

Task Risk Assessment and Control Form South-eastern Red-tailed Black-Cockatoo Annual Cocky Count, 2026



Once complete, please email this form to:
EDconservationandscience@birdlife.org.au
And/or
people&safety@birdlife.org.au

The Risk Assessment process requires a few minutes of your time to review or prepare this sheet prior to commencement of each activity.

The Task Risk Assessment (TRA) is a safety tool designed to ensure BirdLife staff and volunteers logically examine the hazards associated with an activity so they can be identified, assessed, documented and controlled. The aim of a TRA is to document how a particular activity should be done safely.

Many activities undertaken by BirdLife staff and volunteers are undertaken routinely. They have been done like that for years. Luck should not be a part of whether someone gets injured or not and a TRA must be completed prior to commencement of each activity to identify relevant hazards.

Generally the best way to tackle a TRA is through observation – having two or more people actually observing an activity to determine the risks is ideal. This process prompts the recognition of hazards. Some activities, performed infrequently, won't allow for observations – in these circumstances it's best to have an experienced group of people complete the assessment through discussion.

Eight steps to effective Risk Assessment:

1. **Document the activity** - With the staff/volunteers involved, break the activity down into basic steps and record them on the Worksheet. This is a crucial part of the RA; too many steps make the assessment too complicated and too few lead to hazards not being identified.
2. **Identify the hazards** - Look at each step in turn and identify all of the hazards that are present for each activity step. Success of the RA at this stage relies on the ability of staff to identify all the hazards present. Use the "specific hazards" prompts (below) to help you with hazard identification.
3. **Determine and describe the risks** - Look at each hazard in turn and determine what specifically is the risk that may be present. A short description of the contributing elements should be included in the assessment of the risk.
4. **Rate the risk** - Using the Risk Rating Matrix provided, determine the level of risk that may be present. Risks that are rated as 1, 2 or 3 may need to have an additional risk assessment undertaken to determine the most practicable control that could be implemented.
5. **Document the control measures** - For each assessed and described risk, document the most practicable, preferred, control measures required to eliminate or minimise those risks. Review the risk rating. This should be in line with the Hierarchy of Control (see below).

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6. **Identify who is responsible** - Document the name and/or position of the person responsible for implementing and undertaking the control measure.
7. **Monitor and Review** - Ensure supervision of the activity to confirm the documented process is followed. Review the RA if there are any changes to the activity, process, personnel or annually.
8. **Emergency Preparedness** - Ensure everyone knows what to do in the event of an emergency.

It is important to complete an RA before the commencement of ANY activity as this provides a written record of the process to be used to go ahead safely. As it is a record that can be used in court, it should be signed off by the parties who have responsibility for the activities (including supervisors, staff or volunteers) and a copy filed for future reference.

As the RA is only a written record, management processes must still be in place to ensure staff and volunteers are trained and competent to complete the activity and that there is a sufficient level of supervision to ensure the activity is completed as documented.

The RA should be completed by staff/volunteers, involved in the job, not just the principal contractor or supervisor.

RISK RATING MATRIX

Step 1. Consequences

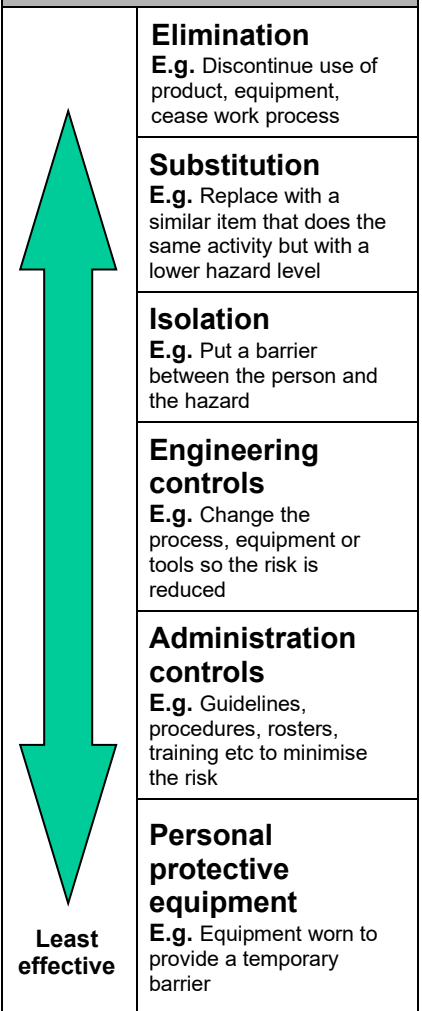
What are the potential *consequences* of this incident occurring? Consider what could reasonably happen as well as what the worst possible consequences may be. Look at the description below and choose the most suitable consequence.

Step 2. Likelihood

What is the *likelihood* of the consequence identified in step 1 happening? Consider this without new or interim controls in place. Look at the description below and choose the most suitable likelihood.

RISK RATING CONSEQUENCE	LIKELIHOOD				
	1. Rare The event will only occur in exceptional circumstances	2. Unlikely The event is not likely to occur	3. Possible The event may occur	4. Likely The event is likely to occur	5. Almost Certain The event is almost certain to occur
A. Catastrophic (Accidental death / serious injury)	Significant Risk (2)	Significant Risk (2)	High Risk (1)	High Risk (1)	High Risk (1)
B. Major (Serious injury)	Low Risk (4)	Moderate Risk (3)	Significant Risk (2)	High Risk (1)	High Risk (1)
C. Moderate (Lost time due to injury)	Low Risk (4)	Low Risk (4)	Moderate Risk (3)	Significant Risk (2)	High Risk (1)
D. Minor (Minor injury – no lost time)	Low Risk (4)	Low Risk (4)	Low Risk (4)	Moderate Risk (3)	Significant Risk (2)
E. Minimal (No injury)	Low Risk (4)	Low Risk (4)	Low Risk (4)	Low Risk (4)	Moderate Risk (3)

HIERARCHY OF CONTROL



SPECIFIC HAZARDS TO CONSIDER:

- Manual Handling
- Plant
- Noise
- Working environment
- Driving
- Working In Isolation
- Dangerous Goods
- Hazardous Substances
- Electrocution/Thermal/Pressure
- Falls from height
- Infectious Diseases
- Asbestos
- Confined spaces
- Lead
- Slips, Trips, Falls
- Fire/Explosion
- Animals
- Dust/ UV, Weather elements
- Entanglement, crushing, cutting, striking, shearing

OTHER SAFETY CONSIDERATIONS:

- Induction
- Supervision
- Personal Protective Equipment (PPE)
- Barriers/Warning signs
- Equipment Maintenance
- First Aid
- Communication
- Clean Up/Waste Disposal
- Permits e.g. Hot Works
- Traffic Control
- Work area ergonomics
- Public Safety
- Appropriate accreditation & licence

