

Office of Environment and Heritage Job Safety Analysis



Work Activity/Task: Community (low risk) Cultural Burn		Name of Burn / Project Job Name		Section/Area/Unit/Location:	
Date to commence:	Date of JSA	Name(s) of staff consulted	Signature	Date	
Name	Signature	Name(s) of staff consulted	Signature	Date	
Manager	Signature	Name(s) of staff consulted	Signature	Date	
JSA prepared by	Signature	Name(s) of staff consulted	Signature	Date	

Item	Job Step Break the job down into steps (e.g. JSA checklist items)	Potential Hazard What can harm you? (e.g. manual handling, slips and trips)	Risk Level	Controls What you are going to do to make the job as safe as reasonably practicable (e.g. prevention of slips and trips)	New Risk Level	Person Who Will Ensure controls are implemented
1	Proposal	Culturally unsafe operation	Low	The Aboriginal community identifies the burn as having cultural value in the proposal.	Low	Burn Planner, Aboriginal Liaison Officer
2	Planning	Culturally unsafe operation	Med	The approved type 2 burn plan includes a cultural values assessment that identifies sensitive cultural values.	Low	Burn Planner, Aboriginal Liaison Officer
3	Securing the worksite	Visitor access fire ground without supervision	High	Access to fire ground is closed until bur operation is completed	Low	Divisional Commander
4	Traffic management	Damage to equipment or personnel caused by passing or unauthorised vehicle access onto or adjacent to fire ground	High	Install traffic management devices as per an appropriately endorsed plan	Low	Incident Controller, Divisional Commander,
5	Powerlines, gas and other assets	Potential for collision with or fire damage to assets	High	Exclude hazard form burn or operational area if possible or otherwise protect asset from operations	Low	Divisional Commander,
6	Moving Equipment	Movement of vehicles, plant and equipment	High	Only competent agency staff to move or operate vehicles, plant or equipment including minor plant like pumps and generators. All equipment to meet manufacturers and agencies standards.	Low	Divisional Commander,

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7	Catering	Hot barbeque plates, boiling water in urns / thermos etc. Sharp knives and instruments associated with catering.	High	All cooking and catering activities to be confined to one area under permanent supervision and control of caterer and or assistant. Hot and sharp objects to remain out of reach of children. Hot water to be clearly marked with 'caution hot water' warning.	Med	Catering Manager / Assistant
8	Catering	Fatigue, dehydration, heat stress	High	Supervise all attending, provide adequate shelter, drinking water and rest breaks. Ensure all have enough food	Med	Divisional Commander, Supervising firefighters
9	Manual Handling	Heavy lifts on unsecure ground/platforms or footwear or poor lifting technique or all	High	Individuals not to lift items weighing more than 20kg. Get assistance from another person to help lift heavier items. Correct footwear and awareness of surrounding components.	Low	All
10	Emergency response and communication/first aid Services.	Reaction to environment and or allergic reactions to food	Medium	First Aid station to be clearly visible and staffed at all times with firefighters able to contact emergency services as soon as required	Low	Divisional Commander
11	Chemicals and substances	Possible poisoning or exposure to dangerous substances on site.	Medium	Follow manufactures instructions and SOP when handling all chemicals. Emergency services to be called if spill of dangerous chemicals or substances impact on safety of the participants or the environment.	Low	Divisional Commander
12	Hygiene	Illness or environmental damage caused by inadequate sanitation facilities	Medium	Ensure sufficient toilets and clean water for number of people attending	Low	Catering Manager
13	Burns, trips, falls, sunburn, cuts, stings and bites	Weather conditions, vegetation, snakes, spiders and ticks, terrain, fatigue and fire	High	All attending to where PPE including long pants, long sleeved shirts, hat with brim, eye protections, smoke protection and sturdy footwear as per NPWS and RFS guides to low risk or low intensity burning	Low	Divisional Commander, Aboriginal Liaison Officer
14	Vetting firefighters	Injury to Fire fighters	High	All agency firefighters must competent with full PPE including SOP. They must all understand their	Med	Divisional Commander

