



[Site name] e.g. Biscay Street

Post-planting Progress Reports & Supporting Documents (Part C)

Author/Organisation: **e.g. Cervantes Coastcare**

Site name: **e.g. Biscay Street**

Site No.: **e.g. 001**

Location: **e.g. Cervantes**

Plan submitted: **2017**

Planting year: **2018**

These documents have been designed to help guide your organisation in planning a well organised coastal revegetation project in the Northern Agricultural Region.

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APPENDIX A: PLANNING CHECKLIST

This pre-, post- and on the day planning checklist is intended to help you with the planning stages of your revegetation project. See Appendix D for more information on Site Safety & Indication. NACC has also developed a video guide to help assist in planning your community revegetation events in coastal areas. Watch the video here: <https://youtu.be/Ppg0ZzZw14o>

PRE-EVENT	
<input type="checkbox"/> Permission from landholder for works	<input type="checkbox"/> Seed/cutting collection of local provenance seed Spring/Summer
<input type="checkbox"/> Site visit one year prior to planting event, risk assessment and species identification	<input type="checkbox"/> Site visit one year prior to planting event
<input type="checkbox"/> Check no other events coinciding on planned date	<input type="checkbox"/> Select and order correct guards for site
<input type="checkbox"/> Pest animal control plan	<input type="checkbox"/> Develop volunteer recruitment plan
<input type="checkbox"/> Weed control plan completed including summer and autumn weeds	<input type="checkbox"/> Event promotion plan
ON THE DAY	
<input type="checkbox"/> Have site pegged/flagged ready for volunteers	<input type="checkbox"/> Welcome/Acknowledgement of Country
<input type="checkbox"/> Have equipment out, cleaned, sorted and counted	<input type="checkbox"/> Acknowledge funding bodies
<input type="checkbox"/> Soak plants in water (and Seasol if available)	<input type="checkbox"/> Hazard identification and risk management
<input type="checkbox"/> Have designated meeting point/muster point for emergencies	<input type="checkbox"/> Manual handling techniques
<input type="checkbox"/> Correct bending/lifting techniques, use of mechanical aids (e.g. wheelbarrow)	<input type="checkbox"/> Task rotation
<input type="checkbox"/> Emergency procedure/muster point	<input type="checkbox"/> Plant and equipment distribution
<input type="checkbox"/> Direction of work, site maps, split up large groups	<input type="checkbox"/> Plant away from established weeds (if possible)
<input type="checkbox"/> Demonstration on how to remove plant from pot carefully	<input type="checkbox"/> Planting demonstration – for coastal sp plant deep ½-2/3 of stem and make a deep bowl for watering/rain
<input type="checkbox"/> Guard placement demonstration – make sure guards are taught and stakes are in as deep as possible	<input type="checkbox"/> Place pot on top of stake (indicate planted and ready for watering)

<input type="checkbox"/> Water plant with 2-3 litres of water (if available)	<input type="checkbox"/> Final check/emu parade across site to check for unplanted plants, tools & equipment, rubbish and lost property
<input type="checkbox"/> On completion of event gather everyone at muster point to say big thank you and how important their contribution was	<input type="checkbox"/> Hand out feedback forms
<input type="checkbox"/> Set up Photomon site	<input type="checkbox"/> Party! Reward volunteers with catering (eg. BBQ) to show your appreciation
POST EVENT	
<input type="checkbox"/> Promote event through media channels	<input type="checkbox"/> Monitoring for success rate
<input type="checkbox"/> Supplementary watering	<input type="checkbox"/> Guard collection and recycling
<input type="checkbox"/> Follow up weed control	<input type="checkbox"/> Pest animal control

APPENDIX B: PLANTING DAY EQUIPMENT

<input type="checkbox"/> Volunteer registration form and sign in sheet (photo use)	<input type="checkbox"/> Site map including work area, toilets, muster points
<input type="checkbox"/> Risk assessment and Incident report forms	<input type="checkbox"/> Plants (soaked in water immediately before planting)
<input type="checkbox"/> Enough guards and stakes + extra in case of breakages	<input type="checkbox"/> Scissors for cutting ties or through jute mesh/matting
<input type="checkbox"/> Gardening gloves	<input type="checkbox"/> Mallets
<input type="checkbox"/> Trowels, pottiputkis, Hamilton diggers, shovels	<input type="checkbox"/> Fertiliser tablets
<input type="checkbox"/> Plenty of buckets	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Drinking water	<input type="checkbox"/> Sunscreen, insect repellent
<input type="checkbox"/> Toilet, toilet paper, soap	<input type="checkbox"/> Hand cleaner, cloth wipes, tea-towel
<input type="checkbox"/> BBQ, gas, matches, oil, utensils, bin, paper towels	<input type="checkbox"/> Food*, ice, esky

*NACC encourages community groups and organisations to reduce the footprint of your planting event by buying local produce where possible and minimising the need for single use plastics. Try to use recyclable containers where possible and reusable or at least compostable cutlery, plates etc. Vegetarian and gluten-free options should be available. Skip the plastic!



