (just off The Lakes Way) 02 6552 9318

3 Safety

3.1 Fires and evacuations

PLEASE REVIEW: UNSW Bushfire Emergency Management and Response Plan plan - Smiths Lake. This will have been emailed to you. If not a copy in available onsite or email smithslake@unsw.edu.au to request a copy.

In the event of bush fires in the area, guests should leave the station early - if safe to do so. If it is not safe to leave the station, the lawn and the lake itself can act as a refuge.

National Parks and the Rural Fire Service may use the station as a base during emergency procedures.

Emergency assembly location

In the event of an emergency, guests should assemble near the lake in front of the boat shed. See Figure 1. For emergency contacts, see Section 2.1, page 5.

Total fire bans

Visit https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans to check if there is a total fire ban.

DO NOT use the fire pit during a total fire ban.

"During a Total Fire Ban you cannot light, maintain or use a fire in the open, or to carry out any activity in the open that causes, or is likely to cause, a fire."

Be aware of fires in the area- Use the Hazards Near Me app

The Hazards Near Me app (https://www.nsw.gov.au/emergency/hazards-near-me-app) is strongly recommended for any guests, particularly during the fire season. While at the station, guests should mark the Station as a Watch Zone so they will get a notification of fires in the areas.

The Pacific Palms Rural Fire Brigade Facebook page includes frequent updates on hazards in the local area. Also Bush Fire Information Line ph. 1800 679 737

Using the fire pit

If using the fire pit, guests should take the hose reel stored in the ladies bathroom and attach to the tap next to the fire pit. This can be used to prevent fire spread (if safe to do so) and to quickly treat burns.

Figure 1. Site evacuation plan and location of fire extinguishers.

3.2 Food preparation safety

General food safety

Keep it cold

- keep the fridge below 5°C
- put any food that needs to be kept cold in the fridge straight away
- don't eat food that's meant to be in the fridge if it's been left out for 2 hours or more
- defrost and marinate foods in the fridge, especially meats
- shop with a cooler bag, picnic with an esky.

Keep it clean

- wash and dry hands thoroughly before starting to prepare or eat any food, even a snack
- keep benches, kitchen equipment and tableware clean and dry
- don't let raw meat juices drip onto other foods
- separate raw and cooked food and use different cutting boards and knives for both
- avoid making food for others if sick with something like diarrhoea.

Keep it hot

- cook foods to at least 60°C, hotter for specific foods
- reheat foods to at least 60°C, until they're steaming hot
- make sure there's no pink left in cooked meats such as mince or sausages
- look for clear juices before serving chicken
- heat to boiling all marinades containing raw meat juices before serving.

Large groups

For large groups, where a small number of people do the food preparation for many people (e.g. course fieldtrips), the following safety requirements apply:

- The person who oversees cooking for large groups should have food hygiene training
    - Two free online courses are recommended: (1) DoFoodSafely, Provided by the Victorian Government; or (2) Environmental Health Australia / Federation Council Food safety course
    - This should mean a group knows of the key principles of food safety (e.g. 2 h/ 4 h rule, no cross contamination, washing hands regularly, food storage)
- You should incorporate a sanitising step when prepping and cleaning
    - Use a food grade sanitiser (one that doesn't required rinsing afterwards, but is safe to use for cooking once it's dried)
- You should bring and use a food temperature probe.

3.3 Arboviruses

Hazard and Risk:

- Mosquito-borne viruses, such as those causing Ross River Disease and Barmah Forest Disease, are prevalent in the area.
- While many people who are infected show no symptoms, a minority can be affected to various degrees by these diseases and a few people have become very ill.

What you can do:

Avoid being bitten by mosquitoes.

- Keep screen doors closed.
- Wear suitable clothing (long pants, long sleves, loose). Avoid tight-fighting thin fabrics.
- Use insect repellent. Spray skin and clothes. Spray in open area away from food. A supply of repellents and insecticides is usually kept in the Rat Proof Room for those people who have not brought their own.

3.4 Snakes, spiders

Hazard and risk

- Snakes are occasionally seen in the vicinity of the field station and sometimes within the grounds. The most dangerous are the Eastern Brown Snake and the Death Adder.
- A range of spiders may be found around the area and are more likely to be encountered than snakes. Some will be venomous and some not, so it is best to treat all with caution.

What you can do:

- Wear appropriate clothing, including long pants and stout shoes, especially at night.
- Carry a torch at night.
- Check your shoes or boots for spiders if these are left outside rooms.
- Be particularly careful when handling wood in the wood shed – take a torch to help to find any spiders which may be present and use gloves when removing wood and use the gloves supplied in the sealed container near the door.

3.5 Ticks

Hazard and risk:

- Ticks are parasites that feed on human and animal blood.
- Depending on weather conditions and the stage of their life cycle, ticks can be very common in the bush around the field station; sometimes they can even be found in large numbers within the grounds.

- Tick bites are usually harmless, but sometimes they can cause an allergic reaction or serious illness.

What you can do:

- Wear light clothing to assist seeing ticks.
- Wear long sleeves and trousers.
- Tuck shirt into pants and pant legs into socks.
- Wear a broad brimmed hat.
- Use insect repellent containing DEET or Picaridin. Always check product instructions and if it is suitable for children.
- Wear permethrin treated clothing.
- Check your clothing and body for ticks

Treatment:

Tweezers are no longer recommended for tick removal!

Larval and nymph ticks (ones that are hard to see) can be killed using permethrin cream such as Lyclear scabies cream.

- Dab cream on rather than rubbing it in.
- Leave on for 60-90 minutes then scrap off with a sharp-edged scraper such as a bank card.

Adult ticks (ones you can see) can be killed by freezing with an ether containing spray such as Tick Off.

- Spray 5 times and wait a few minutes to see if it is dead (legs stop moving).
- If it is not dead spray another 5 times. It should drop off when dead.
- If the tick does not drop off, see a health professional. Even a dead tick can inject allergen saliva into you if squeezed.

Video on how to remove a tick

Management of tick bites in Australia – Department of Health and Aged Care, Nov 2022

Prevention of tick bites in Australia - Department of Health and Aged Care, Nov 2022.

3.6 Camping Under Trees

- Do not camp under trees: signs in the grounds advise of areas where camping is not permitted.
- Avoid walking in the bush or under trees during high winds.

3.7 Water safety

Be cautious around water, including the lake and creek.

Children should always be accompanied by an adult at the field station.

3.8 Smoking

Smoking of any substances in not allowed at the station.

Both UNSW and National Parks ban smoking on their properties. Consequently, smoking is also banned at the field station.

This includes e-cigarettes, as UNSW does not allow vaping on any of its campuses.

https://www.nationalparks.nsw.gov.au/safety/no-smoking-in-national-parks

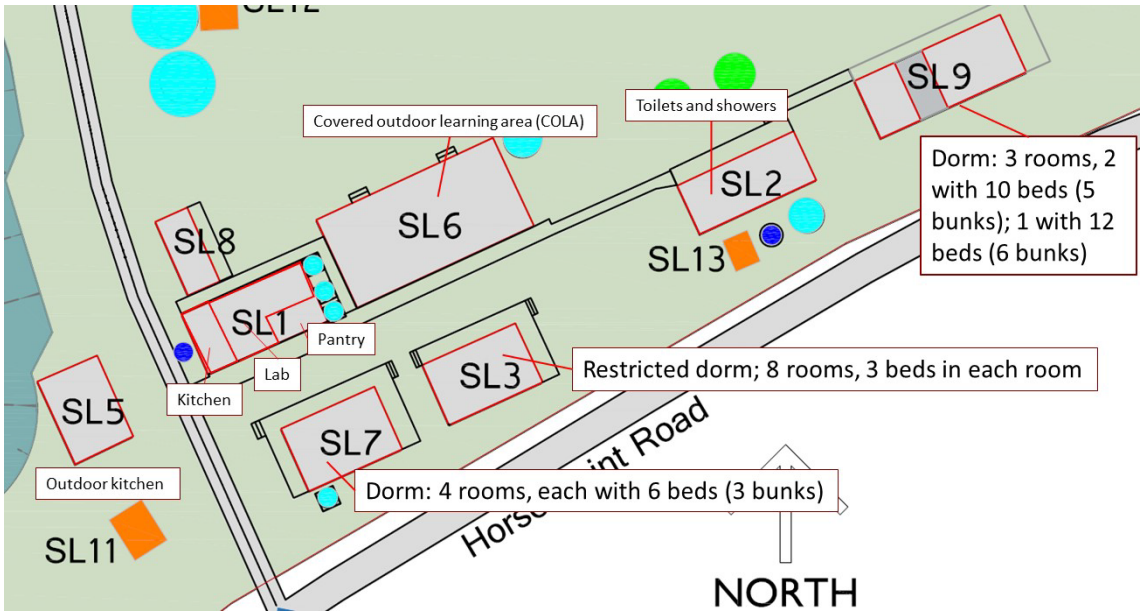
https://www.wellbeing.unsw.edu.au/smoke-free-university

4 Buildings & Capacity

The field station can cater for a maximum of 56 people with the general admission dorms, and an extra 24 beds in the restricted OEH dorm. Although camping is permitted (except in certain areas at risk of falling tree branches) the carrying capacity of the station is capped to 80 and groups in excess of this size will not be booked.

The buildings of the station comprise the following:

- Two general admission dormitory blocks (SL7 & SL9) with 56 beds in double bunks. SL7 has 4 rooms of 6 beds (SL9) has one room of 12 beds and 2 rooms of 10 beds.
- One restricted dormitory (SL3) of 8 rooms of 3 beds, king single size (OEH, UNSW and other universities with prior approval and no undergraduate student use allowed);
- One ablutions block (SL2) – 3 showers (hot/cold water), 3 toilets and 3 basins in each of the male and female sections;
- One lab/kitchen building (SL1) with three rooms. Kitchen has 3 fridges, 1 food only freezer, 1 microwave oven and gas stove/oven. Lab has one non-food freezer, general use dissecting microscopes and cupboards, bench space and storage space. There is also a pantry room ('The Rat Proof Room');
- One outdoor cookhouse (SL5) with open sides, with 2 wood barbeques, 5 gas rings and 2 double sinks with hot/cold water;
- One covered outdoor learning area (SL6) with open sides which also functions as a mess hall, and a storage room at one end with chairs, tables, and 1 refrigerator;
- One two-room storage building (SL8 - restricted access);
- One boatshed (SL4 - restricted access).
- A woodshed near SL5 (general access) and 3 pump sheds (restricted access).



5 What we do and do not supply

5.1 Items not supplied

In the true tradition of field stations, many things are left behind, despite all requests to take belongings, food etc. upon departure. This can be seen as a blessing when you arrive and forget to bring something such as cooking oil, detergent, bin bags, etc. In the past, people have come to rely upon the kindness of strangers and have requested that these be replaced when supplies have run out. Please be aware that such items MAY be there on arrival or MAY NOT. We do not supply these and are not responsible when such supplies run out, but if you find them you are welcome to use them.

We DO NOT supply the following items (though there may be some onsite left-over):

- axe or other equipment for chopping wood (see below) – your axe is your responsibility as is the maintenance of such;
- Garbage bags (although we supply garbage bins we do not supply bags);
- Soap for bathrooms/showers;
- Foil and cling wrap;
- Cooking oil, salt, pepper or other condiments;
- Dishwashing detergent and other cleaning products;
- Tea towels, sponges etc for cleaning dishes;
- Gloves

5.2 Cooking and food storage

There are two wood barbeques and five gas rings in the cookhouse (SL5). In the lab/kitchen building (SL1) there are three fridges, one freezer, a gas stove/oven and a microwave oven. The kitchen is for food only - do not store bait or samples in the freezer or refrigerator in the kitchen - there is a freezer for this purpose in the lab. There is an extra refrigerator in the covered area of the COLA (SL6) which can be used for food only in addition to the kitchen refrigerators if required.

All cutlery, plates, mugs, and so on, are stored in the kitchen along with a large selection of cooking/food preparation utensils. There is also a food storage room, which is known as the “Rat Proof Room”. It is advisable to store all food which does not require refrigeration. Vermin are attracted to the kitchen. At night please keep the doors closed once you have finished with the kitchen. Please do not leave food behind in the Rat Proof Room or kitchen.

Please also refer to the safety documents in the appendix:

SCI-BEES-SWP-5392 General use of Smiths Lake Field Station

SCI -BEES-SWP-5344 Chopping wood, collecting kindling and lighting fires

5.3 Beds

Beds are double bunks with wooden slats and foam mattresses. Visitors must supply pillows, sheets and blankets or sleeping bags. Please do not move the mattresses around or leave them outside.

The beds in the staff-only dorm (SL3) are king single size so regular single sized sheets don't fit.

5.4 Toilet paper and paper towel

These are supplied by the field station and are kept in the Rat Proof Room (SL1). If the supply is low, please inform the field station manager.

5.5 Fire-fighting equipment

Fire extinguishers are provided at various points around the field station, and there is a fire blanket in the kitchen. There are also several external taps, one near the cookhouse (SL5), at the ablutions block (SL2), at the boatshed tank (SL4) and at the pump shed on the lawn and hoses may be found in the ablutions block. In the event of a fire, please follow the emergency evacuation procedures and head to the evacuation area at the shore of the lake.

5.6 Tables and chairs

There are about 18 tables of various sizes at the field station. Some are collapsible and some are not. They are stored in the storage area in the communal building with the exception of two which stay at the cookhouse (SL5) and those which stay in the lab (SL1). Plastic chairs are also stored in this storage area. There are signs indicating where particular furniture items should be stored. Please adhere to this storage pattern and stack items in areas indicated for them - failure to do so may result in being charged an extra cleaning fee.

Please do not leave behind furniture items for storage for your own personal use at a later time, unless you have the express permission of the field station manager. Unauthorised items will be removed and disposed of. Please also refer to SCI-BEES-SWP-5392 General use of Smiths Lake Field Station in the appendix.

5.7 First aid kits and defibrillator

A first aid kit is kept in the lab in SL1; users are advised to bring their own supply of first aid items to supplement those at the station. There is also a defibrillator located in the lab which should only be administered by a qualified first aider.

5.8 Laboratory equipment

A selection of books on natural history and on biology generally is kept in the lab/kitchen building. Please put any books that you use back on the shelves when you leave. A selection of microscopes, together with lamps, is available in cupboards in the lab (SL1) and a freezer available for chemicals or samples (not food).

5.9 Sporting equipment (including canoes and paddleboards)

There may or may not be various recreational equipment left at the station. Please read and follow the safety precautions recommended in the SCI-BEES-RMF-11930 Use of unpowered watercraft.

5.10 Boat shed and equipment in restricted storage areas (SL4 & SL8)

Four dinghies and five outboard motors are stored in the boatshed (SL4) with boating equipment, some fuel, sampling gear, and other general equipment. The boats and outboard engines are only available for use by members of the School of BEES. Similarly, a selection of equipment is available to BEES users in the restricted storerooms (SL8). Please contact the station manager if you have further enquiries

6 Services

6.1 Water

It is important to conserve water. All our drinking water, kitchen water and (except in very rare circumstances) our ablutions, comes from our rainwater tanks. While we have a large storage capacity, it is still a limited supply and wasteful use of water soon drains it, so please be conscious of our water and use wisely. . Please check the water level on the gauge on the window sill in the lab on departure and inform the field station manager and fill in the sheet with the details.

6.1.1 Drinking and cooking water

All of our rainwater tanks are connected in a reticulated system and all taps supplying this, with the exception of those in the ablutions block (see below) are suitable for drinking and cooking. The tanks at the eastern end of the lab & rat proof room have taps fitted which allow gravity fed water. This is an important resource in the event of a power failure where the reticulated water is not available.

6.1.2 Non-drinkable water (Ablutions Block SL2)

This water is supplied from three separate sources. The main source is the connected tank system as noted above, from either the large tank behind the block or, in most circumstances, from the other tanks. These tanks contain rainwater only. There is a small back-up tank for emergencies which contains creek water. **Do not drink water from the taps in the ablutions block** as there is a very low chance that this water could be contaminated with creek water although this supply is only connected in very rare circumstances.

Taps in the hand basins are push button and timer activated; push again as required. Taps in the shower block are on a timer setting. To use, press the button and the water will come on for three minutes; for hot water turn to the left, for cold water turn to the right. Shower will turn off automatically after three minutes, and will remain off for some time.

If you have no hot water in the shower, please make sure that you have turned the tap to the left (for hot water).

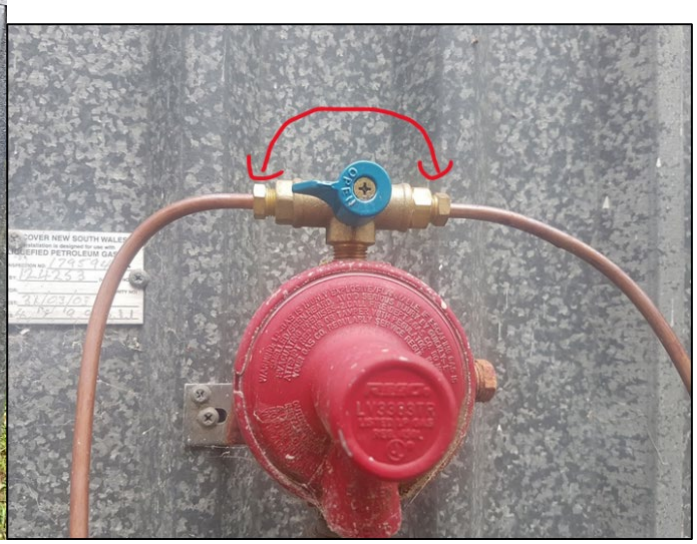
6.1.3 Water supply issues:

If there is no reticulated water (either cold or hot) coming through the taps, there may be a problem with the power supply – see under electricity below. Hot water to the kitchen and cookhouse is supplied by a gas hot water system located in the outdoor cookhouse (SL5) and there is a similar supply in each of the two rooms in the ablutions block (SL2). If there is no hot water (but there is cold water), check to see that the appropriate system is switched on and connected to gas and electrical supply. Refer also to gas below. If you experience difficulties with the water supply in the ablutions block or in any other areas, but the power is working, it may be necessary to swap the supply for the whole system from one pump shed to another, or for the ablutions block to be supplied by the tanks behind the ablutions block. To switch between the various water supplies, first contact the plumber, Geoff McCarthy, or the caretaker and follow his advice. Please also notify the field station manager.