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				supervisory responsibilities for keeping non-firefighters safe.		
15	Vetting attendees	Alcohol and drugs	High	No one on the fire ground can be under the influence of alcohol or other drugs	Low	All, Divisional Commander
16	Selecting Roles	Children	High	Children must be accompanied to the burn and be under the supervision of an adult at all times. An adult cannot supervise more than one child. The adults takes full responsibility for the child they supervise. Children cannot be participants if FDI greater than 6. Children must meet same requirements as adults including PPE, cultural fire awareness induction and attend and understand briefings.	Mod	Divisional Commander, Aboriginal Liaison Officer
17	Selecting Roles	Mobility, comprehension or other deficits	High	Every person with a mobility, comprehension or other deficit must be provide with a dedicated support person at all times. Each support can only accompany on person.	Low	Divisional Commander, Aboriginal Liaison Officer
18	Selecting Roles	Culturally unsafe tasking	Mod	Aboriginal people are not tasked undertake culturally, physically or mentally harmful practices during the operation. There gender, age, general health and fitness must be considered.	Low	Divisional Commander and Aboriginal Liaison Officer
19	Fire and Safety Awareness	Inexperience or unrealistic knowledge of fire causes	High	All non-competent firefighters including Aboriginal people attending will complete culturally appropriate fire awareness induction prior to burning.	Mod	Incident Controller & Aboriginal Liaison Officer
20	Site Awareness	Ignorance or misunderstanding	High	Everyone receives an initial briefing and site inspection before any burning begins	Mod	Incident Controller, Divisional Commander, Aboriginal Liaison Officer
21	Signing on	Consequences of harm after initial injury or damage.	High	All non-competent firefighters are registered as a volunteers once they understand the briefing.	Low	Aboriginal Liaison Officer
22	Supervision	Inexperience of planned	High	<i>Everyone attending the burn that does not meet</i>	Low	Divisional

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		burning with many people leads to uncoordinated or undirected actions.		<i>standard FMM fire competencies are supervised by competent firefighters who will provide assistance and keep them safe.</i>		Commander,
23	Supervision	Volunteer numbers beyond firefighter supervision or control	High	Everyone will advise their supervising fire fighter when they arrive or leave the fire ground	Low	Divisional Commander,
24	Supervision	Poor situational awareness or inexperience	High	All attending will safely follow supervising firefighters instructions to stop unsafe practices or to move to safe places.	Low	Divisional Commander, supervising firefighter
25	Resourcing	Inexperience or misadventure	High	Number of fire fighters attending is sufficient to maintain visual contact with all volunteers, regardless of terrain or vegetation or smoke	Low	Divisional Commander,
26	Resourcing	Inexperience or misadventure	Mod	The number of Aboriginal people that can actively participate in the burn, rather than observe, is agreed before the burn begins	Low	Divisional Commander, Aboriginal Liaison Officer
27	Resourcing	Inexperience or misadventure	Mod	Participants and observers must always be in safe locations, under the direct sight and supervision of competent fire fighters	Low	Divisional Commander, supervising firefighter
28	Resourcing	Change in conditions threaten injury or damage to firefighters, public or property	High	<i>Number of firefighters and equipment available is sufficient to both move non-firefighters to a safe locations while maintaining active fire suppression</i>	Low	Incident Controller, Divisional Commander
29	Burning	Moderate or greater fire intensity or long fire duration.	High	<i>Weather, fuel and terrain conditions must create only a cool, very low intensity, slow moving, often patchwork burn that can be ignited and monitored on foot. The burn should only cover a relatively small area. The planned burn is expected to be self-extinguishing and last for only a short duration. It is expected to require minimal mop up and patrol.</i>	Low	Burn Planner, Incident Controller
30	Burning	<ul style="list-style-type: none"> Erratic fire behaviour Deteriorating conditions 	High	People affected are obliged to move to a safe place under the direction of competent fire fighters until	Low	Divisional Commander,

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		<ul style="list-style-type: none"> • Increased fire behaviour, • Obscuring of sight lines between participants, observers and supervising competent firefighters, • Increase in the number of people attending beyond the capacity of the available competent firefighters to supervise, • Presence of participants or observers without the required PPE, • Failure of fire-fighting equipment 		low risk levels return.		supervising firefighters, Aboriginal Liaison Officer

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<p>List of referenced policies, codes of practice, standards, guides and specific legislation:</p> <p>List of training requirements of personnel undertaking work: No formal qualifications required for volunteers. However, experience in landcare, bushcare, bushfire training, cultural fire knowledge is desired. A designated staff or volunteer with Senior First Aid and CPR is mandatory to have on site. .</p> <p>Job Supervisor/Project Manager:</p> <p>Signature: _____ Date: _____ Next Review Date: _____</p>						

Office of Environment and Heritage Record of Job Safety Brief



Workplace: _____ Date: _____

Supervisor/presenter: _____

Subject: _____ Duration: _____

Persons Present at Brief

Print Name	Signature	Print Name	Signature

Documentation and other information provided (JSA, standards, codes, policies, videos manufacturers' instructions, etc):

Issues raised by staff:

Corrective Action	Action by	Action Complete	
		Sign off	Date