



Urban Stormwater Professional Development Program

Program delivery March 13th to April 10th

Carsten Nannestad,
Chief Executive Officer
Manager

Rohan Hogan
Acting Waterways

EMERGENCY PROCEDURE

The program hosts are the emergency contacts.

They will carry a mobile phone and emergency contact numbers.

In case of an emergency call 000.

Event organiser Toni Domaschencz must be contacted if an emergency occurs on 0409 544 616

On site **first aider** is:

Donna Pilgrim, Waterwatch Victoria Stormwater Project Officer
0408569056

All Waterwatch staff will be asked to carry a mobile on the day.



Background

The Urban Stormwater Professional Development Program is being held across Victoria to promote Waterwatch Victoria's Urban Stormwater Education Program. The Professional Development Program involves thirteen training days held throughout Victoria to inform participants of projects, initiatives and activities involving urban stormwater. The training days are made up of four, 1hour sessions that target specific audiences with specific information.

Target Audience

The program has a number of target audiences including, representatives from local governments, schools, community groups, water authorities, catchment management authorities, EPA Victoria and the DPI / DSE.

Venues

This program is being held in 10 different regional locations and three Melbourne locations. The locations and venues include:

Bendigo	- Discovery Science and Technology Centre	March 13 th
Hamilton	- Gilly's Catering Function Room	March 18 th
Geelong	- Aberdeen Chateau	March 19 th
Shepparton	- Amber Court	March 21 st
Beechworth	- La Trobe University	March 24 th
Bairnsdale	- Redcourt Homestead	March 26 th
Traralgon	- La Trobe Convention Centre	March 27 th
Ballarat	- Yacht Club	April 1 st
Horsham	- Horsham Golf Club	April 8 th
Mildura	- Mildura Settlers Club	April 10 th
**Metro	- TBA	

First Aid Kit

A First Aid Kit will be collected from the Occupational Health and Safety representative from North Central Catchment Management Authority, prior to departure of the trip. This kit will remain in the event organiser's possession and taken into each of the venues for the training days.



Event Organisers Emergency Contact Information

Toni Domaschenz emergency contact details:

Kierren Brennan
(B): 5448 8571
(A): 0429 143 800

Medical details: Skin sensitivity to standard band-aids. Ensure skin sensitive band-aids are packed in first aid kit.

Bronwen Burr emergency contact details:

Stephen Cox
(A): 5436 5217
(B): 5455 7570

Medical details: NONE

Donna Pilgrim emergency contact details:

Contact: Hayden Pilgrim
(B): 5462 2386
(A): 5465 3230

Medical details: NONE

North Central Catchment Management Authority emergency contact details:

Jon Leever
Waterways Unit
North Central CMA
(B): 5440 1807
(A): 5472 4041
MOB: 0408 487 158



Hazard Identification - Risk Control Report

Venue _____ Date _____

Event Organiser _____

Signature _____

Have all the exits and fire extinguishers been located around the venue?

Yes

No

Ask a venue employee to show you where all the exits/fire extinguishers are located around the building. If possible have them give you a map of the venue to show exit locations.

Have all the toilets be located around the venue?

Yes

No

Ask a venue employee to show you where all the toilet blocks are located.

At the start of each session, this information will be conveyed to all participants.

Is the tea/coffee station table stable?

Yes

No

Ask a venue employee to have the tables changed over one that is more stable.

Have all electrical cords/ extension leads and power boards been taped to the floor?

Yes

No

Use gaffer tape to ensure all cords are taped to the floor.



OCCUPATIONAL HEALTH AND SAFETY

Are there any new hazards?

Yes

No

Describe the hazard in the table below and the control measures that you have put in place to eliminate or reduced the hazard to an acceptable level.

If the hazard cannot be reduced to an acceptable level students are to stay on the bus. Describe the sites features and issues and move to the next site.

Hazard	Control Measure	Has the risk been reduced to an acceptable level? YES/NO



OCCUPATIONAL HEALTH AND SAFETY

IDENTIFICATION

Specific location:	All statewide roads
Item of plant/equipment:	
Date identified:	11/03/2003
Description of hazard:	Car accident (possibly single or multiple car involvements).

RISK ASSESSMENT AND CONTROL

Hazard	Probability	Consequence	Level of Risk
Car accident	3	5	High

RECOMENDED HAZARD CONTROL

1. All vehicle trips are to be planned to incorporate driver sharing. Two people will share driving to and from locations and venues where practicable.
2. Conference days have been planned to incorporate travel constraints. Where practicable, a full day has been allowed for travelling between locations. No long distance night driving has been scheduled into the program.
3. Fifteen minute breaks have been scheduled into travel time (after 90 minutes) for fuel, toilets and driver change over.



Overall Hazard Identification, Assessment, Control Report

IDENTIFICATION

Specific location: All venue locations
Item of plant/equipment:
Date identified: 03/03/2003
Description of hazard: Trip/Slip over exposed electrical cords / power boards.

RISK ASSESSMENT AND CONTROL

Hazard	Probability	Consequence	Level of Risk
Trip/Slip	3	5	High

RECOMENDED HAZARD CONTROL

1. We have been supplied with new electrical cords and equipment that carry an electrical certification tag.
2. Thick gaffer tape will be placed over the electrical cords and power boards and taped to the floor of the conference room.
3. Participants will be made aware of electrical cords at the beginning of each talk.



Overall Hazard Identification, Assessment, Control Report

IDENTIFICATION

Specific location:	All venue locations
Item of plant/equipment:	
Date identified:	03/03/2003
Description of hazard:	Burns from hot water urn on unstable tea/coffee station table.

RISK ASSESSMENT AND CONTROL

Hazard	Probability	Consequence	Level of Risk
Burns	3	4	High

RECOMENDED HAZARD CONTROL

1. The station table must be stable, most importantly if it is supporting coffee/tea cups and a hot water urn. If the table is not secure then a venue employee will be notified and the table will be changed before the commencement of the day.



OCCUPATIONAL HEALTH AND SAFETY

Specific Hazard Identification, Assessment, Control Report

IDENTIFICATION

Specific location: Each venue
Item of plant/equipment (if applicable):
Date identified: 04-03-2003
Description of hazard: Food supplied (poisoning, allergic reactions)

RISK ASSESSMENT AND CONTROL

Hazard	Probability	Consequence	Level of Risk
Food	1	2	Low

RECOMENDED HAZARD CONTROL

1. Each venue will be providing food, which will be prepared on the premises or brought in by a contractor. Food will be prepared and delivered according to the food handling procedures established by the safe food-handling officer.
2. Any special dietary requirements for participants will be obtained and forwarded on to the caterers prior to the event.