



TANGAROA BLUE FOUNDATION
WORK HEALTH AND SAFETY
MANAGEMENT STRATEGY

Version Control

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Work Health and Safety Legislation – explanatory note

The Model Work Health and Safety Act aims to provide all workers in Australia with the same standard of health and safety protection regardless of what work they do and/or where they work.

The Work Health and Safety laws require organisations that employ any paid workers to ensure, so far as is reasonably practicable, the physical and mental health and safety of all its workers, including volunteers. This means volunteers are owed the same duties as all other workers.

The Act and the Regulation are supported by codes of practice that give practical advice on how to meet work health and safety responsibilities. These are adopted by the Tangaroa Blue Foundation and referenced in this strategy wherever relevant.
<https://www.safeworkaustralia.gov.au/doc/model-work-health-and-safety-act>

1. Foundation outline and background information

The Tangaroa Blue Foundation Ltd (TBF or the Foundation) is a Not-For-Profit Organisation that coordinates the Australian Marine Debris Initiative and associated debris recording database. The initiative started in Western Australia in 2004 and has become a national program involving the removal of marine debris from Australian saltwater and freshwater environments, collection of data on the types and amounts of debris found at each site, tracking to source wherever possible and creating Source Reduction Plans with the input of stakeholders. These plans develop practical solutions to help prevent the items from becoming litter and marine debris.

Tangaroa Blue Foundation Ltd began as a not-for-profit, unincorporated community group, but its success in addressing marine debris issues around Australia led to its registration as a Company Limited by Guarantee in 2009. The Tangaroa Blue Foundation Ltd, trading as the Tangaroa Blue Ocean Care Society (TBOCS), was accepted for inclusion on the Register of Environmental Organisations in 2011. In 2012 the trading name (TBOCS) was cancelled, and the organisation is now only registered as Tangaroa Blue Foundation Ltd. It supports a network of volunteers along with organisations and agencies across Australia which monitor, collect and take action to help mitigate the adverse impacts of litter and marine debris in their environments.

The organisation is the only one coordinating such extensive work at a national level. A strong desire to be involved continues to grow at community, NGO, business and agency levels throughout the country.

2. Operational structure and management

Tangaroa Blue Foundation Ltd is governed by a Board of Directors who meets and liaises regularly with the management team. Advisors are also contracted from time-to-time to provide specific advice as and when required. The Board, in conjunction with the organisation's management team and members, makes decisions about the Foundation's strategic direction, how the Foundation is run and the activities it undertakes.

The CEO's position also includes that of Safety Officer. The Safety Officer is required to have qualifications and experience relevant to the oversight (and where it occurs, delivery) of aspects of the Foundation's work for which they are responsible. The Safety Officer is responsible for leading a bi-annual review of the Work Health and Safety Management Strategy with the Board and for leading an at least annual review of the Hazard Identification Plan. The Safety Officer delegates their responsibility, to the extent the law allows, as relevant. Project Coordinators adhere to safety standards set in this Strategy and Project Coordinators on remote trips are required to check-in daily. The CEO is supported by the leadership team to oversee day to day operations.

New members for the Board are asked to submit an application including their CV to the Board. An interview may be conducted by phone, or in person as is most practical. Their suitability for particular tasks is then assessed and the appropriate briefings provided. Other volunteers wanting to actively participate in the Foundation's work either at a Tangaroa Blue Foundation Ltd organised activity or one provided by another group or organisation are asked to complete the forms relevant to the activity and attend activity briefings provided either on-site or before activities commence (see section 4 of this document).

In the event that anything in this document is in conflict with relevant legislation, the legislation will take precedence.

3. Health and Safety

3.1 Duty of Care

Tangaroa Blue Foundation, so far as reasonably practicable, will take a positive duty of care towards the health and safety of other persons to ensure that they are not put at risk from work carried out as part of the conduct of the organisation.

3.2 Strategy

This Tangaroa Blue Foundation Work Health and Safety Management Strategy document outlines the organisation's Safety Management System. It is not intended to be a day-to-day operational document but is the basis for which all other relevant plans and policies are based.

The purpose of this strategy is:

- to increase safety awareness and responsibility in the workplace to ourselves, to each other and everyone else who engages with us;
- to emphasise TBF's commitment to taking positive and practicable steps to improve safety in the workplace;
- to take all practicable steps to ensure the safety of those we associate with; and
- to encourage discussion on safety issues and ensure that solutions are sought, achieved and maintained.

The Tangaroa Blue Foundation Ltd is committed to maintaining a safe and healthy working environment for the safety and health of its employees and other persons in the workplace.

Health and safety is everyone's business and everyone – volunteers, employees and contractors - is expected to share in the Foundation's commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind.

Every employee is expected to act safely at all times to ensure their own welfare and that of their fellow employees and others in the workplace. Note that employees are defined as any TBF member, or any person associated with that member, volunteers and any other person(s) engaged in work/ activities for the TBF. The workplace is any location where activities associated with the Foundation's work are undertaken.

The Foundation will ensure the safety of employees by:

- Providing and maintaining a safe working environment;
- Providing facilities for health and safety;
- Providing relevant training;
- Ensuring all plant and equipment is safe;
- Ensuring all employees are not exposed to unmanaged or uncontrolled hazards.
- Developing and implementing emergency and evacuation procedures.
- Managing any psychosocial risks associated with the work or organisation.

To achieve this, the Foundation will:

Systematically identify and control all hazards in the workplace. Where there are significant hazards the Foundation will take all practicable steps to eliminate, isolate and/or minimise these hazards to prevent any injury or damage through the following steps:

- Inform all employees of these hazards and the hazard controls;
- Ensure all employees are properly trained and supervised;
- Inform all employees of emergency and evacuation procedures;
- Record all incidents and accidents in the workplace, and take all practicable steps to prevent these events from happening;
- Carry out planned self-inspections to monitor health and safety issues;
- Review and update the Work Health and Safety Management Strategy at least once every two years;
- Review and update the Hazard Identification Plan at least annually;
- Provide ready availability of the Work Health and Safety Management Strategy for all interested parties (e.g. on the Foundation's website and at program locations);
- Care properly for all equipment and protective clothing and ensure replacement when equipment becomes unserviceable;
- Report all injuries, regardless of severity, to the activity leader or supervisor, and seek prompt attention for any injury sustained;
- Report promptly to the activity leader or supervisor, any condition due to illness or disability which would render any employee unable to perform duties safely.

3.3 Hazard management

All employees have a responsibility to guard against the creation of hazardous conditions and to ensure that safe work practices are implemented.

In particular, employees must:

- Adopt a responsible attitude to the safety of themselves and others;
- Before starting an unfamiliar task, seek immediate instruction from the activity leader or supervisor;
- Ensure they are qualified or trained to undertake particular tasks and activities; Remove hazards where appropriate, and report unsafe work conditions and practices to the team leader or supervisor;
- Wear appropriate protective clothing where necessary and wear it correctly;
- Use appropriate protective equipment or devices correctly;
- Use correct appliances and equipment for a task and report defective items for repair or replacement at the same time ensuring seriously defective equipment cannot be used.

It is the Foundation's aim to systematically identify and control all hazards in its workplaces. Where there are significant hazards it will take all practicable steps to eliminate, isolate or minimise these.

Where hazards may only be minimised, the Foundation will ensure:

- Protective clothing and equipment is provided and used by all employees, at all times necessary; Sound work practices are used and maintained;
- Employees are properly trained and/or supervised;
- Appropriate processes are in place to manage any exposure to psychosocial hazards. Where appropriate, and with the employee's consent, health monitoring in relation to exposure to significant hazards is undertaken;
- Any new hazards identified are incorporated into the Hazard Identification Plan and all employees informed;
- Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established;
- All hazards and the hazard controls will be regularly assessed (e.g. through bi-annual review of the Work Health and Safety Management Strategy and annual review of the Hazard Identification Plan);
- All employees are aware of the Work Health and Safety Management Strategy, including emergency and evacuation procedures.

Hazard Identification Plans, which include steps to eliminate, isolate or mitigate hazards are included as **Appendix A**.

Exposure to hazards is documented and monitored during each activity/working session in the **Tangaroa Blue Foundation Activity Report – Appendix G** - by the relevant supervising officer.

3.4 Board Member - Declaration

Please return this form to:
Tangaroa Blue Foundation
PO Box 1235
Dunsborough WA 6281

BOARD MEMBER DECLARATION

I, (Name) _____
acknowledge that I have read the Tangaroa Blue Foundation’s Work Health and Safety Management Strategy and related policies, plans and codes.

I have had explained to me the information contained in the plan, I understand the information and will comply this document in my role as a Tangaroa Blue Foundation Board Member.

_____	_____	_____
Board Member	Signature	Date
_____	_____	_____
Witness Name	Witness Signature	Date

3.5 Definition of “serious injury or illness”

A serious injury or illness is defined under the Act as an injury or illness that requires:

- Immediate treatment as an in-patient at a hospital, or
- Immediate treatment for any of the following:
 - the amputation of any part of his or her body, or
 - a serious head injury, or
 - a serious eye injury, or
 - a serious burn, or
 - the separation of his or her skin from an underlying tissue (such as degloving or scalping), or
 - a spinal injury, or
 - the loss of a bodily function, or
 - serious lacerations, or
 - medical treatment within 48 hours of exposure to a substance,
- Additionally, any injury or illness prescribed by regulation is classified as serious unless explicitly excluded under the Act.

3.6 Accident/incident reporting

- All accidents and incidents must be notified to the activity supervisor immediately, and then reported to the Foundation’s Safety Officer as quickly as practically possible;
- All medical emergencies, evacuations, fires, and other incidents of a serious nature must be reported immediately to the relevant land owner or manager/management agency;
- Do not disturb the scene;
- All accidents and incidents must be recorded on the **Accident/Incident Register** included in this plan (**Appendix C**) and returned to the Foundation’s Safety Officer;
- All serious harm accidents to any employee(s) need to be recorded on the **Accident/Incident Report Form - Appendix D** and are to be notified to the local State Work Health and Safety office and the Foundation’s Safety Officer as soon as possible;
- The Safety Officer is to review all accidents/incidents, including near misses, with the Board of Directors and agree on any hazard management changes required;
- Inform all employees of the outcome of the accident/incident investigation, i.e. new hazard identified and the hazard controls for it.

3.7 Duties to others in the workplace

All employees have a duty to ensure the following persons are not harmed:

- People in the vicinity of the workplace;
- People lawfully at work;
- People in the area with express or implied consent and who have paid to be there or are buying or inspecting goods.

Employees have a duty to ensure the following persons are advised of any significant hazards that the Foundation would not reasonably expect to find in its places of work:

- Persons authorised to be there;
- Persons on-site under the authority of legislation.

3.8 Procedures for review of the Work Health and Safety Management Strategy

As part of our training and induction, the Foundation's Safety Officer will ensure that the Board of Directors and other workers involved with supervising, organising or participating in Tangaroa Blue Foundation activities are familiar with the contents of the Work Health and Safety Management Strategy, and ensure that procedures for recording and reporting incidents, hazard identification, control and emergency procedures are discussed thoroughly. As this plan is for a rapidly growing business with diverse work programs and locations, management predicts that changes may need to be made regularly. Therefore, the Work Health and Safety Management Strategy and any incident reporting will be a standard agenda item for each Board of Directors meeting. This will help increase safety awareness and encourage identification of new hazards. If a new significant hazard should arise during operations, the Board of Directors will establish the procedures required to control the hazard.

Workers and volunteers will also be asked to raise any concerns or questions about operational policies, procedures, and manuals etc. as part of site and activity briefings.

The Board of Directors will review the complete safety strategy bi-annually, taking into consideration any new legislation or industry standards that may have an impact on any policy or procedure in the strategy. This annual review will involve completing a review document such as that provided by the [Queensland Government's Business Improvement Plan](#).

4. Volunteers

4.1 Volunteers' qualifications and skills

Any volunteers interested in undertaking work for the Foundation in terms of management or supervision are required to be assessed by the Foundation's Safety Officer as being competent in the skills required for the allocated tasks/activity.

In terms of the Foundation's programs, the main areas of experience and expertise needed relate to governance/organisational management, experiential education and running events in the outdoors, particularly coastal environments and advocacy - see section 4.4.