6.2 Gas

Hot water and cooking all on gas.

The gas is supplied by tanks next to the kitchen (SL1) and behind the ablutions block (SL2). Each gas setup has four gas bottles, with only two in use at any one time. If the gas runs out, you need to turn the blue knob (shown in picture below) 180° so it extracts from the other two full bottles. You will also need to close the green tap knops at the top of the old bottles, and open on top of the new ones. If you change the gas source, you must text Mira on 0400 719 861 so the empty bottles can be refilled.



6.3 Firewood.

Firewood is supplied by a local contractor. It is kept in a shed near the entrance to the field station. If the firewood supply is low, please inform the caretaker. The firewood provided in the woodshed is for use in the cooking fires (provided that there are no fire bans) and for the slow combustion heater in the COLA (SL6). Please note that you need to supply your own axe. Safety glasses and gloves are provided for chopping wood in a sealed container just inside the door of the woodshed. Please also refer to SCI -BEES-SWP-5344 Chopping wood, collecting kindling and lighting fires in the appendix.

6.4 Electricity

The field station has only single-phase power to supply a large amount of electrically powered equipment and appliances. The main circuit breaker, along with several others, is located in the main distribution board (fuse box) at the eastern end of the COLA (SL6). All power supply switches are Residual Current Devices (RCD aka Safety Switches) in accordance with the WHS Regulation 2011 Clause 164.

If there is a power failure, either total or partial, the above distribution board is the first place to look in order to restore power. Other distribution boards are found at the eastern end of the lab/kitchen building (SL1), in the north-eastern room in the old dormitory block (SL7), at the western end of the far dormitory (SL9), the female section of the ablutions block (SL2) and in the OEH dormitory (SL3). The switches for the outdoor cookhouse (SL5) are on the board in SL7 and the boatshed is supplied by the main board (SL6).

If the power blackout is not caused by an overloaded circuit, then the problem probably lies somewhere outside the field station and you will then have to wait for the local distributor to restore power. This might only take a few hours but it can be a lot longer after a major storm. At such times it might be necessary to use buckets of water from the creek to flush toilets and to obtain drinking and cooking water from the gravity fed taps on the tanks adjacent to SL1. To provide light there is usually a supply of candles in the Rat Proof Room. If power is not back on after 24 hours, check with the local distributor. They might advise that a local electrician needs to be called.

Please note that there is a single 15-amp power point in the COLA (SL6) which is to be used for 15 amp appliances only. Currently the only 15 amp appliance at the station is one of the conveyer toasters which lives in the rat proof room (SL1) and this should only be used at that outlet. Do not under any circumstances modify a 15-amp appliance so that it plugs into a 10-amp power point.

6.5 Waste Water

Waste water from the toilets and showers is piped to an Ecomax treatment system. It comprises three cells of specially treated soil that are housed in the mounds outside the ablutions block. Normally only two cells are in operation at any one time. Switching on and off of cells is the

responsibility of the field station management. If the red light on the instrument on top of the septic tank starts to flash, please immediately contact the plumber, Geoff McCarthy. If this number does not answer, inform the caretaker or field station manager.

Waste from the sinks in the cookhouse enters a grease trap and is then pumped to the Ecomax system. The power point for the pump is located on a post near the grease trap. Do not switch off the power at this point. If the grease trap is overflowing, please immediately contact the plumber, Geoff McCarthy and await further instructions.

6.6 Rubbish Removal

The field station currently has one small rubbish bin and one larger recycling bin, which are kept along Horse Point Rd near the intersection with Dogwood Rd, and a skip opposite the entrance to the field station. Please fill the bins before filling the rubbish skip. Please use the correct bins when putting rubbish or recyclables in them. The bins are currently emptied by Great Lakes Council on Wednesdays.

The skip is removed once a month, on the third Monday. In periods of heavy use (especially from December through to April) it is emptied more often, at the discretion of the manager. While we are aware of when these heavy periods are and plan accordingly, the skip may still be full on arrival, possibly due to illegal rubbish dumping. If this is the case, please report it to the field station manager.

Please DO NOT dump excess rubbish next to the skip in the vain hope that someone will clear it away – they won't, and it will just attract animals that will spread the waste further around the station.

Small bins are also provided for use around the field station. In order to prevent animals getting into the bins, please keep the lids on them at all time. Please also ensure that no rubbish is left behind in these after your stay.

Please note that there is no system for composting kitchen waste.

6.7 Cleaning/Maintenance

Cleaning of the field station and maintenance of the grounds is done by local casual staff of UNSW. Users of the field station are, however, expected to leave it in a clean and tidy condition when they depart, including removing rubbish and cleaning the ablutions block. Please leave things where you found them. **If you feel the need to move crockery, cutlery, utensils, appliances etc, please move them back to their original locations before you leave.**

7 Appendices

Appendix 1. UNSW Smiths Lake Field Station

We are responsible for the health, safety and welfare of visitors to Smiths Lake. In addition to the following numbered points regarding what would be expected as the usual safety issues, the safety documents must be read before travelling to Smiths Lake. This is a mandatory condition of staying at the field station. See Appendix 4 Safety Documents

The fieldwork leader will discuss medical and security emergency procedures with participants upon arrival at the field station including introducing the First Aid trained personnel. The participants must provide the fieldwork leader with home contact/next of kin information (for UNSW, completion of the HS009 form). In the event of a medical or security emergency the fieldwork leader will make contact with both (UNSW Security and Field Station Manager) and with the home contact/next of kin.

Whilst undertaking field activities in the district around the field station the fieldwork leader will ensure all participants return safely to the field station. If anyone is missing all appropriate information will be gathered by the fieldwork leader and if required passed on to emergency service agencies listed above. No contact will be made with any media agency. If the media request information regarding an emergency situation at the field station the request must be directed to the UNSW Media Office (02) 9385 2864 for comment.

A1.1. Safety sign-off sheet for all visitors

I have read and understood the following safety documents (links are for UNSW staff/students only, see the end of the User Guide of offline copies)

- Salus Smiths Lake Field Station competency plan
- RMF-0001726 Smiths Lake Field Station - General Use
- SWP-0001051 Smiths Lake Field Station - General User Guide
- SWP-0001033 Using fire BBQs, fire pits and fireplaces at Smiths Lake Field Station
- RMF-0001970 Wood fires for cooking, warmth and/or recreation
- SWP-0005463 Chopping firewood
- SWP-0001503 Use of unpowered watercraft for recreation use at Smiths Lake
- SWP-0004083 Food preparation for large groups (e.g. course fieldtrips)

☐ I have read and understood details in the UNSW Smiths Lake Field Station User Guide.

☐ I have read and understood details in the UNSW Bushfire Emergency Management and Response Plan Smiths Lake Field Station – Smiths Lake

☐ I am responsible for the safety of my group and will provide a briefing to ensure they understand and comply with the requirements outlined in the UNSW Smiths Lake Field Station User Guide and the above safety documents.

☐ I will ensure our group follows all NSW Government requirements regarding COVID safety.

☐ I will report any hazards or issues to the station manager.

☐ I will ensure our group keeps the station clean and tidy. I understand that if it is not left in a satisfactory condition that I may be charged an extra cleaning fee.

☐ I will ensure our groups follows the departure checklist before leaving

Signed

_____	_____	_____
Group leader name	Signature	Date
_____	_____	
Position / Company	Contact number	

Appendix 2. Recreational Visits Sign-off

The UNSW Smiths Lake Research Station (the facility) is available for recreational visits by current UNSW staff members (group leader/s) and their immediate family under the following terms:

- An "immediate family" is defined in this case to mean a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the group leader/s;
- Immediate family members must be accompanied by the group leader/s at all times during the visit;
- A recreational group size is limited to 8 persons
- Recreational use of the facility extends only to accommodation dormitories, the kitchen and outdoor cooking areas, the ablutions block, and the covered group area. It does not extend to the lab, boatshed nor any on-site water-craft;
- The cost of visiting the facility is set-out on https://www.bees.unsw.edu.au/about-us/facilities/smiths-lake-field-station
- Recreational groups take lowest priority if bookings clash with research or teaching groups – your booking may be moved or cancelled at short notice;
- The Smiths Lake Users Guide is to be read by the group leader(s).
- It is compulsory the group leader to (1) complete and sign the table below; and (2) complete and sign the UNSW Smiths Lake Field Station
- The booking will not go ahead should these completed documents fail to be emailed back to the Smiths Lake Admin Team at smithslake@unsw.edu.au at least two weeks before the visit.

I understand and agree to the terms outlined above. I declare the list of recreational visitors listed below comply with the requirements of an "immediate family"

Signed: _____ _____ _____ _____

Group leader name | Signature | Date | Mobile number

		Name	Age (price varies)	Relationship to group leader	UNSW staff or Guest
1					UNSW staff member and group leader
2					
3					
4					
5					
6					
7					
8					

Appendix 3. Arrival/Departure Checklist

Before departure, add this form (both sides checked off) to the guest book folder.

Group leader: _____

Dates _____ to _____

SMITHS LAKE ARRIVAL CHECKLIST (report any issues to Station Manager)		
1	Power and lighting working? Make sure all switches on the distribution board in the ablutions block are turned on.	☐
2	Check water availability and pressure. Check hot water. If there is no water or the water pressure is low, inform the field station manager, and follow their instructions. Do not attempt to remedy the situation yourself.	☐
3	Turn on the fridges you need and make sure the freezers are still turned on.	☐
4	Inspect dorm rooms, ablutions block, kitchen for any issues (power, lights, water not working etc) & report	☐
5	Make sure that the submersible pump in the grease trap is turned on. The switch is located on the pole beside the grease trap (near the cookhouse). It should never be turned off.	☐
6	If you plan to use the fire pit: First check for any RFS and/or Myall Lakes National Parks fire bans. If it is ok to have a fire, take the hose from the ladies' toilets at attach to the tap next to the fire pit. Ensure the hose does not represent a trip hazard.	☐
If there are any other problems relating to water supply, hot or cold, or to gas or electricity, please refer further to those items in the User Guide in Section 6, page 20. If unable to resolve, call the Station Manager.		
Comments on arrival (e.g. cleanliness, anything not working)		

SMITHS LAKE DEPARTURE CHECKLIST (report any issues to Station Manager)		
1	Do not turn off any switches on any distribution boards	☐
2	Clean all fridges used and also the freezer if it was used. Do not leave food in them or in the Rat Proof Room or kitchen. Make sure all items were where you found them	☐
3	Turn off the fridges and leave the doors open (only the fridge in the outdoor area should be closed)	☐
4	Leave the chest freezers on.	☐
5	Make sure the pilot light and gas are off to the stove in the kitchen	
6	Return all cooking utensils, cutlery, plates, cups and glasses to the racks and benches in the kitchen.	☐
7	Put all chairs and tables into the storage area of the communal building in their appropriate areas and lock the roller door. Please follow the allocated areas for the different types of tables	☐
8	Empty all bins and return all small outdoor bins to the roller door storage area	☐
9	Clean up any facilities you used, including but not limited to: clean the kitchen (wipe benches, mop floor); sweep out the rooms, clean the ablutions block (hose out, clean toilets, ensure all toilet seat lids are closed).	☐
10	Inspect and clean BBQ as required. Make sure gas is turned off at the BBQ and outdoor burner outlets (but leave the large main gas bottle open)	☐
11	Turn off all the lights.	☐
12	Make sure all water outlet taps are turned off - do not turn off any taps on supply lines.	☐
13	Make sure all fires are extinguished.	☐
14	Return hose from the fire pit to the ablutions	☐
16	Lock all the buildings, close all the windows, and return the key.	☐
17	Take all garbage and recyclables to the council red/yellow bins near Dogwood Rd. Only use the skip if the red and yellow bins are full.	☐
		☐
Comments on departure		

Thanks for staying at Smiths Lake Field Station!

Appendix 4. Safety Documents

We are responsible for the health, safety and welfare of visitors to Smiths Lake. In addition to the following numbered points regarding what would be expected as the usual safety issues, there are three safety documents which must be read before travelling to Smiths Lake (attached here and are also displayed throughout the station in appropriate locations). **This is a mandatory condition of staying at the field station**. Users may do this in either two ways:

UNSW Staff and students should access these documents by accessing Salus, the University's safety management system. Click on the competency plan link and declare as read all the documents listed there..

OR

Visitors external to UNSW - One person from a group visiting the field station (the group leader) must complete (fill in name and date) and sign the sign-off sheet which pertains to these documents and email to smithslake@unsw.edu.au . Others in the group in the group may sign but are not required to do so but their names should be either listed on the sign-off sheet or attached as a separate document. By signing this sheet, the group leader also indicates that they will be responsible for the training of others in their group in these procedures – this may be incorporated into a safety briefing.

The sign-off sheet must be received no later than three working days before your arrival at the field station and completion of the form is mandatory for non-UNSW visitors. Likewise UNSW visitors must read and declare as read these documents on Salus no later than three days before arrival at the station and this is mandatory for UNSW visitors. Failure to comply will result in being blocked from further use of the station.

A4.1. Safety Documents List:

Salus Smiths Lake Field Station competency plan (UNSW Staff and Students)

A4.2. Risk Management Form – RMF-0001726 Smiths Lake Field Station - General Use

Published Risk Management Form : RMF-0001726

Risk Management Form

RMF Number
RMF-0001726

Published Version
2

Approval Date
05/06/2023

Approved By
z3130854, van der Ley, Mira, Senior Technical Officer, School of Biological, Earth & Environmental Sciences (BEES)

Original Author
z9803841, Hemmings, Frank, Technical Laboratory Manager, School of Biological, Earth & Environmental Sciences (BEES)

Original Publish Date
14/03/2023

Last Updated By
z3130854, van der Ley, Mira, Senior Technical Officer, School of Biological, Earth & Environmental Sciences (BEES)

Current Expiry Date
05/06/2026

Approved By
z3130854, van der Ley, Mira, Senior Technical Officer, School of Biological, Earth & Environmental Sciences (BEES)

Title
Smiths Lake Field Station - General Use

Detailed Description
General use of Smiths Lake Field Station by guests, including UNSW staff and students, external visitors.

Current Smiths Lake Field Station Manager:
Mira van der Ley, 9385 8030, 0400 719 861.

Faculty / Division Responsible
UNSW\Faculties\Science\School of Biological, Earth & Environmental Sciences (BEES)

Locations

Location
Smiths Lake Field Station

Persons at Risk
Workers
Students
Visitors
Contractors
Other

Click here to access Legislation and Weblinks from the UNSW safety webpage The following legislation applies to all NSW documents. NSW Work Health and Safety Act 2011 NSW Work Health and Safety Regulation 2017 The following legislation applies to all ACT documents. ACT Work Health and Safety Act 2011 ACT Work Health and Safety Regulation 2011

Related Legislation/Standards/Codes of Practice/etc

Title
HS660 Electrical Legislation /Standards/Codes of Practice and other related documents
HS667 Chemicals Legislation /Standards/Codes of Practice and other related document
HS662 Plant and Equipment Legislation /Standards/Codes of Practice and other related documents

HS663 PPEC Legislation /Standards/Codes of Practice and other related documents
HS664 Boating and Diving Legislation /Standards/Codes of Practice and other related documents

WHS Consultation and Communication

-

Click here to access Documents & Resources from the UNSW safety webpage

Related UNSW Documents

-

Hazards and Controls

Click on the hazards below to get a detailed description of the controls implemented for each hazard

Hazards and Controls

Related Hazard

Slips, Trips & Falls: Same Level.

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000003	Floors, Walkways, Entrances, Pathways and Exits to Remain Clean and Free of Obstacles and Trip Hazards	1 Elimination	Remove Slip, Trip and Fall hazards by eliminating clutter.
CTRL-0000186	Environmental Controls: Ensure There is Adequate Lighting for Task.	4 Engineering	Adequate lighting can help prevent incidents by ensuring that people can see where they are walking and see what they are doing. Make sure that all work areas, walkways, Event spaces and stairs/stairwells are well-lit, especially in areas that may be dark or shadowy.
CTRL-0000183	Use Slip-Resistant Flooring Materials or Apply Anti-Slip Coatings.	4 Engineering	Install anti-slip flooring: Choose flooring materials with slip-resistant surfaces in areas where water, grease or other substances are commonly present. Apply Slip resistant coatings where needed.

CTRL-0000281	Salus: Report any Potential Hazards or Safety Concerns Through Salus Safety Management System	5 Administration	Reporting potential hazards or safety concerns to UNSW safety or through the Salus safety system is an important step in helping to identify and mitigate potential risks and hazards in the workplace or on campus. The UNSW safety team is responsible for managing and maintaining a safe working and learning environment for staff, students, and visitors to the university. The Salus safety system is a reporting platform that allows individuals to report potential safety hazards, incidents, and near misses online. By reporting potential hazards or safety concerns through the Salus safety system or to the UNSW safety team, individuals can help to identify and address potential hazards promptly and prevent them from escalating into more serious safety incidents. When reporting a potential hazard or safety concern, it is important to provide as much detail as possible about the issue, including its location, nature, and any relevant background information. This can help the safety team quickly assess the situation and take appropriate action to address the issue
CTRL-0000188	Implement a Slip, Trip & Fall Prevention Program.	5 Administration	Develop and implement a comprehensive program that includes policies and procedures for identifying and controlling slip, trip, and fall hazards in the workplace.
CTRL-0000187	Training & Inductions: Slip, Trip, and Fall Hazard Training	5 Administration	Train employees on the hazards of slip, trip, and falls and how to prevent them.
CTRL-0000185	Warning Signage: Spills - Signs or Cones to Indicate Spills or Slippery areas.	5 Administration	Use warning signs or cones to indicate hazardous or non-hazardous spills or areas that are routinely wet to remind persons to use caution.

