TANGAROA BLUE FOUNDATION

WORK HEALTH AND SAFETY MANAGEMENT STRATEGY

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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 (AMDI) 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 (SRPs) 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 registered

only 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

TBF is governed by a Board of Directors which 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 CEO also acts as Child Safety Officer. The Chair of the Board is the alternative reporting contact where a matter involves the CEO or the CEO has a conflict of interest. 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 biennial (every two years) review of the TBF Work Health and Safety Management Strategy with the Board and for leading an at least annual review of the TBF 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 on remote trips are required to check-in daily. The CEO is supported by the leadership team to oversee day-to-day operations.

Recruitment and appointment to the Board

Prospective new Board members 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. In accordance with the constitution, while the Board may appoint a prospective member to temporarily fill a casual vacancy if required, all permanent Board members must be formally elected by the members at an Annual General Meeting (AGM) or a Special General Meeting of the organisation.

As part of the formal induction process, all newly appointed or elected Board members are required to:

- read and understand this overarching TBF Work Health and Safety Management Strategy
- formally sign and submit the **TBF Board Member Declaration (Appendix R)** to verify their acknowledgment of their safety responsibilities

Other volunteers wanting to actively participate in the Foundation's work either at a TBF 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 outlines the organisation's safety management system. It is not intended to be a day-to-day operational document but is the basis on which all other relevant plans and policies are built.

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
- emphasise TBF's commitment to taking positive and practicable steps to improve safety in the workplace
- take all practicable steps to ensure the safety of those we associate with
- encourage discussion on safety issues and ensure that solutions are sought, achieved and maintained.

TBF is committed to maintaining a safe and healthy working environment for the safety and health of its workers and all other persons in the workplace.

Health and safety is everyone's business and everyone – workers, 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.

For the purposes of clarity in this document and to ensure alignment with health and safety requirements employees, volunteers, contractors and others involved in TBF's activities are referred to as workers. Every worker is expected to act safely at all times to ensure their own welfare and that of their fellow workers and others in the workplace. Note that workers are defined as any TBF member, volunteers and any

other person engaged in work or activities for TBF. The workplace is any location where activities associated with the Foundation's work are undertaken.

The Foundation will ensure the safety of workers 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 workers 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 to control any injury or damage caused through the following steps:

- inform workers of these hazards and the hazard controls
- ensure workers are properly trained and supervised
- inform workers 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 TBF Work Health and Safety Management Strategy at least once every two years
- review and update the TBF Hazard Identification Plan at least annually
- provide ready availability of the TBF 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 worker unable to perform duties safely.

3.3 Hazard management

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

In particular, workers must:

- adopt a responsible attitude to the safety of themselves and others

- seek immediate instruction from the activity leader or supervisor before starting an unfamiliar task
- 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, report defective items for repair or replacement, and ensure 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 are provided and used by all workers at all times when personal protective equipment is used to manage a risk
- sound work practices are used and maintained
- workers are properly trained and/or supervised
- appropriate processes are in place to manage any exposure to psychosocial hazards
- health monitoring in relation to exposure to significant hazards is undertaken, where appropriate and with the worker's consent
- any new hazards identified are incorporated into the TBF Hazard Identification Plan and all workers informed
- any new machinery, equipment, plant, tasks, chemicals or poisons are assessed before use, and safety controls or practices are established
- all hazards and the hazard controls are regularly assessed (e.g. through a biennial review of the TBF Work Health and Safety Management Strategy and annual review of the TBF Hazard Identification Plan)
- all workers are aware of the TBF Work Health and Safety Management Strategy, including emergency and evacuation procedures.

The **TBF Hazard Identification Plan**, which includes steps to eliminate, isolate or mitigate hazards, is included as **Appendix A**.

Exposure to hazards is documented and monitored during each activity or working session in the **TBF Activity Report (Appendix G)** by the relevant supervising officer.

3.4 Alcohol and drug policy

The Foundation is committed to providing a safe, healthy and productive work environment. To ensure the safety of all workers, participants and the public, the

consumption or influence of alcohol and drugs is strictly regulated during any Foundation activity.