APPENDIX C: SITE RISK ASSESSMENT

OSH Risk Assessment (JHA)		Date:	#.
		Revision #.	Revision Date:
<u>Section 1</u> – Job Details			
PROJECT:		Person in Charge:	
WORK LOCATION:			
JOB DESCRIPTION: Revegetation			
PLANNED ACTIVITY:			
EMERGENCY ACTION: Call '000'			
In the event of injury is a member of the team First Aid Qualified?		<input type="checkbox"/> YES	<input type="checkbox"/> NO If yes, who?
Point where an injured person may receive treatment: nearest hospital:			

Section 2 – Risk Assessment

Table A: Risk Matrix

				Consequence				
				No injury or illness; minor injury or illness requiring basic first aid treatment	Lost Time Injury <10 days, injury or illness requiring medical treatment	Lost Time Injury >10 days, incident reportable to local authorities	Single fatality, permanent or total disability	Multiple fatalities, permanent or total disability
				Negligible	Minor	Moderate	Major	Extreme
				1	2	3	4	5
Likelihood	Numerous times within the year	Almost Certain	5	Moderate	High	High	Very High	Very High
	Once every year	Likely	4	Moderate	Moderate	High	High	Very High
	Once every three years	Possible	3	Low	Moderate	Moderate	High	High
	Once every seven years	Unlikely	2	Low	Low	Moderate	Moderate	High
	Once every twenty years	Rare	1	Low	Low	Moderate	Moderate	High

Table B: Management Matrix

Level of Risk (Risk Factor)	Criteria for Management of Risk
Very High	CEO Attention needed – Action plans and management responsibility specified
High	Senior Management attention needed – Action plans and management responsibility specified
Moderate	Managed by specific Monitoring or response procedures – management responsibility specified
Low	Managed by routine procedures, unlikely to need specific application of resources

Note: Consideration must be given to environmental aspects in the development of this JHA, i.e. emissions to air, water and land; waste and by-products generated; energy emitted.

Risk Assessment (Continued)

No.	Job Step <i>Describe the job step by step in sequential order</i>	Hazards <i>What are the potential hazards with each step?</i>	Impact of the Hazard <i>What would be the outcome of the Hazard</i>	Risk Score	Risk Control Methods & Monitoring <i>What safe guards will be used? How will the effectiveness of these controls be determined? (Inspection & ongoing monitoring)</i>	Residual Risk Score	Responsible Person
1	Driving to site	Traffic and road ; other vehicles, unfavourable road conditions and driving under the influence of drugs and alcohol all present significant risks whilst driving to the beach monitoring sites.	Serious injury or death	High	All program participants must abide by local traffic laws and drive safely according to road conditions.	High	Volunteer
2	All activities on beach, dune area and car parks	Exposure to heat and sun	May cause sunburn, dehydration; heat exhaustion, heat stroke	High	Wear a hat, sunglasses and sun cream, and drink plenty of water. Avoid lengthy sun exposure particularly between 11am and 3pm. If suffering any symptoms, remove yourself from heat and sunlight, cool off, drink fluids, and rest.	Moderate	Volunteer
		Vehicles ; vehicle traffic may be present in car parks and on some beaches that require monitoring.	Serious injury or death	High	Be alert at all times and give way to vehicles.	Moderate	Volunteer
		Snake bite ; While the likelihood of being bitten by a snake is minor, venomous snakes are present around vegetation and beach areas.	Serious injury or death	Moderate	If confronted by a snake, back away slowly and remain a distance of at least two metres. In the event of a snake bite, treat all bites as venomous and call 000 for emergency assistance. If trained in snake bite first aid apply immobilisation and compression on the bitten limb.	Moderate	Volunteer