Hazards and Controls

Related Hazard

Food Preparation: Biological

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000569	Food Preparation: Use Separate Cutting Boards, Storage and Utensils	3 Isolation	* For raw meats, poultry, and seafood avoid cross-contamination with ready-to-eat foods by using separate cutting board, storage containers and utensils. * Wash utensils between usages
CTRL-0000566	Food Preparation: Refrigerate Foods	4 Engineering	Use refrigeration, when possible, to minimize food spoilage and waste. Use appropriate containers to minimize cross contamination of foods.

	CTRL-0000568	Food Preparation: Follow the Key Principles of Food Service - Keep it Cold, Keep it Clean, Keep it Hot.	5 Administration	1. Keep it Cold: • Refrigeration: Store perishable foods, such as raw meats, dairy products, and prepared foods, at temperatures below 4°C to slow the growth of bacteria and prevent spoilage. • Cold holding: Maintain cold food items at or below 5°C during storage, display, and transportation to prevent bacterial growth. 2. Keep it Clean: • Personal hygiene: Practice good personal hygiene by regularly washing hands with soap and warm water before handling food, after using the restroom, and after handling raw foods. • Sanitisation: Clean and sanitize food preparation surfaces, utensils, and equipment regularly to prevent cross-contamination. • Food handling: Use separate cutting boards and utensils for raw meats, poultry, and seafood to avoid cross-contamination with ready-to-eat foods. • Safe water supply: Ensure a safe and clean water supply for food preparation, cleaning, and sanitization purposes. 3. Keep it Hot: • Cooking temperatures: Cook raw meats, poultry, seafood, and other potentially hazardous foods to their recommended internal temperatures to kill harmful bacteria. • Hot holding: Keep cooked foods above 57°C before serving or during transportation to prevent bacterial growth. Use hot holding equipment like steam tables, warming trays, or chafing dishes. • Reheating: Thoroughly reheat cooked foods to an internal temperature of at least 74°C before serving to ensure they are safe to consume.

CTRL-0000565	Licensing & Certification: Food Safety Training	5 Administration	At least one person should have completed some level of food safety training. 1. DoFoodSafely, Provided by the Victorian Government: https://dofoodsafely.health.vic.gov.au/index.php/en/ or 2. Environmental Health Australia / Federation Council Food safety course: https://www.federationcouncil.nsw.gov.au/Environment-Waste/Public-Health/Free-Online-Food-Safety-Training-Now-Available
CTRL-0000549	Food Preparation: Pest Control Measures	5 Administration	* Implement pest control measures, such as sealing containers and keeping food areas clean. * Use appropriate food storage containers to prevent contamination and spoilage. * Pack food away each night and day.

	CTRL-0000429	Cleaning and Sanitisation: Food Preparation Areas - Allergens Contamination	5 Administration	Cleaning and sanitization practices for food preparation areas with a focus on allergen contamination involve specific measures to prevent cross-contact and ensure the safety of individuals with food allergies. These practices include thorough cleaning, segregation of allergenic ingredients, and proper sanitation to minimize the risk of allergen transfer. 1. Separation and Segregation: Separate and segregate allergenic ingredients, utensils, and equipment from non-allergenic items to minimize the risk of cross-contact. Use designated storage areas, color-coded containers, or separate preparation areas for allergenic ingredients. 2. Use dedicated tools and equipment, such as cutting boards, knives, and utensils, for handling and preparing allergenic ingredients. Avoid using the same tools for both allergenic and non-allergenic foods without proper cleaning and sanitization. 3. Ensure clear labeling of allergenic ingredients and foods to help prevent mix-ups and cross-contact. Use prominent labels, signage, or color-coded systems to identify allergenic ingredients and communicate their presence effectively.
	CTRL-0000428	Cleaning and Sanitisation: Food Preparation Areas	5 Administration	Cleaning and sanitization of food preparation areas involve a systematic process to ensure a clean and hygienic environment where food is handled and prepared. This process includes removing physical dirt, grease, and contaminants, followed by sanitizing to kill or reduce the number of microorganisms on surfaces, equipment, and utensils.

CTRL-0000400	Communicate Allergen Content: Foods	5 Administration	Restaurants and food service establishments should provide clear and accurate information to customers about allergen content. This can include offering allergen menus or menu labeling indicating allergen presence, training staff to effectively communicate allergen information, and accommodating special dietary needs.
CTRL-0000353	Good Hygiene Practices: Wash Hands Regularly and Decontaminate Work Surfaces If Used.	5 Administration	Practice good hand hygiene to reduce exposure to hazardous substances and decontaminate surfaces and equipment regularly if being used. If appropriate hand washing services are not available, use hand sanitizer.

Hazards and Controls

Related Hazard

Fieldwork: Vegetation - Falling Branches

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000009	Environmental Controls: Reschedule Work, Task or Travel Due to Weather & Environmental Conditions.	2 Substitution	Weather conditions play a major role in the risk of any task, re-schedule to another day/time to avoid risk associated with weather or other environmental effect (e.g., available light).
CTRL-0000415	Monitoring: Weather Conditions, Fire Conditions, Road Closures and Adjust Work Activities Accordingly.	5 Administration	Seek regular updates from available sources (e.g., BOM, local radio, UNSW, fire and emergency services). 1) Weather Monitoring: Regularly monitor weather conditions using reliable sources, such as weather forecasts or on-site weather stations. Pay attention to factors such as temperature, humidity, wind speed and direction, precipitation, and any severe weather warnings. 2) Fire Risk Assessment: Assess the fire risk in the work environment, especially in areas prone to wildfires or where fire-related activities are conducted. Consider factors such as vegetation conditions,

			dryness, temperature, wind patterns, and any fire danger ratings or alerts issued by relevant authorities. 3) Risk Evaluation and Decision-Making: Evaluate the potential hazards posed by adverse weather or fire conditions and determine appropriate actions to adjust work activities accordingly. This may involve suspending or modifying work tasks, relocating to safer areas, implementing additional safety measures (e.g., addtional PPE), or rescheduling work to a more suitable time or day.
CTRL-0000178	Warning Signage: Use Barricades or Signage to Indicate Work Areas That are at Risk for Falling Objects	5 Administration	* Use barricades or signage to indicate work areas that are at risk for falling objects. * Limit access to those areas. * Mandate PPE in the exclusion areas such as Hard Hats.
CTRL-0000085	Personal Protective Equipment (PPE): Wear PPE for This Task/Job as Outlined in an SDS, RMF, SWP, Dictated by the Working Site or Similar.	6 Personal Protective Equipment	Personal Protective Equipment (PPE): Ensure that you wear the necessary PPE as specified in the Safety Data Sheet (SDS), Risk Management Form (RMF), Safe Work Procedure (SWP), Site requirements, or any relevant guidelines.

Hazards and Controls

Related Hazard

Fieldwork: Remote Location

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000577	Checks & Inspections: Fieldwork - Remote Location.	5 Administration	* Conduct a thorough risk assessment of the remote location and identify potential hazards. * Plan and organize work activities to minimize exposure to risks and hazards in remote areas.
CTRL-0000540	Licensing & Certification: First Aid Certificate - Remote.	5 Administration	One or more members of the fieldwork party must have a current certificate in Remote First Aid

CTRL-0000521	Training & Inductions: Fieldwork - Provide Pre-Trip / Pre-Work Safety Briefing including any G24 Information for Travel	5 Administration	All individuals participating in the work are well-informed about the potential hazards, safety protocols, and necessary precautions. This briefing shall provide a clear understanding of the safety procedures and expectations. It should also allow for Q&A to address any participant concerns. It can include but is not limited to these topics: *G24 Information for Travel * Terrain Hazards. * Adverse Weather Conditions. * Wildlife Encounters. * Exposure To Hazardous Substances. * Personal Protective Equipment (PPE). * Safe Work Practices (Equipment Use). * Communication Protocols. * Emergency Response Procedures.
CTRL-0000504	Emergency Procedures: Have a Call Back System in Place	5 Administration	Establishing a call back system that can include the following: Check-in protocols, Scheduled check-ins, Relaying of emergency notifications and implementation into an emergency response plan.
CTRL-0000390	Emergency Response: Carry a communication Device at All Times.	5 Administration	* Enables individuals to communicate during emergency situations, allowing them to seek assistance, report incidents, and coordinate response efforts. * Consider carrying additional power reserves such as a power bank. Options depending on location and nature of work: > Mobile Phones. > Satellite Phones (Iridium, Globalstar, Thuraya). > Personal Locator Beacons (PLBs) > Emergency Position Indicating Radio Beacons PIRBs)

CTRL-0000305	First Aid: Task Appropriate First Aid Kit Available.	5 Administration	Assess First Aid Requirements: Conduct an assessment of the workplace to determine the specific first aid requirements. Consider factors such as the nature of work, the number of workers, potential hazards, and proximity to medical facilities. This assessment will guide the selection and contents of the first aid kit. Ensure the first aid kit includes items such as adhesive bandages, sterile dressings, hot & cold packs, oral antihistamine, adhesive tape, antiseptic solutions or wipes, disposable gloves, scissors, tweezers, CPR mask or face shield, thermal blanket (Space Blanket), and basic first aid instructions or reference materials. Tailor the contents to address specific workplace hazards or unique risks (e.g., Epi Pen). First Aid Kit Accessibility: Keep the first aid kit easily accessible and in a location that is known to all workers. Regular Inspection and Restocking: Designate a responsible person to conduct regular inspections of the first aid kit. Trained First Aid Provider: Identify at least one worker who has received training in basic first aid, including situation management relevant to the workplace.
CTRL-0000045	Emergency Procedures: Establish Emergency Response Procedures.	5 Administration	Emergency Response Procedures/Plans including rescue and evacuation plans, are in place and adhered to. Procedures/Plans are reviewed annually.

Hazards and Controls

Related Hazard

Fieldwork: Exposure To Animals - Terrestrial Snakes

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description

CTRL-0000543	Environmental Controls: Sleep in a Fully Enclosed Environment	4 Engineering	When on an overnight fieldwork trip: This control aims to create a barrier between individuals and potential hazards such as extreme weather conditions, insects, animals or other environmental factors that could disrupt sleep or pose safety risks. Examples include but are not limited to: 1. Providing individual tents or sleeping quarters: Tents may be equipped with proper ventilation, mosquito netting, and weatherproof features. 2. Utilizing mobile sleeping units: Such as camper vans or trailers. 3. Erecting temporary field shelters: Such as field shelters or cabins. 4. Utilizing field research stations: 5. Using expedition-style tents: For more mobile or remote fieldwork operations.
CTRL-0000542	Environmental Controls: Light Sources Used When Working At Night or in Dark Environments	5 Administration	* Torches should be used when moving or working in the dark * Always have a backup torch and extra batteries when working in dark environments.
CTRL-0000540	Licensing & Certification: First Aid Certificate - Remote.	5 Administration	One or more members of the fieldwork party must have a current certificate in Remote First Aid

CTRL-0000521	Training & Inductions: Fieldwork - Provide Pre-Trip / Pre-Work Safety Briefing including any G24 Information for Travel	5 Administration	All individuals participating in the work are well-informed about the potential hazards, safety protocols, and necessary precautions. This briefing shall provide a clear understanding of the safety procedures and expectations. It should also allow for Q&A to address any participant concerns. It can include but is not limited to these topics: *G24 Information for Travel * Terrain Hazards. * Adverse Weather Conditions. * Wildlife Encounters. * Exposure To Hazardous Substances. * Personal Protective Equipment (PPE). * Safe Work Practices (Equipment Use). * Communication Protocols. * Emergency Response Procedures.
CTRL-0000390	Emergency Response: Carry a communication Device at All Times.	5 Administration	* Enables individuals to communicate during emergency situations, allowing them to seek assistance, report incidents, and coordinate response efforts. * Consider carrying additional power reserves such as a power bank. Options depending on location and nature of work: > Mobile Phones. > Satellite Phones (Iridium, Globalstar, Thuraya). > Personal Locator Beacons (PLBs) > Emergency Position Indicating Radio Beacons PIRBs)
CTRL-0000324	Inspect Field Equipment for Animals Before Use (Gates, Chairs, Generators, Vehicles etc.)	5 Administration	Be aware of things living inside, under, around field equipment. Inspecting field equipment for animals involves examining equipment and tools used in outdoor work environments for any potential hazards or risks associated with animal interactions. This control is particularly important in settings where persons are working with or can be exposed to potentially dangerous animals, such as wildlife or livestock.

	CTRL-0000305	First Aid: Task Appropriate First Aid Kit Available.	5 Administration	Assess First Aid Requirements: Conduct an assessment of the workplace to determine the specific first aid requirements. Consider factors such as the nature of work, the number of workers, potential hazards, and proximity to medical facilities. This assessment will guide the selection and contents of the first aid kit. Ensure the first aid kit includes items such as adhesive bandages, sterile dressings, hot & cold packs, oral antihistamine, adhesive tape, antiseptic solutions or wipes, disposable gloves, scissors, tweezers, CPR mask or face shield, thermal blanket (Space Blanket), and basic first aid instructions or reference materials. Tailor the contents to address specific workplace hazards or unique risks (e.g., Epi Pen). First Aid Kit Accessibility: Keep the first aid kit easily accessible and in a location that is known to all workers. Regular Inspection and Restocking: Designate a responsible person to conduct regular inspections of the first aid kit. Trained First Aid Provider: Identify at least one worker who has received training in basic first aid, including situation management relevant to the workplace.
	CTRL-0000303	Environmental Controls: Maintain Safe Distance from Hazardous Animals.	5 Administration	When not directly working with animals, encourage workers to maintain a safe distance from the hazard. * Large animals (cattle etc.). * Do not approach or pick up snakes. * Do not Pick up Spiders. * Bats and other animals known to carry viruses. * Stick to defined paths where possible.

CTRL-0000302	Training & Inductions: Provide Training on Animal Encounters.	5 Administration	This training should include the identification of dangerous animals, their habitats, and what to do in case of an encounter.
CTRL-0000045	Emergency Procedures: Establish Emergency Response Procedures.	5 Administration	Emergency Response Procedures/Plans including rescue and evacuation plans, are in place and adhered to. Procedures/Plans are reviewed annually.
CTRL-0000539	Personal Protective Equipment (PPE): Wear Snake Gaiters.	6 Personal Protective Equipment	In High-risk areas where persons are walking off paths or through long grasses. * Wear heavy/thick boots and pants in high-risk areas. * Wear snake gaiters in high-risk areas. * Wear robust gloves if digging or picking up items from areas that could disturb potentially hazardous animals.

Hazards and Controls

Related Hazard

Fieldwork: Exposure to Animals - Terrestrial Invertebrates e.g., Bites (Mosquitos, Ticks, Spiders, Etc.)

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000201	Personal Protective Equipment (PPE): Mosquito Nets	3 Isolation	Use mosquito nets while sleeping.
CTRL-0000545	Checks & Inspections: Fieldwork - Tick, Leach and Spider Checks	5 Administration	Encourage persons to conduct regular checks of themselves throughout and at the end of the day. These checks are important in outdoor or natural settings where individuals may be exposed to the hazards of Ticks, leeches, and spiders. These can pose health risks and potentially transmit diseases or cause discomfort when they come into contact with humans.
CTRL-0000071	Personal Protective Equipment (PPE): Use DEET Based Repellent	6 Personal Protective Equipment	Repellent to be used in fieldwork situations as needed. Re-apply regularly.

Hazards and Controls

Related Hazard

Allergen Exposure: Food Allergens

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000429	Cleaning and Sanitisation: Food Preparation Areas - Allergens Contamination	5 Administration	Cleaning and sanitization practices for food preparation areas with a focus on allergen contamination involve specific measures to prevent cross-contact and ensure the safety of individuals with food allergies. These practices include thorough cleaning, segregation of allergenic ingredients, and proper sanitation to minimize the risk of allergen transfer. 1. Separation and Segregation: Separate and segregate allergenic ingredients, utensils, and equipment from non-allergenic items to minimize the risk of cross-contact. Use designated storage areas, color-coded containers, or separate preparation areas for allergenic ingredients. 2. Use dedicated tools and equipment, such as cutting boards, knives, and utensils, for handling and preparing allergenic ingredients. Avoid using the same tools for both allergenic and non-allergenic foods without proper cleaning and sanitization. 3. Ensure clear labeling of allergenic ingredients and foods to help prevent mix-ups and cross-contact. Use prominent labels, signage, or color-coded systems to identify allergenic ingredients and communicate their presence effectively.
CTRL-0000400	Communicate Allergen Content: Foods	5 Administration	Restaurants and food service establishments should provide clear and accurate information to customers about allergen content. This can include offering allergen menus or menu labeling indicating allergen presence, training staff to effectively communicate allergen information, and accommodating special dietary needs.