The following rules apply to all workers and participants:

- the possession, consumption, sale or distribution of illicit drugs or unauthorised controlled substances is strictly prohibited at all Foundation workplaces, operational sites and field activities
- workers and participants must not report for duty, commence an activity, or remain on-site if they are under the influence of alcohol, illicit drugs or any medication that impairs their cognitive or physical capacity to work safely
- prescription or over-the-counter medications that may induce drowsiness, alter judgment or impair physical coordination must be reported to the activity supervisor prior to the commencement of work, particularly if the individual is operating machinery, driving vehicles or supervising water-based activities
- the consumption of alcohol is strictly prohibited during the operational hours of any field activity, beach clean-up, data collection session or vessel transfer.

For multi-day remote trips or official functions where the moderate consumption of alcohol may be permitted outside of operational hours, approval must be explicitly granted by the Chief Executive Officer (CEO) or the Board of Directors. In these approved instances, individuals must continue to maintain a standard of behaviour that aligns with the TBF Volunteer Code of Conduct (**Appendix T**).

Any breach of this policy will be treated as serious misconduct. The activity supervisor retains the right to immediately remove any individual suspected of being under the influence from the site to ensure public safety, following the protocols outlined in **Section 7.3 (Volunteer Misconduct)**.

3.5 Definition of “serious injury or illness”

A serious injury or illness is defined under the Work Health and Safety Act 2011 (the Act) as an injury or illness that requires:

- immediate treatment as an in-patient at a hospital
- immediate treatment for any of the following:
    - the amputation of any part of their body
    - a serious head injury
    - a serious eye injury
    - a serious burn
    - the separation of their skin from an underlying tissue (such as degloving or scalping)
    - a spinal injury
    - the loss of a bodily function
    - serious lacerations
    - medical treatment within 48 hours of exposure to a substance

- any injury or illness prescribed by regulation (unless explicitly excluded under the Act).

3.6 Accident and incident reporting

TBF033 Complaints, Concerns and Incident Reporting Procedure

All work-related accidents, incidents, injuries, illnesses, hazards and near misses must be notified to the activity supervisor immediately and to the Foundation's Safety Officer as quickly as practicable. Immediate medical, emergency and site-safety actions take priority. Complaints, child-safety concerns, misconduct and privacy or online-safety matters must also be reported and managed under TBF033 Complaints, Concerns and Incident Reporting Procedure.

Every WHS event must be recorded in the TBF Accident/Incident Register (**Appendix C**). A serious, notifiable or potentially notifiable event must also be recorded using the TBF Accident/Incident Report Form (**Appendix D**). If the event is also a complaint or child-safety concern, a separate restricted record must be created under TBF033 and the records cross-referenced without duplicating unnecessary sensitive information.

The Safety Officer must promptly identify the state or territory where the event occurred and check the current notification requirements of the relevant WHS regulator. A death, serious injury or illness, dangerous incident or any other event that is notifiable under the applicable local law must be notified immediately by the fastest available means. TBF must preserve the incident site for the period required by law, except where disturbance is permitted to assist an injured person, remove a deceased person, make the site safe, minimise further risk, or act with regulator or police permission.

Categories appearing in the model WHS laws or national guidance—including any categories relating to violent incidents, suicide or attempted suicide, or an extended absence—must be treated as statutory notification requirements only where they have been enacted in the relevant jurisdiction. Where notification is uncertain, the Safety Officer should contact the local regulator promptly and document the advice and decision.

The Safety Officer will review the event with the appropriate manager and, where required, the Board to identify causes, controls, corrective actions, support and return-to-work requirements. Workers will be informed of relevant safety learnings and controls without disclosing unnecessary personal or confidential information.

3.7 Duties to others in the workplace

All workers 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.

Workers also 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 TBF 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 TBF Work Health and Safety Management Strategy. They will also ensure that procedures for recording and reporting incidents, hazard identification, control and emergency procedures are discussed thoroughly.

As this strategy is for a growing organisation with diverse work programs and locations, management predicts that changes may need to be made regularly. Therefore, the TBF 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 the identification of new hazards. If a new significant hazard arises during operations, the Board of Directors will establish the procedures required to control it.