4.2 Induction

Employee's Responsibilities

Every employee shall take all practicable steps to ensure their own safety while at work and:

- That no action or inaction of the employee while at work causes harm to any other person(s).
- No untrained employees will be permitted to perform any task, operate any equipment, or deal with any substance or material without prior experience (unless closely supervised by someone with such experience).

All employees are to be aware of:

- The hazards they will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property;
- What to do in an emergency;
- Where all necessary safety gear or safety equipment and materials (e.g. first aid kits) are kept.

To ensure the Foundation complies with and maintains this system, it will:

- Ensure new, and existing employees/volunteers read and understand this strategy;
- Ensure the strategy is available and accessible to all new and existing employees;
- Review this strategy bi-annually or sooner if changes are required;
- Maintain records to ensure all staff/volunteers have read and understood this strategy. These requirements are the responsibility of the Safety Officer and Board of Directors.

4.3 Training policy

The Foundation aims to help develop skills and competencies over time which will continue to support its work. This relates to all the skills the Foundation employs, including those practical skills involved in experiential education, events and environmental protection.

Suitably qualified and experienced people are therefore selected for work on the basis of their technical expertise as well as their ability to teach and mentor others. Induction, competence and training records are maintained through the forms at **Induction and Training Records - Appendix E**.

Competence checks and training needs are evaluated every 12 months by the Foundation's Safety Officer.

Emergency procedures are practiced at least annually.

4.4 Position descriptions/types of work undertaken

Clean-up and data collection activities

<https://www.tangaroablue.org/resources/clean-up-data-collection/amdi-how-to-videos-manual/>

Employee/Member/Volunteer/Contractor/Sub-contractor

- This covers any person involved in Tangaroa Blue Foundation activities. Has completed the appropriate activity registration form and has been provided with a relevant safety briefing for the activity.

Supervisor/Activity Coordinator

- Responsible for the overseeing of a Tangaroa Blue Foundation activity.

First Aid Officer

- Responsible in the first instance for first aid oversight and delivery. Knows the location and content of first aid kits and how to activate emergency services. Is trained and skilled as per the First Aid in the Workplace Code of Practice 2019 and hold a current First Aid Certificate including current annual CPR update.
- In remote locations, where emergency services are not readily available, the First Aid Officer will also hold a current Provide First Aid in remote or isolated site Certificate.

Clean-up Supervisors – land

- Responsible for the safe undertaking of clean-up activities on the coast/beach/river itself. Trained and skilled as per the 2013 model Code of Practice for Managing Hazardous Chemicals in the Workplace <https://www.safeworkaustralia.gov.au/safety-topic/hazards/chemicals> (where relevant) and in use of the Foundation's operations and the How to run a beach clean-up and data collection manuals and videos.

Clean-up Supervisors – water

- Responsible for the safe undertaking of any clean-up activities undertaken in the water such as snorkelling or diving. Trained and skilled as per the Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice 2024.

Supporting others' events – camps and clean-ups

- Participant – responsible for adhering to both Tangaroa Blue Foundation safety requirements as well as any additional requirements as provided by a third party organising safety briefing. Where there is a difference in safety requirement between the two organisations, the most conservative policy will stand.
- Supervisor/activity leader – responsible for the overseeing and the safe undertaking of Tangaroa Blue Foundation participation within another organisation's activity. Where there is a difference in safety requirement between the two organisations, the most conservative policy will stand.

Advocacy and liaison

- Spokesperson and/or presenter – responsible for representing Tangaroa Blue Foundation to a third party. Spokespeople and presenters for Tangaroa Blue Foundation must be approved by the Tangaroa Blue Foundation Board of Directors before any representation takes place.
- Event supervisor/director (e.g. promotions, filming) - responsible for representing Tangaroa Blue Foundation to a third party through media. Event supervisor/director for Tangaroa Blue Foundation must be approved by the Tangaroa Blue Foundation Board of Directors before any representation takes place.

4.5 Volunteer/employee briefing and supervision

Any new volunteers/employees undertaking work for the Foundation report to the relevant activity supervisor in the first instance and are briefed about the work to be undertaken and potential hazards. Site familiarisation is undertaken and relevant issues explained wherever these arise.

On-site briefings are provided at the commencement of every activity. New volunteers/employees are paired with more experienced volunteers/employees. Those new to any activity are required to demonstrate their competence to an experienced person (see section 6). All volunteers under the age of 18 must be accompanied by a parent or responsible adult (see Child Protection Policy and Code of Conduct).

Feedback at the end of each working session/activity about health and safety management and hazard identification and management is sought from employees/volunteers. **Tangaroa Blue Foundation Activity Report– Appendix G.**

When volunteers/employees are undertaking work for the Foundation that involves activities with schools and students, a **Tangaroa Blue / School Responsibility Agreement Form - Appendix K**, must be completed by both the volunteer/employee and the school's authorised representative prior to any activity taking place. The aim of this document is to clearly identify each party's responsibilities including, but not limited to supervision of students, child safety and risk management of activities.

Anyone working with children, when representing Tangaroa Blue Foundation must hold a current Working with Children Check in the state in which they are working.

The Foundation has developed a Volunteer Code of Conduct to ensure the health, safety and wellbeing of its volunteers on remote trips. Prior to their departure, all volunteers must agree to adhere to this document.

5. Contractors and sub-contractors

5.1 Policy

The Foundation occasionally acts as a “principal”. A principal means “a person who or that engages any person (otherwise than as an employee) to do any work for gain or reward.” As a principal, the Foundation is required to take all practicable steps for a contractor’s safety (and the safety of any employees of that contractor).

To achieve this, all contractors will be advised of all specific hazards they may be exposed to, and the hazard controls, whilst the contractor is undertaking work at sites the Foundation operates within and Foundation emergency and evacuation procedures.

- Contractors shall be informed they are responsible for any hazards that they may create while at our workplaces;
- Contractors must provide documentation to confirm they have complied with their own responsibilities under the Work Health and Safety Act 2011;
- The following is given to all contractors / sub-contractors:
 - Letter to contractor / sub-contractor;
 - Safety requirements for contractors;
 - Conditions of contract;
- If a contractor does not have their own health and safety documentation, they shall adopt the Foundation’s.

Contractor's Agreement

Name of Contractor

Date

To comply with the Work Health and Safety Act 2011, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Strategy that includes:

- Safety policy;
- Hazards and the hazard controls;
- Accident reporting procedures; and
- Copy of current First Aid Certificate and Working Children Check (if applicable to the work being tendered for).

2. Contractors are reminded that all work is subject to the provisions of the Work Health and Safety Act 2011. In particular:

- Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
- We, as the Principal, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
- All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
- Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under the Work Health and Safety Act 2011, are to be reported to Us, as the Principal.
- All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by any person engaged in the workplace.

3. Before commencing work on our premises, all contractors must ensure that any employees of the contractor, subcontractors on our premises, or if an individual, they are conversant with:

- Emergency procedures (to be followed in the event of an emergency);
- Safety rules and procedures;
- Hazards which have been identified, and the hazard controls;
- Child safety.

4. We, as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of:

Name of Contractor

Signature

Date

Phone Number

Please tick one of the following:

- I will be using my own Health and Safety Management Plan / Manual and have provided a copy with this form.
- I will be adopting Tangaroa Blue Foundation's Work Health and Safety Management Strategy / Manual and have reviewed and understand the strategy in full.

6. Visitors

6.1 Visitor/participant policies

The success of the Foundation's work requires active involvement from members of the public, as volunteers, in the activities the Foundation runs. Participant safety is paramount to maintain the Foundation's credibility and grow its program throughout Australia.

6.2 Protection of volunteers

Employees must ensure that volunteers are not endangered as a result of any activity in which the Foundation is engaged. The volunteers must be warned of all activities which carry risk, such as snorkelling, boat transfers and picking up waste. When activities are underway, every effort must be made to protect the volunteers by the correct use of signs, briefings, protective gear etc.

7. Operating in the field

Note that all in-water activities follow the **Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice 2024**

<https://www.worksafe.qld.gov.au/your-industry/diving-and-snorkelling>

7.1 Visitor/volunteer/participant briefings

Participants in beach/river clean-ups organised by the Foundation are assembled together before the activity starts (whether on-site or at another site from which transport is organised). See Volunteer Safety Briefing - Appendix F. They are briefed on:

- The purpose of the activity and what to expect;
- Their supervisor and other staff running the event;
- Specific hazards and hazard management planning procedures (see relevant **Hazard Identification Plan – Appendix A**);
- Duration of the activity;
- Emergency procedures;
- Where and when to meet at the end.

If participants have particular health issues/concerns (e.g. severe allergic reaction to bee stings) they are asked to advise the activity supervisor prior to starting of the event.

7.2 Supervision and Ratios

Snorkelling and diving

The Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice 2024 (Workplace Health and Safety Queensland) and the Swimming / Snorkelling Safe Operating Procedures - Appendix Q will be followed.

Land-based clean-ups

All land-based clean-up activities will be coordinated by an on-site supervisor. The supervisor will take responsibility for ensuring that all pre-event risk assessments, remote area contact form, safety briefings and required paperwork are completed and that there is a First Aid Officer on-site during the activity.

The supervisor will ensure that if conditions, the type of participant i.e. children or the type of activity warrants extra assistance to safely supervise the event, the supervisor will organise, prior to the activity, appropriately qualified people to assist in that role, and that they are fully briefed on their responsibilities before the activity takes place. This includes but is not limited to ensuring they have read and understand this document and completing **Tangaroa Blue Foundation/School Responsibility Agreement - Appendix K**, and having a qualified Working with Children check issued in the state that they are working on-site if working with schools/students.

Vessel transfers

When vessels are used to transport volunteers and materials (e.g. debris and/or equipment collection) to and from activities, a specific vessel briefing must be conducted by the vessel's captain, ensuring everyone on board is aware of all safety aspects of that vessel. All vessels must be seaworthy and have all standard safety equipment on board including a VHF radio, life jackets for the number of passengers on board and a first aid kit.

7.3 Volunteer Misconduct

Volunteer performance or misconduct issues are promptly identified, recorded and addressed in line with The Foundation's clean-up procedures and protocols. The activity supervisor has the right to have the person removed from the activity to ensure public safety, including calling 000 if deemed necessary. All incidents of volunteer misconduct will be reported on the **Accident Incident Report Form - Appendix D** and forwarded to the Safety Officer.

7.4 Working in Heat and Ultraviolet Radiation (UVR)

Working in heat can be hazardous and can cause harm to workers. The human body needs to maintain a body temperature of approximately 37 degrees Celsius. If the body has to work too hard to keep cool or starts to overheat a worker begins to suffer from heat-related illness. This is a general term to describe a range of progressive heat related conditions including fainting, heat rash, heat cramps, heat exhaustion, and heat stroke.

Health and safety risks associated with working in extreme heat must be managed in accordance with the Tangaroa Blue Foundation Working in Heat and Ultraviolet Radiation Policy and the Safe Work Australia Guidance on Managing the risks of working in heat.

<https://www.safeworkaustralia.gov.au/sites/default/files/2021-10/Guide%20for%20managing%20the%20risks%20of%20working%20in%20heat.pdf>

8. Emergency Procedures

In the event of an emergency, the following overall approach will be taken:

- Prevention of harm to all persons on-site;
- Raise the alarm (notify all other persons on-site);
- Contact the relevant emergency service;
- Evacuate from building or area;
- Assemble all personnel immediately at the agreed assembly point;
- Check all persons are accounted for;

- Contact the landowner.

All emergencies, including evacuation requirements will be noted in the **Accident/Incident Register - Appendix C**. The Safety Officer must be notified prior to activities being undertaken in remote areas through completion of the **Tangaroa Blue Foundation Remote Emergency Contact Form - Appendix J**.

8.1 Injury

All employees involved in managing clean-ups and related activities shall hold current First Aid certificates including CPR. In the event of minor injury (e.g. minor cuts, sprains, burns, and stings) the appropriate first aid treatment will be given. The **First Aid in the Workplace Code of Practice 2019** shall be followed.

In the case of serious injury/incident, the relevant emergency service will be contacted and appropriate first aid administered until emergency services arrive. The relevant landowner will be advised as soon as practicable.

