Project Description

Use this form as part of your safety planning to describe the work that will be undertaken by a number of

volunteers participating in the project or program. Complete it for:

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|  | **Project Description** |
| Use this form as part of your safety planning to describe the work that will be undertaken by a number ofvolunteers participating in the project or program. Complete it for:1) Standard activities and tasks that your group undertakes on a recurring basis. This then becomes the basis for on-going safety measures related to that recurring work.2) Specific once-off projects/working bees undertaken by your group, where the project is new and different to your group’s standard activities and tasks. |
| Project name |
| Start date | Finish date |
| Description of duties and tasks |
| Prerequisites. Use these to determine the suitability of participants. |
| Health and Safety Requirements – Complete a Hazard ID Form and attach relevant Safe Operating Cards.Use that information to brief volunteers before undertaking the activity. |