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

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

The Board will receive de-identified trend, serious-matter and corrective-action assurance under TBF033. Personal or sensitive case information will be limited to those who need it to manage risk or perform an authorised function.

4. Volunteers

4.1 Volunteer 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 task or activity.

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

4.2 Induction: worker responsibilities

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

- no action or inaction of the worker while at work causes harm to any other person
- no untrained workers are 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 workers 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 persons 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.
- the reporting pathways and contacts under TBF033, including how to receive a disclosure safely, the prohibition on retaliation, and the requirement not to conduct an unauthorised investigation.

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

- ensure new and existing workers with a supervisory role at any TBF activity read, understand and formally acknowledge this strategy
- ensure the strategy is available and accessible to all new and existing workers
- ensure supervisors deliver a pre-event safety briefing to all activity participants, communicating the specific parts of this strategy relevant to the activities being undertaken
- review this strategy biennially or sooner if changes are required
- maintain records to ensure all workers with a supervisory role at any TBF activity have read, understood and acknowledged this strategy.

These requirements are the joint responsibility of the Safety Officer and the 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.

To ensure precise tracking and compliance, induction, competence and training records—including all required qualifications and completed induction processes—are maintained through our payroll software, Tanda.

Competence checks and training needs are evaluated every 12 months by the Foundation's Safety Officer. Emergency procedures are also practised at least annually.

TBF033 reporting pathways, contacts, receipt of disclosures, protection from retaliation and the prohibition on unauthorised investigations will be included in induction and refresher training. Completion of this training will be recorded in Tanda.

4.4 Position descriptions and types of work undertaken

Clean-up and data collection activities

All resources, videos and manuals can be accessed via the Tangaroa Blue Foundation Clean-up and Data Collection Portal.

Employee, member, volunteer, contractor and sub-contractor (workers)

This covers any person involved in TBF activities. They must have completed the appropriate activity registration form and been provided with a relevant safety briefing for the activity.

Supervisor, activity coordinator or project coordinator

The person responsible for the direct oversight of a TBF 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 under the Model Code of Practice: First Aid in the Workplace 2019 and holds a current workplace approved First Aid Certificate (including a current annual CPR update)
- holds a current Provide First Aid in Remote or Isolated Site certificate when operating in remote locations where emergency services are not readily available.

Clean-up supervisors – land

Responsible for the safe undertaking of clean-up activities on the coast, beach or riverside. They must be trained and skilled in accordance with:

- the Model Code of Practice: Managing the Risks of Hazardous Chemicals in the Workplace (where relevant)
- the Model Code of Practice: Managing the Risks of Biological Hazards at Work (including specific protocols for suspect, sick or deceased coastal wildlife affected by H5 Avian Influenza: maintaining a strict no-touch policy and reporting sightings to local wildlife or biosecurity authorities)
- the Model Code of Practice: Managing the Risk of Fatigue at Work
- the Foundation's operations, specifically 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 occurring in the water, such as snorkelling or diving. They must be trained and skilled in accordance with the Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice 2024 (note: although this is Queensland legislation, TBF applies it as best practice across Australia).

In-water supervisors must also be trained and skilled in the same competencies as those described above for land-based clean-up supervisors.

Supporting others' events – camps and clean-ups

Participant: Responsible for adhering to both TBF safety requirements and any additional requirements provided by a third party. Where there is a difference in safety requirements between the two organisations, the most conservative policy will stand.

Supervisor or activity leader: Responsible for the oversight and safe undertaking of TBF participation within another organisation's activity. Where there is a difference in safety requirements between the two organisations, the most conservative policy will stand.

Advocacy and liaison

Spokesperson and/or presenter: Responsible for representing TBF to a third party. Spokespeople and presenters for the Foundation must be approved by TBF's Board of Directors or the Chief Executive Officer (CEO) before any representation takes place.

Event supervisor or director (e.g. promotions, filming): Responsible for representing TBF to a third party through media. Event supervisors or directors for TBF must be approved by the Foundation's Board of Directors or the Chief Executive Officer (CEO) before any representation takes place.

4.5 Worker briefing and supervision

Any new workers 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 workers are paired with more experienced workers. 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 TBF011 Child Safety and Wellbeing Policy, TBF012 Child Safety Code of Conduct and TBF033 Complaints, Concerns and Incident Reporting Procedure).