All injuries and near misses will be noted in the **Accident/Incident Register - Appendix C**. If a new hazard management issue has arisen or changes are required to hazard management procedures, the Foundation's Safety Officer will make the necessary change(s).

8.2 Lost group members

In the event of a missing group member, all participants will be recalled to the meeting place where a headcount will be conducted. When it is confirmed that one or more people are missing, a search will take place in the immediate area where the activity was taking place. The search will be organised by the supervisor/activity leader adhering to the following:

- A defined search area and time will be confirmed;
- Searchers will search in groups or pairs, but not individually;
- A recall system will be confirmed in case the missing person/people are found; Emergency services will be advised. Emergency services will be advised if the missing group member is not located after the initial search.

8.3 Boating/Maritime Emergency

If a boating/maritime emergency arises and no other obvious or immediate help is available (such as from a nearby vessel), call the Coast Guard on VHF channel 16 or 88 or call 000 or 112 from a mobile phone.

8.4 Fire

In the event of fire in the outdoors:

- Call 000 or 112 from a mobile phone, or the nearest fire authority, depending on location.

- In the event of very small fires, if it is safe to do so, attempt to extinguish using water, sand or dirt as appropriate, but your own safety and that of any other participants is paramount. Do not take risks. Raise the alarm and move out of the area.

8.5 Weather Emergency

Cyclone

Generally, at least 48 hours warning (and up to 72 hours) is issued if a cyclone is likely in the area. If a watch or warning is issued for the area in which operations are underway, everyone involved should leave immediately and move away from places likely to be affected. Note that cyclones can change direction quickly – listen to instructions from the Bureau of Meteorology and the local ABC radio channel.

Storm

In the event employees, volunteers and/or participants are caught in an unexpected and severe storm:

- The activity supervisor takes charge;
- If outdoors, proceed immediately to the closest safe shelter (e.g. house, hut, other stable building, land in lee of wind and rain);
- Minimise the risk of lightning strike by avoiding sheltering under trees on high ground and avoiding structures likely to conduct lightning;
- Secure any potentially hazardous gear or equipment;
- Advise emergency services of your situation and location if you are unable to get safely to shelter.

Tsunami

Advance warning of a tsunami in Australia is highly likely and timely evacuation from coastal sites is therefore very possible. However, if employees, volunteers and/or participants find themselves in the path of a tsunami:

- Go immediately to higher ground and stay there until the water recedes;
- Advise emergency services of your situation and location whenever this is practicable.

Earthquake

If employees, volunteers and/or participants are in the field during an earthquake:

- If outdoors, find a safe, stable place away from trees etc. which may fall readily;
- If very close to a building or strong shelter, get indoors immediately to a stable/strong place; Wait until the shaking stops;
- Advise emergency services of your situation and location if you need assistance.

8.6 Child Safety

Refer to the Tangaroa Blue Foundation's **Child Safety Code of Conduct - Appendix M**

8.7 Emergency procedure training

Activity specific emergency procedures are practised at least annually under the supervision of the relevant activity leader/supervisor or the Foundation's Safety Officer and recorded in the **Induction and Training Records – Appendix E**.

9. Equipment

9.1 Policy

Every time a piece of gear or equipment is used, it is inspected. Repair occurs either immediately on-site or through a suitable repair facility. Faults and repairs are documented in the **Equipment Register – Appendix B**. If any piece of gear or equipment is no longer able to be used, it is disposed of.

If any equipment is required to be serviced, servicing will take place in accordance with manufacturer's recommendations or government requirements.

9.2 Activity equipment lists

An activity **Equipment Register – Appendix B** and should be completed before every activity.

9.3 First aid kits

First aid kits suitable for use in the field are carried on all Foundation clean-ups and related activities. Participants are briefed on where to find these kits and who the First Aid Officers on-site are. A Satellite phone will be taken to all Foundation clean-up sites where normal mobile phone reception/landline phones are not available. The **First Aid Kit Checklist - Appendix L** covers all items to be carried in a First Aid Kit.

First Aid Kits are to be audited quarterly to ensure the contents are in date and the supply is of a minimum level for the Foundation's activities.

10. References and Additional Resourcing

- The Essential Guide to Work Health and Safety for Volunteers – Safe Work Australia
<https://www.safeworkaustralia.gov.au/doc/essential-guide-work-health-and-safety-volunteers>
- Insurance and Risk Management Checklists – Our Community –
www.ourcommunity.com.au
- Work Health and Safety Queensland – codes of practice for handling hazardous chemicals, first aid, recreational diving and snorkelling, how to manage hazard and risk assessment (includes checklists and examples).
https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice#letter_F
- Work Health and Safety Act 2011
<https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/work-health-and-safety-act-2011>
- Guide to the Work Health and Safety Act - December 2019
- <https://www.safeworkaustralia.gov.au/system/files/documents/2003/guide-to-the-model-whs-act.pdf>
- Managing the risks of working in heat
https://www.safeworkaustralia.gov.au/system/files/documents/1902/guide_for_managing_the_risks_of_working_in_heat_1.pdf

- Policy Bank - Our Community
<https://www.communitydirectors.com.au/icda/policybank/>
- <https://www.safework.nsw.gov.au/>
- <https://www.worksafe.qld.gov.au/>
- <https://www.worksafe.vic.gov.au/>
- <http://www.worksafe.act.gov.au/>
- <https://www.safework.sa.gov.au/>
- <https://worksafe.nt.gov.au/>
- <http://www.dmirs.wa.gov.au/worksafe>
- <https://www.worksafe.tas.gov.au/>
- <https://www.safeworkaustralia.gov.au/>

11. Appendices

- **Appendix A: Hazard Identification Plan**
- **Appendix B: Equipment Register**
- **Appendix C: Accident / Incident Register**
- **Appendix D: Accident / Incident Report Form**
- **Appendix E: Induction and Training Records**
- **Appendix F: Volunteer Safety Briefing**
- **Appendix G: Tangaroa Blue Foundation Activity Report**
- **Appendix H: Tangaroa Blue Volunteer Registration Form**
- **Appendix I: Tangaroa Blue Site Registration Form**
- **Appendix J: Tangaroa Blue Remote Emergency Contact Form**
- **Appendix K: Tangaroa Blue / School Responsibility Agreement**
- **Appendix L: First Aid Kit Checklist**
- **Appendix M: Child Safety Code of Conduct**
- **Appendix N: Working from Home Checklist**
- **Appendix O: Volunteer Registration Multi-day Clean-ups**
- **Appendix P: Warning Safety Posters on Silver Canisters, Asbestos and Syringes**
- **Appendix Q: Swimming/Snorkelling Safe Operating Procedures & Health Declaration**



APPENDIX A

Hazard Identification Plan



Hazard Identification Plan

Person completing form:

Date:

Signature:

Risk		Working in direct sun/heat		
Description of task		Volunteers may be collecting debris in hot conditions in exposed coastal areas.		
Hazard	Harm	Severity	Controls	Implementation & review
Heat stress	<ul style="list-style-type: none"> • Light headed • Fainting • Confused • Dehydration 	Light to moderate but can progress to hyperthermia if not addressed early	<ul style="list-style-type: none"> • Plan activity schedule • Check weather advice • Plenty of drinking water available • Advise volunteers to bring drinks • Regularly remind employees & volunteers to drink water • Limit work time • Offer shade or indicate its location. 	
Hyperthermia	<ul style="list-style-type: none"> • Rapid deterioration due to overheating & dehydration 	Severe – can be fatal	As above (heat stress) plus <ul style="list-style-type: none"> • Advise signs & symptoms • First aider on-site at all times • Emergency help system in place 	
Sunburn	<ul style="list-style-type: none"> • Light headed • Fainting • Confused • Dehydration • Burns to skin • Pain 	Light to severe	<ul style="list-style-type: none"> • Sunscreen provided on-site to all outdoor activities, including in safety briefing • Advise volunteers to bring sun protection, including but not limited to eye protection, hats, skin protection • Limit work time • Offer shade or indicate its location. 	



Hazard Identification Plan

Risk		Natural environmental hazards (such as tree roots, low-hanging branches, eroding bank, falling coconuts)		
Description of task		Volunteers may be collecting debris in areas with natural environmental hazards that can cause harm.		
Hazard	Harm	Severity	Controls	Implementation & review
Exposed tree roots, branches, coconuts	<ul style="list-style-type: none"> • Cuts • Sprains • Strains • Broken bones 	From light to severe depending on the injury	<ul style="list-style-type: none"> • First aider on-site at all times • Appropriate first aid supplies • Emergency removal procedure in place • Check out the site first & advise workers of hazard • Appropriate footwear to be worn (no thongs/no bare feet advised) 	
Low hanging branches	<ul style="list-style-type: none"> • Banged head/bruising • Concussion • Damage to eyes 	From light to severe depending on the injury	<ul style="list-style-type: none"> • First aider on-site at all times • Appropriate first aid supplies • Emergency removal procedure in place • Check out the site first & advise workers of hazard • Appropriate footwear to be worn (no thongs/no bare feet advised) 	
Eroding bank	<ul style="list-style-type: none"> • Cuts • Sprains • Strains • Broken bones • S& or earth in eyes 	From light to severe depending on the injury	<ul style="list-style-type: none"> • First aider on-site at all times • Appropriate first aid supplies • Emergency removal procedure in place • Check out the site first & advise workers of hazard • Appropriate footwear to be worn (no thongs/no bare feet advised) 	



Hazard Identification Plan

Moving Water	<ul style="list-style-type: none"> • Drowning 	Severe – can be fatal	<ul style="list-style-type: none"> • First aider on-site at all times • Appropriate first aid supplies • Check if volunteers can swim as part of the pre- event safety briefing • Emergency removal procedure in place • Check out the site first & advise workers of hazard • Anyone that cannot swim should not enter moving water 	
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Risk	Dangerous/poisonous animals, insects, reptiles, marine life			
Description of task	Volunteers may be collecting debris in areas where dangerous or poisonous wildlife are encountered.			
Hazard	Harm	Severity	Controls	Implementation & review
Jellyfish sting	<ul style="list-style-type: none"> • Rapid deterioration due to toxins 	Light to severe depending on type of jellyfish – potentially fatal	<ul style="list-style-type: none"> • Advise volunteers not to enter water during jellyfish season unless wearing stinger protection • Have vinegar on-site as part of the First Aid equipment • Emergency help system in place 	



Hazard Identification Plan

<p>Snake/Spider/Insect Bite or Sting</p>	<ul style="list-style-type: none"> • Rapid deterioration due to toxins 	<p>Light to severe – can be fatal depending on type of animal</p>	<ul style="list-style-type: none"> • Appropriate first aid supplies • Emergency removal procedure in place • Check out the site first & advise workers of hazard • Volunteers to use gloves • Appropriate footwear to be worn (not thongs & no bare feet advised) • Advise signs & symptoms • First aider on-site at all times • Emergency help system in place • Volunteers & workers advised to notify supervisor/ activity leader of allergies prior to participation in any event 	
<p>Crocodile/Pig/Dog Attack</p>	<ul style="list-style-type: none"> • Bites • Blood loss 	<p>Light to severe – can be fatal depending on severity of bite</p>	<ul style="list-style-type: none"> • Appropriate first aid supplies • Emergency removal procedure in place • Check out the site first & advise workers of hazard • Appropriate footwear to be worn (not thongs & no bare feet advised) • Advise signs & symptoms • First aider on-site at all times • Emergency help system in place 	



Hazard Identification Plan

Risk		Syringe or needle prick		
Description of task		Volunteers may be collecting debris in areas where syringes or needles may be found		
Hazard	Harm	Severity	Controls	Implementation & review
Syringe or needle prick	<ul style="list-style-type: none"> • Possible contraction of communicable disease 	Light to severe depending on type of disease & wound	<ul style="list-style-type: none"> • Provide volunteers with clean-up gloves • Sharps containers to be available at clean-up sites • Advise volunteers not to pick up syringes/needles unless trained to do so • Advise volunteers not to bend, break syringes or needles • Advise volunteers not to put syringes / needles into any other container besides a Sharps Container • Advise everyone not to walk around with a syringe, but to bring the Sharps Container to the syringe. Ensure all supervisors are trained in how to safely handle syringes / needles • Ensure all supervisors are trained in appropriate first aid procedures to deal with a syringe / needle prick • Advise anyone experiencing a needle prick to consult a doctor as soon as possible • Ensure Sharps Containers are appropriately disposed of afterward 	