Hazards and Controls

Related Hazard

Food Preparation: Sharps

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000562	Food Preparation: Sharps - Safe Knife Use.	5 Administration	1. Regularly inspect and maintain sharp tools to ensure they are in good condition. 2. Ensure staff members have access to and use the correct type of cutting tools for specific tasks. 3. Consider using serrated knives for the same task. 4. Implement safe work practices, such as keeping fingers away from the cutting path and using cutting boards or appropriate surfaces.
CTRL-0000561	Food Preparation: Sharps - Knife Storage.	5 Administration	1. Avoid storing sharp knives loose in drawers with other utensils. 2. Use appropriate knife storage solutions such as knife blocks, magnetic strips, knife racks, or sheaths. 3. Store knives with the blade covered: If using a knife block or sheath, ensure that the blades are covered when not in use. 4. Be observant when carrying knives and other sharp utensils. 5. Before storing knives, inspect the blades for any damage, such as chips or dullness. Damaged knives should be repaired or replaced to maintain their effectiveness and reduce the risk of accidents.

	CTRL-0000560	Food Preparation: Sharps - Opening Cans	5 Administration	1. Open cans safely: Use can openers to open cans, make sure to remove the entire lid without leaving any sharp edges or jagged metal. 2. Inspect the can lid: After opening a can, carefully inspect the lid to ensure there are no sharp edges or exposed metal. If you notice any sharp edges, do not proceed with folding down the lid and consider using an alternative container or disposing of the can safely. 3. Fold down the lid: If the can lid does not have any sharp edges, use a suitable tool, such as a spoon or a pair of tongs, to fold down the lid. Apply gentle pressure to flatten the lid against the side of the can, ensuring that it is secure and won't cause any harm. 4. Store or dispose of cans properly: Once the lid is folded down, store the can appropriately if further use is required. If the contents are not needed immediately, transfer them to a food-safe container with a secure lid. Alternatively, if the can is no longer needed, dispose of it in designated waste containers.
	CTRL-0000358	Salus: Report any Incidents or Near Misses Through Salus Safety Management System	5 Administration	* The UNSW safety team is responsible for managing and maintaining a safe working and learning environment for staff, students, and visitors to the university. * The Salus safety system is a reporting platform that allows individuals to report potential safety hazards, incidents, and near misses online and allows the safety team to quickly assess the situation and take appropriate action to address the incident and investigate where needed.

	CTRL-0000305	First Aid: Task Appropriate First Aid Kit Available.	5 Administration	Assess First Aid Requirements: Conduct an assessment of the workplace to determine the specific first aid requirements. Consider factors such as the nature of work, the number of workers, potential hazards, and proximity to medical facilities. This assessment will guide the selection and contents of the first aid kit. Ensure the first aid kit includes items such as adhesive bandages, sterile dressings, hot & cold packs, oral antihistamine, adhesive tape, antiseptic solutions or wipes, disposable gloves, scissors, tweezers, CPR mask or face shield, thermal blanket (Space Blanket), and basic first aid instructions or reference materials. Tailor the contents to address specific workplace hazards or unique risks (e.g., Epi Pen). First Aid Kit Accessibility: Keep the first aid kit easily accessible and in a location that is known to all workers. Regular Inspection and Restocking: Designate a responsible person to conduct regular inspections of the first aid kit. Trained First Aid Provider: Identify at least one worker who has received training in basic first aid, including situation management relevant to the workplace.

CTRL-0000281	Salus: Report any Potential Hazards or Safety Concerns Through Salus Safety Management System	5 Administration	Reporting potential hazards or safety concerns to UNSW safety or through the Salus safety system is an important step in helping to identify and mitigate potential risks and hazards in the workplace or on campus. The UNSW safety team is responsible for managing and maintaining a safe working and learning environment for staff, students, and visitors to the university. The Salus safety system is a reporting platform that allows individuals to report potential safety hazards, incidents, and near misses online. By reporting potential hazards or safety concerns through the Salus safety system or to the UNSW safety team, individuals can help to identify and address potential hazards promptly and prevent them from escalating into more serious safety incidents. When reporting a potential hazard or safety concern, it is important to provide as much detail as possible about the issue, including its location, nature, and any relevant background information. This can help the safety team quickly assess the situation and take appropriate action to address the issue
CTRL-0000249	Create and Implement Safe Work Procedures (SWP) to Minimize the Risks Associated with the Work, Task, Equipment or Activity	5 Administration	Safe Working Procedures are in place and those engaging in work are marked competent as directed in the SWP.
CTRL-0000462	Personal Protective Equipment (PPE): Fully enclosed non-permeable shoes for foot protection	6 Personal Protective Equipment	Wear fully enclosed shoes made of a non-permeable material
CTRL-0000085	Personal Protective Equipment (PPE): Wear PPE for This Task/Job as Outlined in an SDS, RMF, SWP, Dictated by the Working Site or Similar.	6 Personal Protective Equipment	Personal Protective Equipment (PPE): Ensure that you wear the necessary PPE as specified in the Safety Data Sheet (SDS), Risk Management Form (RMF), Safe Work Procedure (SWP), Site requirements, or any relevant guidelines.

Hazards and Controls

Related Hazard

Plant & Equipment: General Electrical Equipment

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000197	Electrical Controls: Equipment Placed 30cm Above the Floor Surface.	4 Engineering	
CTRL-0000194	RCD/RCOB connected to the electrical equipment. protective barriers including RCD and RCOB, insulation, or grounding systems to prevent contact with electrical parts	4 Engineering	Implement engineering controls to minimize the hazards associated with high-voltage electrical systems. This can include using RCD and RCOB, protective barriers including RCD and RCOB, insulation, or grounding systems to prevent contact with electrical parts
CTRL-0000094	Electrical Tag and Testing	4 Engineering	Electrical testing and tagging program for all equipment / computers in place and up to date
CTRL-0000035	Plant/Equipment Installed Emergency Stop Controls (e.g., Emergency Stop Button)	4 Engineering	Equipment has emergency stop controls installed. This control must be mandatory if control CTRL-0000018 is optional or don't exists.
CTRL-0000249	Create and Implement Safe Work Procedures (SWP) to Minimize the Risks Associated with the Work, Task, Equipment or Activity	5 Administration	Safe Working Procedures are in place and those engaging in work are marked competent as directed in the SWP.
CTRL-0000195	Electrical Controls: Keep Cables Away From Water Sources or Hot Surfaces.	5 Administration	1. Implementing appropriate cable management systems, such as cable trays, conduit systems, or cable covers, helps to keep cables organized and securely positioned away from water sources or hot surfaces. These systems provide physical barriers and support proper cable routing. 2. Insulation and protection: Electrical cables should have intact and proper insulation to protect against contact with water or hot surfaces. Damaged or worn-out cables should be promptly repaired or replaced to maintain their safety and integrity.
CTRL-0000192	Turn off of all electrical equipment after user	5 Administration	

Hazards and Controls

Related Hazard

Manual Tasks: Any work that Requires Lifting, Pulling, Pushing, Holding, Carrying or Restraining of an Object.

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000190	Manual Tasks: Use Equipment to Provide Assistance with Manual Tasks	4 Engineering	* Use trolleys and/or safety equipment designed for movement of heavy or bulky items and check weight bearing loads of equipment used for transporting and never exceed recommended load. * Use Ladders or steps to access storage areas above shoulder height.
CTRL-0000189	Manual Tasks: Take Regular Breaks During Repetitive Tasks.	5 Administration	* Taking regular breaks during repetitive tasks can relax muscles minimizing risk of Musculoskeletal Disorders (MSDs). * Workers should take breaks frequently whilst doing repetitive tasks.
CTRL-0000168	Manual Tasks: Use Proper Lifting Techniques.	5 Administration	* Follow proper lifting techniques to avoid strain or injury. This includes using proper body mechanics, avoiding awkward postures, and lifting with the legs instead of the back. * Do not store large and/or heavy items up high. * Always bend at the knees. * Do not put strain on your lower back.

Hazards and Controls

Related Hazard

Food Preparation: Heat

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000564	Environmental Controls: Safe Operation of Fire Pits	5 Administration	1. Outdoor open fire pits should have a defined boundary to prevent fire spread. 2. remove flammable material around the fire pit. 3. Consider using a fire screen (Fireplaces in indoor areas should Be fully enclosed). 4. Ensure there is easy access to water to control fire spread. 5. Use pokers etc. to keep your distance from fire. 6. Wear/use thermal gloves or materials etc. when handling hot objects from fire (pots etc.).
CTRL-0000249	Create and Implement Safe Work Procedures (SWP) to Minimize the Risks Associated with the Work, Task, Equipment or Activity	5 Administration	Safe Working Procedures are in place and those engaging in work are marked competent as directed in the SWP.
CTRL-0000085	Personal Protective Equipment (PPE): Wear PPE for This Task/Job as Outlined in an SDS, RMF, SWP, Dictated by the Working Site or Similar.	6 Personal Protective Equipment	Personal Protective Equipment (PPE): Ensure that you wear the necessary PPE as specified in the Safety Data Sheet (SDS), Risk Management Form (RMF), Safe Work Procedure (SWP), Site requirements, or any relevant guidelines.

Hazards and Controls

Related Hazard

Slips, Trips & Falls: Different Level

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000186	Environmental Controls: Ensure There is Adequate Lighting for Task.	4 Engineering	Adequate lighting can help prevent incidents by ensuring that people can see where they are walking and see what they are doing. Make sure that all work areas, walkways, Event spaces and stairs/stairwells are well-lit, especially in areas that may be dark or shadowy.

CTRL-0000358	Salus: Report any Incidents or Near Misses Through Salus Safety Management System	5 Administration	* The UNSW safety team is responsible for managing and maintaining a safe working and learning environment for staff, students, and visitors to the university. * The Salus safety system is a reporting platform that allows individuals to report potential safety hazards, incidents, and near misses online and allows the safety team to quickly assess the situation and take appropriate action to address the incident and investigate where needed.
CTRL-0000095	Checks & Inspections: Regular Workplace Inspections.	5 Administration	* HS048a & HS048b etc. * Regular workplace inspections are carried out by WHS committee members and supervisors/management. * Usually, yearly but can be more frequent depending on the workplace safety culture and risk level in the expected areas. e.g., High-risk labs might be inspected more frequently than low-risk labs.
CTRL-0000054	Training & Inductions: For General or Specific Areas, Tasks, Activities	5 Administration	In-person Training sessions and Inductions with competencies marked off against attendees zIDs or through visitor induction forms.

Overall Inherent Risk Rating

-

Overall Residual Risk Rating

Medium

Additional Controls

-

Adhoc Controls

-

Overall Risk Rating based on Additional and Deleted Controls

-

Emergency Procedures

Emergency Procedures

In an emergency call 000
Guests should use the 'Hazards Near Me NSW' App, and mark the fieldstation location to get notifications of fire/flood in the area.

Fire

- fire extinguishers and fire blankets are located throughout the station,
- emergency exits are marked for each building
- evacuation procedures and the assembly point (lake shore) is indicated on the noticeboard

First Aid
- Groups are to provide adequate numbers of first-aid trained staff.
- Two first aid kits are located at the field station, in addition to other kits taken along if necessary (for work further from the station).
- Emergency services can be contacted and will land a helicopter on adjacent property (across the creek) if necessary.
- Mobile phones are carried around the station and if working remotely from the station (although reception is not guaranteed in some places).

Required Competencies

Read Document?

Yes

Knowledge Test?

No

Supporting Documentation

Supporting Documentation

SCI-BEES-RMF-6542.pdf

A4.3. Safe Work Procedure – SWP-0001051 Smiths Lake Field Station - General User Guide

Published Safe Work Procedure : SWP-0001051

Safe Work Procedure Details

SWP Number
SWP-0001051

Published Version
1

Approval Date
30/01/2024

Approved By
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30/07/2024

Approved By
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Title
Smiths Lake Field Station - General User Guide

Detailed Description
General use of Smiths Lake Field Station by visitors,including cooking and use of the kitchen.

Details can be in this document and in the Smiths Lake Field Station User Guide available here

https//www.unsw.edu.au/science/our-schools/bees/about-us/facilities/smiths-lake-field-station

Faculty/Division
UNSW\Faculties\Science\School of Biological, Earth & Environmental Sciences (BEES)

Equipment Required
-

PPE Required
-

Other Equipment (if not in list)
-

Other PPE (if not in list)
-

Hazards

Related Risk Management Forms

RMF Number	Title	Faculty/Division	Expiry Date	Overall Risk Rating based on Additional and Deleted Controls	Related Hazard Register
RMF-0001726	Smiths Lake Field Station - General Use	School of Biological, Earth & Environmental Sciences (BEES)	05/06/2026		Slips, Trips & Falls: Same Level.; Slips, Trips & Falls: Different Level; Manual Tasks: Any work that Requires Lifting, Pulling, Pushing, Holding, Carrying or Restraining of an Object. ; Plant & Equipment: General Electrical Equipment; Allergen Exposure: Food Allergens; Fieldwork: Exposure to Animals - Terrestrial Invertebrates e.g., Bites (Mosquitos, Ticks, Spiders, Etc.); Fieldwork: Exposure To Animals - Terrestrial Snakes; Fieldwork: Remote Location; Fieldwork: Vegetation - Falling Branches; Food Preparation: Biological; Food Preparation: Heat; Food Preparation: Sharps

Hazard Categories

Category Name
Sharps (e.g., Needles, Blades, Glass)
Equipment Producing Heat (e.g., water Baths, Hotplates)
Terrestrial Insects & Invertebrates
Park or Play Area
Hazardous Manual Tasks
Remote/ Isolated Location
Slips, Trips & Falls: Fall on Same Level
Physical Health Condition
Mental Health Condition
Electrical
Thermal
Bacteria
Natural trip hazards
Falling Trees & Branches
Allergen (e.g., Food Product, Animal Dander or Pollen)
Terrestrial Reptile (e.g., lizard, snake, crocodile)
Damaged Surface (Path, Road, Ramp or Carpark)
Slippery Surface (Path, Road, Ramp or Carpark)
Uneven Surface (Path, Road, Ramp or Carpark)
Roof
Lift, Elevator & Escalators
Internal Stairs, Steps or Installed Ladder
Floor Surface
Corridors and Internal Passageways
Natural Environment
External Stairs or Steps
Buildings
Building Works
Cooking (stove, oven, grill, microwave, BBQ, coffee machine)
Ambient Light Levels

Emergency Procedures

Emergency Procedures

In the event of fire, fire extinguishers and fire blankets are located throughout the station, emergency exits are marked for each building and evacuation procedures and the assembly point (lake shore) is indicated on the noticeboard. The Field Station Manager has current first aid training, but groups are to also provide adequate numbers of first aid trained staff. First aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station). Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration.

Clean up and Waste Disposal Instructions

SMITHS LAKE DEPARTURE CHECKLIST (report any issues to Station Manager)
1 Do not turn off any switches on any distribution boards
2 Clean all fridges used and also the freezer if it was used. Do not leave food in them or in the Rat Proof Room or kitchen. Make sure all items were where you found them
3 Turn off the fridges and leave the doors open (only the fridge in the outdoor area should be closed)
4 Leave the chest freezers on.
5 Make sure the pilot light and gas are off to the stove in the kitchen
6 Return all cooking utensils, cutlery, plates, cups and glasses to the racks and benches in the kitchen.
7 Put all chairs and tables into the storage area of the communal building in their appropriate areas and lock the roller door. Please follow the allocated areas for the different types of tables
8 Empty all bins and return all small outdoor bins to the roller door storage area
9 Clean up any facilities you used, including but not limited to: clean the kitchen (wipe benches, mop floor); sweep out the rooms, clean the ablutions block (hose out, clean toilets, ensure all toilet seat lids are closed).
10 Inspect and clean BBQ as required. Make sure gas is turned off at the BBQ and outdoor burner outlets (but leave the large main gas bottle open)
11 Turn off all the lights.
12 Make sure all water outlet taps are turned off - do not turn off any taps on supply lines.
13 Make sure all fires are extinguished.
14 Return hose from the fire pit to the ablutions
15 Lock all the buildings, close all the windows, and return the key.
16 Take all garbage and recyclables to the council red/yellow bins near Dogwood Rd or put them in the skip if the council bins are full.

Required Competency Levels

Read Document?
Yes

Training Required?
No

Details of Training Requirements
-

Licence/Certificate Sighted?
No

Details of Licence/Certificate Requirements
-

Knowledge Test?
No

Details of Knowledge Test Requirements
-

Other Competencies?
No

Details of Other Competency Requirements
-

SWP Steps

Step

SWP Step

Step Number
1

Step Summary
Requirements during COVID

Detailed Description
All visitors MUST follow all special requirements outlined in the Smiths Lake User Guide v5.1 (or higher). This is available from the Smiths Lake Field Station facilities webpage: https://www.bees.unsw.edu.au/about-us/facilities/smiths-lake-field-station

Picture of task to be performed
-

SWP Step

Step Number
2

Step Summary
Moving furniture (1)

Detailed Description
Check items prior to moving for obvious signs of damage and for rough, sharp or pinch point hazards.

Picture of task to be performed
-

SWP Step

Step Number
3

Step Summary
Moving furniture (2)

Detailed Description
Mark damaged items to prevent use and notify Frank Hemmings ASAP on 9385 3274.

Picture of task to be performed
-

SWP Step

Step Number
4

Step Summary
Moving furniture (3)

Detailed Description
Keep lifting to as light as possible by using more frequent carrying of single items rather than fewer trips of stacked items.

Picture of task to be performed
-

SWP Step

Step Number
5

Step Summary
Moving furniture (4)

Detailed Description
Seek help to team lift awkward, bulky or heavy items.

Picture of task to be performed
-

SWP Step

Step Number
6

Step Summary
Moving furniture (5)

Detailed Description
Test the weight prior to lifting an item.

Picture of task to be performed
-

SWP Step

Step Number
7

Step Summary
Moving furniture (6)

Detailed Description
To unfold tables:
• Place the table face down on a flat surface
• Unfold the legs from the base
• Slide the joint locks over the joints
• Turn the table upright and only use on a stable surface

Picture of task to be performed
-

SWP Step

Step Number
8

Step Summary
Moving furniture (7)

Detailed Description
To store tables – use the reverse of the above procedure.