SAFETY RESOURCES TO CHECK:

- Risk Assessments previously completed
- Safe Work Procedures
- OHS Policies & procedures
- WorkSafe resources
- Plant & Equipment Manuals
- Experienced staff

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

DETAILS OF PERSONS COMPLETING RISK ASSESSMENT			
Name: Rachel Farran (BirdLife Australia)		Position (relative to this activity/project): South-eastern Red-tailed Black-Cockatoo Recovery Project Coordinator	
Contact number: 0447 543 646 Alt:		Designated Working Group: BirdLife National Office and Regional Staff	
Email: Rachel.farran@birdlife.org.au		<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	

Name: Tegan Douglas		Position (relative to this activity/project):	
Contact number: n/a Alt:		Designated Working Group: BirdLife National Office and Regional Staff	
Email: n/a		<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	

DETAILS OF ACTIVITY / PROJECT			
Title: South-eastern Red-tailed Black-Cockatoo Annual Cocky Count, 2025		Location/Site:	
		Multiple sites occurring within Stringybark feeding habitat within the distribution range of the South-eastern Red-tailed Black-Cockatoo in south-eastern South Australia and south-western Victoria from Portland, to the Little Desert, Port McDonald to Kingston and up towards Bordertown.	
		Start date: 03/05/2025	Finish date: 03/05/2025
Description:		Participants:	
<p>Staff and participants/volunteers are to undertake black-cockatoo counts/surveys across distribution of South-eastern Red-tailed Black-Cockatoos from early in the morning to late in the evening on Saturday 2nd May 2026. Survey participants will drive slowly through stringybark forests using one of 2 survey methods to regularly stop and listen for the birds.</p> <p>Training and resources will be made available to participants before they independently travel to an allocated survey site and survey it.</p>		<p>1. BirdLife staff/conveners (any BirdLife employee or collaborator facilitating group or field activities related to the event or surveying a site as part of the count)</p> <p>2. General participants/Volunteers (any person who has registered, been allocated a site, and intends to survey that site on the count date – 2nd May)</p>	
		Proponent/External Organisation involved: N/A	
		Contact: N/A	

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

<p>Equipment list:</p> <ul style="list-style-type: none">• Mobile Phone (with fully charged battery);• Map and /or GPS unit;• SPOT Device if available (when working alone and/or in remote areas);• Well stocked first Aid kit, including snake bandage;• PPE: long-sleeved shirt, long trousers, sunglasses, sun cream, sturdy boots, gaiters, gloves, safety spectacles, rainproof jacket and warm hat as appropriate; Hand sanitizer as appropriate.• COVID-19 Hygiene kit (hand sanitiser; disinfectant spray and/or wipes; tissues and/or mask, latex gloves).• Fresh drinking water and food• 4WD rescue equipment if available• Vehicle hygiene equipment• Survey equipment – survey form, binoculars (optional), pen/pencil, watch, compass (or phone), torch <p>*Baseline PPE (standard) for Avian Influenza</p> <ul style="list-style-type: none">• Eye protection• Disposable Gloves• Hand Gel Sanitizer (60-90% concentrate)• Facemasks	<p>Required Training/qualifications to undertake activity/project:</p> <ul style="list-style-type: none">• First Aid Qualification (group leader/s)• Driver's License (driver/s)• WWCC if surveying a Parks Victoria site <p>Avian Influenza Reference information:</p> <p>Wildlife health Australia Toolkit for High Pathogenic Avian Influenza</p> <p>https://wildlifehealthaustralia.com.au/Portals/0/Incidents/WHA_HPAI_Risk_mitigation_toolbox.pdf</p> <p>Visual observations and signs of Avian Influenza or carcasses are recorded and must be reported to the Animal Disease Hotline on 1800 675 888</p> <ul style="list-style-type: none">• Avian Influenza disease signs in birds include:<ul style="list-style-type: none">○ Sudden death with no prior signs.○ Low energy or appetite.○ Purple discoloration or swelling of various body parts.○ Reduced egg production, or soft-shelled/misshapen eggs.○ Nasal discharge, coughing, or sneezing.○ Lack of coordination.○ Diarrhea.
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The control measures outlined below to address COVID-19 transmission risks have been developed based on advice and legislation by national, state and local authorities at the time of Risk Assessment preparation (March 2023). Be aware that there may subsequently be tightening or alterations to this advice and legislation which exceed or override the control measures provided here. Avian Influenza protocols and controls consistent with Wildlife Health Australia (WHA) National HPAI Toolbox (Aug 2024)

Contact **People and Safety Manager** people&safety@birdlife.org.au if you wish to discuss any aspect further.

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
Preparations for field surveys – including deciding whether to proceed with the surveys. (#1 – for all participants)	Addressing the need to undertake field surveys in the context of COVID19.	Illness from viral or bacterial infection. Transmission of bacteria/virus to vulnerable people who may suffer serious or fatal illness.	3. Moderate Risk	<ul style="list-style-type: none"> Do not undertake fieldwork if you are feeling unwell prior to commencing fieldwork, even if the symptoms are mild. Follow state and federal medical advice (see links below) and seek medical advice from your doctor. If you have underlying health conditions or are within other high risk groups for COVID-19, it is your responsibility to decide if you should participate in conducting surveys. If you are uncertain whether you should participate, we suggest consult with your doctor. When arranging the trip, check with the land manager that it is acceptable for the BirdLife employee to visit the location. The staff member conducting the surveys should inform the manager of the actions that they will be implementing to minimise and avoid the risk of COVID transmission during their upcoming field surveys. - The land manager may legitimately decide to cancel or postpone the employee's site visit to their property due to concerns regarding disease transmission. Similarly, it is acceptable for the employee to decide to cancel or postpone their participation in a site visit due to concerns regarding disease transmission. In this case, the employee should inform relevant stakeholders as soon as practicable. 	4. Low Risk	BirdLife Staff Participants
Interacting with members of the public.	Hostile members of the public.	Personal injury or incident from either physical or mental abuse and confrontation	2 Significant	<ul style="list-style-type: none"> Be self-aware Try to avoid any physical contact unless absolutely necessary as this may cause provocation Move to a safe distance Return to your vehicle and contact relevant authority (e.g. landholder, local Police etc) 	4. Low Risk	BirdLife Staff Participants
Fitness for work – for all participants	Undisclosed medical conditions, allergies, disabilities or past injuries may affect	Undisclosed medical conditions, allergies, disabilities or past	1 High	<ul style="list-style-type: none"> Please ensure that you are fit for the activity and the tasks will not put you at risk of injury or illness, and you are well prepared to treat any condition which may arise. 	4. Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