Hazard Identification Plan

Risk		Heavy debris or dangerous/hazardous debris		
Description of task		Volunteers may find debris that is heavy or a potentially dangerous hazard if touched.		
Hazard	Harm	Severity	Controls	Implementation & review
Heavy debris	<ul style="list-style-type: none"> • Broken bones • Concussion • Bruising • Strains • Sprains 	Light to severe depending on item & injury	<ul style="list-style-type: none"> • First aider on-site at all times • Appropriate first aid supplies • Advise on potential hazards & proper lifting technique before clean-ups • Do not move, drag or lift without suitable help • Gloves to be worn • Appropriate footwear to be worn (no thongs/no bare feet advised) • Emergency help & removal system in place 	
Hazardous debris	<ul style="list-style-type: none"> • Possible poisoning if inhaled/touched or ingested. • If explosive – contusions, blood loss, amputation, eye damage 	Light to severe - can be fatal depending on item	<ul style="list-style-type: none"> • First aider on-site at all times • Appropriate first aid supplies • Advise of potential hazard before clean-ups • Gloves to be worn • Appropriate footwear to be worn (no thongs/no bare feet advised) • Emergency help & removal system in place 	



Hazard Identification Plan

<p>Biological hazards (fungi, bacteria, airborne pathogens, infectious diseases)</p>	<ul style="list-style-type: none"> • Infections (e.g., skin infections, respiratory infections) • Allergic reactions • Respiratory issues • Gastrointestinal illness • Long-term health issues due to exposure to certain 	<p>Moderate to severe depending on type of microorganism and level of exposure</p>	<ul style="list-style-type: none"> • Wear personal protective equipment (PPE), including gloves, masks, and goggles • Regular hand washing and use of hand sanitisers • Avoid touching your face during work • Ensure proper disposal of contaminated materials • Work in well-ventilated areas or use respirators if necessary • Encourage vaccination where applicable (e.g., tetanus, flu) • Educate on symptoms of infections and proper hygiene practices • Ensure access to medical assistance if symptoms develop • Proper training on handling potentially contaminated materials • Use disinfectants to clean tools and equipment after use 	
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Hazard Identification Plan

Risk		Pre-existing conditions of volunteers		
Description of task		Volunteers may suffer from a pre-existing condition that is unsuitable for event		
Hazard	Harm	Severity	Controls	Implementation & review
Pre-existing condition	Depends on pre-existing condition	Light to severe – can be fatal depending on pre-existing condition	<ul style="list-style-type: none"> • First aider on-site at all times • Appropriate first aid supplies • All volunteers to fill in Volunteer Registration Form prior to participation, & include any pre-existing conditions • Event coordinator to check for pre-existing conditions before event starts & talk with any volunteer who has indicated that they have a preexisting condition • Event coordinator to arrange for volunteer to do an activity that poses no risk to their pre-existing condition • If this is not possible, volunteer needs to be advised that they cannot participate in the event • Emergency help & removal system in place • Event coordinator to check with volunteers at the end of the event that everyone is feeling ok • During the event registration process, volunteers are advised not to attend if they have any symptoms of a communicable disease 	



Hazard Identification Plan

Risk		Injury due to repetitive movement from picking up rubbish off the ground		
Description of task		Repeated bending, reaching, and lifting while collecting rubbish, which may cause strain or injury over time		
Hazard	Harm	Severity	Controls	Implementation & review
Repetitive movement and strain	<ul style="list-style-type: none"> - Muscle fatigue - Strains - Sprains - Joint pain - Back pain 	Light to severe depending on duration, posture, and individual physical condition	<ul style="list-style-type: none"> • Encourage regular breaks to reduce strain • Rotate tasks to minimise repetitive movement • Use proper bending and lifting techniques (bend at the knees, not the waist) • Provide tools such as litter pickers to reduce bending • Stretching exercises before and after clean-ups • Ensure adequate hydration and rest periods • Monitor for signs of discomfort or fatigue 	



Hazard Identification Plan

Risk		Inappropriate behaviour towards children during the course of TBF activities		
Description of task		Employees, contractors or volunteers may be working with children (young people under the age of 18) during activities such as clean-ups, educational projects, overnight stays or multiday events.		
Hazard	Harm	Severity	Controls	Implementation & review
Inappropriate contact	<ul style="list-style-type: none"> • Physical • Emotional • Verbal 	Severe	<ul style="list-style-type: none"> • All children under the age of 18 to be supervised at all times by a parent/guardian • Not to be alone with a child or young person unnecessarily • Do not photograph or video a child or young person without the consent of the child & his/her parents or guardians • Appropriate language & discussions when in the presence of children • Adhere to TBF Child Safety Policy at all times 	



Hazard Identification Plan

Risk		Injuries resulting from use of motorised vehicles in the field (e.g. quad bikes, other 4WD vehicles)		
Description of task		Volunteers may be using vehicles to assist with collection of marine debris or to provide transport of equipment or people in the operational area		
Hazard	Harm	Severity	Controls	Implementation & review
Vehicle accident – land, water e.g. collision	<ul style="list-style-type: none"> • Breaks • Sprains • Bruising • Concussion • Amputation • Internal injuries / crushing • Death 	Light to severe - depending on injury	<ul style="list-style-type: none"> • First aider on-site at all times • Appropriate first aid supplies • Vehicles only to be used for the purposes for which they are designed • Vehicles, whether on land or on water, only to be operated by suitably qualified & experienced drivers (e.g. on unsealed roads, windy roads, in poor weather conditions, low light) • All vehicles must follow the appropriate laws & regulations • All vehicle safety & appropriate recovery equipment on-site • Emergency help & removal system in place • When using vehicles close to volunteers & activities, minimum speeds & hazard lights should be used. 	



Hazard Identification Plan

Prop strike (boat)	<ul style="list-style-type: none"> • Breaks • Sprains • Bruising • Amputation • Internal injuries/ crushing • Death 	Light to severe depending on injury	<ul style="list-style-type: none"> • First aider on-site at all times • Appropriate first aid supplies • Include the possibility of an accident in safety briefings when vessels are used. • Vehicles are only to be used for the purposes for which they are designed • Only qualified, experienced skippers operate vessels. • All vessels used to follow the appropriate laws & regulations • All vessel safety & appropriate recovery equipment on-site • Emergency help & removal system in place • A person is designated as Surface Watch whenever volunteers are in the water 	
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Risk	Psychosocial hazards can create stress. This can cause psychological or physical harm.			
Description of task	Employees, contractors or volunteers work in a variety of different settings including remote locations with groups of diverse people.			
Hazard	Harm	Severity	Controls	Implementation & review
Stress managing difficult people	<ul style="list-style-type: none"> • Physical • Emotional • Verbal 	Light to severe - depending on situation	<ul style="list-style-type: none"> • Multiple coordinators on remote & multiday trips • Volunteer application process for multiday trips • Training of coordinators in dealing with difficult participants • Debriefing of coordinators after events • Feedback from participants & partners after events 	



Hazard Identification Plan

			<ul style="list-style-type: none"> • Communication channels provided to staff, partners & participants for reporting of psychosocial stressors 	
Stress associated with workload	<ul style="list-style-type: none"> • Emotional • Physical 	Light to severe - depending on situation	<ul style="list-style-type: none"> • Staff review meetings to identify issues around workload • Feedback from coordinators, participants & partners after events & projects • Review by management & staff of time allocated to specific tasks • Clear task expectations provided to staff, partners & volunteers during briefings 	
Stress associated with lack of skills/knowledge to complete tasks	<ul style="list-style-type: none"> • Emotional • Physical 	Light to severe - depending on situation	<ul style="list-style-type: none"> • Feedback from coordinators, participants & partners after events & projects • Review by management & staff of time allocated to specific tasks • Clear task expectations provided to staff, partners & volunteers during briefings 	
Stress associated with remote workplaces & feeling of isolation	<ul style="list-style-type: none"> • Emotional 	Light to severe	<ul style="list-style-type: none"> • Regular check-ins with all staff • Video meeting platform available for internal staff communications • Monthly staff meetings 	



Hazard Identification Plan

Exposure to traumatic events	<ul style="list-style-type: none"> • Emotional 	Light to severe	<ul style="list-style-type: none"> • Debrief with staff & participants in the event of a traumatic event • Provide counselling & support services to staff & participants in the event of a traumatic event • Ensure staff & participants participate in planning & briefings in the event that they need to respond to an emergency during an activity 	
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Risk		Psychosocial hazards can create stress. This can cause psychological or physical harm.		
Description of task		Employees, contractors or volunteers work in a variety of settings, including remote locations with diverse groups.		
Hazard	Harm	Severity	Controls	Implementation & review
Stress managing difficult people	<ul style="list-style-type: none"> • Physical • Emotional • Verbal 	Light to severe - depending on situation	<ul style="list-style-type: none"> • Multiple coordinators on remote & multiday trips • Volunteer application process for multiday trips • Training of coordinators in dealing with difficult participants • Debriefing of coordinators after events • Feedback from participants & partners after events • Communication channels provided to staff, partners & participants for reporting of psychosocial stressors 	



Hazard Identification Plan

Stress associated with workload	<ul style="list-style-type: none"> • Emotional • Physical 	Light to severe - depending on situation	<ul style="list-style-type: none"> • Staff review meetings to identify issues around workload • Feedback from coordinators, participants & partners after events & projects • Review by management & staff of time allocated to specific tasks • Clear task expectations provided to staff, partners & volunteers during briefings 	
Stress associated with lack of skills/knowledge to complete tasks	<ul style="list-style-type: none"> • Emotional • Physical 	Light to severe - depending on situation	<ul style="list-style-type: none"> • Feedback from coordinators, participants & partners after events & projects • Review by management & staff of time allocated to specific tasks • Clear task expectations provided to staff, partners & volunteers during briefings 	
Stress associated with remote workplaces & feeling of isolation	<ul style="list-style-type: none"> • Emotional 	Light to severe	<ul style="list-style-type: none"> • Regular check-ins with all staff • Video meeting platform available for internal staff communications • Monthly staff meetings 	
Exposure to traumatic events	<ul style="list-style-type: none"> • Emotional 	Light to severe	<ul style="list-style-type: none"> • Debrief with staff & participants in the event of a traumatic event • Provide counselling & support services to staff & participants in the event of a traumatic event • Ensure staff & participants participate in planning & briefings to prepare for emergency response during activities. 	



Hazard Identification Plan

Risk		Biosecurity - transporting or dispersing invasive species on marine debris to other areas		
Description of task		Handling marine debris that may carry invasive species, such as plants, animals, or pathogens, which can spread to other environments during clean-up or transport activities.		
Hazard	Harm	Severity	Controls	Implementation & review
Invasive species (plants, animals, pathogens) on marine debris	<ul style="list-style-type: none"> • Ecological damage (e.g., disruption of local ecosystems) • Spread of harmful species to new areas • Impact on biodiversity • Economic impact on industries (e.g., fishing, agriculture) • Damage to native species and habitats 	Moderate to severe depending on the species and the environmental impact	<ul style="list-style-type: none"> • Regular training on identification of invasive species and biosecurity procedures • Wear gloves and protective clothing when handling marine debris • Avoid moving debris from one area to another without proper containment • Clean tools and equipment thoroughly after each use • Report any suspected invasive species to relevant authorities • Use designated disposal methods for debris that may contain invasive species • Implement biosecurity measures to minimise the spread of species during transport • Work with local environmental agencies to monitor and manage areas impacted by invasive species • Limit exposure by using barriers, nets, or other containment methods for transporting debris • Educate staff on the importance of preventing the spread of invasive species 	



APPENDIX B

Equipment Register



Equipment Register

Minimum contents of coordinator kit

Count	Item	Tick	Count	Paperwork in 2 folders	Tick
1	Scales (handheld)		10	Volunteer Registration Forms with Media Release Consent	
1	ID manual		10	Data sheets	
2	Clipboard		1	Safety brief	
1	Notebook		1	Packing list	
1	Texter		1	Coordinator Kit Contents List	
1	Highlighter		2	Accident/Incident Report Forms	
5	Pens		1	Risk Assessment Form	
1	Hand sanitizer		1	Overview of the main items collected	
1	Bar of soap		2	Emergency Response Sheet	
1	Sunscreen		1	Silver canister briefing sheet	
1	Mosquito repellent		1	Syringe briefing sheet	
2	Boxes of electrolyte powder		1	Asbestos briefing sheet	
1	First aid kit		5	Tangaroa Blue business cards	
1	Tap for water drum		1	Whistle for emergency recall	
2	Hats		1	Defibrillator (remote events)	
2	Rolls of toilet paper				
1	Roll of gaffa tape				
8	Reusable cups				
1	Bundle of rope				
1	Tarp				
14	Cable/zip ties				
1	Scissors				
1	Knife				



Packing list for clean-ups

Item	How many?	If not applicable, explain why?
Volunteer Registration Forms with Media Release Consent		
Bags		
Gloves		
Sharps containers		
Scales – hanging/hand scales		
Data collection tool (charged!)		
Data collection tool (vehicle) charger		
Camera (charged!)		
Phone/Radio		
Coordinator kit		
Marquee		
Water drums (filled!)		
Additional cups		
Snacks/Refreshments		
Tarps		
Event signage/banner/flags		
Litter grabbers		
Boat safety equipment		



APPENDIX C

Accident / Incident Register



APPENDIX D

Accident / Incident Report



Accident / Incident Report Form

Please print clearly and complete all details. Return with a copy of the Volunteer Registration Forms.

