








# 2025 Online Contractor Induction



This Online Contractor Induction is for Contractors and their Employees to undertake prior to commencing work on the Parks Victoria Estate and introduces you to the unique work environments not usually encountered elsewhere.

-  **Introduction**
-  **FIND - STOP - NOTIFY - MANAGE**
-  **WHAT ARE YOU LIKELY TO FIND**
-  **Contractor (HSEQ & CH) reporting and general obligations**
-  **Critical safety for all workers**
-  **Conclusion and Thank You!**
-  **Checklist**

# Introduction

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Visit the [Parks Victoria website](#) for more information - [Parks Victoria](#)

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## Welcome to Parks Victoria

Parks Victoria serves to protect our state's natural and cultural heritage on behalf of all Victorians. Together with traditional owners, we care for country and inspire the community to conserve and enjoy Victoria's unique natural and cultural heritage. As a **Contractor**, or **Employee of a Contractor**, working for Parks Victoria, you also play an important role in protecting and nurturing Victoria's parks and waterways.

This induction is intended to provide contractors, and their employees, with an overview of the health, safety, environmental, and both cultural and historical heritage requirements, and other relevant information, whilst they are engaged in works for Parks Victoria.

Parks Victoria is committed to ensure that work undertaken by contractors does not place the contractors, their employee's, Parks Victoria employee's and visitors, or others, at risk of injury and/or harm, and the work is undertaken in a manner that meets our general duties and legal obligations.

Parks Victoria, in cooperation with its contractors, achieves these objectives by:

- Managing Country Together (MCT)
- Managing both Indigenous Cultural Heritage and Non-Indigenous Historical Heritage
- Implementing our Nature Conservation Strategy & Environmental Protection; and
- Maintaining Physically and Psychologically Safe Workplaces

**CONTINUE**

 **YOUTUBE**

Parks Victoria | Introduction for ...



## **Parks Victoria | Introduction for Contractors**

Parks Victoria acknowledges the Traditional Owners of the land and waters across Victoria, honouring their deep cultural connections. We invite our Contractors and their Workers to join with us in partnership to Manage Country Together, promote Conservation & Environmental Stewardship, and to maintain a Healthy and Safe working environment.

**VIEW ON YOUTUBE >**

**CONTINUE**



# NATURE CONSERVATION STRATEGY

for parks and reserves  
managed by  
Parks Victoria

2021-2031



## **Nature Conservation Strategy**

### **Context for the Nature Conservation Strategy**

Parks Victoria acknowledges and respect the rights and deep connection to Country of Victoria's Traditional Owners. The *Nature Conservation Strategy 2021-2031* is presented as a starting point for shared conversations and actions with Victoria's First Peoples and aims to better align with the expectations, aspirations, strategies and plans of Traditional Owner Nations for managing Country.