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	your ability to undertake the work and the ability of the team to provide help	injuries that affect your ability to undertake the work may be triggered during fieldwork with the team leader and other team members unaware and able to provide help. Depending on the type of condition, the lack of help could result in a fatality.	3 – Moderate risk	<ul style="list-style-type: none"> • Please ensure that you disclose any medical conditions, allergies, disabilities or past injuries that may affect your ability to undertake the work to Birdlife Australia and your team leader and team members. • If you do not wish to disclose any medical conditions, allergies, disabilities or past injuries that may affect your ability to undertake the work to Birdlife Australia, please ensure that you disclose this information to your team leader and potentially team members. • Please be prepared during field outings by bringing any medications, solutions or devices required you need to be administered, if needed. • At the start of each activity please advise your team leader where medications, solutions or devices are stored on you (e.g. in backpack) and what to do and how to administer help, if required. 		
Incidental observations/ monitoring for Avian Influenza (during standard field surveys/ passive monitoring)	Monitoring for and recording observations of HPAI /Avian Influenza symptoms or signs	Enhanced disease surveillance as directed by government Reporting of signs of sick birds, animals or carcasses to authorities for early detection of disease and to reduce monitor its spread, without risk to human health or other animals.	3 – Moderate risk	<ul style="list-style-type: none"> • Monitor wildlife for signs of sickness or death (best conducted from a distance/with binoculars, scopes or drones) • Visual observations and signs of Avian Influenza or carcasses are recorded and reported to the Animal Disease Hotline on 1800 675 888 <ul style="list-style-type: none"> ○ Avian Influenza disease signs in birds include: <ul style="list-style-type: none"> ▪ Sudden death with no prior signs. ▪ Low energy or appetite. ▪ Purple discoloration or swelling of various body parts. ▪ Reduced egg production, or soft-shelled/misshapen eggs. ▪ Nasal discharge, coughing, or sneezing. ▪ Lack of coordination. ▪ Diarrhea. 	4. Low Risk	BirdLife Staff, Convenors, Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
				<ul style="list-style-type: none"> • If observations are made, restrict access and under no circumstances contact or move infected animal/s. • Report incident to People and Safety Manager within 48 hours 		
Accidental interaction with suspected diseased animals or carcasses	Ensure compliance with AUSVETPLAN are complied with or cease access to site.	Reduce the potential spread or transmission of HPAI through contact with diseased or dead animals and impacts to health for both humans and other animals.	1 - High Risk	<ul style="list-style-type: none"> • Maintain or implement site access restrictions/cease activity and access to site immediately • Passively observe and record scavengers or other animals in proximity to incursion zone/ carcasses (from safe distance i.e binoculars/drones) • Passively observe and record other healthy animals in proximity to incursion zone/carcasses (from safe distance, ie binoculars/drones) • Under no circumstances are contact with or removal of carcasses to be conducted (unless risk assessment and direction from relevant Authorities) • If any contact is accidentally made with a carcass or sick bird- wash hands immediately with santiser, avoid contact with other birds/poultry within 48 hours, wash all clothes, report to authorities. • Report all observations to local Primary Industries/Agriculture in relevant state or territory. • Visual observations of signs of Avian Influenza or carcasses are recorded and reported to the Animal Disease Hotline on 1800 675 888 <ul style="list-style-type: none"> ○ Avian Influenza disease signs in birds include: <ul style="list-style-type: none"> ▪ Sudden death with no prior signs. ▪ Low energy or appetite. 	4. Low Risk	BirdLife Staff, Convenors, Participants

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				<ul style="list-style-type: none"> ▪ Purple discoloration or swelling of various body parts. ▪ Reduced egg production, or soft-shelled/misshapen eggs. ▪ Nasal discharge, coughing, or sneezing. ▪ Lack of coordination. ▪ Diarrhea. 		
During field surveys. Includes outdoor activities and also travel to, from and within the field site (ff#2 - for all participants).	Disease transmission between participants and/or with external third parties. Bacteria or viruses may inadvertently be caught or passed on by people (e.g., COVID-19 coronavirus).	Illness from viral or bacterial infection. Transmission of bacteria/virus to vulnerable people who may suffer serious or fatal illness.	3 – Moderate risk	<ul style="list-style-type: none"> • Wash hands regularly and thoroughly, where possible, especially if equipment has been shared (e.g. pens). • Avoid direct contact with other people, such, as hand shaking. Observe the 1.5 m distance where possible as per social distancing guidelines. • Where possible, staff should avoid sharing equipment during fieldwork (e.g. pens, binoculars etc.). • Carry your own personal hand sanitiser and use this after contact with other people or potentially infected surfaces (NB the use of hand sanitiser is not a substitute for hand washing, but is an additional precaution). • Promote/practice good respiratory hygiene (e.g. cover nose and mouth when coughing/sneezing with tissue or mask, dispose of used tissues and masks, and perform hand hygiene after contact with respiratory secretions). • Use latex gloves when re-fuelling at petrol stations. • When mandated, a mask must be worn. When not mandated, then wearing of masks must be undertaken when social distancing is not possible. • Do not undertake fieldwork if you are feeling unwell prior to commencing the fieldwork, even if symptoms are mild. Follow state and federal medical advice (see links below) 	4. Low Risk	BirdLife Staff Participants