1. Coordinator / Site Details

Name: Contact number:

Date of activity: Council area:

Site address:

Group or Organisation:

2. Accident/ Incident Details

Time:

Type of accident/ incident: Body part injured:

Describe the accident/ incident identifying the cause:
.....
.....
.....

Did the injury sustained relate to a pre-existing injury or medical condition? Yes No

If **yes** - was this condition disclosed on the Volunteer Registration Form? Yes No

3. Contact details of person involved

Full name: Age Male Female

Postal address:

Contact Phone No.:

4. Did anyone witness the accident/ incident? (if yes, provide details) Yes No

Full name: Contact Phone No.:

Postal address:

5. Was the accident/ incident reported to anyone? (if yes, to whom) Yes No

Date and time of report: Organisation:

Name: Position:

Postal address:

Contact Phone No.:

Accident / Incident Report Form

6. Further information

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7. Action taken:

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8. Signatures

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Injured Party

.....
Site Coordinator

Coordinators return all completed forms to:

Tangaroa Blue Foundation
PO Box 1235, Dunsborough, WA 6281



APPENDIX E

Induction and Training Records



Employee | Contractor | Volunteer Induction Training Record

Onboarding Module	Resources	Assessor Signature	Date Completed
MODULE 1: Induction			
Email summary, introductions and resources	Organisational chart		
	Prepare your workstation		
	Review position description		
	Review WHS Strategy		
	Safety briefing video example		
	Links to relevant documents to review		
	Review TBF annual report		
	Google workspace setup		
	AMDI Database account setup		
MODULE 2: Safety Induction			
Safety Briefing			
MODULE 3: Payroll/ Reimbursement/Tanda			
MODULE 4: Project Overview			
MODULE 5: Organising Events / Planning Documentation			
MODULE 6: Working in the Field			
MODULE 7: Event Reporting			



Employee | Contractor | Volunteer Induction Training Record

Onboarding Module	Resources	Assessor Signature	Date Completed
MODULE 8: AMDI Training - Data Sorting / Submission			
MODULE 9: AMDI Training - Project Data Entry			
MODULE 10: AMDI Monitoring Protocols			
MODULE 11: Correct Maintenance and Use of Equipment and Storage			
MODULE 12: Cultural Working on Land and Sea Country			
MODULE 13: Correct Maintenance and Use of Equipment and Storage			
In Field Assessment 1			
In Field Assessment 2			
In Field Assessment 3			



APPENDIX F

Volunteer Safety Briefing



Volunteer Safety Briefing

Prior to any Tangaroa Blue Foundation activity taking place, all participants must be given a safety briefing appropriate to the activity that will take place.

1. Introduction

- Welcome and thank you for coming
- We would like to acknowledge the Traditional Owners on the land on which we are meeting today, and pay our respects to elders past, present and emerging.
- Brief introduction to Tangaroa Blue and Australian Marine Debris Initiative - AMDI
- Introduction of coordinators & first aid officers - they will wear high visibility vests
- Registration sheet: incl. guardians sign for their kids, explain media consent

2. Schedule of the day

- Two parts of the activity - collecting and sorting
- Timing: e.g. lunch/snacks, finish time or boat schedule
- Sign out before leaving
- Orientation: toilets/hand washing area, beach layout/access
- Arrange groups for certain sections of beach - boundary of clean-up area
- What debris to pick up and that debris mainly along high tide mark/vegetation line
- What equipment is given out (bags, gloves, litter grabbers)

3. Safety

- Pre-existing medical conditions: make sure participants check with coordinator
- Sun/heat protection: sunscreen, hats, mosquitoes, stay hydrated, location of drinking water/ refreshments, work within your limits
- Safety gear: gloves, enclosed shoes, litter grabbers, eye protection
- Work in pairs / groups
- No heavy lifting - bend knees when lifting
- Parents supervise their kids - Refer to the TBF's Child Protection Policy and Code of Conduct
- Dangerous animals: snakes, spiders, ants, wasps, bees, crocodiles, jelly fish etc.
- Dangerous landmarks: e.g. coconuts, cliffs, moving water, large surf, slippery rocks, roadsides, vehicles – do not enter water – check if volunteers can swim
- Dangerous items: syringes - demonstrate placing a syringe into a sharps container - adults only - show warning sheets syringes, silver canisters, asbestos - explain procedures
- First aid: Location of first aid kit, SAT/phone, emergency contact details/site map
- Emergency Recall Signal: Muster area, continuous whistle or car horn
- Add anything else identified in your risk assessment for this site

4. Wrap up

- Check for questions & ask a coordinator if anything is unclear
- Thank you and have fun!



Syringes and Sharp Objects

- Used syringes are potentially dangerous and it is important to prepare for their removal.
- Syringes and other potentially harmful objects should only be removed/handled by trained volunteers / supervisors.
 1. Syringes must be placed in a Sharps Containers, not in bags, bottles or buckets
 2. Bring the Sharps Container to the syringe location
 3. Open the Sharps Container and place it in a secure position on the ground
 3. Wearing gloves and/or using tongs carefully pick up the object and place the sharp end point- first into the container. Do not hold the Sharps Container while you are putting the syringe into the Sharps Container to prevent a syringe prick injury
 4. Replace the lid securely on the container – before moving
 5. Wash hands with soap and water on completion or use an antiseptic hand wipe
 6. At the conclusion of the event, take the Sharps Container to your local hospital, council or health care centre for disposal.
- At no time should needles or syringes be touched directly with bare hands and no attempt should be made to cover, break or bend the needle.

In the Event of a Needle Stick Injury:

1. Stay calm. The risk of infection by HIV or hepatitis from a needle stick sustained in the environment (as opposed to a medical setting) is extremely low
2. Wash the area with soap and running water (if not available, use an alcohol-based hand rinse)
3. Apply antiseptic and a Band-Aid
4. Seek medical assistance as soon as possible from your local doctor or hospital.



APPENDIX G

Tangaroa Blue Foundation Activity Report



Tangaroa Blue Foundation Activity Report

Activity Coordinator – please fill this in after each activity and return to: info@tangaroablue.org with all other activity paperwork, including at least 5 images of at least 1 MG each, as soon as possible after the completion of the activity.

Contact Details

Name of Coordinator:

Phone: email:

Activity Details

Name of Activity: Grant Code/Name:

Location of Activity:

Start Time: Finish Time:

Type of Activity – please tick as many as appropriate

- | | |
|---|--|
| <input type="radio"/> Presentation/conference | <input type="radio"/> School event |
| <input type="radio"/> Workshop/meeting | <input type="radio"/> Beach/river clean-up event |
| <input type="radio"/> Display/festivals | <input type="radio"/> Other |

Activity Partners Number of participants

Tick forms completed that were relevant to your activity (please attach all completed forms)

- Completed Equipment Register
- Completed Hazard Identification Plan
- Completed Volunteer Registration Form
- Completed Volunteer Safety Briefing
- Completed Accident/Incident Register or Accident/Incident Report Form

Was there any exposure to hazards that need to be recorded/monitored? (i.e. asbestos etc)
.....

Is there anything outstanding (i.e. rubbish bags need to be picked up etc)
.....

At least 5 photos of 1 MG in size from the event – do we have permission to use these photos?
.....

Please write one paragraph about your activity for the website, social media and grant reports.
.....



APPENDIX H

Volunteer Registration Form



Volunteer Registration Form

All volunteers must read and complete this form before participating in the clean-up event.

Site name: _____ Date: _____
Coordinator name: _____ Phone number: _____

The participants / legal guardian signed below agree that Tangaroa Blue Foundation Ltd and the local clean-up organisers will not be liable for:

- any injuries sustained by the participant;
- any loss or damage to property owned by, or in the possession of, the participant;
- any acts or omissions, negligence or fault of any person participating in the clean-up.

The participant or legal guardian signed below agrees that they:

- will take reasonable care for their own safety;
- were given and understood the safety briefing by the site supervisor prior to commencing the clean-up and will comply with it;
- will accompany and supervise all volunteers under the age of 18 years or who are registered under their signature;
- will wear sturdy enclosed footwear, gloves and protective equipment as advised by Tangaroa Blue Foundation Ltd;
- will not do anything to harm themselves or other volunteers;
- will not handle syringes or other sharps but will inform the site supervisor immediately;
- will use all safety equipment they are given;
- will obey all lawful directions and instructions of the site supervisor or other clean-up officials;
- have told the site supervisor of any pre-existing medical conditions that might affect their participation in the clean-up;
- are not affected by drugs or alcohol;
- have asked and had clarified by the site supervisor anything that they are unclear on?

Have a great day and thank you for your support!

Tangaroa Blue Foundation

PO Box 1235, Dunsborough, WA 6281

www.tangaroablue.org info@tangaroablue.org



Media Release Consent

If marked as “YES” to ‘Media Consent’ on page 3, I give my permission to the Tangaroa Blue Foundation (TBF) to collect, use and disclose my images and/or voice and personal information, for publications, for promotional and information purposes, including but not limited to:

Reports, books, brochures, research publications, zoning maps, newsletters, fact sheets, e-promotions, calendars, PowerPoint presentations, advertising, public displays, television or radio advertisement/ programs, promotional products, posters, billboards, Internet, media (including social media) and possible supply to a third party.

I agree that my personal information may be utilised in any of the above-mentioned official purposes which may result in my identification. I also understand that once my personal details are utilised for an official purpose, TBF have no control over its subsequent use and/or disclosure.

I release and discharge TBF from any claims or demands that could be made in connection with the use of my personal information for an official purpose referred to above.

Privacy Statement: The personal information submitted on this form is collected by the TBF for the purpose of obtaining your consent for using, disclosing and publishing your personal information. Except in the carrying out of an official purpose, TBF will not otherwise disclose your personal information to any third party, without your consent, unless it is required to do so by law. TBF’s Privacy Policy contains information about how you may:

- access and seek correction of your personal information; and
- complain to TBF about a breach of the Australian Privacy Principles and how TBF will deal with such a complaint.

Have a great day and thank you for your support!

Tangaroa Blue Foundation

PO Box 1235, Dunsborough, WA 6281

www.tangaroablue.org info@tangaroablue.org



Volunteer Register

Site Name: _____ Date: _____ Page _____ of _____

Coordinator Name: _____ Contact Phone: _____

All volunteers must read **Volunteer Registration Form** and **Media Consent Form** and then complete this form before participating in the clean-up event.

First Name	Last Name	Age	email	Emergency contact	Pre-existing medical cond.	Media consent	Sign on	Sign off
					Y / N	Y / N		
					Y / N	Y / N		
					Y / N	Y / N		
					Y / N	Y / N		
					Y / N	Y / N		
					Y / N	Y / N		
					Y / N	Y / N		
					Y / N	Y / N		
					Y / N	Y / N		



APPENDIX I

Site Registration Form



Tangaroa Blue Foundation Site Registration Form

Please print clearly and complete all details. Return with a copy of the Volunteer Registration Forms.