No.	Job Step <i>Describe the job step by step in sequential order</i>	Hazards <i>What are the potential hazards with each step?</i>	Impact of the Hazard <i>What would be the outcome of the Hazard</i>	Risk Score	Risk Control Methods & Monitoring <i>What safe guards will be used? How will the effectiveness of these controls be determined? (Inspection & ongoing monitoring)</i>	Residual Risk Score	Responsible Person
2	All activities on beach, dune area and car parks	Insect bites; Some sites may be in the vicinity of estuarine or standing water where biting insects may be present.	Itchy bites, potentially contracting mosquito-borne diseases such as Ross River Virus.	Moderate	In areas where biting insects are an issue, such as mosquitoes, flies (such as march flies and sand flies/midges) and mites, it is advisable to wear insect repellent and long sleeved clothing.	Low	Volunteer
		Sharp vegetation; Volunteers may be required to walk through sharp vegetation to and from monitor points.	Cuts, scrapes and irritation	Moderate	To avoid cuts and irritation it is advisable to wear long trousers and closed-in footwear.	Low	Volunteer
		Slippery, loose and sharp rocks, slopes, unstable ground & infrastructure; rocks present slip and trip hazards. Coastal erosion may cause embankments to become unstable and tree roots to be exposed. Infrastructure such as signs, bollards etc. may also present risk if unstable.	Falls, cuts, bruises	Moderate	Avoid walking in areas which look unstable and watch out for exposed tree roots and unstable/uneven ground. Avoid leaning on infrastructure without testing it first to see if it is sturdy. Wear enclosed footwear. Keep site tidy, do not leave tools and equipment lying around for people to trip over.	Low	Volunteer
2	All activities on beach, dune area and car parks	Large waves and storm surge; Particularly during the winter months stormy weather conditions and large swell can create large waves and storm surge along beaches.	Being swept from beach, drowning	High	Volunteers should be cautious and practice common sense to be aware of dangerous water and not monitor during unsafe conditions.	Moderate	Volunteer

No.	Job Step <i>Describe the job step by step in sequential order</i>	Hazards <i>What are the potential hazards with each step?</i>	Impact of the Hazard <i>What would be the outcome of the Hazard</i>	Risk Score	Risk Control Methods & Monitoring <i>What safe guards will be used? How will the effectiveness of these controls be determined? (Inspection & ongoing monitoring)</i>	Residual Risk Score	Responsible Person
		Harmful litter; Some litter on the beach may be harmful e.g. broken glass, tin cans.	Cuts and disease	High	Wear enclosed footwear and dispose of litter carefully, if collecting it. Wear gloves during collection and sorting. Utilise any hand extended tongs available during collection. Dispose of own litter thoughtfully.	Moderate	Volunteer
		Heavy plant trays/water containers	Broken bones, strains, sprains, bruising	Moderate	Advise participants of potential hazards and correct lifting techniques before clean up. Do not move, drag or lift items without suitable help. Gloves and suitable footwear are to be worn. First aid trained staff and appropriate supplies on site at all times.	Low	Volunteer/Staff
		Manual handling injury	Hospitalisation	Moderate	Advise participants of potential hazards and correct use of tools before planting. Use mechanical aids when available. Rotate tasks and take regular breaks. Bend at the knees not your back. Gloves and suitable footwear are to be worn. First aid trained staff and appropriate supplies on site at all times. Correct procedure followed to remove item or inform the appropriate party of its location and hazard.	Low	Volunteer/Staff

No.	Job Step <i>Describe the job step by step in sequential order</i>	Hazards <i>What are the potential hazards with each step?</i>	Impact of the Hazard <i>What would be the outcome of the Hazard</i>	Risk Score	Risk Control Methods & Monitoring <i>What safe guards will be used? How will the effectiveness of these controls be determined? (Inspection & ongoing monitoring)</i>	Residual Risk Score	Responsible Person
		Disregard of general safety and courtesy	Minor accidents and confrontation	Moderate	Volunteers are responsible for their own actions, behaviour and safety at all times. Please respect yourself, fellow volunteers, other people, your organisation (and its partners by behaving in an appropriate manner at all times. Be aware that some people may not appreciate having their picture taken or may take offence at being asked to move if they are obstructing a photo. It is therefore of upmost importance to act in a courteous manner.	Low	Volunteer
		Trampling on native vegetation; Volunteers may be required to walk through native vegetation and/or regenerating areas to collect rubbish.	Stunted growth or death of native plants	Low	To reduce environmental impact avoid walking on native plants and use established tracks if present.	Low	Volunteer
Other:							