Picture of task to be performed
-

SWP Step

Step Number
8

Step Summary
Use of outdoor gas burners (1)

Detailed Description
Ensure gas cut-off valve is open.

Picture of task to be performed
-

SWP Step

Step Number
9

Step Summary
Use of outdoor gas burners (2)

Detailed Description
Turn on desired burner at individual tap and light with match.

Picture of task to be performed
-

SWP Step

Step Number
10

Step Summary
Use of outdoor gas burners (3)

Detailed Description
Place desired cooking vessel/item on burner.

Picture of task to be performed
-

SWP Step

Step Number
11

Step Summary
Use of outdoor gas burners (4)

Detailed Description
When cooking is done, turn off at cut off valve.

Picture of task to be performed
-

SWP Step

Step Number
12

Step Summary
Use of outdoor gas burners (4)

Detailed Description
Turn off at individual burner after allowing flame to die out.

Picture of task to be performed
-

SWP Step

Step Number
13

Step Summary
Use of outdoor gas BBQ (1)

Detailed Description
Follow instructions on BBQ.

Picture of task to be performed
-

SWP Step

Step Number
14

Step Summary
Use of outdoor gas BBQ (2)

Detailed Description
Turn on main gas cut-off valve (parallel with gas pipe).

Picture of task to be performed
-

SWP Step

Step Number
15

Step Summary
Use of outdoor gas BBQ (3)

Detailed Description
Turn the knob of the first burner (closest to you) to high and push and hold down. then press in the ignition button until you hear a woosh.

Picture of task to be performed
-

SWP Step

Step Number
16

Step Summary
Use of outdoor gas BBQ (4)

Detailed Description
To light the back row, just turn on know and hold down and it will catch the flame from the first burner to light.

Picture of task to be performed
-

SWP Step

Step Number
17

Step Summary
Use of outdoor gas BBQ (5)

Detailed Description
Turn the burner dials to your desired setting.

Picture of task to be performed
-

SWP Step

Step Number
18

Step Summary
Use of outdoor gas BBQ (6)

Detailed Description
When cooking is done, turn off at cut off valve.

Picture of task to be performed
-

SWP Step

Step Number
19

Step Summary
Use of outdoor gas BBQ (7)

Detailed Description
Turn off individual burner switches after allowing flame to die out.

Picture of task to be performed
-

SWP Step

Step Number
20

Step Summary
Use of outdoor gas BBQ (8)

Detailed Description
Scrape solid debris off bbq plate and wipe down with paper towel if necessary.

Picture of task to be performed
-

SWP Step

Step Number
21

Step Summary
Use of outdoor gas BBQ (9)

Detailed Description
Do not scour surface.

Picture of task to be performed
-

SWP Step

Step Number
22

Step Summary
Use of outdoor gas BBQ (10)

Detailed Description
Surface should remain non-stick. Do not oil surface pof hot plate but lightly oil food to be barbecued instead.

Picture of task to be performed
-

SWP Step

Step Number
23

Step Summary
Use of kitchen cooker (1)

Detailed Description
Open gas cut off valve if necessary.

Picture of task to be performed
-

SWP Step

Step Number
24

Step Summary
Use of kitchen cooker (2)

Detailed Description
Lighting oven:
• Set the oven thermostat control knob to "OFF" (0 degrees). The Thermostat is located at the top left corner above the oven doors.
• Open the oven door, depress, and hold the Pilot button.
• Light the pilot burner located inside the bottom of the oven, at the front left of the burner.
• When lit, continue holding the Pilot down for 15 seconds before releasing it.
• Pilot should remain lit. If not, wait 5 minutes and repeat from step 3. If the Pilot will not stay lit after several attempts, release the Pilot button and contact your service technician or the Manufacturer.
• Set the oven thermostat to the desired temperature, 0 to 340 degrees, by turning the knob clockwise or anti-clockwise respectively.
• To turn the oven OFF, turn the thermostat clockwise to "0 degrees".
• Press the Pilot OFF button to shut the pilot off.

Picture of task to be performed
-

SWP Step

Step Number
25

Step Summary
Use of kitchen cooker (3)

Detailed Description
Lighting the open top burners (hotplates):
• Locate the FRONT or REAR control knob corresponding to the Open burner required.
• Turn the knob anti-clockwise completely and manually light the burner.
• Set the burner at the desired flame by turning the knob clockwise or anti-clockwise to HIGH or LOW flame.
• To turn the burner off, depress and turn the knob clockwise fully.

Picture of task to be performed
-

SWP Step

Step Number
26

Step Summary
Use of kitchen cooker (4)

Detailed Description
Lighting the griddle:
• Locate the GRIDDLE control knob corresponding to the griddle.
• Depress the knob slightly and turn to PILOT position.
• Push the knob in and hold. Immediately light the Pilot burner, located through the open cut hole beside the corresponding knob. Continue holding down the knob for 10 seconds after the pilot is lit before releasing the knob.
• Pilot burner should remain lit. If it goes out, repeat from step 3.
• Set the burner at the desired flame by turning the knob clockwise or anti-clockwise to HIGH or LOW flame.
• To turn the burner off, depress and turn the knob clockwise fully.

Picture of task to be performed
-

SWP Step

Step Number
27

Step Summary
Use of refrigerators, freezers and electrical kitchen appliances (1)

Detailed Description
Inspect power outlet and cords for any obvious signs of damage, and if applicable ensure door seals properly.

Picture of task to be performed
-

SWP Step

Step Number
28

Step Summary
Use of refrigerators, freezers and electrical kitchen appliances (2)

Detailed Description
If using urn, place in desired location before filling, fill receptacle with water and carry to the urn to fill urn up; use multiple refills if necessary rather than overfilling receptacle.

Picture of task to be performed
-

SWP Step

Step Number
29

Step Summary
Use of refrigerators, freezers and electrical kitchen appliances (3)

Detailed Description
If moving toaster to/from regular place in kitchen to other desired location, use 2 people as item is particularly heavy.

Picture of task to be performed
-

SWP Step

Step Number
30

Step Summary
Use of refrigerators, freezers and electrical kitchen appliances (4)

Detailed Description
Turn on appliance at power outlet if necessary and turn on at appliance.

Picture of task to be performed
-

SWP Step

Step Number
31

Step Summary
Use of refrigerators, freezers and electrical kitchen appliances (5)

Detailed Description

Place items in refrigerator, freezer, or microwave taking care to follow manual handling guidelines to avoid strain injuries

Picture of task to be performed

-

SWP Step

Step Number

32

Step Summary

Use of refrigerators, freezers and electrical kitchen appliances (6)

Detailed Description

For microwave oven select power and time settings and then press start.

Picture of task to be performed

-

SWP Step

Step Number

33

Step Summary

Use of refrigerators, freezers and electrical kitchen appliances (7)

Detailed Description

Remove objects from refrigerator, freezer, or microwave taking care to follow manual handling guidelines to avoid strain injuries - take care with microwave as items may be hot.

Picture of task to be performed

-

SWP Step

Step Number

34

Step Summary

Use of refrigerators, freezers and electrical kitchen appliances (8)

Detailed Description

Wipe down inside of microwave with a damp cloth/sponge after use when cool.

Picture of task to be performed

-

SWP Step

Step Number
35

Step Summary
Use of refrigerators, freezers and electrical kitchen appliances (9)

Detailed Description
Turn items off after use except chest freezers - Do not turn chest freezers off.

Picture of task to be performed
-

SWP Step

Step Number
36

Step Summary
Use of refrigerators, freezers and electrical kitchen appliances (10)

Detailed Description
Only move toaster when it is turned off and cool.

Picture of task to be performed
-

SWP Step

Step Number
37

Step Summary
Use of refrigerators, freezers and electrical kitchen appliances (11)

Detailed Description
Wipe down inside of refrigerators and leave doors ajar to allow air to circulate and refrigerators to dry.

Picture of task to be performed
-

SWP Step

Step Number
38

Step Summary
Use of refrigerators, freezers and electrical kitchen appliances (12)

Detailed Description
For urn, drain off any excess water through tap and do not put urn away until it has cooled.

Picture of task to be performed

-

Supporting Documentation

Supporting Documentation

SCI-BEES-SWP-5392.pdf

A4.4. Safe Work Procedure - SWP-0001033 Using fire BBQs, fire pits and fireplaces at Smiths Lake Field Station

Published Safe Work Procedure : SWP-0001033

Safe Work Procedure Details

SWP Number
SWP-0001033

Published Version
1

Approval Date
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Approved By
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Current Expiry Date
21/11/2026

Approved By
z3130854, van der Ley, Mira, Senior Technical Officer, School of Biological, Earth & Environmental Sciences (BEES)

Title
Using fire BBQs, fire pits and fireplaces at Smiths Lake Field Station

Detailed Description
Lighting fires for recreation, cooking, or warmth at the Smiths Lake Field Station.

Wood fires may be lit in (1) the wood-fired BBQ in the outdoor kitchen; (2) the enclosed fireplace in the covered outdoor learning area; and/or (3) the large fire pit on the lawn.

Faculty/Division
UNSW\Faculties\Science\School of Biological, Earth & Environmental Sciences (BEES)

Equipment Required

Asset/Equipment	Asset/Equipment Number	Type	Category	Location	LocationAware Latitude	LocationAware Longitude	LocationName
Class AB(E) Fire Extinguisher	AE-0002201		<Undefined>				Class AB(E) Fire Extinguisher

PPE Required

Name	Type of PPE
Fully Enclosed Footwear	Foot Protection
General Safety Glasses	Eye Protection

Other Equipment (if not in list)
Fire blanket

Other PPE (if not in list)
-

Hazards

Related Risk Management Forms

RMF Number	Title	Faculty/Division	Expiry Date	Overall Risk Rating based on Additional and Deleted Controls	Related Hazard Register
RMF-0001726	Smiths Lake Field Station - General Use	School of Biological, Earth & Environmental Sciences (BEES)	05/06/2026		Slips, Trips & Falls: Same Level.; Slips, Trips & Falls: Different Level; Manual Tasks: Any work that Requires Lifting, Pulling, Pushing, Holding, Carrying or Restraining of an Object. ; Plant & Equipment: General Electrical Equipment; Allergen Exposure: Food Allergens; Fieldwork: Exposure to Animals - Terrestrial Invertebrates e.g., Bites (Mosquitos, Ticks, Spiders, Etc.); Fieldwork: Exposure To Animals - Terrestrial Snakes; Fieldwork: Remote Location; Fieldwork: Vegetation - Falling Branches; Food Preparation: Biological; Food Preparation: Heat; Food Preparation: Sharps

Hazard Categories

Category Name
Sharps (e.g., Needles, Blades, Glass)
Equipment Producing Heat (e.g., water Baths, Hotplates)
Terrestrial Insects & Invertebrates
Park or Play Area
Hazardous Manual Tasks
Remote/ Isolated Location
Slips, Trips & Falls: Fall on Same Level
Physical Health Condition
Mental Health Condition
Electrical
Thermal
Bacteria
Natural trip hazards
Falling Trees & Branches
Allergen (e.g., Food Product, Animal Dander or Pollen)
Terrestrial Reptile (e.g., lizard, snake, crocodile)
Damaged Surface (Path, Road, Ramp or Carpark)
Slippery Surface (Path, Road, Ramp or Carpark)
Uneven Surface (Path, Road, Ramp or Carpark)
Roof
Lift, Elevator & Escalators
Internal Stairs, Steps or Installed Ladder
Floor Surface
Corridors and Internal Passageways
Natural Environment
External Stairs or Steps
Buildings
Building Works
Cooking (stove, oven, grill, microwave, BBQ, coffee machine)
Ambient Light Levels

Emergency Procedures

Emergency Procedures

In the event of fire, fire extinguishers and fire blankets are located throughout the station, emergency exits are marked for each building and evacuation procedures and the assembly point (lake shore) is indicated on the noticeboard. Field Station Manager has up to date first aid training and first aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station). Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration.

Clean up and Waste Disposal Instructions

Make sure the fire is fully extinguished before leaving it unattended.

Required Competency Levels

Read Document?
Yes

Training Required?
No

Details of Training Requirements
-

Licence/Certificate Sighted?
No

Details of Licence/Certificate Requirements
-

Knowledge Test?
No

Details of Knowledge Test Requirements
-

Other Competencies?
No

Details of Other Competency Requirements
-

SWP Steps

Step

SWP Step

Step Number
1

Step Summary
When is it OK to have a fire (1)

Detailed Description
Open fires should not be lit during fire bans or during park bans.

Picture of task to be performed
-

SWP Step

Step Number
2

Step Summary
When is it OK to have a fire (2)

Detailed Description
Check for total fire bans - https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans

Picture of task to be performed
-

SWP Step

Step Number
3

Step Summary
When is it OK to have a fire (3)

Detailed Description
Check for park fire bans - Click on the Local Alerts button on this webpage: https://www.nationalparks.nsw.gov.au/visit-a-park/parks/myall-lakes-national-park

Picture of task to be performed
-

SWP Step

Step Number
4

Step Summary
Collecting firewood from the wood shed (1)

Detailed Description
Firewood is supplied at Smiths Lake Field Station for cooking, heating, and the firepit.

Picture of task to be performed
-

SWP Step

Step Number
5

Step Summary
Collecting firewood from the wood shed (2)

Detailed Description
It is supplied as large blocks and needs to be split or cut.

Picture of task to be performed
-

SWP Step

Step Number
6

Step Summary
Collecting firewood from the wood shed (3)

Detailed Description
Wear shoes and gloves. Gloves are provided in a container in the woodshed.

Picture of task to be performed
-

SWP Step

Step Number
7

Step Summary
Collecting firewood from the wood shed (4)

Detailed Description
Use adequate lighting to inspect wood pile from a safe distance for signs of snakes and spiders;

Picture of task to be performed
-

SWP Step

Step Number
8

Step Summary
Collecting firewood from the wood shed (5)

Detailed Description
Select log and take to chopping block - always follow manual handling guidelines, lifting from the legs not the back.

Picture of task to be performed
-

SWP Step

Step Number
9

Step Summary
Collecting kindling (1)

Detailed Description
Wear shoes and gloves.

Picture of task to be performed
-

SWP Step

Step Number
10

Step Summary
Collecting kindling (2)

Detailed Description
Always be vigilant for snakes and spiders.

Picture of task to be performed
-

SWP Step

Step Number
11

Step Summary
Collecting kindling (3)

Detailed Description
Only collect kindling from the grounds of the field station - do not go into the adjacent National Park to collect kindling.

Picture of task to be performed
-

SWP Step

Step Number
12

Step Summary
Collecting kindling (4)

Detailed Description
Carry kindling back to the fire or chopping area for processing - always follow manual handling guidelines, lifting from the legs, not the back.

Picture of task to be performed
-

SWP Step

Step Number
13

Step Summary
Chopping wood and processing kindling (1)

Detailed Description
Wear covered shoes, preferably safety boots, when chopping wood – never wear thongs.

Picture of task to be performed
-

SWP Step

Step Number
14

Step Summary
Chopping wood and processing kindling (2)

Detailed Description
Wear PPE - use heavy duty gloves and wear safety goggles.

Picture of task to be performed
-

SWP Step

Step Number
15

Step Summary
Chopping wood and processing kindling (3)

Detailed Description
Keep blade sharp – if blade dull, harder to chop wood, more effort required, more likely to lose control of axe/hatchet.

Picture of task to be performed
-

SWP Step

Step Number
16

Step Summary
Chopping wood and processing kindling (4)

Detailed Description
Onlookers to stand well clear of chopper.

Picture of task to be performed
-

SWP Step

Step Number
17

Step Summary
Chopping wood and processing kindling (5)

Detailed Description

Wood chopper to always use two hands on axe/hatchet handle - one about mid way, the other towards the end. This will provide for more control of the motion of the axe.

Picture of task to be performed

-

SWP Step

Step Number

18

Step Summary

Chopping wood and processing kindling (6)

Detailed Description

Wood chopper should only swing from shoulder height or below, not above head height which will cause loss of control of axe and muscle strain injuries and back injuries.

Picture of task to be performed

-

SWP Step

Step Number

19

Step Summary

Chopping wood and processing kindling (7)

Detailed Description

Use minimum force when splitting wood.

Picture of task to be performed

-

SWP Step

Step Number

20

Step Summary

Chopping wood and processing kindling (8)

Detailed Description

Use hatchet to divide the larger pieces of kindling which are too big to be broken by hand; only smaller pieces can be broken with hands or by propping on an angle on the ground and using foot.

Picture of task to be performed

-

SWP Step

Step Number
21

Step Summary
Lighting fires in BBQ pits and slow combustion stove (1)

Detailed Description
Fires should not be lit during fire bans; cook on gas instead if this is the case.

Picture of task to be performed
-

SWP Step

Step Number
22

Step Summary
Lighting fires in BBQ pits and slow combustion stove (2)

Detailed Description
Tie back long hair and loose overhanging clothing.

Picture of task to be performed
-

SWP Step

Step Number
23

Step Summary
Lighting fires in BBQ pits and slow combustion stove (3)

Detailed Description
Long clothing can protect from heat but highly flammable clothing should not be worn when cooking near open flame.

Picture of task to be performed
-

SWP Step

Step Number
24

Step Summary
Lighting fires in BBQ pits and slow combustion stove (4)

Detailed Description
Be careful when lighting fire – have fire blanket and fire extinguisher close by and keep area around fire clear of combustible material (c. 2 metres).

Picture of task to be performed
-

SWP Step

Step Number
25

Step Summary
Lighting fires in BBQ pits and slow combustion stove (5)

Detailed Description
Keep out of smoke; move away from direction in which smoke travels.