Coordinators return all completed forms to: **Tangaroa Blue Foundation, PO Box 1235,
Dunsborough, WA 6281**

Contact Details

Name of Coordinator: Group /Organisation

Address:

Phone: Email:

Site Details

Name: Council Area:

Location Address:

Date: Site Area / Size (estimate):

Start Time: Finish Time:

Number of volunteers expected:

Type of Site – Please tick category below

- Beach In-water Snorkel
 In-water Dive Marina
 Other (Please provide description)

- This is an one-off clean-up event
 This is an ongoing monitoring clean-up site

Rubbish collection point (please be specific):

Who will collect the rubbish?

Has the council been notified of the clean-up? Yes No

Will boats be used during the clean-up? Yes No

I have read the Tangaroa Blue Foundation How to Run a Beach Clean-up and data collection video and manual and completed the Hazard Identification Plan checklist.

Safety / Hazards - It is recommended that you complete a site inspection to identify hazards at the time of registering your site. Please attach a copy of **Hazard Identification Form - Appendix A** when submitting this form.

Promotion - Do you need assistance in promoting your clean-up? Yes No



APPENDIX J

Remote Emergency Contact Form



Remote Emergency Contact Form

This form must be completed and forwarded to the Safety Officer before every Tangaroa Blue Foundation event where activities will take place in a remote area. Remote area is defined as somewhere that emergency services are not easily available or contactable. If you are unsure if your event will take place in a remote area, please discuss with the Safety Officer.

Site name: _____ Date: _____

Address: _____

Name of site supervisor: _____

Phone number (business hours): _____ Phone number (after hours): _____

Trip Details/Route

Provide dates/ times/ route of the trip you will make to the event – provide a map if appropriate. If we need to find you during the trip, where will you be and when. GPS points and What Three Words References

.....
.....
.....
.....
.....
.....
.....
.....

Refuge Evacuation Points For Event Site:

If safe, participants should move to an open area like a beach or park and signal for assistance.

.....
.....

Muster Area During Event:

If you need to recall volunteers, where will you organise for them to meet?

.....
.....



Remote Emergency Contact Form

Name and Contact Details of External Person (HOME BASE)

Name: _____ Address: _____
Phone number (business hours): _____ After hours: _____

Event Supervisor Details

Event Supervisor 1: _____ Mobile: _____ Email: _____
Event Supervisor 2: _____ Mobile: _____ Email: _____

Communication Details On Site

Mobile coverage: No GSM Next G Partial Unsure

UHF CB repeater(s): Monitored channel(s) _____ Working channel(s) _____ Local repeater(s): _____

Satellite phone: Yes No Not Required Unsure

Satellite phone number: _____

Emergency Services Contact Details - On Site

POLICE / FIRE / AMBULANCE **000 or 112 from a mobile phone** _____ POLICE – List major town station & phone number: _____
Park ranger/Land manager _____ Private land owner and phone number (if relevant) _____

In remote areas, what time do I contact Home Base? _____

How can an external contact get urgent messages to me?
Strategy if unsuccessful in contacting Home Base? _____

If Home Base has not heard from the Event Supervisor by the agreed on time above, they should follow the following steps:

- Try and call and send a text message to Event Supervisor/s mobile phone/s and the Satellite Phone Number requesting urgent contact to be made.
- If contact has not been made after 1hr contact Tangaroa Blue Foundation Safety Officer to advise of situation.
- Safety Officer will contact Land Manager and advise that contact has not been made by the Event Supervisor.
- If contact still has not been made after 2hrs Safety Officer will contact the local police station, or if station is not open, they will call 000 and notify police.



APPENDIX K

Tangaroa Blue Foundation &
School Responsibility Agreement



Tangaroa Blue/School Responsibility Agreement

The Tangaroa Blue Foundation Marine Debris Education Workshops empower schools and communities by providing hands-on experience, encouraging stewardship and connection with marine debris as a broader sustainability issue. The workshops include defining and understanding marine debris, its causes and flow, and how to find solutions. After this experience, students will be able to apply their knowledge and develop and implement a local Source Reduction Plan to help stop rubbish becoming marine debris in the first place.

This is an agreement between:

The Tangaroa Blue Foundation (TBF)

Coordinator Name: Contact Phone:

&

.....

(Education facility name)

Coordinator Name: Contact Phone:

Address:

email:

Please tick to acknowledge the following:

TBF responsibilities and obligations -

- TBF will take all practical steps to ensure the health and safety of students, staff and community participants whilst participating in the Tangaroa Blue Foundation Workshop. To view a copy of the Tangaroa Blue Foundation Work Health and Safety Strategy visit www.tangaroablue.org
- Explain how the learning outcomes of the activities will be met.
- Provide access to marine debris education resources.
- Deliver marine debris presentations in the classroom and data sheets.
- Work in partnership with the educator in charge and relevant community groups wherever possible to coordinate and organise optimal clean-up activities
- Guarantee that all TBF volunteers and staff have appropriate qualifications including a suitable first aid certificate and child safety card.
- Safety management and emergency response plans for the clean-up activity.
- Safety briefings and equipment for the clean-up activity.



Tangaroa Blue/School Responsibility Agreement

Education facility responsibilities and obligations:

- Intended learning outcomes based in the relevant curriculum areas.
- Adequate teacher/parent/community supervision for students during all workshops.
- Student participation consents, medical requirements.
- Permission for TBF to use work, images and / or video footage of the students produced as a result of Marine Debris Workshops to promote the Australian Marine Debris Initiative. This material may be used in any way deemed appropriate by TBF for the above-mentioned purposes and will assume permission is granted unless notified in writing by the education facility.
- Appropriate support for children with special needs.
- Provide first aid kit.
- Any extra costs that may be occurred by students or the education facility associated with TBF Marine Debris Workshops. e.g. transport, emergency response etc.

Please also tick the following to recognise your commitment to TBF

Our staff and students undertake to:

- Recognise that use of TBF Marine Debris program materials is restricted to education and not-for-profit purposes.
- Wherever possible, include Source Reduction Planning as part of an ongoing school / community process and behaviour change towards addressing the broader issues of sustainability.
- Refer to the program as Tangaroa Blue Foundation – Australian Marine Debris Initiative.
- Recognise that all risk management associated with clean-up activities is the responsibility of the education facility.
- Indemnify TBF and any of its volunteers for any claims, costs, damage and expenses that may result from the education facility failing to fulfil its risk management obligations.



APPENDIX L

First Aid Kit Checklist



First Aid Kit Checklist

These items are required in all remote, outdoor and workplace First Aid Kits. First Aid Kits must be carried during all Tangaroa Blue Foundation activities.

Item	Watch expiry date	QTY	How many are ok?	Replace
Burn Aid gel 3.5 g (50 ml tube)	✓	8		
Combine pad 10 x 20 cm	✓	1		
Combine pad 10 x 10 cm	✓	2		
Conforming gauze bandage 5 cm		2		
Conforming gauze bandage 7.5 cm		2		
Conforming gauze bandage 10 cm		2		
Heavy crepe bandage 7.5 cm		1		
Heavy crepe bandage 10 cm		1		
Wound dressing #13	✓	1		
Wound dressing # 14	✓	1		
Wound dressing # 15	✓	1		
Thermo accident blanket		1		
Sterile eye pads	✓	4		
Dressing strip 7.5cm x 1m	✓	1		
Basic dressing pack		1		
Gauze swabs 7.5 x 7.5 cm (pkt 5)	✓	5		
Pair disposable nitrile gloves		5		
Disposable kidney dish		1		
Antiseptic spray (50 ml)	✓	1		
Resuscitation barrier mask / shield		1		
Non-adherent dressing 7.5 x 7.5 cm		6		
Non-adherent dressing 7.5 x 10 cm		3		
Non-adherent dressing 10 x 10 cm		1		



First Aid Kit Checklist

Item	Watch expiry date	QTY	How many are ok?	Replace
Adhesive plastic Band-Aids (box 50)		1		
Snake bite bandage		1		
Assorted safety pins		12		
Blunt/sharp scissors 12.5 cm shears		1		
Normal saline eye wash (15 ml)	✓	10		
Disposable splinter probes (pkt 5)		2		
Hypoallergenic tape 2.5 cm		1		
Glass thermometer		1		
Disposable triangle bandages		3		
Splinter forceps 12.5 cm		1		
Antiseptic wipes	✓	10		
First Aid booklet / CPR wallet card		1		
Instant ice pack	✓	2		
Rapid itch relief cream		1		
Sterile dressing towels		3		
Splint (rollup)		1		
Notebook & pen		1		
Whistle, torch		1		
Clip seal bag 230 x 305 cm		3		

Notes:

.....

.....

.....

.....



APPENDIX M

Child Safety Code of Conduct

Child Safety Code of Conduct

Policy number:	TBF012	Version:	3
Drafted by:	H. Tait	Approved by Board on:	27/08/2024
Responsible person:	CEO	Scheduled review date:	27/08/2027

For employees, volunteers and contractors working with children and young people.

Purpose

This Child Safety Code of Conduct sets out Tangaroa Blue Foundation's (TBF) commitment to ensuring the safety of children and young people.

Child Safety Code of Conduct

Staff, volunteers and contractors at TBF are required to abide by the Child Safety Code of Conduct.

TBF recognises, respects and promotes its responsibilities to keep children safe from abuse, and commits to ensuring the safety of children as a first priority. TBF values diversity and will not tolerate child abuse or discriminatory practices.

The Child Safety Code of Conduct aims to protect children and reduce opportunities for child abuse or harm to occur. It is intended to complement TBF's other related policies and procedures.

The Child Safety Code of Conduct applies to the broad range of situations where interaction with children and young people may occur in the delivery of TBF's services, including through digital technology and social media.

Under the CEO, the Board will:

- be responsible for the overall welfare and wellbeing of staff and volunteers
- be accountable for managing and maintaining a duty of care towards staff and volunteers
- nominate a child protection officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters

All people involved in the care of children on behalf of TBF will:

- work towards achieving the aims and purposes of the organisation
- be responsible for relevant administration of programs and activities in their area
- maintain a duty of care towards others involved in these programs and activities
- take all reasonable steps to protect children from abuse and harm
- establish and maintain a child-safe environment for children and young people in the course of their work
- be fair, considerate and honest in their dealings with others
- work with children in an open and transparent way
- treat children and young people with respect and value their ideas and opinions
- encourage children to participate in matters important to them
- act as positive role models in their conduct with children and young people and model appropriate adult behaviour
- listen to children and respond to their needs appropriately
- be professional in their actions
- maintain strict impartiality
- comply with specific organisational guidelines on physical contact with children
- respect the privacy of children and their families, teachers and carers, and disclose information about them only to people who have a need to know
- operate within the policies and guidelines of TBF, including adhering to the Child Safe Policy, at all times
- report any allegations of child abuse
- contact the police if a child is at immediate risk of abuse (phone 000).

Staff, volunteers and contractors shall work to prevent discrimination and actively promote the participation and inclusion of all children, recognising in particular:

- Aboriginal and Torres Strait Islander children and young people
- children from culturally and linguistically diverse backgrounds
- children with a disability
- children who identify as lesbian, gay, bisexual or trans
- children who are intersex, non-binary or gender diverse
- children in and out of home care and the youth justice system.

Staff, volunteers and contractors shall not:

- shame, humiliate, oppress, belittle or degrade children or young people
- unlawfully discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- seek to use children in any way to meet the needs of adults

- ignore or disregard any concerns, suspicions or disclosure of child abuse or harm
- engage in any activity with a child or young person that is likely to physically or emotionally harm them
- initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves; e.g. toileting or changing clothes
- be alone with a child or young person unnecessarily and for more than a very short time
- develop a “special” relationship with a specific child or young person for their own needs
- show favouritism through the provision of gifts or inappropriate attention
- arrange contact, including online contact, with children or young people outside of the organisation’s programs and activities
- have unauthorised contact with children and young people in person, online or by phone
- photograph or video a child or young person without the consent of the child and their parents or guardians
- work with children or young people while under the influence of alcohol or illegal drugs
- engage in open discussions of a mature or adult nature in the presence of children
- use inappropriate language or behaviour, including discriminatory or oppressive language or behaviour, in the presence of children
- do anything in contravention of the organisation’s policies, procedures or this Code of Conduct.