Section 3 – Occupational Health & Safety				“Check <input checked="" type="checkbox"/>” for items required – List others not specified.							
PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING REQUIREMENTS				PLANT, EQUIPMENT AND TOOLS FOR JOB							
Enclosed shoes	<input type="checkbox"/>			Potiputkis	<input type="checkbox"/>	Hand trowels	<input type="checkbox"/>				
Protective clothing	<input type="checkbox"/>			Buckets	<input type="checkbox"/>	Stanley knives	<input type="checkbox"/>				
Sun Screen	<input type="checkbox"/>			Hammers	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>				
Hat	<input type="checkbox"/>			Plastic tubs	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>				
Insect Repellant	<input type="checkbox"/>			Water	<input type="checkbox"/>	Fire Blanket	<input type="checkbox"/>				
Gloves	<input type="checkbox"/>			Forms	<input type="checkbox"/>	Radio	<input type="checkbox"/>				
QUALIFICATIONS AND TRAINING REQUIREMENTS “Check <input checked="" type="checkbox"/>” or List Training Required											
Induction	<input type="checkbox"/>	First Aid Training	<input type="checkbox"/>	Four Wheel Driver Training	<input type="checkbox"/>	Safety Awareness Training	<input type="checkbox"/>	Chemical Training	<input type="checkbox"/>	Manual Handling	<input type="checkbox"/>
<i>Other:</i>											

RESPONSIBLE PERSON IN CHARGE OF JOB: Management Approval: (work shall not proceed unless approved by the person in charge)			
Name:	Signature:	Position:	Date: / /

Section 4 - Event Sign On/Off Sheet (All employees doing the work must discuss the Risk Assessment prior to work)

DATE	FULL NAME	SIGNATURE		PHOTO CONSENT* (circle) Yes / No
		ON	OFF	
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

*These details will be kept confidential by **[insert your organisation's name]** unless specified otherwise. By ticking yes in the column provided for photo consent you are agreeing to providing consent to, and release rights to the NACC publishing photographic images and audio-visual recordings of you and/or your children for informational and promotional purposes. You acknowledge that NACC will store your details with the images and may identify your name or your child's name in conjunction with use of the Material

APPENDIX D: SITE SAFETY & INDUCTION

Site Safety and Induction (Coastal Revegetation Events):

- Gather everyone in close so they can hear you
- Welcome everybody, thanks for coming, please register your attendance
- Welcome to Country (if pre-organised with Tradition Owner) or Acknowledgment of Country (if no Traditional Owner)

Example Noongar Acknowledgement: from Leeman south

“We would like to acknowledge this land that we meet on today is the traditional land of the Yued people and that we respect their inherent spiritual relationship with their country. We also acknowledge the Yued people are the custodians of the Lower half of the Northern Agricultural Region and that their cultural and heritage beliefs remain strong to the living Noongar people today.”

Example Yamaji Acknowledgement: from Leeman north

“We would like to acknowledge this land that we meet on today is the traditional land of Yamaji people and that we respect their inherent spiritual relationship with their country. We also acknowledge Yamaji people are the custodians of the Northern half of the Northern Agricultural Region and that their culture and heritage remain strong in those Yamaji living today.”

- Thank individuals or groups for coming- partners, funders, supporters etc
- Emergency procedure/muster point/toilets etc
- Why we are here today.
- Outline plan for day- Number of plants to be planted, when we will stop/break for lunch, procedure for finishing- clean-up / check site
- Direction of work, site maps, split up large groups
- Demonstrate/state manual handling techniques
- Demonstrate/state correct bending/lifting techniques, use of mechanical aids (e.g. wheelbarrow)
- Encourage task rotation (to avoid repetitive strain injury etc)
- Plant and equipment distribution (work in small groups with different tools for tasks)
- Plant away from established weeds (if possible)

- Demonstration on how to remove plant from pot carefully (tapping to of plant pot)
- Planting demonstration (plant deep up to 2/3 of stem) - make deep bowl
- Guard placement demonstration
- Fixed guard not flapping in wind
- Stakes level with top of guard
- Place pot on top of stake- indicate planted and ready for watering (if applicable)
- Water plant with 2-3 litres of water (if available)
- Final check/emu parade across site to check for unplanted plants, tools & equipment, rubbish and lost property
- On completion of event gather everyone at muster point to say big thank you and how important their contribution was

APPENDIX E: POST-PLANTING DATA SHEET

POST-PLANTING DATA SHEET	
Site Name:	
Site Visit Number:	
Date Planted:	
Assessment date:	
Assessment completed by:	
Estimate of overall survival rate (%):	
Species that are surviving well:	
Species that are surviving poorly:	
Supplementary water required/undertaken?	
Evidence of any damage and probable cause:	
Weed control needed/undertaken?	
Photo-monitoring picture taken (Y/N):	
Comments:	