Feedback at the end of each working session or activity about health and safety management and hazard identification and management is sought from workers, using the **TBF Activity Report (Appendix G)**.

When workers are undertaking work for the Foundation that involves activities with schools and students, a **TBF School Responsibility Agreement Form (Appendix K)** must be completed by both the worker 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 TBF must hold a current Working with Children Check (WWCC) where required by law or TBF's documented role-risk assessment.

The Foundation has developed the **TBF Volunteer Code of Conduct (Appendix T)** to ensure the health, safety and wellbeing of its workers who are 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 is defined as a person or entity that engages any person (other than as an employee) to do any work for gain or reward. As a principal, the Foundation is required to take all practicable steps to ensure a contractor's safety, as well as the safety of any workers employed by that contractor.

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

Furthermore, a formal Contractor Agreement must be executed before any work commences. The **TBF Contractor Agreement** template is located in **Appendix S** of this strategy.

To ensure compliance, the following rules apply:

- contractors must be informed that they are responsible for managing any hazards they 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
- if a contractor does not possess their own health and safety documentation, they must formally adopt the Foundation's policies and procedures
- the following documentation must be provided to all contractors and sub-contractors:
    - a formal letter to the contractor or sub-contractor
    - the safety requirements for contractors
    - the general conditions of the contract.

6. Visitors

6.1 Visitor and 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 programs throughout Australia.

6.2 Protection of volunteers

Volunteers must not be endangered as a result of any activity in which the Foundation is engaged. Volunteers must be warned of all activities that carry inherent risk, such as snorkelling, boat transfers and picking up waste. When activities are

underway, every effort must be made to protect the volunteers through the correct use of safety signage, briefings and protective gear.

7. Operating in the field

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

7.1 Visitor, volunteer and participant briefings

Participants in beach or 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), in accordance with the **TBF 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 the relevant **TBF Hazard Identification Plan – Appendix A**)
- the duration of the activity
- emergency procedures
- where and when to meet at the end of the session.

If participants have particular health concerns (e.g. a severe allergic reaction to bee stings), they are required to advise the activity supervisor prior to the commencement 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 strictly followed. Unless by specific arrangement using trained and qualified workers, in-water activities do not form part of official TBF events but may be offered as an event-external activity depending on the location, conditions, supervisor qualifications and participant experience.

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, the remote area contact form, safety briefings and required paperwork are completed, and that a designated First Aid Officer is on-site during the activity.

The supervisor will ensure that if conditions, the type of activity or the demographic of participants (e.g. children) warrant extra assistance to safely supervise the event,

appropriately qualified people are organised prior to the activity to assist in that role. The supervisor must ensure these assistants are fully briefed on their responsibilities before the activity takes place. This includes, but is not limited to, ensuring they have read and understood this document, completed the TBF School Responsibility Agreement (**Appendix K**), and meet applicable Working with Children Check requirements where required by law or TBF's documented role-risk assessment.

Vessel transfers

When vessels are used to transport workers and materials (e.g. debris or equipment collection) to and from activities, a specific vessel briefing must be conducted by the vessel's master or captain, ensuring everyone on board is aware of all safety aspects of that vessel. All vessels must be seaworthy and carry all standard safety equipment on board, including a VHF radio, life jackets for the total number of passengers and a marine 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 retains the right to have any person removed from the activity to ensure public safety, including contacting emergency services (000) if deemed necessary. All volunteer misconduct concerns must be reported and managed under TBF033. Where the conduct caused or could have caused work-related harm, it must also be recorded under section 3.6 using the applicable WHS register and form.

7.4 Working in heat and ultraviolet radiation (UVR)

Working in heat can be hazardous and can cause direct harm to workers. The human body needs to maintain a core temperature of approximately 37°C. 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 used to describe a range of progressive conditions including fainting, heat rash, heat cramps, heat exhaustion and heat stroke.