Consequences of breaching the Child Safety Code of Conduct

A breach of the Child Safety Code of Conduct by TBF, a staff member, contractor or volunteer, may result in disciplinary action being taken against them including and up to termination of employment or cessation of engagement with the organisation.

In addition to any action that may be taken by TBF, matters that indicate potential criminal conduct may be reported to police for investigation.

Board Member

Signature

Date



APPENDIX N

Working from Home Checklist



Working from Home Checklist

The Tangaroa Blue Foundation is a not-for-profit organisation that is based across Australia, and provides for employees to work from home. To ensure the safety and good health of employees we have adopted this checklist which should be completed by all staff members working from home and reviewed on an annual basis.

Any comments should be added against items with recommendations and modifications to be noted at the end.

Staff Member: Reviewer:

Signature: Signature

Date: Reviewed Date

Remediation: Yes No Next Inspection:

Address of work from home premises:

.....

A : Work Practice and Physical Activity

The worker does not work for more than 5 hours in a session without a meal break of at least 30 minutes.	<input type="radio"/> Yes <input type="radio"/> No	
Pause breaks are used during extended periods of keyboarding (e.g. – every 35 – 40 mins) and standing at least once per hour.	<input type="radio"/> Yes <input type="radio"/> No	
Repetitive actions are not undertaken for extended periods without appropriate breaks.	<input type="radio"/> Yes <input type="radio"/> No	
Breaks involve stretching and changing of posture and undertaking alternative activities.	<input type="radio"/> Yes <input type="radio"/> No	
Posture is comfortable and in accordance with the Ergonomic guidelines (See Figure 1).	<input type="radio"/> Yes <input type="radio"/> No	
Appropriate telephone use is practiced, or headset is worn (no cradling).	<input type="radio"/> Yes <input type="radio"/> No	



Working from Home Checklist

Long periods of continuous computer use are broken up by performing other tasks.	<input type="radio"/> Yes <input type="radio"/> No	
The worker takes appropriate care of hydration and nutrition during each session.	<input type="radio"/> Yes <input type="radio"/> No	
The worker does not drink alcohol or take substances (apart from medications) during working hours.	<input type="radio"/> Yes <input type="radio"/> No	
Any lifting, pushing, or carrying type task is well within the physical capacity of the person.	<input type="radio"/> Yes <input type="radio"/> No	

B : Environment

Level of lighting is suited to the activity. Note: lighting levels should be sufficient for visual tasks to be completed without eye strain.	<input type="radio"/> Yes <input type="radio"/> No	
Natural and artificial light sources do not create glare via reflection on the computer screen or working surface.	<input type="radio"/> Yes <input type="radio"/> No	
There is sufficient ventilation and thermal comfort, regardless of the season.	<input type="radio"/> Yes <input type="radio"/> No	
Walkways are clear of clutter and trip hazards such as trailing electrical cords. The work area is segregated from other hazards in the home e.g. hot cooking surfaces in the kitchen.	<input type="radio"/> Yes <input type="radio"/> No	

C : Workstation Checklist – Chair (Figure 1)

Sitting posture is upright or slightly reclined posture, maintaining slight hollow in lower back.	<input type="radio"/> Yes <input type="radio"/> No	
Seat height is adjustable and allow for arms and forearms to be at right angles or slightly greater and forearms and hands form straight lines when resting on the keyboard.	<input type="radio"/> Yes <input type="radio"/> No	



Working from Home Checklist

Feet are flat on the floor, or on a footrest, so that knees are bent at right angles and thighs are horizontal to floor.	<input type="radio"/> Yes <input type="radio"/> No	
Seat back is adjustable to support the lumbar curve of the lower back.	<input type="radio"/> Yes <input type="radio"/> No	
Seat pan tilt is adjustable, so hips and tops of thighs are at right angles or slightly greater.	<input type="radio"/> Yes <input type="radio"/> No	
Armrests are out of the way while typing but may provide support during other activities (i.e. phone use, meetings, etc.).	<input type="radio"/> Yes <input type="radio"/> No	

D : Workstation Checklist – Keyboard and Mouse (Figure 1 & 2)

Keyboarding posture allows wrists to be kept straight and not supported on any surface while typing.	<input type="radio"/> Yes <input type="radio"/> No	
Keyboard-to-user distance allows user to relax shoulders with elbows hanging close to body.	<input type="radio"/> Yes <input type="radio"/> No	
Keyboard position is flat.	<input type="radio"/> Yes <input type="radio"/> No	
Mouse-to-user distance - mouse is directly next to the keyboard.	<input type="radio"/> Yes <input type="radio"/> No	

E : Workstation Checklist – Desk (Figure 2)

Desk is large enough for the completions of mixed tasks such as computer work; reading/writing etc – (This should be at least 1600mm x 800mm wide).	<input type="radio"/> Yes <input type="radio"/> No	
Desk height is between 680mm and 735 mm high.	<input type="radio"/> Yes <input type="radio"/> No	
Desk is designed to reduce or eliminate frequent trunk twisting / rotation.	<input type="radio"/> Yes <input type="radio"/> No	
The user can sit close to the desk without impediment.	<input type="radio"/> Yes <input type="radio"/> No	
Readily used documents can be positioned to avoid unnecessary neck movement (sideways or downwards), with or without the use of equipment.	<input type="radio"/> Yes <input type="radio"/> No	



Working from Home Checklist

F : Workstation Checklist – Monitor (Figure 1 & 2)

Monitor height is adjustable so top of screen is at or slightly lower than eye level (may need to be lower where bifocals are used).	<input type="radio"/> Yes <input type="radio"/> No	
Viewing distance is approximately arm's distance away (350 - 750mm).	<input type="radio"/> Yes <input type="radio"/> No	
Monitor and keyboard are placed directly and symmetrically in front of user.	<input type="radio"/> Yes <input type="radio"/> No	
Monitor is positioned to avoid glare (perpendicular to window or strong light source).	<input type="radio"/> Yes <input type="radio"/> No	

G : Emergency and Egress

Emergency exits have been identified and evacuation plan developed.	<input type="radio"/> Yes <input type="radio"/> No	
Smoke detectors are installed and properly maintained to provide early warning of fire.	<input type="radio"/> Yes <input type="radio"/> No	
Basic first aid kit available on the premises.	<input type="radio"/> Yes <input type="radio"/> No	
Suitable fire extinguisher available on the premises.	<input type="radio"/> Yes <input type="radio"/> No	

H : Safety and Security Considerations

Security is sufficient to prevent unauthorised entry by intruders.	<input type="radio"/> Yes <input type="radio"/> No	
When working in isolation at home, a procedure has been established to allow for injuries to be reported or to confirm that the worker has not been injured.	<input type="radio"/> Yes <input type="radio"/> No	
Data and information relating to Tangaroa Blue Foundation is backed up and password protected.	<input type="radio"/> Yes <input type="radio"/> No	



Working from Home Checklist

I: Electrical Considerations

Power outlets are not overloaded with double adapters and power boards.	<input type="radio"/> Yes <input type="radio"/> No	
Earth leakage circuit protection is in place for work related equipment.	<input type="radio"/> Yes <input type="radio"/> No	
Electrical equipment used for work is safe and in good condition.	<input type="radio"/> Yes <input type="radio"/> No	
Electrical cables are annually tag tested. Note: if you do not have the testing undertaken that you check all cables and electronics annually for integrity and note this on your form.	<input type="radio"/> Yes <input type="radio"/> No	

J. Photographs may be attached to this report showing the working area.

K. Modifications required to equipment

Yes No. Add details below.

.....

.....

.....

L. Modifications required to work practices

Yes No. Add details below.

.....

.....

.....

M. Modifications required to premises

Yes No. Add details below.

.....

.....

.....



Working from Home Checklist

Figure 1.
Correct Computer
Workstation Set up

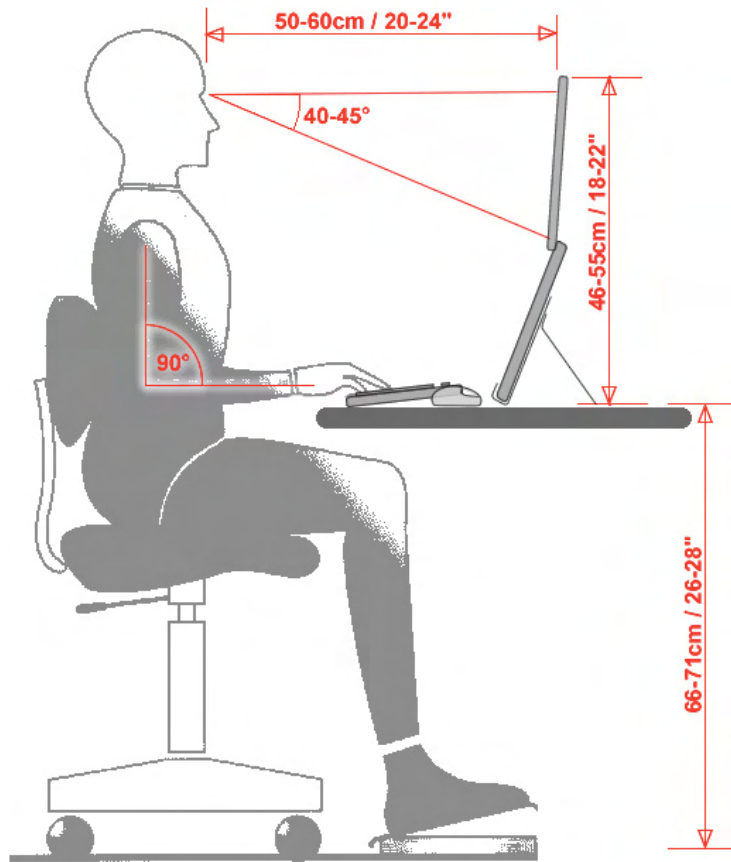
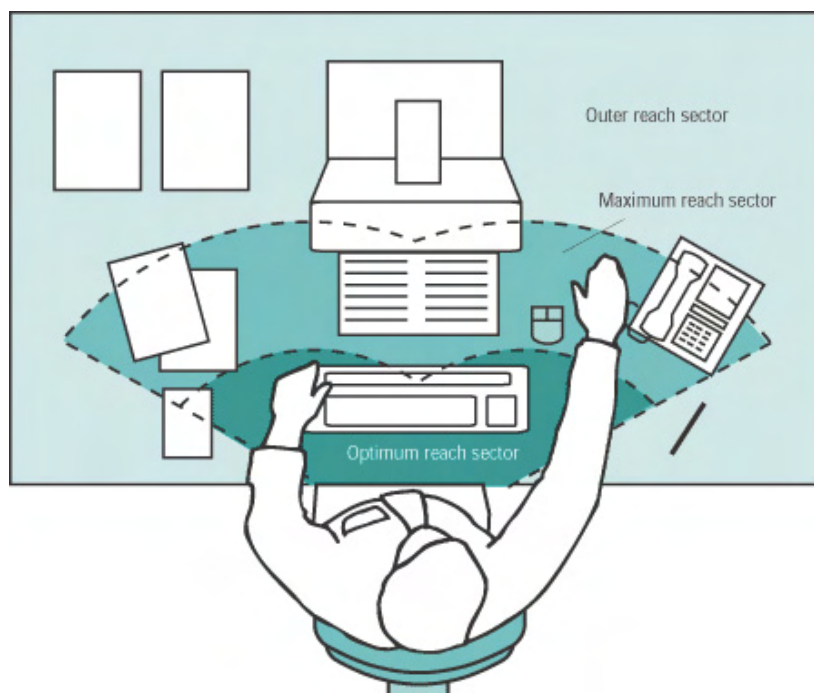


Figure 2. Correct work surface space





References

Learning the art of office ergonomics.