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				and we encourage you to seek medical advice from your doctor. <ul style="list-style-type: none"> If you develop signs of illness during or after a field trip, follow state and federal advice - including social distancing, self-isolating and seeking medical attention. Inform other participants that you have come into contact with over the course of the fieldwork. For more information: <ul style="list-style-type: none"> Australian Government, Department of Health: <ul style="list-style-type: none"> ➤ https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert Safe Work Australia: <ul style="list-style-type: none"> ➤ https://www.safeworkaustralia.gov.au/covid-19-information-workplaces World Health Organisation (WHO): <ul style="list-style-type: none"> ➤ https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports Australian Department of Foreign Affairs and Trading Smart Traveller: <ul style="list-style-type: none"> ➤ https://www.smarttraveller.gov.au/news-and-updates/coronavirus-covid-19 		
After the completion of the field surveys (#3 – for all participants).	Disease transmission between participants and/or with external third parties (especially COVID19 coronavirus). Bacteria or viruses may inadvertently be caught or passed on by people. e.g., COVID-19 coronavirus	Illness from viral or bacterial infection. Transmission of bacteria/virus to vulnerable people who may suffer serious or fatal illness.	3 – Moderate risk	If the relevant staff member or participant is confirmed as positive to COVID19 in the days after the completion of the field surveys, they must inform their manager or their BirdLife staff contact. The manager will then implement the BirdLife Australia COVID response plan, which involves: <ul style="list-style-type: none"> Informing relevant authorities of the known interactions between the field staff member and members of the community whilst conducting the surveys; 	4 - Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
All activities undertaken in an outdoor setting – including surveys & assessments, site visits, work-shops and meetings. Also applies to activities involving travel through high fire danger areas. High Fire Danger (HDF) areas include (but are not restricted to): -Areas adjacent to or within State Forests, National / State Park, timber plantations. Other areas of woodland and forests on private and public land – Areas surrounded by grassland / dense vegetation (paddocks, parks, reserves) - Coastal scrub -Restricted access areas (e.g.,	Exposure to fire risk.	Direct exposure to fire could lead to burns and other severe injuries, or even death. The occurrence of a fieldworker within a fire zone could place emergency service personnel at risk of injury or death if a rescue is required.	A3 High Risk (1)	<ul style="list-style-type: none"> • No fieldwork at all where Code Red/Catastrophic or Extreme Fire Danger Ratings (FDRs) are in place. • Fieldwork is able to proceed in all areas where a High FDR is in place if all of the following conditions are all met (a) the fieldworker feels safe to undertake the work, (b) the fieldworker listens to emergency radio stations and/or uses Emergency apps to monitor for potential nearby risks during the field visit, (c) the fieldworkers whereabouts are known to others, (d) the distance travelled away from a vehicle is limited, and (e) the fieldworker is ready and able to leave the area if necessary at short notice. • Fieldwork is able to proceed in all areas where a Moderate FDR is in place if the following conditions are all met (a) the fieldworker feels safe to undertake the work, (b) the fieldworker listens to emergency radio stations and/or uses Emergency apps to monitor for potential nearby risks during the field visit, and (c) the fieldworker is ready and able to leave the area if necessary at short notice. Irrespective of the FDR: <ul style="list-style-type: none"> • If an Emergency Warning or a Watch and Act Bushfire Warning/Alert is issued for your fieldwork area or on your travel route, then the fieldworker should avoid or leave the area immediately, only if it is safe to do so. • If an Advice warning Bushfire Warning/Alert is issued for a travel/activity area, then the fieldworker should monitor conditions and be ready to leave with little or no warning, only if it is safe to do so. • Avoid or leave any area where fire can be seen, if it is safe to do so. • If smoke is smelt or seen, immediately plan best route to safety and leave site. Listen to the radio for information and/or monitor Emergency apps on local bushfires Monitor 	4 - Low Risk	BirdLife Staff Participants

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locations with only one entry/exit point (#1 – for all participants).				the FDRs for the current and future field days on the relevant websites:		
Driving to the survey (#1).	Vehicle accident (in traffic).	Involvement in a vehicle accident could lead to injury or death to the participants and/or third parties.	1 - High Risk	<ul style="list-style-type: none"> • Plan trip in advance, check vehicle (e.g. tyre wear), and allow adequate travel time to ensure calm driving. • Plan to avoid rush hour traffic. • Check weather conditions before departing and postpone field work if severe weather is likely. • Ensure you hold a valid/up-to-date driver's licence. • Ensure sustainable workload and allow for rest periods on long trips. Never drive if drowsy. • Identify appropriate travel route and directions prior to departure. Carry a detailed map of the site. • Do not use a mobile phone whilst driving. • Be aware of the need to drive sensibly (e.g. no alcohol, drugs, speeding, tail-gating). • Ensure car has a First Aid kit and a First Aider is present for minor injuries. Call emergency services immediately, if necessary. 	4. Low Risk	BirdLife Staff Participants
Driving to and during survey (#2).	Vehicle breakdown.	Risks potentially faced by participants include (but are not restricted to) injury during attempted repairs, exposure to inclement weather and paucity of	4 - Low Risk	<ul style="list-style-type: none"> • Plan trip in advance and check vehicle (e.g. tyre wear, jack, wheel brace, petrol, oil and water) before departure. • Always carry a mobile phone with fully charged battery. • Check spare wheel before departure. • Check you have RACV telephone number (or appropriate roadside assistance number) with vehicle. • Do not undertake fieldwork alone. 	4 - Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