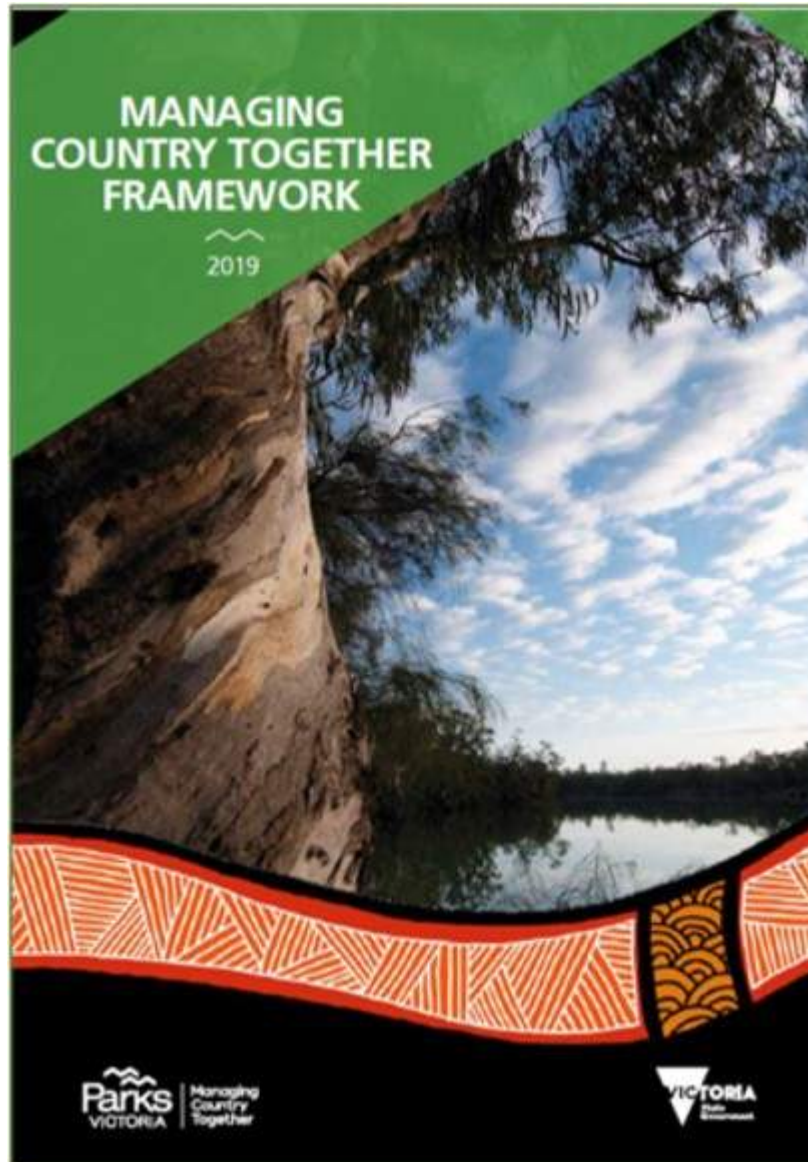
Parks contain the best of Victoria's natural riches and a dazzling array of animal and plant species, habitats, ecosystems, landscapes and seascapes. They are central to the cultures of Victoria's Traditional Owner Nations, our State's identity, our environmental systems, our leisure, our health and wellbeing, and our economy (Over 100million people visit our Parks every year).

Our challenge is to minimise the losses and damage as far as possible by maximising the health and resilience of species and ecosystems, by responding rapidly with protection and restoration action when impacts do occur, and by giving nature its greatest capacity to survive, adapt and even thrive in unknown future states.

Find out more here: [Nature Conservation Strategy](#)



CONTINUE



**Managing Country Together Framework -** [parks-victoria-managing-country-together-framework.pdf](#)

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## Managing Country Together

As manager of over four million hectares of public land, Parks Victoria is fortunate to have the opportunity to partner with Traditional Owners to care for the diverse cultural landscapes across the state.

Managing Country Together is how we do this. It represents not only a process of ongoing change and improvement within Parks Victoria, but also a philosophy to guide how we support self-determination for Aboriginal people. It is our approach and our commitment to stronger, more meaningful partnerships with Traditional Owners.

Managing Country Together is about understanding and respecting Traditional Owner rights and values, taking responsibility for protecting Aboriginal cultural heritage on the parks estate, and offering the best support we can to Aboriginal people working in the park management sector.

Find out more here: [Managing Country Together](#)

**CONTINUE**

## HERITAGE MANAGEMENT STRATEGY



**Find out more:** [Heritage management](#)

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## HERITAGE MANAGEMENT

### Non-Aboriginal Cultural Heritage

The management of all cultural heritage is important to Parks Victoria and is a core park management function.

Parks Victoria is responsible for the largest and most diverse collection of heritage places on public land in Victoria. These heritage places include cultural landscapes, buildings, infrastructure, significant trees, objects and artefacts, archaeological sites, and shipwrecks.

There are strong nature-culture linkages between our cultural heritage and the environment. Our multi-layered cultural landscapes include the nationally significant Alpine National Park, Point Nepean National Park, and Castlemaine Diggings National Heritage Park. Parks Victoria manages more than 3,000 historic assets including around 300 substantial buildings and structures, 70 huts (mainly in the high country) and more than 1,200 registered historical archaeological sites, and numerous shipwrecks. Many sites also hold collections, large and small, of movable heritage objects with around 20,000 items documented to date.