Picture of task to be performed
-

SWP Step

Step Number
26

Step Summary
Lighting fires in BBQ pits and slow combustion stove (6)

Detailed Description
Avoid smoke inhalation - move away from fire if required..

Picture of task to be performed
-

SWP Step

Step Number
27

Step Summary
Lighting fires in BBQ pits and slow combustion stove (7)

Detailed Description
Wash eyes/face with water if affected by smoke.

Picture of task to be performed
-

SWP Step

Step Number
28

Step Summary
Lighting fires in BBQ pits and slow combustion stove (8)

Detailed Description
Ensure fire is fully out before leaving it unattended or retiring for the night.

Picture of task to be performed
-

Supporting Documentation

Supporting Documentation

SCI-BEES-SWP-5344.pdf

A4.5. Risk Management Form - RMF-0001970 Wood fires for cooking, warmth and/or recreation

Published Risk Management Form : RMF-0001970

Risk Management Form

RMF Number
RMF-0001970

Published Version
1

Approval Date
21/11/2023

Approved By
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Current Expiry Date
21/11/2026

Approved By
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Title
Wood fires for cooking, warmth and/or recreation

Detailed Description
This RMF relates to making/using open fires and the general associated risks/hazards/controls.

Open fires are used in the School of BEES on both teaching and research fieldtrips for (1) cooking, (2) heating, and (3) recreation.

Faculty / Division Responsible
UNSW\Faculties\Science\School of Biological, Earth & Environmental Sciences (BEES)

Locations

Location
UNSW Off-Campus

Persons at Risk
Workers
Students
Visitors

Click here to access Legislation and Weblinks from the UNSW safety webpage The following legislation applies to all NSW documents. NSW Work Health and Safety Act 2011 NSW Work Health and Safety Regulation 2017 The following legislation applies to all ACT documents. ACT Work Health and Safety Act 2011 ACT Work Health and Safety Regulation 2011

Related Legislation/Standards/Codes of Practice/etc

Title
HS660 Electrical Legislation /Standards/Codes of Practice and other related documents
HS662 Plant and Equipment Legislation /Standards/Codes of Practice and other related documents

WHS Consultation and Communication

Summary	Description	Active?
Briefing	* All staff, students and volunteers will be briefed about the possible risks associated with the proposed activities and inducted (when and where relevant) prior to commencement. * General public will be advised as required and when necessary. * Persons should raise any issues relating to the hazards and controls at pre-work safety briefings or at another time with the activity leader and/or the document author.	Yes

Click here to access Documents & Resources from the UNSW safety webpage

Related UNSW Documents

Description	Active?
HS406: UNSW Fieldwork Guideline	Yes
HS432: Hazardous Manual tasks	Yes
HS902: Manual Task Risk Management Form	Yes
HS917: Fieldwork Procedure	Yes

Hazards and Controls

Click on the hazards below to get a detailed description of the controls implemented for each hazard

Hazards and Controls

Related Hazard

Fieldwork: Environment - Bush Or Grass Fire

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000420	Environmental Controls: Fieldwork Should Not be Undertaken When Fire Hazard is Extreme	1 Elimination	Avoiding or suspending fieldwork activities when the fire hazard is deemed to be at an extreme level. This control measure is crucial for protecting workers from the dangers of wildfires and reducing the risk of fire-related incidents.
CTRL-0000421	Alternative Equipment or Processes: Use of Equipment or Substances that Can Cause Flames or Sparks Relative to Current Bush Fire Hazard Conditions.	2 Substitution	* Equipment and Substance Evaluation: Identify and assess all equipment, tools, and substances used in the workplace that have the potential to generate flames or sparks. This may include welding equipment, cutting tools, grinding machines, hot work processes, or substances like flammable gases or chemicals.

			Strategies: Develop risk mitigation strategies to minimize the use of equipment or substances that can cause flames or sparks during high bush fire hazard conditions. Consider alternative equipment or processes that do not pose a fire risk, such as cold cutting methods, non-sparking tools, or chemical substitutes with lower flammability.
CTRL-0000419	Monitoring: Fires - Download and Refer to 'Hazards Near Me' (NSW RFS) App	5 Administration	Download, Install and set up notifications when in areas prone to Bush Fires. Use Similar App for State/Country that Fieldwork is being conducted in.

CTRL-0000415	Monitoring: Weather Conditions, Fire Conditions, Road Closures and Adjust Work Activities Accordingly.	5 Administration	Seek regular updates from available sources (e.g., BOM, local radio, UNSW, fire and emergency services). 1) Weather Monitoring: Regularly monitor weather conditions using reliable sources, such as weather forecasts or on-site weather stations. Pay attention to factors such as temperature, humidity, wind speed and direction, precipitation, and any severe weather warnings. 2) Fire Risk Assessment: Assess the fire risk in the work environment, especially in areas prone to wildfires or where fire-related activities are conducted. Consider factors such as vegetation conditions, dryness, temperature, wind patterns, and any fire danger ratings or alerts issued by relevant authorities. 3) Risk Evaluation and Decision-Making: Evaluate the potential hazards posed by adverse weather or fire conditions and determine appropriate actions to adjust work activities accordingly. This may involve suspending or modifying work tasks, relocating to safer areas, implementing additional safety measures (e.g., addtional PPE), or rescheduling work to a more suitable time or day.
CTRL-0000045	Emergency Procedures: Establish Emergency Response Procedures.	5 Administration	Emergency Response Procedures/Plans including rescue and evacuation plans, are in place and adhered to. Procedures/Plans are reviewed annually.

Hazards and Controls

Related Hazard

Food Preparation: Heat

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000564	Environmental Controls: Safe Operation of Fire Pits	5 Administration	1. Outdoor open fire pits should have a defined boundary to prevent fire spread. 2. remove flammable material around the fire pit. 3. Consider using a fire screen (Fireplaces in indoor areas should Be fully enclosed). 4. Ensure there is easy access to water to control fire spread. 5. Use pokers etc. to keep your distance from fire. 6. Wear/use thermal gloves or materials etc. when handling hot objects from fire (pots etc.).
CTRL-0000249	Create and Implement Safe Work Procedures (SWP) to Minimize the Risks Associated with the Work, Task, Equipment or Activity	5 Administration	Safe Working Procedures are in place and those engaging in work are marked competent as directed in the SWP.
CTRL-0000085	Personal Protective Equipment (PPE): Wear PPE for This Task/Job as Outlined in an SDS, RMF, SWP, Dictated by the Working Site or Similar.	6 Personal Protective Equipment	Personal Protective Equipment (PPE): Ensure that you wear the necessary PPE as specified in the Safety Data Sheet (SDS), Risk Management Form (RMF), Safe Work Procedure (SWP), Site requirements, or any relevant guidelines.

Hazards and Controls

Related Hazard

Fieldwork: Exposure to Animals - Terrestrial Invertebrates e.g., Bites (Mosquitos, Ticks, Spiders, Etc.)

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000545	Checks & Inspections: Fieldwork - Tick, Leach and Spider Checks	5 Administration	Encourage persons to conduct regular checks of themselves throughout and at the end of the day. These checks are important in outdoor or natural settings where individuals may be exposed to the hazards of Ticks, leeches, and spiders. These can pose health risks and potentially transmit diseases or cause discomfort when they come into contact with humans.

CTRL-0000071	Personal Protective Equipment (PPE): Use DEET Based Repellent	6 Personal Protective Equipment	Repellent to be used in fieldwork situations as needed. Re-apply regularly.

Hazards and Controls

Related Hazard

Sharps: Tools, Equipment or Plant and Parts

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000091	Barriers & Guards: Minimize Exposure to Sharp Edges in Tools, Equipment or Plant and Parts.	4 Engineering	use engineering controls such as guards and barriers sharp edges in Tools, Equipment or Plant and parts.
CTRL-0000249	Create and Implement Safe Work Procedures (SWP) to Minimize the Risks Associated with the Work, Task, Equipment or Activity	5 Administration	Safe Working Procedures are in place and those engaging in work are marked competent as directed in the SWP.

CTRL-0000207	Training & Inductions: Safely Operate Equipment to Prevent Injuries.	5 Administration	Training should include but not be limited to the following topics: 1. Introduction to Equipment: An overview of the equipment used in the workplace, including its purpose, components, and potential hazards associated with its operation. 2. Equipment Safety Procedures: Detailed instructions on the correct and safe procedures for operating the equipment, including startup, shutdown, and emergency procedures. 3. Personal Protective Equipment (PPE): Training on the proper selection, use, and maintenance of PPE required for operating the equipment, such as safety glasses, gloves, helmets, or ear protection. 4. Hazard Identification and Risk Assessment: Educating employees on how to identify potential hazards associated with equipment operation, assess their risks, and take appropriate preventive measures. 5. Safe Working Procedures (SWPs): Training on the specific techniques, best practices, and guidelines for safe equipment operation, such as proper body positioning, load handling, or control manipulation. 6. Equipment Inspection and Maintenance: Instruction on the regular inspection, maintenance, and servicing of equipment (If required). 7. Emergency Procedures: Training on emergency response procedures specific to equipment operation, including evacuation protocols, emergency shutdowns, or handling unexpected events or malfunctions. 8. Reporting and Incident Management: Educating employees on the importance of reporting incidents and the use of Salus. 9. Regulatory Compliance: An overview of relevant safety regulations, standards, and legal requirements

			related to the specific equipment operation (if required).
CTRL-0000085	Personal Protective Equipment (PPE): Wear PPE for This Task/Job as Outlined in an SDS, RMF, SWP, Dictated by the Working Site or Similar.	6 Personal Protective Equipment	Personal Protective Equipment (PPE): Ensure that you wear the necessary PPE as specified in the Safety Data Sheet (SDS), Risk Management Form (RMF), Safe Work Procedure (SWP), Site requirements, or any relevant guidelines.

Hazards and Controls

Related Hazard

Manual Tasks: Musculoskeletal Disorders (MSDs)

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000222	Ergonomic Practice: Posture Rotation	5 Administration	Posture rotation is an ergonomic practice that involves changing body positions or posture during work activities to prevent a sustained awkward position. It is an effective way to reduce the risk of musculoskeletal injuries that can result from maintaining a single posture for an extended period of time. Tips for incorporating posture rotation into your work activities: 1. Stretch regularly: Stretching can help improve flexibility and reduce the risk of injury. Incorporate stretching into your break routine to help reduce muscle tension and improve circulation. 2. Vary your posture: Varying your posture throughout the day can help you prevent sustained awkward positions. Try to alternate between sitting, standing, and walking throughout the day.
CTRL-0000189	Manual Tasks: Take Regular Breaks During Repetitive Tasks.	5 Administration	* Taking regular breaks during repetitive tasks can relax muscles minimizing risk of Musculoskeletal Disorders (MSDs). * Workers should take breaks frequently whilst doing repetitive tasks.

CTRL-0000054	Training & Inductions: For General or Specific Areas, Tasks, Activities	5 Administration	In-person Training sessions and Inductions with competencies marked off against attendees zIDs or through visitor induction forms.

	CTRL-0000216	Personal Protective Equipment (PPE): Ergonomic PPE for Manual Tasks	6 Personal Protective Equipment	Selection and use of PPE that takes into account the ergonomic needs and comfort of the wearer. Ergonomic PPE aims to minimize the physical strain and promote optimal movement and posture during manual tasks, reducing the risk of injuries and improving overall work performance. Key Considerations for Ergonomic PPE for Manual Tasks: 1. Gloves: Choose gloves that provide a comfortable fit, adequate dexterity, and appropriate grip. Consider the specific manual task requirements, such as the need for tactile sensitivity or protection against abrasions or chemicals. Ensure that gloves are not too tight, restricting hand movement, or too loose, compromising grip and precision. 2. Footwear: Select footwear that provides proper support, stability, and comfort. Consider factors such as slip resistance, shock absorption, and cushioning. Footwear with ergonomic features like arch support, breathable materials, and adjustable closures can enhance comfort and reduce fatigue during prolonged standing or walking tasks. 3. Back Support: For tasks involving heavy lifting or repetitive bending, consider back support devices or belts. These can provide additional support to the lower back, promoting proper posture and reducing the risk of back injuries. It is important to note that back support devices should not replace proper lifting techniques and training. 4. Ergonomic Accessories: Consider additional ergonomic accessories, such as knee pads, elbow pads, or wrist supports, for tasks involving prolonged kneeling, leaning, or

			repetitive hand movements. These accessories provide cushioning, support, and protection to reduce discomfort and strain on the joints. 5. Size and Fit: Proper sizing and fit are crucial for ergonomic PPE. Ensure that PPE is available in a range of sizes to accommodate different body types. Conduct regular fitting assessments and provide guidance to workers on selecting the correct size and adjusting PPE for optimal comfort and effectiveness.

Hazards and Controls

Related Hazard

Manual Tasks: Crush injuries

Related Controls

Control Number	Title	Hierarchy of Control	Detailed Description
CTRL-0000018	Barriers & Guards: Protective Barriers or Guards to Stop Contact.	3 Isolation	Guards are in place to stop one or all of the following. 1. Prevent a person from making contact with a moving, rotating or hot component or equipment. 2. Prevent a part of a failed component or equipment from impacting a person. 3. Prevent a component or equipment from leaving a designated area.
CTRL-0000249	Create and Implement Safe Work Procedures (SWP) to Minimize the Risks Associated with the Work, Task, Equipment or Activity	5 Administration	Safe Working Procedures are in place and those engaging in work are marked competent as directed in the SWP.
CTRL-0000212	Monitoring: Safety Procedures	5 Administration	Monitor and enforce safety procedures this can help prevent injuries by ensuring that workers are following established safety protocols.

	CTRL-0000207	Training & Inductions: Safely Operate Equipment to Prevent Injuries.	5 Administration	Training should include but not be limited to the following topics: 1. Introduction to Equipment: An overview of the equipment used in the workplace, including its purpose, components, and potential hazards associated with its operation. 2. Equipment Safety Procedures: Detailed instructions on the correct and safe procedures for operating the equipment, including startup, shutdown, and emergency procedures. 3. Personal Protective Equipment (PPE): Training on the proper selection, use, and maintenance of PPE required for operating the equipment, such as safety glasses, gloves, helmets, or ear protection. 4. Hazard Identification and Risk Assessment: Educating employees on how to identify potential hazards associated with equipment operation, assess their risks, and take appropriate preventive measures. 5. Safe Working Procedures (SWPs): Training on the specific techniques, best practices, and guidelines for safe equipment operation, such as proper body positioning, load handling, or control manipulation. 6. Equipment Inspection and Maintenance: Instruction on the regular inspection, maintenance, and servicing of equipment (If required). 7. Emergency Procedures: Training on emergency response procedures specific to equipment operation, including evacuation protocols, emergency shutdowns, or handling unexpected events or malfunctions. 8. Reporting and Incident Management: Educating employees on the importance of reporting incidents and the use of Salus. 9. Regulatory Compliance: An overview of relevant safety regulations, standards, and legal requirements

			related to the specific equipment operation (if required).
CTRL-0000168	Manual Tasks: Use Proper Lifting Techniques.	5 Administration	* Follow proper lifting techniques to avoid strain or injury. This includes using proper body mechanics, avoiding awkward postures, and lifting with the legs instead of the back. * Do not store large and/or heavy items up high. * Always bend at the knees. * Do not put strain on your lower back.
CTRL-0000055	Salus: Risk Assessment (RMF+Hazards) Completed.	5 Administration	Persons undertaking task have completed or read an existing risk assessment regarding the work at hand.
CTRL-0000074	Personal Protective Equipment (PPE): Head Protection (e.g., Hard Hat, Helmet)	6 Personal Protective Equipment	where there is a risk of falling objects wear appropriate Head protection (e.g., hard hat, helmet) as specified by the SWP, procedures or similar.
CTRL-0000073	Personal Protective Equipment (PPE): Wear Fully Enclosed Footwear.	6 Personal Protective Equipment	Wear appropriate Foot protection/Footwear (e.g. fully enclosed footwear)
CTRL-0000072	Personal Protective Equipment (PPE): Hand Protection (e.g., Nitrile Gloves)	6 Personal Protective Equipment	Wear appropriate Hand protection (e.g Nitrile Gloves)

Hazards and Controls

Related Hazard

Air Quality: Fumes, Odours & Dust.

Related Controls

-

Overall Inherent Risk Rating

High

Overall Residual Risk Rating

Medium

Additional Controls

-

Adhoc Controls

CUTS AND CRUSH
==========
- Wear fully closed shoes – never wear thongs
- Use heavy-duty gloves
- Wear safety glasses

HEAT
==========
- use fully enclosed fireplaces where possible.
- Use physical barriers where possible; e.g. defined edges of the firepit
- Use visual barriers where possible; e.g. marked areas showing heat hazard areas.

- Use long matches and/or tongs to maintain safe distance from fire when lighting.
- Tie back long hair and loose overhanging clothing.
- Long clothing can protect from heat but highly flammable clothing should not be worn when near an open flame.
- have a fire blanket and fire extinguisher close by.
- Always keep a source of water nearby; e.g. bucket of water or access to a hose.

SMOKE INHALATION
==========
- Use cooking and heating that do not produce smoke where possible. e.g. electrical heating and cooking.
- Use a fireplace with a flue where possible
- use fully enclosed fireplaces where possible.

- Keep out of smoke; move away from the direction in which smoke travels
- Wash eyes/face with water if affected by smoke.

BUSHFIRE
========
Reduce the risk through substitution, isolation or engineering controls:
- Use other methods of cooking and heating where possible. e.g. electrical heating and cooking.
- Use a fireplace with a flue where possible
- Use fully enclosed fireplaces where possible.
- Build a flammable-free 2 m zone around dedicated fire areas.