This risk is particularly relevant in conditions exacerbated by high humidity. Forecasts must be carefully assessed, specifically for daytime temperatures likely to exceed 36°C, or during multi-day camping trips where nighttime temperatures do not drop below 24°C. Health and safety risks associated with working in extreme heat must be managed in accordance with the TBF Working in Heat and Ultraviolet Radiation Policy and the Safe Work Australia Guide for Managing the Risks of Working in Heat.

7.5 Managing the risk of fatigue

The risk of fatigue must be carefully managed, especially when working in the field and in exposed conditions, which can be compounded by heat stress. The Foundation

manages fatigue risks in accordance with Safe Work Australia's Model Code of Practice: Managing the Risk of Fatigue at Work (2025). Supervisors must ensure work-rest schedules, hydration monitoring and driving hours are regulated during extended field operations.

7.6 Managing biological hazards

Clean-up activities routinely involve managing risks presented by biological hazards frequently present in marine and estuarine debris. This includes exposure to bacteria, parasites, viruses (such as avian influenza present in deceased coastal wildlife), and fungi (mould) found in contaminated or organic materials, alongside environmental risks such as exposure to mosquitoes, ticks or mites. These hazards must be managed in accordance with Safe Work Australia's Model Code of Practice: Managing the Risks of Biological Hazards at Work (2026) and through baseline control procedures, including the mandatory use of puncture-resistant PPE, robust footwear and hand-washing protocols.

8. Emergency Procedures

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

- prioritise the prevention of harm to all persons on-site
- raise the alarm immediately to notify all other persons on-site
- contact the relevant emergency services (Call 000 / 112)
- evacuate the building or immediate area safely
- assemble all personnel at the designated assembly point (as communicated in the pre-event safety briefing)
- check all persons are accounted for against the attendance/registration list
- contact the landowner or managing authority as soon as it is safe to do so.

All emergencies, including evacuation requirements, must be recorded in the **TBF Accident/Incident Register (Appendix C).**

Remote Area Requirements

When activities are being undertaken in remote or off-road areas:

- the Safety Officer must be notified prior to departure through the completion of the **TBF Remote Emergency Contact Form (Appendix J)**
- as outlined in the Tangaroa Blue Foundation Use of Private Motor Vehicle Policy – Employees and the Travel and Expense Reimbursement Policy, supervisors must verify that vehicles are equipped with appropriate remote safety gear, including specialised 4WD recovery equipment and an expanded first aid kit, before entering remote zones
- any individual operating a vehicle in 4WD conditions must be suitably experienced or have received appropriate training prior to operating the vehicle on unsealed roads or remote tracks.

8.1 Injury

All workers involved in managing clean-ups and related activities shall hold current First Aid certificates including CPR. In the event of a 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 a 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 **TBF 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 occurring. 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 if the missing group member is not located after the initial search.

8.3 Boating or maritime emergency

If a boating or maritime emergency arises, the boat captain is unable to assist 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 a 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 workers 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 workers 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 workers 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 TBF011 Child Safety and Wellbeing Policy, TBF012 Child Safety Code of Conduct and TBF033 Complaints, Concerns and Incident Reporting Procedure. Call 000 for immediate danger or urgent police or medical assistance.

8.7 Emergency procedure training

Activity specific emergency procedures are practised at least annually under the supervision of the relevant supervisor or the Foundation's Safety Officer. All training sessions must be documented by:

- updating the worker's digital training profile within the HR software, Tanda.

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 **TBF 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 **TBF Equipment Register (Appendix B)** should be completed before every activity. For remote or unsealed road activities, this register must include the required specialised 4WD recovery gear.

9.3 First aid kits

First aid kits suitable for use in the field are carried on all Foundation clean-ups and related activities. First aid kits are managed in accordance with the following:

- participants are briefed during the pre-event safety briefing on where to find the kits and who the First Aid Officers on-site are
- an expanded or remote first aid kit must be carried for all trips involving unsealed roads, 4WD driving or remote areas
- a satellite phone will be taken to all Foundation clean-up sites where normal mobile phone reception or landline phones are not available
- the **TBF First Aid Kit Checklist (Appendix L)** covers all items to be carried in a standard field first aid kit
- first aid kits are to be audited quarterly to ensure the contents are in date and the supply is at 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/safety-topic/managing-health-and-safety/volunteers)