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		drinking water and other sustenance.		<ul style="list-style-type: none"> Always carry sufficient water and food for remote site surveys. 		
Driving to and during survey (#3).	Vehicle bogging.	Risks potentially faced by participants include (but are not restricted to) injury during attempted extraction, exposure to inclement weather and paucity of drinking water and other sustenance.	4 - Low Risk	<ul style="list-style-type: none"> Keep vehicle to formed tracks. Avoid driving off tracks to park the vehicle. Where possible, avoid crossing waterways, puddles, other muddy areas and other situations likely to result in bogging. If it is not possible to avoid these hazards, consider walking the remaining distance instead (if it is not far away) or skipping the relevant sites during this survey period. If driving on unsealed tracks, take a 4WD vehicle, whenever possible. Always carry a mobile phone with a fully charged battery. Always inform family, staff or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Do not undertake fieldwork alone. Always carry sufficient water and food for remote site surveys. 	4 - Low Risk	BirdLife Staff Participants
Driving to and during survey (#4).	Getting lost.	Risks potentially faced by participants include (but are not restricted to) increased risk of vehicle accident or bogging on	4 - Low Risk	Do not drive on roads you do not know unless you have one or more of the following: <ul style="list-style-type: none"> You are with someone who knows the area well, You have detailed maps of the travel route to, and within, the work site, and (You obtain instructions from someone beforehand that knows the site well. 	4 - Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
		unfamiliar roads and paucity of drinking water and other sustenance.		<ul style="list-style-type: none"> • Carry maps or GPS with you (apps are available for mobile phones) • Always carry a mobile phone with a fully charged battery (or satellite phone, if possible). • Always inform family, or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Do not undertake fieldwork alone. • Always carry sufficient water and food for the duration of site surveys. • Ensure car has a First Aid kit and a First Aider is present for minor injuries. Call emergency services immediately. if necessary. 		
Arriving at survey site (#1).	Locking keys in vehicle.	Risks potentially faced by participants include (but not restricted to) exposure to inclement weather and paucity of fluids and food.	4 - Low Risk	<ul style="list-style-type: none"> • Check pockets and bags prior to locking your vehicle to ensure keys are not still inside the vehicle. • Always carry a mobile phone with a fully charged battery. • Always inform family or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Do not undertake fieldwork alone. 	4 - Low Risk	BirdLife Staff Participants
Arriving at survey site (#2).	Fire caused by car.	If a fire were to start and get out of control, it would place the participants and	3 - Moderate Risk	<ul style="list-style-type: none"> • Do not drive vehicles through, or park on, dry grass or crops. The risk from the hot exhaust system is high, particularly for petrol vehicles and those with a catalytic converter. 	4. Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity	2. Identify the hazards	3. Determine and Describe the Risk	4. Rate the risk	5. Document the control measures	6. Rate the risk with controls in place	7. Person responsible for implementing control measure
List the steps required to perform the job/activity in the sequence they are carried out.	Against each job, list the hazards that <u>could</u> cause injury or damage.	other third parties at risk of injury or death.		Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	Using the risk rating matrix, rate each risk identified.	
Surveying fieldwork (#1).	Exposure to drowning hazard.	Drowning from exposure to wetland water.	1 – Moderate Risk	<ul style="list-style-type: none"> • Never enter a pond. • Avoid approaching closer than 2 m to water’s edge, particularly where there is a slope or dense vegetation. If you can’t see the edge do not proceed. • Never work alone on a high risk site. 	3. Low Risk	BirdLife Staff Participants
Surveying fieldwork (#2).	Unknown hazards on site.	Exposure to hazards on-site (e.g. contact with dangerous substances and sick birds, motor vehicle accidents, collisions with construction machinery) may occur and result in serious illness, injury or fatality.	1 – Moderate Risk	<ul style="list-style-type: none"> • Ensure that all personnel are inducted (where required) or are accompanied by inducted personnel (if site allows). • Ensure that the additional requirements for survey participants who are not formally inducted are fulfilled. • Maintain site induction currency. • Ensure that a pre-survey checklist/risk assessment is undertaken to identify all potential hazards prior to commencement of the surveys. Add any additional hazards identified once on-site and ensure all survey participants are made aware of the risks and sign-off on the document. • Ensure the location of First Aid equipment and the emergency evacuation procedures are known before commencing activity or work. • Never work alone on a high risk site. 	3. Low Risk	BirdLife Staff Participants
Surveying fieldwork (#3).	Losing access keys/ encountering faulty locks and getting locked in.	Risks potentially faced by participants include (but not restricted to) exposure to	4 - Moderate Risk	<ul style="list-style-type: none"> • Double check storage of keys prior to moving away from a location where they have been used and ensure that they are secure. 	4. Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
		inclement weather and paucity of fluids and food.		<ul style="list-style-type: none"> Always carry a mobile phone with a fully charged battery. Always inform family, or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. 		
Surveying fieldwork (#4).	Vehicle accident (running off poor tracks). Vehicles leaving tracks can be caused by loss of traction and/or loss of control of vehicle due to slippery, wet conditions, or lack of concentration due to mobile phone use, speed, bad weather or poor visibility (i.e., driving towards the sun)	Involvement in a vehicle accident could lead to injury or death to the participants and/or third parties.	2 - Significant Risk	<ul style="list-style-type: none"> Always drive below 20 km/hr on-site unless signed otherwise. Do not divert from formed roadways as levy banks may be unstable or contain rabbit warrens. Avoid driving at night. Plan trip in advance, check vehicle (e.g. tyre wear), and allow adequate travel time to ensure calm driving. Check weather conditions before departing and postpone fieldwork if severe weather is likely. Ensure you have correct vehicle for the conditions and use a 4WD, whenever possible. Ensure sustainable workload and allow for rest periods on long trips. Ensure you hold a valid/up-to-date Driver's Licence. Do not use a mobile phone whilst driving. After rainfall, check track/site conditions before leaving home for site. Avoid dry weather only tracks and those with unsealed surfaces. Always carry a mobile phone with a fully charged battery. 	3.Moderate Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
			3 - Moderate Risk	<ul style="list-style-type: none"> • Always inform family, or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Never work alone on a high risk site. • Ensure car has a First Aid kit and a First Aider is present for minor injuries. • In a life-threatening emergency call 000 and have relevant site information and location ready. 		
Surveying fieldwork (#5).	Exposure to contaminants.	Illness from contaminant exposure.	3 - Moderate Risk	<ul style="list-style-type: none"> • Never enter a pond. • Avoid making contact with refuse. • Avoid making contact with wildlife, including dead or diseased birds. • Glasses (sun glasses, prescription glasses or safety glasses) should be worn when outside of vehicles and when not using optical equipment to protect eyes. • Carry sufficient water to wash, or antiseptic hand washes may be prudent, if exposure to contaminants is considered likely. • If contact is made with refuse, water that is suspected to be contaminated, bird faeces or wildlife, do not eat, drink or smoke before hands or garments are thoroughly washed and disinfected. • Always wear PPE, such as a long-sleeved shirt and long trousers, sturdy boots, and gloves and safety spectacles, if appropriate. • Never work alone on a high risk site 	4. Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
Surveying fieldwork (#6).	Exposure to dehydration/sunstroke.	Sickness (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	3 - Moderate Risk	<ul style="list-style-type: none"> • Check weather forecast before planning fieldwork and postpone when severe weather is likely. • Avoid working on days above 35°C and days declared Total Fire Ban days by the CFA. Check the CFA website if unsure of conditions. • Ensure adequate hydration and carry sufficient water for surveys which are longer than 30 minutes. • Plan site visit and wear appropriate PPE, such as sunscreen, a hat, long-sleeved shirt and long trousers. • Always carry a mobile phone with a fully charged battery. • Always inform family, or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Never work alone on a high risk site. 	4. Low Risk	BirdLife Staff Participants
Surveying fieldwork (#7).	Exposure to hypothermia.	Sickness (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	3 - Moderate Risk	<ul style="list-style-type: none"> • Check weather forecast before planning field work and postpone when severe weather is likely. • Plan site visit and wear (or carry) appropriate wet weather/cold weather gear when likely to be needed, such as rainproof jacket and warm hat. • Always carry a mobile phone with a fully charged battery. • Always inform family, or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. 	4 - Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
				<ul style="list-style-type: none"> • Never work alone on a high risk site. 		
Surveying fieldwork (#8).	Exposure to snake bite risk.	Sickness (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	2. Significant (1)	<ul style="list-style-type: none"> • Regard all snakes as venomous and do not touch, handle or provoke any snakes. • Understand appropriate treatment for snake bites. • Always assess the situation before walking anywhere and look for the path of least risk (avoid long grass during summer). • Walk in a manner that will forewarn snakes of your presence. Generally they will move out of your path if they are present. • If a snake is encountered, stop and calmly back away from the animal. If the animal is trying to get away from you, allow it to move in its desired direction to seek shelter. Remain calm and move slowly away from the animal. • Always carry a well-equipped and up-to-date First Aid Kit and snake bite bandages in the vehicle, and carry these whenever away from the vehicle. First aider needed. Call emergency services (000) if needed. • Plan the site visit in advance and wear appropriate PPE, including long-sleeved shirt, long trousers, sturdy boots and gaiters. • Always carry a mobile phone with a fully charged battery. • Always inform family, or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Never work alone on a high risk site. 	3. Moderate Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
Surveying fieldwork (#9).	Exposure to biting/stinging animals.	Sickness (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	2. - Significant Risk	<ul style="list-style-type: none"> Always assess the situation before walking anywhere and look for path of least risk (avoid long grass during summer). Ensure a well-equipped and up-to-date First Aid Kit is in the vehicle, and carry this when away from the vehicle. First aider needed. Call emergency services (000) if needed. If a known allergy to insect bites exists, ensure all necessary medication is carried at all times. Inform companions of allergies, if required. Plan the site visit in advance and wear appropriate PPE, including a long-sleeved shirt, long trousers, sturdy boots and gaiters. Tuck pants into socks to minimise likelihood of ticks and other small biting animals (e.g., spiders, bullants) accessing bare skin on legs. Always carry a mobile phone with fully charged battery. Always inform family or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Never work alone on a high risk site. 	3. Moderate Risk	BirdLife Staff Participants
Surveying fieldwork (#10).	Exposure to dog or kangaroo attack, bite from another animal.	Injury (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	3. Moderate Risk	<ul style="list-style-type: none"> Avoid all dogs and larger wildlife. Act in a way to reduce the risk of aggression from encountered animals. Do not actively approach wildlife or unrestrained dogs. Always carry a well-equipped and up-to-date First Aid Kit. First aider needed. Call emergency services (000) if needed. 	4. Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
				<ul style="list-style-type: none"> • Always carry a mobile phone with a fully charged battery. • Always inform family or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • <u>Never</u> work alone on a high risk site. 		
Surveying fieldwork (#11).	Exposure to livestock attack.	Injury (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	3 – Significant Risk	<ul style="list-style-type: none"> • Before commencing the fieldwork, check with the landholder for guidance on which parts of their property currently contain livestock that are aggressive or otherwise potentially dangerous. • Where possible, avoid entering paddocks with livestock. Always avoid walking into or through paddocks that contain livestock that have been identified as aggressive or otherwise potentially dangerous. • For livestock that has been identified as non-dangerous by landowners, if avoidance is not possible and you are working in/walking through the same area, ensure you remain aware of their presence and have an exit strategy should the animals become potentially dangerous. • If you find yourself in a paddock with livestock that you consider are dangerous, leave the paddock by the shortest and safest route. • If confronted by an animal, remain calm and move slowly away, facing the animal, without making eye contact. • Always carry a well-equipped and up-to-date First Aid Kit. First aider needed. Call emergency services (000) if needed. 	4. Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
				<ul style="list-style-type: none"> • Always carry a mobile phone with a fully charged battery. • Always inform family or BirdLife Australia staff of your planned movements and timing of field work, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Never work alone on a high risk site. 		
Surveying fieldwork (#12).	Exposure to prickly / spiny plants.	Exposure to prickly / spiny plants may lead to scratches, splinters and potentially allergic reactions.	3 - Moderate Risk	<ul style="list-style-type: none"> • Always assess the situation before walking anywhere and look for a path of least risk (avoid dense vegetation, where possible). • Where possible, remain on established paths and animal tracks. • Ensure you carry a well-equipped and up-to-date First Aid Kit in the vehicle, and carry this when away from the vehicle. • Plan site visit and wear appropriate PPE, including long-sleeved shirt, long trousers, sturdy boots and gaiters. • Always carry a mobile phone with a fully charged battery. • Never work alone on a high risk site. 	4. Low Risk	BirdLife Staff Participants
Surveying fieldwork (#13).	Falling tree limbs	Injury (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they care for the patient.	1 High Risk	<ul style="list-style-type: none"> • Check weather conditions before departing and postpone field work if severe weather is likely, particularly high winds. • No field work is to be undertaken on days of strong wind warning (50 km/h) or greater. • Where possible, avoid parking vehicle beneath large old trees, dead trees or trees in poor health. 	3. Moderate Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
			3 - Moderate Risk	<ul style="list-style-type: none"> • Always assess the situation before walking anywhere and look for a path of least risk (avoid densely wooded areas in high winds or gusty conditions). • Avoid standing for prolonged periods below beneath large old trees, dead trees or trees in poor health. • Remain on established paths, where possible, as maintenance of sites generally ensures tree limbs that may pose a risk are removed from over pathways. • Ensure you carry a well-equipped and up-to-date First Aid Kit in the vehicle, and carry this when away from the vehicle. • In a life-threatening emergency call 000 and have relevant site information and location ready. • Always inform family or BirdLife Australia staff of your planned movements and timing of field work, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Never work alone on a high risk site. 		
Surveying fieldwork (#14).	Exposure to 'sharps' (such as broken glass, scrap metal and hypodermic needles).	Injury (or in worst case, death) to participant. Increased risk of a range of hazards to other participants as they carefor the patient.	3 - Moderate Risk	<ul style="list-style-type: none"> • Take care and observe areas carefully before walking through or putting your hands on anything. • Plan site visit and wear appropriate PPE, including long-sleeved shirt, long trousers, sturdy boots and gaiters. • Always carry a well-equipped and up-to-date First Aid Kit. First aider needed. Call emergency services (000) if needed. 	4. Low Risk	BirdLife Staff Participants
Surveying fieldwork (#15).	Tripping/ slipping hazards.	Injury (or in worst case, death) to participant. Increased risk of a	1 High Risk	<ul style="list-style-type: none"> • Check weather conditions before departing and postpone fieldwork if severe weather is likely. 	4. Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
		range of hazards to other participants as they carefor the patient.	2 - Significant Risk	<ul style="list-style-type: none"> • Always wear well-fitting, sturdy boots that provide ankle support. • Avoid sloping or heavily vegetated areas. • As far as possible, remain on well-formed tracks. • If walking over rough surfaces, check stability underfoot before placing full weight on surface. • Cease walking when writing notes or using binoculars. • Carry a well-equipped and up-to-date First Aid Kit and bandages. First aider needed. Call emergency services (000) if needed. • Always carry a mobile phone with a fully charged battery. • Always inform family or BirdLife Australia staff of your planned movements and timing of field work, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Never work alone on a high risk site. 		
Surveying fieldwork (#16).	Eye strain.	Short or long-term damage to vision of the participant.	2 - Significant Risk	<ul style="list-style-type: none"> • Restrict time spent using scopes and binoculars. • Ensure scopes and binoculars are of high quality and correctly set up for your eyes. • Have rest periods at least every 20 min, relaxing eyes and looking at cool colours, such as greens and blues. • Wear good quality sunglasses when not using the scope or binoculars. 	3. Moderate Risk	BirdLife Staff Participants
Surveying fieldwork (#17).	Strain when lifting/ carrying equipment or samples.	Injury to the participant (e.g.,	3 – Moderate Risk	<ul style="list-style-type: none"> • As far as possible, avoid carrying heavy equipment for any distance. 	4. Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
		pulled muscles, back pain).		<ul style="list-style-type: none"> Use appropriate lifting technique (squat, grasp, lift with legs, hold) If carrying equipment heavier than 10 kg further than 200 m, ensure proper weight-bearing harnesses/straps/packs are used. Weights greater than 25 kg should not be lifted by one person. 		
Surveying fieldwork (#18).	Diseases transmitted via birds (e.g. Psittacosis, Salmonella, etc.) or other animals.	Injury and/or sickness (or in worst case, death) to participant.	3 - Moderate Risk	<ul style="list-style-type: none"> Avoid all direct contact with bird faeces. Do not touch sick or dead birds. If contact is made with bird faeces or wildlife, do not eat, drink or smoke before hands or garments are thoroughly washed and disinfected. Carry antiseptic handwash if contact is considered likely. 	4. Low Risk	BirdLife Staff Participants
Surveying fieldwork (#18).	Unexploded Ordinance (UXO)	Injury (or in worst case, death) to participant.	3. Moderate Risk (2)	<ul style="list-style-type: none"> Do not touch or handle any suspected UXO item. Leave the reserve immediately. Notify local Police. Entry to the reserve is not authorised until Police / Department of Defence has confirmed it is safe to do so. 	4. Low Risk	BirdLife Staff Participants
Being outside in low air quality (e.g. due to bushfires) (#1 – for all participants).	Exposure to smoke risk.	Exposure to smoke risk can worsen asthma and other respiratory conditions, cause coughing and shortness of breath and irritate the eyes, nose and throat.	1 - High Risk	<ul style="list-style-type: none"> Ensure you understand Air quality measurements and regularly check air quality in your area through the Environment Protection Authority and follow any advice given. Avoid or limit outdoor activities in decreased air quality, especially people with sensitivity to smoke and air pollution (those with heart or lung conditions, including asthma, and children under 14 years, pregnant women, and people over 65 years). 	3. Moderate Risk	BirdLife Staff Participants

