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 of  volunteers 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. | | |