



## Risk Assessment Schedule

Contract Number / Project Name: CT7440 Bushland Maintenance  
Last Modified: 13/03/2025 17:45  
Start date of Assessment: 21/08/2024  
Anticipated end date of contract: 30/06/2032

Risk ID	Project Phase	Category of Risk - Primary	Category of Risk - Secondary	DESCRIPTION OF RISK				INHERENT			CONTROLS - EXISTING & ADDITIONAL		RESIDUAL			RECORDS	CONTEXT	
				Activity / Risk	Hazard	Potential Incidents	Contributing Factors / Potential Causes	Consequence	Likelihood	Inherent Risk Rating (WITHOUT CONTROLS)	Controls / Mitigation	Party responsible for implementing controls (Risk Owner)	Consequence	Likelihood	Residual Risk Rating (TARGET)	Method of documentation of controls - where stored?	Council reference document	Legal reference document
1	Pre-procurement	Regulation & Compliance	Financial	Completion of appropriate specification to meet service requirements	Lack of consultation for writing of specification	Key activities are missed and are unable to be performed as a part of this contract	Lack of time	Minor (2)	Likely (4)	Medium (8)	Full consultation with the Bushland team to ensure complete specification	Bushland Coordinator	Minor (2)	Unlikely (2)	Low (4)	Meetings on Calendar and complete specification		
2	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Use of plant/machinery for vegetation management	Operating plant/machinery in public bushland reserves	Damage to contractors and the community caused by impact from plant/machinery	Lack of communication Poorly maintained equipment	Catastrophic (5)	Possible (3)	Extreme (15)	Contractors have procedures in place to maintain equipment appropriately and work in public areas safely, including the use of signage and or spotters.	Contractor	Catastrophic (5)	Rare (1)	Medium (5)	Tender documentation. Rapid Global compliance. Induction documentation		
3	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Application of herbicide for vegetation management	Contractor and community health impacted by exposure to high rates of herbicide	Contractors and community come in direct contact with high rates of herbicide causing endocrine disruption.	Lack of appropriate procedures and training. Lack of PPE. Lack of signage or spotters.	Moderate (3)	Possible (3)	High (9)	Contractors have the appropriate level of training to match the schedule of herbicide <del>being applied</del>	Contractor	Moderate (3)	Rare (1)	Medium (3)	Tender documentation. Rapid Global compliance. Induction documentation		
4	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Nest box installation and maintenance	Falling from heights	Contractor being injured after falling from trees during nest box work.	Lack of appropriate procedures, training, qualifications. Lack of PPE.	Major (4)	Possible (3)	High (12)	Contractors have the appropriate training, procedures and qualifications in place to climb using ropes.	Contractor	Major (4)	Rare (1)	Medium (4)	Tender documentation. Rapid Global compliance. Induction documentation		
5	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	The application of fire for planned burning	Damage to people and assets from fire and smoke.	Fire escape from the designated site causes burns to people and property	Lack of planning. Lack of training. Lack of procedures.	Catastrophic (5)	Possible (3)	Extreme (15)	Contractors have the appropriate training, procedures and qualifications in place to apply fire in a planned and controlled manner. Council ensure contractors adhere to the Fire as a Land Management Tool Policy and associated procedures.	Contractor Council	Moderate (3)	Unlikely (2)	Medium (6)	Tender documentation. Rapid Global CI Anywhere for burn plans and approval.		
6	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Contractors working on roadsides	Vehicles and contractors working in close proximity	Contractors hit by vehicles	Lack of traffic management and staff awareness	Catastrophic (5)	Unlikely (2)	High (10)	Use of traffic management for all sites requiring it. Procedures and training for contractors working in these areas.	Contractor	Major (4)	Rare (1)	Medium (4)	Tender documentation. Rapid Global compliance. Induction documentation		
7	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Working with and near community members	Occupational Violence and Aggression directed at contractors from community members	Community members aggressively confronting contractors when undertaking tasks such as application of herbicide or removal of vegetation	Lack of communication with residents when working in proximity to houses and trails. Lack of daily start messages to contract manager from contractors prior to undertaking works.	Moderate (3)	Possible (3)	High (9)	When undertaking any significant vegetation removal adjacent to dwellings, council and contractors attempt to engage residents to ensure they are aware of works prior to them occurring. Council require a daily pre start works message to the contract manager from contractors to ensure any updates to potential OVA are communicated. This also allows the contract manager to track events if an incident does occur.	Council Contractors	Moderate (3)	Unlikely (2)	Medium (6)	Tender documentation. Phone messages. Mail outs Induction documentation		
8	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Manual handling such as mulching and dragging branches	Poor manual handling technique and shifting of inappropriate loads	Musculoskeletal damage to contractors	Lack of assistance to move items. Lack of training. Lack of procedures.	Moderate (3)	Unlikely (2)	Medium (6)	Contractors have the appropriate training, procedures and qualifications in place to undertake manual handling.	Contractor	Minor (2)	Rare (1)	Low (2)	Tender documentation. Rapid Global compliance. Induction documentation		
9	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Shooting in public reserves	Off target injury or death from projectiles	Shooters either misidentify the target or projectile passing through a target and striking human, asset or other animal.	Lack of communication with residents when working in proximity to houses and trails. Lack of daily start messages to contract manager from contractors prior to undertaking works. Lack of training. Lack of licensing Lack of procedures.	Catastrophic (5)	Unlikely (2)	High (10)	Contractors have the appropriate training, procedures, approvals and licensing in place to shoot on public land in a controlled manner. Contractors communicate with the land manager prior to starting works and at completion.	Contractor	Catastrophic (5)	Rare (1)	Medium (5)	Tender documentation. Rapid Global compliance. Induction documentation		