Heritage listed places and objects are protected under local, state, and federal legislation which places statutory requirements on their management. Our heritage estate includes six cultural landscapes that are on the National Heritage List, over 150 heritage places in parks, sanctuaries, and reserves that are included on the Victorian Heritage Register, and many more that are of local significance to communities.

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# ENVIRONMENTAL PROTECTION

## Protecting our Environment

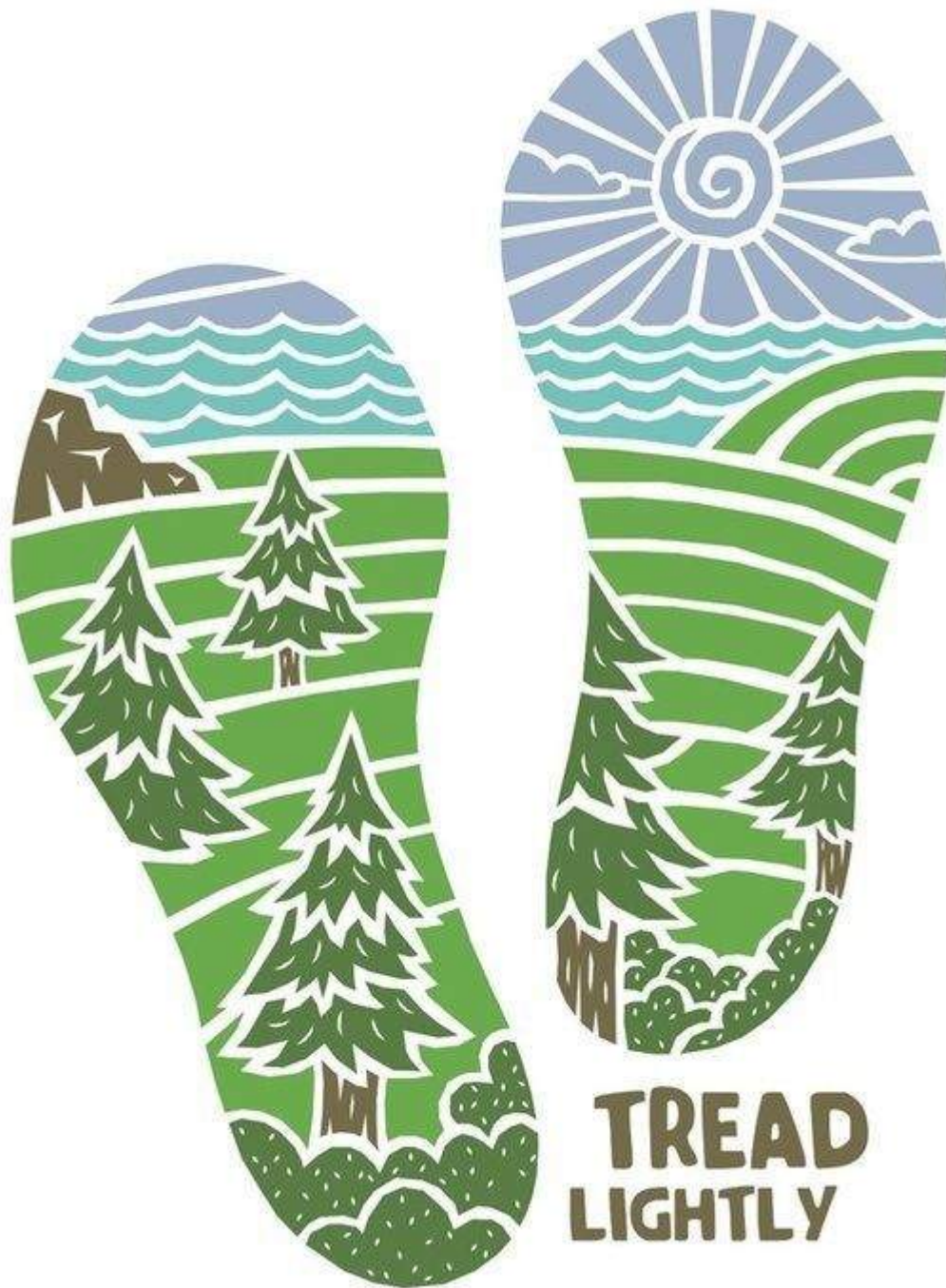
Parks Victoria is a leading environmental organisation that manages an estate containing Victoria's most important and cherished environmental and cultural values. In undertaking our management activities, we need to ensure that we are not harming the estate we seek to protect