<https://www.worksafe.qld.gov.au/news/2017/learning-the-art-of-office-ergonomics>

NSW WorkCover Work Health and Safety Act 2001 Work and Home (9 minute YouTube Video)

<https://youtu.be/A1DWgjbPBVs>

NSW WorkCover Managing the Work Environment and Facilities (38 page PDF)

http://www.workcover.nsw.gov.au/_data/assets/pdf_file/0013/15205/managing-work-environment-facilities-code-of-practice-3567.pdf

NSW WorkCover Stretch at your desk resource:

<http://www.workcover.nsw.gov.au/media/publications/health-and-safety/six-simple-stretches>

Office Ergonomic Guidelines

https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0006/83067/guide-ergo-comp-workstations.pdf



APPENDIX O

Volunteer Registration
Multi-day Clean-ups



Volunteer Registration Form

1. What event are you registering for?

Name of the event: Date of the event:

2. Volunteer's contact details

First name: Last name:

Street Address: Town/Suburb:

Postcode and state: Country:

Telephone home: Telephone mobile:

T-Shirt size: Date of Birth:

Email:

3. Emergency contact details

Emergency contact: Relationship:

Telephone home: Telephone work:

Telephone mobile: Email:

4. Do you have any medical conditions, allergies, disabilities or past injuries that may affect your participation?

Yes No

If **yes** - please complete and discuss the attached Management Plan for a Pre-Existing Medical Condition and Injury

5. Dietary requirements (e.g. vegetarian):

.....
.....

6. Occupation:

Please turn over for terms and conditions →



Conditions of Participation

I understand that failure to comply with any of these conditions may result in Tangaroa Blue Foundation requesting me to leave, and that I may also forego all entitlements relating to projects.

As the participant / legal guardian signed below I agree that Tangaroa Blue Foundation and the local clean-up organisers will not be liable for:

1. Any injuries sustained by me.
2. Any loss or damage to property owned by me, or in my possession.
3. Any acts or omissions, negligence or fault of any person participating in the clean-up.

I agree to comply with the following terms that refer to my participation in all Tangaroa Blue Foundation projects and activities:

1. I have notified Tangaroa Blue Foundation of all relevant medical conditions and pre-existing injuries, and I consent to Tangaroa Blue Foundation rendering or authorising such medical treatment as necessary and accept responsibility for all associated expenses.
2. I am a volunteer and not an employee of Tangaroa Blue Foundation.
3. I will not smoke, consume or store alcohol or illicit drugs in vehicles, offices, accommodation or while working on a project site.
4. I shall cooperate to ensure a safe, happy and hygienic team environment.
5. I will comply with Tangaroa Blue Foundation policies, while also accepting responsibility for my own safety and the safety of my personal belongings. Furthermore, I will not knowingly or carelessly endanger the safety and welfare of any other participants in Tangaroa Blue Foundation activities, or endanger the safety of their personal belongings.
6. I was given and have understood the site safety briefing given by the Site Supervisor prior to commencing the clean-up and will comply with it.
7. I will obey all lawful directions and instructions of the Site Supervisor or other clean-up officials.
I will accompany and supervise all volunteers under the age of 18 years who are registered under my signature.
8. I will wear sturdy enclosed footwear, gloves and protective equipment as advised by Tangaroa Blue Foundation.
9. I will not handle syringes or other sharps but will inform the Site Supervisor immediately.
10. I will use all safety equipment as advised by the Site Supervisor or other clean-up officials.
11. My placement on all projects is at the discretion of Tangaroa Blue Foundation.
12. Photographs or videos taken of me on a project can be used for promotional purposes.

I acknowledge that Tangaroa Blue Foundation does not provide travel insurance for volunteers and it is highly recommended due to the remote nature of these events that volunteers arrange their own travel insurance.

Signature: Date:

Parent /Guardian Signature

(if under 18): Date:

Office use only - to be initialled and dated by the staff member who undertakes each step			
1. All declared pre-existing medical conditions discussed with volunteer	/	/	Sign:
2. Safety briefing provided	/	/	Sign:
3. All information checked and complete - signed Event Coordinator	/	/	Sign:
4. Volunteer details entered into volunteer database	/	/	Sign:



Management Plan for a Pre-Existing Medical Condition or Injury

1. What is the medical condition, allergy, disability or past injury?

.....
.....

2. Information about the Condition/Injury

(a) How serious is the condition if aggravated? (Tick one or more of the following.)

- Potentially life threatening Could require medical (doctor, hospital) treatment Could require own medication Could require rest or time off work

(b) In your own words tell us how we recognise that your condition has recurred or been aggravated.

.....
.....

(c) When was the most recent episode?

.....
.....

3. What actions, triggers or situations do you need to avoid?

.....
.....

4. What is the management plan to minimise any aggravation to the condition/injury?

E.g. self-medication, avoidance of allergy triggers (specify) etc.

.....
.....

5. What is the emergency plan if serious aggravation does occur?

.....
.....

Volunteer signature: Name: Date:

Staff member signature: Name: Date:



APPENDIX P

Safety Warning Posters

WARNING: DANGEROUS ITEM

How to handle syringes

1. Syringes must be collected in actual sharps containers, not in plastic drink bottles.
2. Bring the sharps container to the syringe (not the other way around) and secure its position on the ground.
3. Wearing gloves, carefully pick up the object using tongs and place it into the container, sharp end first.
4. Replace the lid securely on the sharps container before attempting to move it.

In the event of a needle stick injury

1. Stay calm. The risk of infection by HIV or hepatitis from a needle stick sustained in the environment (as opposed to a medical setting) is extremely low.
2. Wash the area with soap and running water (if not available use an alcohol-based hand rinse).
3. Apply antiseptic and a band-aid.
4. Seek medical assistance as soon as possible from your local doctor or hospital.

After collection

1. Wash hands with soap and water on completion, or use an antiseptic hand wipe.
2. At the conclusion of the event, take the sharps container to your local hospital, council or health care centre.
3. At no time should needles or syringes be touched directly with bare hands and no attempts should be made to cover, break or bend the needle.

WARNING!

DO NOT TOUCH NEEDLES

**Do not handle syringes or
other dangerous objects**

**Please report any syringes
and dangerous objects
to the nearest adult**



WARNING: DANGEROUS ITEM

WHAT IS IT?

Asbestos is the generic term for a number of fibrous silicate minerals.

Products made from asbestos cement - a bonded asbestos material - include fibro sheeting (flat and profiled), guttering and downpipes, as well as other pipes for water, drainage or flues, corrugated roofing sheets, roofing shingles and guttering.



WHAT TO DO IF YOU FIND ONE

1. **DO NOT TOUCH IT.**

Inhaling this fibre can cause serious health problems and should not be handled

2. Mark the area with sticks and brightly coloured tape

3. Alert the clean-up coordinator immediately



WARNING: DANGEROUS ITEM



WHAT IS IT?

Unmarked silver canisters like these have been washing up on beaches all over the Australian coastline. They are filled with aluminium phosphide pellets and are fatal to ingest or inhale.



WHAT TO DO IF YOU FIND ONE

1. **DO NOT TOUCH IT.**
Stand up wind to avoid possible inhalation
2. Mark the area with sticks and brightly coloured tape
3. Alert the clean-up coordinator immediately
4. Call 000





APPENDIX Q

Swimming and Snorkelling Safe
Operating Procedures & Health
Declaration

Swimming and Snorkelling Safe Operating Procedures (SOP)

Purpose

Tangaroa Blue Foundation (TBF) Swimming and Snorkelling Safe Operating Procedures outlines the procedures to enable staff and others to swim and snorkel when the opportunity allows during a TBF event but outside of the clean-up activity hours themselves.

Scope

This Safe Operating Procedure applies to TBF directors, management, staff, subcontractors and volunteers.

Participants must ensure the following processes have been completed prior to undertaking swimming and snorkelling activities:

- Snorkelling induction
- Snorkelling and swim declaration signed
- Medical Declaration on Volunteer Registration Form (Appendix O)
- Swimming and snorkelling work is to be conducted in accordance with these procedures and relevant industry guidelines/codes.

Potential hazards of swimming and snorkelling

In-water activities like swimming and snorkelling raise particular health risks which must be effectively controlled:

- Sun exposure
- Fatigue
- Drowning
- Strong currents
- Interaction with marine flora and fauna

Fitness to snorkel & key risk factors

Snorkelling can be a strenuous activity and may increase health and safety risks to persons suffering from:

- A medical condition that may be made worse by physical exertion. For example, heart disease, asthma and some lung complaints.
- A medical condition that can result in a loss of consciousness. For example, some forms of epilepsy or diabetes.
- Asthma, especially those that can be triggered by cold water or salt water mist.

Other key risk factors which must be taken into account include:

- Physical fitness of the participant
- Age of the participant
- Weather conditions (i.e. high winds, visibility)
- Water conditions (i.e. swell, depth, currents)

People with a medical condition and older persons intending to snorkel should:

- Inform the staff about their medical condition before the start of the activity
- Use a noodle or wear a flotation device that will support the wearer in a relaxed state
- Snorkel in an area close to the designated Surface Watch
- Snorkel to their abilities

NOTE that if the person selects “Yes” to any of the medical conditions listed in the Swimming and Snorkelling Health Declaration & Waiver, they must snorkel within their abilities and first have obtained clearance from a doctor in order to be able to participate in swimming and/or snorkelling activities. TBF staff members can not assess whether a person is medically fit or competent to swim or snorkel.

Risk Management

Health and safety risks will be managed according to the TBF Work Health and Safety Strategy Hazard Identification Plan (Appendix A). The following procedures will be followed to minimise risk of participants who choose to swim and/or snorkel outside of TBF clean-up activities:

- A thorough briefing will be conducted at the start of the activity
- Sites for swimming and snorkelling will be selected to minimise risk (i.e. sheltered waters with minimal current).
- Participants will communicate their intention to enter the water with the designated Surface Watch.
- Entry/exit platforms will be safely secured prior to use.
- Participants will be required to provide and wear PPE (personal protective equipment) as appropriate given their own fitness and capabilities. This includes, but is not limited to: snorkel and mask, fins, sunscreen, dive boots, high vis vests/clothing, a life jacket or other PFD. All participants swimming or snorkelling in the ocean are required to wear a wetsuit and/or stinger suit between November and April in tropical waters.
- Participants will always swim and/or snorkel in buddy pairs following “one up, one down” procedure; if one buddy goes under the water, the other stays at the surface or shore.
- Participants stay within 100 metres of the vessel or shore and ensure they can clearly see and communicate with the Surface Watch at all times (e.g., using hand signals). A designated Surface Watch with appropriate life-saving or rescue diver

qualifications will maintain watch over in-water activities at all times while people are in the water.

- Participants will only enter the water if confident in their ability to navigate the site and conditions safely.
- Participants will familiarise themselves with local jellyfish sting symptoms & treatments. Participants will not touch or collect any marine organisms.
- Participants will exit the water if dangerous marine stingers or predators are present.
- Participants must wear masks, fins, and a snorkel attached to the mask, as well as exposure protection appropriate to the environmental conditions.
- All swimming and snorkelling will not take place in any areas where there are moving vessels, with the exception of a tender used for surface watch/assistance.
- Buoys or markers may be used to designate swim/snorkel areas as needed.
- Propeller guards are installed on vessels where appropriate.
- Head counts will be conducted at the beginning and end of any period during which people are swimming and/or snorkelling.

Snorkelling and Swimming Health Declaration & Waiver

Purpose

Tangaroa Blue Foundation (TBF) Swimming and Snorkelling Health Declaration will be used to obtain information about the swimming abilities, physical fitness and health conditions of a participant who plans to undertake swimming and/or snorkelling during a TBF event, but outside of the clean-up activity hours themselves. This form also acknowledges that any person(s) who chooses to participate in swimming and/or snorkelling activities does so at their own risk.

Preferred Title: (Mr/Mrs/Ms/Dr)		Date of Birth:	
First and Last name:		Phone number:	
Position at TBF:		Address:	

Swim Proficiency and Fitness

Please tell us about your swimming ability using the checkboxes.

I can swim

I am fit enough to undertake swimming and/or snorkelling activities.

Swimming ability (tick one):

Poor

Average

Good

Medical Conditions

Have you ever suffered, or do you now suffer from, any of the following (circle):

Heart disease	YES / NO	High or low blood pressure	YES / NO
Shortness of breath (especially when exercising)	YES / NO	Recent head injury or concussion	YES / NO
Emphysema or other chronic lung disease	YES / NO	Are you taking prescribed medication?	YES / NO
Fits or faints	YES / NO	Asthma	YES / NO
Diabetes (if yes, type _____)	YES / NO	Epilepsy	YES / NO
Are you pregnant?	YES / NO	Do you smoke cigarettes?	YES / NO