10	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Working near children	Child abuse or failure to report neglect	Contractors working near children use the opportunity to abuse children. Contractors identifying abuse do not report this appropriately.	Lack of appropriate procedures, training, and Working with Childrens checks.	Catastrophic (5)	Unlikely (2)	High (10)	Contractors are required to undertake a working with childrens check. Contractors are provided with the Yarra Ranges Code of Conduct Guidelines during the induction process and informed they must comply. Contractors have the appropriate training and procedures in place.	Contractor for creating and following procedures. Council for providing guidelines	Catastrophic (5)	Rare (1)	Medium (5)	Tender documentation. Rapid Global compliance. Induction documentation		
11	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Working in the elements for extended periods of time	Heat, cold and UV exposure	Over exposure to heat, cold or UV causing illness and potential long term harm	Lack of PPE Lack of procedures and training	Moderate (3)	Possible (3)	High (9)	Appropriate training and procedures Use of appropriate PPE	Contractor	Minor (2)	Rare (1)	Low (2)	Tender documentation. Rapid Global compliance. Induction documentation		
12	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Working on uneven ground and around vegetation	Slips trips and falls	Falling over material and or down slopes causing injury.	Lack of PPE Lack of procedures and training	Moderate (3)	Possible (3)	High (9)	Appropriate training and procedures Use of appropriate PPE	Contractor	Minor (2)	Rare (1)	Low (2)	Tender documentation. Rapid Global compliance. Induction documentation		
13	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Working in areas with animals and insects that can bite	Bites from animals and insects	Animal or insect bite causing injury or illness.	Lack of PPE Lack of procedures and training	Catastrophic (5)	Unlikely (2)	High (10)	Appropriate training and procedures Use of appropriate PPE	Contractor	Catastrophic (5)	Rare (1)	Medium (5)	Tender documentation. Rapid Global compliance. Induction documentation		
14	Delivery of contract requirements	Health & Safety (Employees and Community)	Reputation & Stakeholder Relationship	Working near trees whilst in the process of removing them.	Trees falling on contractors or the public	Contractors and public being too close to tree works causing trees falling on contractors or the public causing injury or death	Lack of PPE Lack of procedures and training	Catastrophic (5)	Unlikely (2)	High (10)	Appropriate training and procedures Use of appropriate PPE	Contractor	Catastrophic (5)	Rare (1)	Medium (5)	Tender documentation. Rapid Global compliance. Induction documentation		
15	Delivery of contract requirements	Environment & Assets	Reputation & Stakeholder Relationship	Application of herbicide for vegetation management	Off target flora damage due to spills or incorrect application.	Damage to indigenous flora.	Lack of training Incorrect storage or handling	Moderate (3)	Likely (4)	High (12)	Appropriate training and procedures	Contractor	Minor (2)	Unlikely (2)	Low (4)	Tender documentation. Rapid Global compliance. Induction documentation		