- Insurance and Risk Management Checklists – Our Community (www.ourcommunity.com.au)
- Policy Bank – Our Community (https://www.communitydirectors.com.au/icda/policybank/)
- Work Health and Safety Queensland Codes of Practice – including handling hazardous chemicals, recreational diving and snorkelling, and how to manage work health and safety risks (https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice)
- First Aid in the Workplace Code of Practice 2021 – WorkSafe QLD (https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0019/72631/first-aid-in-the-workplace-cop-2021.pdf)
- 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 – Safe Work Australia (https://www.safeworkaustralia.gov.au/doc/guide-work-health-and-safety-act)
- Managing the risks of working in heat – Safe Work Australia (https://www.safeworkaustralia.gov.au/doc/managing-risks-working-heat-guidance-material)
- Managing the Risks of Biological Hazards at Work Code of Practice (March 2026) – Safe Work Australia (https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-risks-biological-hazards-work)
- Model Code of Practice: Managing the risk of fatigue at work – Safe Work Australia (https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-risk-fatigue-work)
- Driving conditions guide (including unsealed roads, sand, and remote driving) – Queensland Government Department of Transport and Main Roads (https://www.qld.gov.au/transport/safety/road-safety/driving-safely/driving-conditions)
- SafeWork NSW incident notification (https://www.safework.nsw.gov.au/notify-safework/incident-notification)
- WorkSafe Queensland notify us of an incident (https://www.worksafe.qld.gov.au/safety-and-prevention/incidents-and-notifications/notify-us-of-an-incident)
- WorkSafe Victoria incident notification (https://www.worksafe.vic.gov.au/incident-notification)
- WorkSafe ACT incident notification and investigation (https://www.worksafe.act.gov.au/health-and-safety-portal/notify-worksafe/incident-notification-and-investigation)
- SafeWork SA workplace incident notifications (https://safework.sa.gov.au/notify/workplace-incident)
- NT WorkSafe incident notification (https://worksafe.nt.gov.au/notify-nt-worksafe/incident-notification)

- WorkSafe Western Australia report a workplace incident (https://www.worksafe.wa.gov.au/report-workplace-incident)
- WorkSafe Tasmania notify WorkSafe (https://worksafe.tas.gov.au/topics/Health-and-Safety/notify-worksafe)
- Safe Work Australia statutory body portal (https://www.safeworkaustralia.gov.au)
- National Principles for Child Safe Organisations – Australian Human Rights Commission (https://humanrights.gov.au/__data/assets/file/0022/57532/National-Principles-for-Child-Safe-Organisations.pdf)
- Complaint Handling Guide: Upholding the rights of children and young people – National Office for Child Safety (https://www.childsafety.gov.au/resources/complaint-handling-guide-upholding-rights-children-and-young-people)
- TBF011 Child Safety and Wellbeing Policy – current approved version
- TBF012 Child Safety Code of Conduct – current approved version
- TBF033 Complaints, Concerns and Incident Reporting Procedure – current approved version
- Safe Work Australia incident notification guidance – model-law changes apply only when adopted in the relevant jurisdiction (https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/incident-notification)

11. Appendices

Appendix A: Hazard Identification Plan

Appendix B: Equipment Register

Appendix C: Accident / Incident Register

Appendix D: Accident / Incident Report Form

Appendix F: Volunteer Safety Briefing

Appendix G: Tangaroa Blue Foundation Activity Report

Appendix H: Volunteer Registration Form

Appendix I: Site Registration Form

Appendix J: Remote Emergency Contact Form

Appendix K: TBF / Education Facility Responsibility Agreement

Appendix L: First Aid Kit Checklist

Appendix N: Working from Home Checklist

Appendix O: Volunteer Registration - Multi-Day and Remote Activities

Appendix P: Safety Warning Posters

Appendix Q: Swimming and Snorkelling Safe Operating Procedures and Health Declaration

Appendix R: Board Member Declaration

Appendix S: Contractor Agreement

Appendix T: Volunteer Code of Conduct

12. Related controlled documents

- TBF011 Child Safety and Wellbeing Policy
- TBF012 Child Safety Code of Conduct
- TBF033 Complaints, Concerns and Incident Reporting Procedure