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1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
		Finer particles can penetrate deep into the lungs and are more harmful. Smoke also contains toxic gases, such as carbon monoxide, carbon dioxide, and nitrogen oxides. Illness from smoke to vulnerable people who may suffer serious or fatal illness.		<ul style="list-style-type: none"> If you experience worsening of your asthma that does not respond to the usual measures, or you experience new breathing problems or chest pain, seek medical help. Ordinary paper dust masks, handkerchiefs or bandannas do not provide protection from bushfire smoke and are generally not very useful in protecting your lungs. Specialised 'P2' masks (available at most hardware stores) should be worn if there is a high risk of smoke inhalation, especially people with sensitivity to smoke and air pollution. Be aware that these types of masks are much less effective if there is a poor seal around the face and mouth. A good seal is difficult to achieve for adults (especially men with beards) and impossible for children due to their smaller faces. Wearing a face mask can make it harder for you to breathe normally. If you have a heart or lung condition, talk to your doctor before using one. See also, 'Exposure to Ash and Dust' 		
Being outside in low air quality (e.g. due to bushfires) (#2 – for all participants).	Smoke from bushfires can contaminate water sources, such as rainwater tanks.	Illness from contaminant exposure.	2 - Significant Risk	<ul style="list-style-type: none"> Take water with you instead of relying on unknown water sources. Ensure you carry sufficient water for your activity duration and stay hydrated. Wash hands thoroughly before eating and drinking. 	3. Moderate Risk	BirdLife Staff Participants
Working in fire affected areas (#1)	Hot ash, hot or smouldering debris, vegetation, or embers. Can continue for weeks or months after the main fire front has passed.	Burn injuries from contact with hot ash, hot or smouldering debris, vegetation, or embers.	2 - Significant Risk	<ul style="list-style-type: none"> Do not enter fire affected areas until authorities open areas and relevant emergency services have declared an area safe to enter. Proceed through fire affected areas with caution, looking out for smouldering debris and embers. If seen, avoid. Leave the area if ground is hot or risk of burn injury from hot ash, hot or smouldering debris, vegetation, or embers is too high. 	3. Moderate Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
				<ul style="list-style-type: none"> Wear protective clothing such as: sturdy, closed footwear; long sleeves and trousers. Avoid moving debris, if required then wear heavy duty-gloves. 		
Working in fire affected areas (#2)	Exposure to dead animals or other biological waste.	Exposure to contaminants from dead animals or biological waste.	3 - Moderate Risk	<ul style="list-style-type: none"> Avoid making contact with refuse. Avoid making contact with wildlife, including dead or diseased birds. If contact is made with refuse, water that is suspected to be contaminated, bird faeces or wildlife do not eat drink or smoke before hands or garments are thoroughly washed and disinfected. Always wear PPE such as long-sleeved shirt and long trousers, sturdy boots. 	4 - Low Risk	BirdLife Staff Participants
Hazardous materials from damaged properties in bushfire affected areas (#1).	Asbestos.	Buildings built before 1988 may contain asbestos cement, which is generally not a health risk until the fibres are released through disturbance. During a bushfire, the amount of asbestos fibres released into the air is likely to be low. After a bushfire, asbestos fibres can be disturbed by clean-up work.	3 - Moderate Risk	<ul style="list-style-type: none"> If you suspect there is asbestos present when cleaning up around a property, contact your local government Environmental Health Officer and follow their advice. Avoid disturbing building rubble until local government has investigated the issue. 	4 - Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
Hazardous materials from damaged properties in bushfire affected areas (#2).	Ash from burnt treated timbers, such as copper chrome arsenate (CCA). timber, contains up to 10% (by weight) arsenic, copper and chromium which can be harmful if swallowed. CCA treated timber is commonly used in pergolas, decking, fencing and landscaping.	CCA-treated timber, contains up to 10% (by weight) arsenic, copper and chromium which can be harmful if swallowed. CCA treated timber is commonly used in pergolas, decking, fencing and landscaping.	3 - Moderate Risk	<ul style="list-style-type: none"> • Children, pets and other animals must be kept away from ash areas until clean-up is completed. • For advice on disposal, contact Environmental Health Services at your local government. • Wash hands thoroughly before eating and drinking. 	4 - Low Risk	BirdLife Staff Participants
Hazardous materials from damaged properties in bushfire affected areas (#3).	Exposure to ash and dust.	Illness from comtamiant exposure.	3. Moderate Risk	<ul style="list-style-type: none"> • Any non-disposable clothing (including shoes) should be washed or wet cleaned before reuse. • Ordinary paper dust masks, handkerchiefs or bandannas do not filter out fine ash or dusts or any asbestos fibres that may remain and are generally not very useful in protecting your lungs. Specialised 'P2' masks (available at most hardware stores) should be worn if there is a high risk of dust or ash inhalation, especially people with sensitivity to air pollution. Be aware that these types of masks are much less effective if there is a poor seal around the face and mouth. A good seal is difficult to achieve for adults (especially men with beards) and impossible for children due to their smaller faces. Wearing a face mask can make it harder for you to breathe normally. If you have a heart or lung condition, talk to your doctor before using one. • Do not move burnt structures unless wearing heavy duty gloves. 	4. Low Risk	BirdLife Staff Participants