Before lighting the fire:
- Only light fire when safe to do so - do not light a fire when a fire ban is present but cook inside on gas instead.
- Check for total fire bans https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans
- Always check the weather conditions in your area
- Do not light or maintain a campfire on dry, windy days
- Do not light or maintain a campfire when the Fire Danger Rating (FDR) is very high, severe, extreme or catastrophic
- Always keep a source of water nearby; e.g. bucket of water or access to a hose.

If a total fire ban:
- A total fire ban means no fires out in the open. A total fire ban helps limit the potential of fires developing.
- During a Total Fire Ban you cannot light, maintain or use a fire in the open, or to carry out any activity in the open that causes, or is likely to cause, a fire.

Constructing the fireplace:
- Choose a location clear of flammable vegetation such as long grass and spinifex
- Use a built fireplace where provided or dig a 30 cm deep trench to house the fire and prevent embers from flying out
- Create a border around the fire using large rocks
- Remove branches, leaves and twigs from the ground and above the flames to create a clearing of three metres around the fire
- Ensure the fire is three metres away from tents and other camping equipment is stored well away, especially flammable items such as gas cylinders and fuel cans

Lighting the fire:
- Light the campfire in a cleared area.
- Never use flammable liquid or fuel such as petrol or diesel on fire even when you are trying to get it started

During:
- Never leave a campfire or stove unattended

Finishing up:
- Extinguish all campfires and flames before leaving the fire unattended
- Pour plenty of water on the fire to drown all embers, not just the red ones, until the hissing sound stops
- Stir ashes and embers with a stick or shovel, then scrape the sticks and logs to remove any embers
- If you do not have water, mix dirt or sand with the embers, stirring until all material is cool
- Do not bury the fire as it will continue to smoulder and could catch roots on fire that could start a bushfire. People

could also walk over it inadvertently and get burned.
- Do not touch a campfire that appears to be out as a poorly extinguished campfire retains heat for many hours

Overall Risk Rating based on Additional and Deleted Controls

13 - Medium

Emergency Procedures

Emergency Procedures

In the event of an emergency, call Triple-Zero (000).
The location of fire blankets, fire extinguishers, water sources are known by participants.
Ensure there is a first-aider in the group.
Ensure there is water readily available.

If the fire escapes the firepit/stove:
- Do not attempt to fight a fire if it seems unsafe or fire is out of control - call Triple-Zero (000), evacuate all participants, and notify other local persons.
- If safe to do so, smother stray flames with water and/or soil.

First Aid - Burns:
==========
(St John Action Plan March 2023)
Burns and scalds are damage to the skin caused by heat. A burn is caused by dry heat and a scald is caused by something wet and hot. Burns can also affect the respiratory system and the eyes.

What to do

1. Follow DRSABCD.
2. If clothing is on fire STOP-DROP-ROLL
   - Stop the casualty from moving around.
   - Drop the casualty to the ground and wrap in a blanket or similar.
   - Roll the casualty along the ground until flames are smothered.
3. Assess the adequacy of the casualtys airway and breathing.
4. Cool the burnt area with copious amounts of cool water for up to twenty (20) minutes.
5. Remove any clothing and jewellery from affected area unless stuck to the burn.
6. Cover burnt area with a light non-stick dressing or clean, dry non-fluffy material.
7. Rest and reassure the casualty and check for shock.

Call Triple Zero (000) if:
- Burns involving airway, hands, feet, face or genitals.
- Deep burn.
- Superficial burn larger than twenty (20) cent piece on an adult or ten (10) cent piece on a child.
- If in any doubt of what to do.

DO NOT:
- peel off clothing that is stuck to the skin.
- Use ice or iced water to cool a burn.
- Apply lotions, ointments or creams.
- Break blisters.

Signs and symptoms

Superficial burn:
- Skin is red and painful, may blister and swell.

Deep burn
- Skin is white, dark red or charred
- No pain where nerve endings have been destroyed
- Usually surrounded by superficial burns

Required Competencies

Read Document?

Yes

Knowledge Test?

No

Supporting Documentation

Supporting Documentation

SCI-BEES-RMF-15514.pdf

A4.6. Safe Work Procedure - SWP-0005463 Chopping firewood

Published Safe Work Procedure : SWP-0005463

Safe Work Procedure Details

SWP Number
SWP-0005463

Published Version
1

Approval Date
10/01/2024

Approved By
z9803841, Hemmings, Frank, Technical Laboratory Manager, School of Biological, Earth & Environmental Sciences (BEES)

Original Author
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Original Publish Date
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Current Expiry Date
10/01/2027

Approved By
z9803841, Hemmings, Frank, Technical Laboratory Manager, School of Biological, Earth & Environmental Sciences (BEES)

Title
Chopping firewood

Detailed Description

Chopping firewood for woodfires using manual tools (splitting axe/maul and hatchet).

The term axe is used throughout in reference to both splitting axes and splitting mauls.

This safe work procedure covers only the hazards and risk associated with chopping wood and collecting kindling. The key risks are:
- Laceration (normally from holding the log when chopping)
- Strain
- Injury from projectile

The risk assessment RMF-0001970 Wood fires for cooking, warmth and/or recreation covers hazards and risks associated with wood fires in general -- Always check it is safe before lighting a fire.

Terminology:
Kindling - small sticks or twigs used for lighting fires.
Splitting Axe - for splitting wood with a downward motion, along the grain. They have a tapered head and are light than the splitting maul.
Splitting Maul - as called 'block splitters', used for splitting wood with a downward motion, along the grain. They have a wedge-like head, blunt edge, and heavier than the splitting axe.
Hatchet - smallest size axe, used with one hand for light work such as splitting kindling

A splitting maul typically has a heavier head than a splitting axe, which allows it to deliver a more powerful blow. The head of a splitting maul is also often wedge-shaped, which helps to force the wood apart as it is split. This makes a splitting maul ideal for splitting larger logs and tough, knotty wood.

A splitting axe is lighter and more maneuverable than a splitting maul. It often has a sharper blade and a more slender handle, which allows for more precise cuts. This makes a splitting axe ideal for splitting smaller logs and for chopping kindling or other smaller pieces of wood.

References:
Sritharen, Y., Hernandez, M. C., Zielinski, M. D., & Aho, J. M. (2018). Weekend woodsmen: Overview and comparison of injury patterns associated with power saw and axe utilization in the United States. The American journal of emergency medicine, 36(5), 846-850.

https://www.gearpatrol.com/outdoors/a36598444/how-to-swing-axe/

Bromm, T. (2015). Sunder axe: Encouraging habit and safe use. Rochester Institute of Technology.

Faculty/Division

UNSW\Faculties\Science\School of Biological, Earth & Environmental Sciences (BEES)

Equipment Required

-

PPE Required

-

Other Equipment (if not in list)

Chopping wood: Safety glasses, heavy-duty gloves, and sturdy boots.
Collecting kindling: As required for conditions/environment. Recommended: Sturdy boots, heavy-duty gloves, protective clothing (long pants/sleeves)

Other PPE (if not in list)

Chopping wood: Safety glasses, heavy-duty gloves, and sturdy boots.
Collecting kindling: As required for conditions/environment. Recommended: Sturdy boots, heavy-duty gloves, protective clothing (long pants/sleeves)

Hazards

Related Risk Management Forms

RMF Number	Title	Faculty/Division	Expiry Date	Overall Risk Rating based on Additional and Deleted Controls	Related Hazard Register
RMF-0001970	Wood fires for cooking, warmth and/or recreation	School of Biological, Earth & Environmental Sciences (BEES)	21/11/2026	13 - Medium	Air Quality: Fumes, Odours & Dust.; Manual Tasks: Crush injuries; Manual Tasks: Musculoskeletal Disorders (MSDs); Sharps: Tools, Equipment or Plant and Parts; Fieldwork: Environment - Bush Or Grass Fire; Fieldwork: Exposure to Animals - Terrestrial Invertebrates e.g., Bites (Mosquitos, Ticks, Spiders, Etc.); Food Preparation: Heat

Hazard Categories

Category Name
Sharps (e.g., Needles, Blades, Glass)
Equipment Producing Heat (e.g., water Baths, Hotplates)
Terrestrial Insects & Invertebrates
Bushfire
Hazardous Manual Tasks
Thermal
Air Quality
Crush Zone
Cooking (stove, oven, grill, microwave, BBQ, coffee machine)

Emergency Procedures

Emergency Procedures

In an emergency call Triple-Zero 000.

First aid - Open Wounds (Sritharen et al. 2018 found lacerations were the most common injury from axe use.)

Grazes
• Wash hands to rid of any bacteria
• Wash graze with warm water and gentle soap using a gauze
• Put on a dressing to cover it once its cleaned; this can be either a band-aid or bandage, depending on the severity of the graze

Cuts
• Wash hands to rid of any bacteria
• Apply pressure to the cut
• Wash cut with warm water and gentle soap using a gauze
• Apply bandage to the cut
• If the cut continues to bleed, seek medical advice.

EMBEDDED OBJECT
• Apply pressure to the surrounding area of the protruding object to control bleeding
• Position padding around the object to prevent the object from twisting or moving, bandage over and around the padding to secure the foreign object
• If the object is quite long, ensure the bandaging around the object has positioned it securely
• Seek medical assistance, if severe injury or if youre unable to safely move the casualty; call triple zero (000)

DO NOTs when providing First Aid for Embedded Objects
• DO NOT remove the embedded object as it may be preventing significant blood loss. The removal of the object could also cause major structural and nerve damage. It must always be completed by a professional
• DO NOT put any pressure on the object
• DO NOT cut the end of the object unless its completely unmanageable and causes you or medical professionals difficulty in moving the casualty

PUNCTURE WOUNDS
• Remove any clothing covering the wound
• Keep the wound as clean as possible - if possible, do not use dirty clothing or materials
• If the wound is not bleeding, clean around it
• If the wound is bleeding, apply gauze around the wound and apply pressure to control bleeding
• DO NOT try to remove any foreign materials found in the wound
• Check if there is an exit wound on the opposite side of the opening
• Apply a sterile dressing
• Ensure casualty is seated in a comfortable position
• Seek medical assistance; call triple zero (000) if blood loss is severe
• It's important to be mindful that open wounds can become infected from the bacterial colonies present on the skin, so when treating a wound, its vital to practice proper sanitation to prevent any further infection.

Clean up and Waste Disposal Instructions

Dispose of all waste accordingly in general waste bins.

Required Competency Levels

Read Document?

Yes

Training Required?

No

Details of Training Requirements

-

Licence/Certificate Sighted?

No

Details of Licence/Certificate Requirements

-

Knowledge Test?

No

Details of Knowledge Test Requirements

-

Other Competencies?
No

Details of Other Competency Requirements
References

Sritharen, Y., Hernandez, M. C., Zielinski, M. D., & Aho, J. M. (2018). Weekend woodsmen Overview and comparison of injury patterns associated with power saw and axe utilization in the United States. The American journal of emergency medicine, 36(5), 846-850.

https//www.gearpatrol.com/outdoors/a36598444/how-to-swing-axe/

Bromm, T. (2015). Sunder axe Encouraging habit and safe use. Rochester Institute of Technology.

SWP Steps

Step

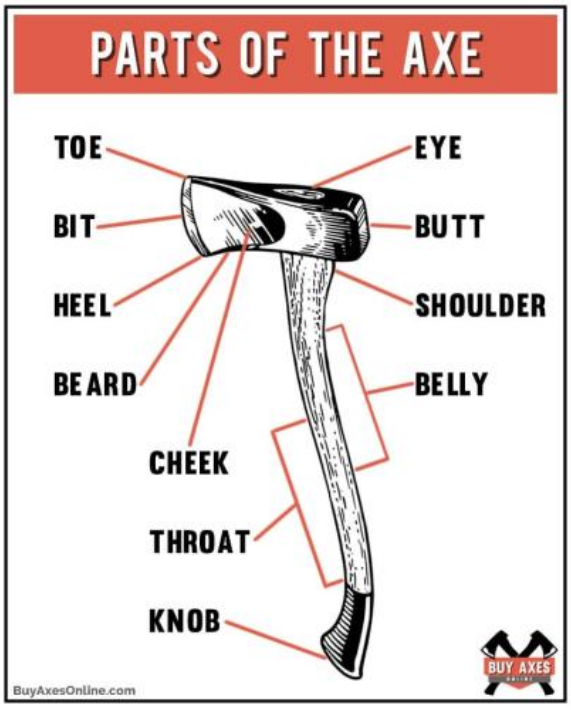
SWP Step

Step Number
0

Step Summary
Parts of an axe

Detailed Description
-

Picture of task to be performed



axe-diagram-complete-min.jpg

SWP Step

Step Number

1

Step Summary

Chopping large logs using a splitting axe/maul - Prepare

Detailed Description

1. Choose a suitable chopping location
• Find a flat, stable surface that is clear of any obstacles or debris. Make sure that there is enough space around you to move freely and swing the axe without hitting anything.
• Use a chopping block to support the wood and prevent the axe from hitting the ground or other hard surfaces.
2. Inspect the axe
• Check the axe blade for any cracks, chips, or other damage before using it. If you notice any damage, do not use the axe and replace it or have it professionally repaired.
3. Focus on the task
• Avoid distractions while chopping wood and focus on the task at hand. Never attempt to chop wood while under the influence of drugs or alcohol.
4. Keep a first aid kit nearby
• In case of an accident, keep a first aid kit nearby and know how to treat minor cuts and injuries.

Picture of task to be performed

-

SWP Step

Step Number

2

Step Summary

Chopping large logs using a splitting axe/maul - Chopping

Detailed Description

1. Wear PPE as listed above
2. Check for people and obstacles in the immediate vicinity
• Always check around you before swinging.
• Pieces of wood may fly away from the chopping area
• Check for overhanging branches
3. Place the log on a flat, even surface (e.g. a chopping block)
• It should be on its end so that you split the wood along the grain.
• Never use a splitting axe/maul to chop against the grain.
• DO NOT hold the log yourself in place when chopping
• DO NOT ask someone else to hold log in place when chopping
4. Holding the axe
• Your non-dominant hand should sit near the end of the handle.
• Your dominant hand starts closer to the axe head/blade/bit
• Your dominant hand will slide away from the blade towards your non-dominant hand when you swing
5. Grip firm, but wrists and body relaxed
6. Start with the axe resting on the top of the log exactly where you want to split it.
• Start in line with the grain, or at a visible crack. This will lessen the effort required to split the log.
7. Start with a few slow-motion practice swings
8. Stand with your feet shoulder-width apart, hold the axe firmly with both hands, and swing the axe using your whole body, not just your arms.
• Aim for the center of the wood and swing the axe with a smooth, controlled motion.
• You want to swing through the target instead of at it.
• Avoid over-swinging or swinging with excessive force.
• Only swing from shoulder height or below. Not above head height, this will cause loss of control of the axe, muscle strain injuries, and back injuries. NEVER swing the axe back over your shoulders.
• Your swing should be in line with your body. Do not swing over the shoulder or twist.
9. Keep your eyes on the log

Picture of task to be performed

-

SWP Step

Step Number

3

Step Summary

Chopping large logs using a splitting axe/maul - Finishing Up

Detailed Description

1. Inspect the axe
• Check the axe blade for any cracks, chips, or other damage before using it. If you notice any damage, do not use the axe and replace it or have it professionally repaired.
2. Store the axe safely
• When finished chopping wood, store the axe in a safe location, such as a secure tool shed or garage. Keep the blade covered with a sheath or blade guard to protect it from damage.
3. Collect wood
• Safely transport
• Safely stack

Picture of task to be performed

-

SWP Step

Step Number

4

Step Summary

Collecting kindling

Detailed Description

• When moving wood and kindling always follow manual handling guidelines – lift from the legs, not the back.
• Use a hatchet to divide the larger pieces of kindling; only smaller pieces can be broken with your hands or by propping on an angle on the ground and using your foot.
• Never collect from National Parks, Nature Reserves, etc.

Picture of task to be performed

-

Supporting Documentation

Supporting Documentation

SCI-BEES-SWP-14766.pdf

A4.7. Safe Work Procedure - SWP-0001503 Use of unpowered watercraft for recreation use at Smiths Lake

Published Safe Work Procedure : SWP-0001503

Safe Work Procedure Details

SWP Number
SWP-0001503

Published Version
1

Approval Date
05/09/2023

Approved By
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Original Publish Date
05/09/2023

Last Updated By
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Current Expiry Date
05/09/2028

Approved By
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Title
Use of unpowered watercraft for recreation use at Smiths Lake

Detailed Description
Recreational use of unpowered watercraft (canoes and paddle boards) at Smiths Lake Research Station.
Please note there is another SWP for non-recreatioal use including research and education SCI-BEES-SWP-0002804 "Use of unpowered watercraft (kayaks, canoes, rowboats and paddleboards).

Faculty/Division
UNSW\Faculties\Science\School of Biological, Earth & Environmental Sciences (BEES)

Equipment Required
-

PPE Required
-

Other Equipment (if not in list)
Life jackets:
Life Jackets (PFD level 50S or higher) must be worn by all users. PFD level 100S support the head and are preferred.
Check that the jacket is in good condition and that all buckles and zips function correctly.
Check correct size for the wearer and adjust straps to fit.
Rinse in fresh water and hang to dry after use.

Other PPE (if not in list)
Rinse all equipment in fresh water after use.

Hazards

Related Risk Management Forms

RMF Number	Title	Faculty/Division	Expiry Date	Overall Risk Rating based on Additional and Deleted Controls	Related Hazard Register
RMF-0008489	Use of unpowered watercraft for recreation use at Smiths Lake	School of Biological, Earth & Environmental Sciences (BEES)	28/08/2028	02 - Low	Fieldwork: Manual Handling of Fieldwork Equipment on Rough or Uneven Surfaces

Hazard Categories

Category Name
Uneven Surface (External Stairs or Steps)
Damaged Surface (External Stairs or steps)
Gardens or Bushland
Built Water Bodies (Wharf, Pontoons, Dams, Flumes, Canals, Pools)
Natural trip hazards
Damaged Surface (Path, Road, Ramp or Carpark)
Uneven Surface (Path, Road, Ramp or Carpark)
Floor Surface
Natural Environment

Emergency Procedures

Emergency Procedures

First aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station. Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration.

