

Bushcare Volunteer

Risk Management Planning Guide



The City of Armadale requires that Bushcare Volunteers adopt a culture of Risk Management for all activities they intend to undertake. Risk Management is defined in the Australian Standard AS4360:1999 as: "The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects".

Group Coordinators and Volunteers need to ask themselves:

- What can go wrong?
- How can we prevent it?
- What will happen if it occurs?
- What is the likelihood of it occurring?

A Job Safety Analysis (JSA) should be undertaken for all tasks and activities included in the Annual Work Plan. This can be achieved in four steps:

Step 1 – Identifying the risk

Step 2 – Evaluate the risk –assigning the likelihood and consequence

Step 3 – Risk management strategies

Step 4 – Implement, monitor and review the program

The plan should be documented and communicated with all volunteers affected and regularly reviewed. If the Annual Work Plan is updated at any time, the associated JSA should be updated accordingly.

A JSA template can be provided by the Environment Officer upon request. Any Group or Individual Volunteer undertaking work on City vested land is responsible for preparing a JSA prior to the event.

All volunteers taking part in the activity should be familiar with the JSA prior to commencing the activity. The Environment Officer can assist with the assessment and development of the plan if required.