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
				<ul style="list-style-type: none"> See also, 'Exposure to Smoke rom Fire'. 		
Weakened supports and structures in fire affected areas (#1).	Weakened structures underfoot.	Injury from slips, trips and falls,.	2 – Moderate Risk	<ul style="list-style-type: none"> Only enter fire affected areas when authorities have confirmed it is safe to do so. Always wear well-fitting sturdy boots providing ankle support. Stick to formed tracks as far as possible, watch where you are walking and avoid standing on burnt or unstable structures. Always carry a mobile phone with a charged battery. Always inform family or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. Do not undertake fieldwork alone. Ensure your car has an up-to-date First Aid Kit and a First Aider is present for minor injuries. In a life-threatening emergency, call 000 and have relevant site information and location ready. 	3. Low Risk	BirdLife Staff Participants
Weakened supports and structures in fire affected areas (#2).	Weakened structures overhead.	Injury from falling objects.	2 - Significant Risk	<ul style="list-style-type: none"> Only enter fire-affected areas when authorities have confirmed it is safe to do so. Check weather conditions before departing and postpone fieldwork if severe weather is likely, particularly high winds. Always wear a safety helmet if in areas where there is a danger of falling objects (e.g. tree limbs). 	3. Moderate Risk	BirdLife Staff Participants

