

FORM 1 ACTIVITY CHECKLIST	
Group Name:	
Number of volunteers: <i>minimum of 3 and maximum of 20 at any one time.</i>	
Prior to each clean up activity, the group leader must ensure:	
<input type="checkbox"/>	New participants have viewed the safety video and undertaken a safety induction
<input type="checkbox"/>	The safety plan has been reviewed and remains current
<input type="checkbox"/>	Safety signs are present
<input type="checkbox"/>	Each group member has a safety vest, gloves and eye protection <i>(if appropriate)</i>
<input type="checkbox"/>	Litter bags are available
<input type="checkbox"/>	A first aid kit is on site
<input type="checkbox"/>	A sharps container and 1 set of heavy duty gloves are available
<input type="checkbox"/>	Arrangements have been made to transport group members to the site
<input type="checkbox"/>	Appropriate parking is available
<input type="checkbox"/>	A sufficient number of adults are present to supervise children <i>1 adult = 4 participants between 12 and 15 years</i> <i>1 adult = 8 participants between 16 and 18 years</i>
<input type="checkbox"/>	All group members are familiar with the site diagram – litter collection points, off limit areas etc
On the day of each clean up activity, the group leader must ensure:	
<input type="checkbox"/>	A safety refresher talk has been conducted with all group members – hygiene, alcohol, fauna & flora etc
<input type="checkbox"/>	Group members are aware of their working party supervisors/group leader
<input type="checkbox"/>	Group members are clear on the direction of work
<input type="checkbox"/>	Group members are aware of drop off, meeting and collection points
<input type="checkbox"/>	Group members are aware of hazards, off limit areas, road crossings
<input type="checkbox"/>	Group members have been briefed on conditions – wet weather, daylight hours
<input type="checkbox"/>	Safety signs have been installed at the start and end points of the designated site
<input type="checkbox"/>	A mobile telephone is available
<input type="checkbox"/>	Pen and paper to record details for the activity report
<input type="checkbox"/>	Group members are wearing appropriate clothing and footwear – vest, gloves, hats etc
<input type="checkbox"/>	Group members have sunscreen protection and insect repellent
<input type="checkbox"/>	Group members have water
On completion of each clean up activity, the group leader must ensure:	
<input type="checkbox"/>	Safety signs have been removed and collected
<input type="checkbox"/>	All litter bags have been collected and/or disposed of appropriately
<input type="checkbox"/>	If applicable, all sharps containers are secure for disposal
<input type="checkbox"/>	A final headcount is conducted prior to departure from the site
<input type="checkbox"/>	An activity report has been completed and forwarded to Keep Queensland Beautiful (KQB)
<input type="checkbox"/>	If applicable, an incident/hazard report has been completed and forwarded to KQB