Clean up and Waste Disposal Instructions

Rinse all equipment in fresh water after use.

Required Competency Levels

Read Document?

Yes

Training Required?

No

Details of Training Requirements

-

Licence/Certificate Sighted?

No

Details of Licence/Certificate Requirements

-

Knowledge Test?

No

Details of Knowledge Test Requirements

-

Other Competencies?

No

Details of Other Competency Requirements

-

SWP Steps

Step

SWP Step

Step Number

1

Step Summary

Procedures

Detailed Description

Check the weather conditions prior to departure. Do not use water craft if poor weather including storms, lightening or heavy rain is forecast.Do not use water craft in in low visibility including at night.Practice getting in and out in shallow water.Notify a shore support person of your activity, destination and expected time of return.Carry first aid and a means of communication in a water proof bag if travelling further than the Research Station Bay (eg travelling further than line of site of the station and/or further than easy swimming distance from shore).All children under 12 years of age must be supervised by a person aged 16 years or over.

Picture of task to be performed

-

Supporting Documentation

Supporting Documentation

SCI-BEES-SWP-7285.pdf

A4.8. Safe Work Procedure - SWP-0004083 Food preparation for large groups (e.g. course fieldtrips)

Published Safe Work Procedure : SWP-0004083

Safe Work Procedure Details

SWP Number
SWP-0004083

Published Version
1

Approval Date
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Approved By
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Current Expiry Date
30/01/2025

Approved By
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Title
Food preparation for large groups (e.g. course fieldtrips)

Detailed Description
In situations where a small group of people are preparing food for a large group of people (e.g. course field trips), strict food safety procedures must be followed.

This SWP does not cover all aspects of food safety but instead outlines how the School of BEES manages food safety.

Faculty/Division
UNSW\Faculties\Science\School of Biological, Earth & Environmental Sciences (BEES)

Equipment Required
-

PPE Required
-

Other Equipment (if not in list)
-

Other PPE (if not in list)
-

Hazards

Related Risk Management Forms
-

Hazard Categories
-

Emergency Procedures

Emergency Procedures

On campus emergencies - call 9385 6666
Off-campus emergencies - call 000

Food poisoning first aid (1/06/2022)
(from https://www.sja.org.uk/get-advice/first-aid-advice/poisoning/food-poisoning/)

What is food poisoning?
Food poisoning can be caused by eating contaminated food. In most cases the food hasn't been cooked properly and is contaminated by bacteria, such as salmonella or E. coli.

Signs and symptoms
Look for:
• vomiting
• stomach cramps
• diarrhoea
• signs of a fever, with a high temperature.

What to do
If you think someone has food poisoning, advise them to lie down and rest.
If they're vomiting, give them small sips of water to drink as this will help prevent dehydration.
If they have accompanying diarrhoea or diarrhoea only, it is even more important to try to replace lost fluids and salts.
You can advise them to take an oral rehydration solution (ORS) as directed on the packet from your local pharmacy. This is particularly important in more vulnerable people such as the elderly, those with other health conditions, and children.
When they feel hungry again, advise them to eat light, bland, easily digested foods, such as bread, rice, crackers, or a banana.
Do not drink alcohol, caffeine, or fizzy drinks.
If they get worse and the vomiting and diarrhoea is persistent, particularly in the elderly, babies, or young children, seek medical advice.
Do not take anti-diarrhoea medicines unless specifically advised by a healthcare professional. To prevent the spread of the infection, always use and encourage good hand hygiene.
Stay off work or school until at least 48 hours after the last episode of diarrhoea or vomiting.

Burns first aid https://www.healthdirect.gov.au/burns-and-scalds (14/03/2023)

As soon as possible, put the burnt area under cool running water for at least 20 minutes:
• Don't use ice (only apply water to the burnt area).
• Remove any clothing or jewellery near the burn, unless they are stuck to the burn.
• Don't remove anything that is stuck to the burn.

Cover the burn:
• Use a light, loose, non-stick dressing. Use non-fluffy material. Plastic cling film is a good choice.
• If the burn is to an arm or leg, raise it whenever possible to reduce swelling.

Some things to avoid:
• Don't touch the burn or apply ice.
• Don't put a child with burns into a bath full of cold water.
• If blisters develop don't pop them, and visit your doctor in case they need to be removed.
• Don't use any ointments, creams, lotions or fat on a burn. They seal heat in and cause more damage.

When should I call an ambulance?
Call an ambulance or go straight to your nearest emergency department if:
• the burn is deep, even if the person doesn't feel any pain
• the burn is larger than a 20 cent piece
• the burn involves the airway, face, hands or genitals
• the skin looks leathery
• there are patches of brown, black or white
• the burn was caused by chemicals or electricity
• the patient is having trouble breathing

Clean up and Waste Disposal Instructions

Required Competency Levels

Read Document?
Yes

Training Required?
No

Details of Training Requirements
The person overseeing the food preparation and cleaning of food preparation facilities should have training in food hygiene/safety.
Two free online courses are recommended (1) DoFoodSafely, Provided by the Victorian Government; or (2) Environmental Health Australia / Federation Council Food safety course
The person in charge must ensure all people assisting in food preparation and cleaning are following food safety principles.Food prep during the coronavirus pandemic

The person in charge should do the COVID-19 awareness for food service training, provided by the NSW Food Authority.

Licence/Certificate Sighted?
No

Details of Licence/Certificate Requirements
-

Knowledge Test?
No

Details of Knowledge Test Requirements
-

Other Competencies?
No

Details of Other Competency Requirements
-

SWP Steps

Step

SWP Step

Step Number
1

Step Summary
Heat / fire hazards (1)

Detailed Description
Use oven mitts or potholders to handle hot pots, pans, and dishes.

Picture of task to be performed
-

SWP Step

Step Number
2

Step Summary
Heat / fire hazards (2)

Detailed Description
Turn handles inward so they are not sticking out where someone could bump into them.

Picture of task to be performed
-

SWP Step

Step Number
3

Step Summary
Heat / fire hazards (3)

Detailed Description
Never leave your stove unattended while cooking.

Picture of task to be performed
-

SWP Step

Step Number
4

Step Summary
Heat / fire hazards (4)

Detailed Description
Keep a clean and organized kitchen to help prevent accidents, including burns.

Picture of task to be performed
-

SWP Step

Step Number
5

Step Summary
Heat / fire hazards (5)

Detailed Description
Keep your cooking area free of flammable materials.

Picture of task to be performed
-

SWP Step

Step Number
6

Step Summary
Heat / fire hazards (6)

Detailed Description
Be aware of hot surfaces: Do not touch or place anything on these surfaces unless they have had time to cool down.

Picture of task to be performed
-

SWP Step

Step Number
7

Step Summary
Heat / fire hazards (7)

Detailed Description
Keep children away from hot surfaces.

Picture of task to be performed
-

SWP Step

Step Number
8

Step Summary
Heat / fire hazards (8)

Detailed Description
Use caution with boiling liquids: Use a lid or a splatter screen to keep the liquid from boiling over.

Picture of task to be performed
-

SWP Step

Step Number
9

Step Summary
Heat / fire hazards (9)

Detailed Description
Avoid loose clothing: it could catch fire or get caught on handles.

Picture of task to be performed
-

SWP Step

Step Number
10

Step Summary
Heat / fire hazards (10)

Detailed Description
Tie up hair.

Picture of task to be performed
-

SWP Step

Step Number
11

Step Summary
Heat / fire hazards (11)

Detailed Description
Use long matches and/or tongs to maintain safe distance from fire when lighting.

Picture of task to be performed
-

SWP Step

Step Number
12

Step Summary
Heat / fire hazards (12)

Detailed Description
Check a first aid kit with burn gel and/or running water is nearby.

Picture of task to be performed
-

SWP Step

Step Number
13

Step Summary
Heat / fire hazards (13)

Detailed Description
Check there is a fire extinguisher and fire blanket nearby.

Picture of task to be performed
-

SWP Step

Step Number
14

Step Summary
Heat / fire hazards (14)

Detailed Description
Water for hot appliances to cool down before moving; e.g. toasters, urns, sandwich press, etc.

Picture of task to be performed
-

SWP Step

Step Number
15

Step Summary
Heat / fire hazards (15)

Detailed Description
Wear closed shoes when cooking.

Picture of task to be performed
-

SWP Step

Step Number
16

Step Summary
Chopping/sharps (1)

Detailed Description
Use sharp knives: Dull knives require more force and are more likely to slip, increasing the risk of cuts.

Picture of task to be performed
-

SWP Step

Step Number
17

Step Summary
Chopping/sharps (2)

Detailed Description
Use sharp knives and keep them sharpened regularly. A knife sharpener is available in the kitchen.

Picture of task to be performed
-

SWP Step

Step Number
18

Step Summary
Chopping/sharps (3)

Detailed Description
Use the right cutting surface - a board made of a material that won't dull your knives, such as wood or plastic.

Picture of task to be performed
-

SWP Step

Step Number
19

Step Summary
Chopping/sharps (4)

Detailed Description
Hold the knife with a firm grip and keep your fingers away from the blade.

Picture of task to be performed
-

SWP Step

Step Number
20

Step Summary
Chopping/sharps (5)

Detailed Description

Pay attention while cutting: Avoid distractions and pay attention while cutting to prevent accidental slips and cuts.

Picture of task to be performed

-

SWP Step

Step Number

21

Step Summary

Chopping/sharps (6)

Detailed Description

Store knives safely.

Picture of task to be performed

-

SWP Step

Step Number

22

Step Summary

Food Handling and Hygiene - Summary

Detailed Description

For large groups (where a small number of people do the food preparation for many people, e.g. course field trips), the following food safety procedures apply:
• The person in charge, overseeing the food preparation and cleaning of food preparation facilities, has training in food hygiene/safety
• The person in charge ensures any helpers follow hygiene requirements
• The person in charge ensures any helpers follow food safety principles
• When cleaning utensils/surfaces etc, a sanitisation step must be included, this can either be temperature or chemical sanitisation.
• Wiping Cloths: Wet wiping cloths that are in use for wiping food spills from food
• Contact and nonfood-contact surfaces of equipment shall be stored in a sanitizing solution.
• Tea towels are not to be used for drying, unless they are single use.
• A thermometer is used to check the internal temperatures of potentially hazardous hot and cold food items.

Picture of task to be performed

-

SWP Step

Step Number

23

Step Summary

Food Handling and Hygiene - Training

Detailed Description

The person in charge who oversees the food preparation and cleaning of food preparation facilities has training in food hygiene/safety. Two free online courses are recommended:
(1) DoFoodSafely, Provided by the Victorian Government; or
(2) Environmental Health Australia / Federation Council Food safety course

Training for food prep during the coronavirus pandemic.
The person in charge should do the COVID-19 awareness for food service training, provided by the NSW Food Authority.

Picture of task to be performed

-

SWP Step

Step Number

24

Step Summary

Food Handling and Hygiene - Chemical sanitisation

Detailed Description

Use a food-grade sanitiser - One that doesn't require rinsing afterwards, but is safe to use for cooking once it's dried. QAC sanitisers need to have a QAC concentration of 200 ppm, do not use more, or else residue can remain, also can be toxic to the environment at high concentrations.

Always follow the instructions on the bottle and the SDS. Generally:
• concentrated solutions of sanitisers must not directly contanct any part of the body, wear gloves and safety glasses when diluting.
• A twin-chamber measuring bottle can be used which greatly reduces risk of contact
• Make a large volume (e.g. 5L) of dilute solution (~0.1% benzalkonium chloride) to reduce the handling of concentrated solution. Use this to top up spray bottles.
• The concentration of the dilute solution (~0.1% benzalkonium chloride), following product instructions, is similar to that of hand sanitizers and is considered safe to contact. However, benzalkonium chloride is a common allergen and people should be made aware.

Picture of task to be performed

-

SWP Step

Step Number

25

Step Summary

Food Handling and Hygiene - Instructions for large groups at Smiths Lake Field Station

Detailed Description

For large groups (where a small number of people do the food preparation for many people, e.g. course fieldtrips), the following safety requirements apply:
• The person overseeing the food preparation and cleaning of food preparation facilities should have training in food hygiene/safety.
• A sanitising step should be included:
• You should incorporate a sanitising step when prepping food preparation and eating areas, and cleaning afterwards
• Use a food-grade sanitiser
• Groups need to bring their own food-grade sanitiser (and other cleaning chemicals)
• Large groups should also bring a food temperature probe to ensure the correct temperatures required for food safety.

Washing up areas for students should be setup up as follows:
• Station 1 - a bin to scrape scraps
• Station 2 - A tub for removing the remaining solid bits
• Station 3 - then one sink with warm water and detergent for cleaning which brush
• Station 4 - a sink with just cold water to rinse off detergent
• Station 5 - Tub with a food-grade sanitiser (choose a sanitiser such that is safe to use the utensils for food once it's dried).

Example setup (from NSW Gov Food Authority):
Is notification to the Taree council required?
• Council will not require notification – the kitchen will be registered with Council at that address as being suitable for catering purposes for groups attending.
Can outdoor sinks be used?
• Yes as long as they are properly set up with separate cleaning and sanitising sinks.

Picture of task to be performed

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SWP Step

Step Number

26

Step Summary

Food safety guidelines from HS406 – Fieldwork Guideline (Catering and Food Hygiene)

Detailed Description

Food provisions should be suitable for the conditions and duration of the field trip and should include adequate supplies in case of emergency or extended duration. The following is an excerpt from Food Safety Standards Australia and New Zealand and should be observed:
• All food items must be prepared hygienically, using clean hands and utensils.
• Food should be selected and prepared carefully. In many parts of the world raw food (salads etc.), shellfish and ice-cream should be avoided and fruit should be washed and peeled before eating. In cases of doubt, food should be thoroughly cooked to kill any contaminating microorganisms.
• A constant supply of potable water must be available. If necessary, the water should be sterilised by boiling, filtration or use of tablets. Always assume stream and river waters are unsafe, even in wilderness areas.
• Food must be kept clean and covered to prevent contamination by dust, insects etc. It should be kept cool (below 5°C) or hot (above 60°C).
• Pre-prepared foods should be wrapped tightly or protected in sealed containers before packing them in a cooler. Raw meats should be placed at the bottom of the cooler and ready-to-eat items above.
• The practice of cooking food for consumption one day ahead should be avoided.
• Utensils must be kept clean.
• when cooling cooked potentially hazardous food, cool the food –within two hours – from 60°C to 21°C; and within a further four hours – from 21°C to 5°C;
• when reheating previously cooked and cooled potentially hazardous food to hold it hot, use a heat process that rapidly heats the food to a temperature of 60°C or above.

Picture of task to be performed

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SWP Step

Step Number

27

Step Summary

Food safety guidelines from HS406 – Fieldwork Guideline (Hygiene of food handlers)

Detailed Description

• A food handler must, when engaging in any food handling operation –
- take all practicable measures to ensure his or her body, anything from his or her body, and anything he or she is wearing does not contaminate food or surfaces likely to come into contact with food;
- take all practicable measures to prevent unnecessary contact with ready-to-eat food;
- ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food that is being conducted;
- only use on exposed parts of his or her body bandages and dressings that are completely covered with a waterproofed covering;
- not eat over unprotected food or surfaces likely to come into contact with food;
- not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
- not spit, smoke or use tobacco or similar preparations in areas in which food is handled; and

• A food handler must wash his or her hands –
- whenever his or her hands are likely to be a source of contamination of food;
- immediately before working with ready-to-eat food and after handling raw food;
- immediately after using the toilet;
- before commencing or re-commencing handling food;
- immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and
- after touching his or her hair, scalp or a body opening.

• A food handler must, whenever washing his or her hands –
- use the hand washing facilities provided;
- thoroughly clean his or her hands using soap or other effective means, and warm (if possible) running water; and
- thoroughly dry his or her hands on a single use towel or in another way that is not likely to transfer pathogenic microorganisms to the hands.

Picture of task to be performed

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SWP Step

Step Number

28

Step Summary

Food safety guidelines from HS406 – Fieldwork Guideline (Food Allergies)

Detailed Description

Food allergy occurs in around 2 in 100 adults. The most common triggers are egg, cow's milk, peanut, tree nuts, seafood, sesame, soy, fish and wheat. Some food allergies can be severe, causing life threatening reactions known as anaphylaxis.

Persons with known serious allergies should have an action plan completed by their doctor and made known to the Fieldwork Leader. They may also carry an adrenalin auto-injector.
In general, adrenaline auto-injectors should not be in first aid kits, as it is the individual's responsibility to carry their own medication for personal use. However, if a risk assessment determines that these are required then the HS905 First Aid Procedure outlines how they are to be managed.
As there is currently no cure for food allergy, strict avoidance is essential in the management of food allergy.
It is important for individuals with food allergy to:
• Provide this information on the HS009 Fieldwork Participant Form;
• Carry their adrenaline auto injector (if prescribed) and Action Plan with them at all times;
• Know the signs and symptoms of mild to moderate and severe allergic reactions (anaphylaxis) and what to do when a reaction occurs;
• Read and understand food labels for food allergy;
• Tell wait staff that they have a food allergy when eating out;
• Be aware of cross contamination of food allergens when preparing food.

More information is available at: www.allergy.org.au

Picture of task to be performed

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Supporting Documentation

Supporting Documentation

SCI-BEES-SWP-12062.pdf

End of Document