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1. Document the activity List the steps required to perform the job/activity in the sequence they are carried out.	2. Identify the hazards Against each job, list the hazards that <u>could</u> cause injury or damage.	3. Determine and Describe the Risk	4. Rate the risk Using the risk rating matrix, rate each risk identified.	5. Document the control measures Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	6. Rate the risk with controls in place Using the risk rating matrix, rate each risk identified.	7. Person responsible for implementing control measure
				<ul style="list-style-type: none"> • Where possible, avoid parking vehicle beneath large old trees, dead trees or trees in poor health. • Avoid standing for prolonged periods beneath large old trees, dead trees or trees in poor health. • Always carry a mobile phone with a charged battery. • Always inform family or BirdLife Australia staff of your planned movements and timing of fieldwork, including an estimated time of return. Provide instructions that they try to make contact and take appropriate action if you have not checked in by a designated time. • Do not undertake fieldwork alone. • Ensure your car has an up-to-date First Aid Kit and a First Aider is present for minor injuries. • In a life-threatening emergency, call 000 and have relevant site information and location ready. • If area has not had a 'hazardous tree treatment', ensure that personnel or vehicles are not within the two tree length exclusion zones for: <ul style="list-style-type: none"> ❖ Killer"/"Clear and Present Danger" (CPD) trees that are marked with a YELLOW K. ❖ Potential CPD-Protection not assured" trees marked with a YELLOW X. ❖ Potential CPD-Protection assured" trees marked with a YELLOW DOT. ❖ Trees with hangers (limbs which are hooked up or tangled in other limbs and can be dislodged by external factors (wind, impacts from machinery other trees, fire) marked with a YELLOW X AND A YELLOW ARROW pointing to the location of the hanger. 		

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

1. Document the activity	2. Identify the hazards	3. Determine and Describe the Risk	4. Rate the risk	5. Document the control measures	6. Rate the risk with controls in place	7. Person responsible for implementing control measure
List the steps required to perform the job/activity in the sequence they are carried out.	Against each job, list the hazards that <u>could</u> cause injury or damage.		Using the risk rating matrix, rate each risk identified.	Using the Hierarchy of Control, describe the preferred Risk Control measures. I.e. Elimination, Substitution, Engineering & Administration controls, PPE.	Using the risk rating matrix, rate each risk identified.	
Driving from work site.	Refer to Section 8: Driving to work site.		1 - High Risk	From this guide: https://filesem.em.vic.gov.au/public/Safety/TreeHazardPictureGuide2017.pdf	3. Moderate Risk	BirdLife Staff Participants

Any changes or additions recommended:

Person completing RA: Rachel Farran *Rachel Farran* Date: 17/3/2026

Supervisor's endorsement: Tegan Douglas *Tegan Douglas* Date: 17/3/2026

BirdLife Australia People & Safety manager or/ Executive Director: Lyndel Wilson *Lyndel Wilson* Date: 18 March 2026

Copy of this RA has been forwarded to: People&Safety Activity participants

Emergency preparedness/ Reporting an incident, accident or near miss:

In the event of an emergency or incident, accident or near miss:

1. For an Emergency call Emergency services immediately: **000 / 112**

BirdLife Field/Activity Risk Assessment (Annual Cocky Count 2026)

OR

2. For **Accident/Incident/Near Miss and 000 call**- please report to Initial Contact and People&Safety Contacts below within 48 hours
3. For **all Calls to the National Emergency Animal Disease Hotline for Avian Influenza**- please report to Initial Contact and People&Safety Contacts below within 48 hours and to avianinfluenza@birdlife.org.au
4. **Initial Contact:** (supervisor/project manager Rachel Farran Ph: 0447 543 646 / redtail@birdlife.org.au)
5. **People&Safety Contacts:** People and Safety Manager, people&safety@birdlife.org.au within 48 hours of incident, accident or near miss and Executive Director Conservation and Science EDconservationandscience@birdlife.org.au
6. All **000** calls are also required to be reported to **CEO via People and Safety Manager.**

Emergency procedure:

In emergency ring 000 as first point of contact. Once emergency services have been notified contact project manager. Project manager will then follow up with registered emergency contacts and liase with BirdLife Australia people&Safety

In addition, if working alone or on remote site:

- Complete Fieldwork and Comms plans prior to commencing activities
- Contact Supervisor / Manager before commencing and after completing activites
- Instruct supervisor to ring emergency services if no contact within half an hour of expected completion time.

Ensure the location of First Aid equipment and the emergency evacuation procedures are known before commencing activity or work.

Emergency Services 000 / 112

Police

Mount Gambier Police Station	08 8735 1020
Edenhope Police Station	03 5585 1003
Naracoorte Police Station	08 8762 0466
Casterton Police Station	03 5581 1024

Health Service

Edenhope and District Memorial Hospital	03 5585 9800
Mount Gambier and District Health Service	08 8721 1200
Casterton Memorial Hospital	03 5554 2555
Naracoorte Health Service	08 8762 8100

Fire

CFS Bushfire Information Hotline	1300 362 361
Victorian Bushfire Information Line	1800 226 226