Parks Victoria is working to be an environmental leader both in Australia and globally whilst being aligned to measures and targets for *Protecting Victoria's Environment – Biodiversity 2037 (DELWP, 2017)*, the Victorian Government's statewide plan for biodiversity protection.

Victoria's parks system – plant and animal species, ecosystems, landscapes and marine environments, are what we here at Parks Victoria are required to protect, conserve and enhance across Parks Victoria managed land, including its natural and cultural values, for the benefit of the environment and current and future generations.

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# WALK AND TREAD LIGHTLY



**How to do your part - [Safety in nature](#)**

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**Travel Responsibly** – Stick to the speed limits within Parks – Stay on the travelled path when walking, moving/parking vehicles or mobile plant – Give way to Parks Visitors, especially pedestrians

**Respect Others** – Whilst working on the Parks Victoria Estate make sure to respect others including Visitors, Traditional Owners, Parks Victoria Workers and each other

**Educate Yourself** – Make sure you are up to date and well informed on your obligations whilst working on the Parks Estate – Be aware of your location regarding Bushfires, Flooding, Storms, etc. that may affect you and your work

**Avoid Sensitive Areas** – Don't Walk or drive in areas not clearly defined for that purpose, you may destroy something that can never be repaired – **Keep out** of Culturally, Historically and Environmentally sensitive areas in accordance with the **Management Plans** for your work

**Do Your Part** – By modelling appropriate behaviour, leaving the area better than you found it, properly disposing of waste, avoiding the spread of invasive species, and **do not** disturb or take anything you **FIND!**

**CONTINUE**



# FIND - STOP - NOTIFY - MANAGE

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## FIND – STOP – NOTIFY - MANAGE

For all contractors and their workers these four (4) words, **FIND-STOP-NOTIFY-MANAGE**, will be the **GOLDEN RULES** whenever you are working on the Parks Victoria Estate, and you make an unexpected discovery (e.g. Asbestos, Indigenous Artefact, Illegally Dumped Rubbish, Oil Spill).

Remember that the Parks Victoria Estate is a very large area of the State of Victoria and less than 5% of the Estate has been assessed and documented in relation to Aboriginal and Non-Aboriginal Cultural Heritage, Contaminated Soils, Asbestos or Asbestos Containing Materials (ACM), Unexploded Ordnance, etc.

You will inevitably **FIND** something, from Aboriginal Artefacts, Historical Remains, to illegally dumped rubbish containing Asbestos-ACM. Please make yourself fully aware of the correct process for **Unexpected Finds** so that you **DO NOT** disturb the **FIND**, and you isolate it until advised otherwise.



***Should you discover human remains of any description, Unidentified and/or Aboriginal Ancestral, DO NOT take any photos or videos unless specifically instructed to do so, and do not share or publish any photos or videos you are instructed to take as this may lead to personal consequences up to and potentially including criminal prosecution.***

**CONTINUE**

## Unexpected FIND = STOP WORK

- **STOP** work immediately
- Leave the **FIND** in place and protected from any additional harm or damage.  
**DO NOT REMOVE!**
- **Immediately NOTIFY** your Parks Victoria Contact (PVC)
- If necessary, isolate by safety webbing, flagging tape or another suitable barrier, usually with a 10-metre radius around the extent
- No works are to continue within the buffer area until further notice
- It may be possible for works to recommence, outside of the exclusion buffer

## NOTIFY

If it is not possible to contact the local PVC, please contact:

- Parks Victoria on 13 19 63

- **NOTIFY** your works/site supervisor and/or Parks Victoria Contact (PVC) immediately
- Make everyone in the area aware of the **FIND** so it is not disturbed
- You may be asked to take photos to send through to your PVC – GPS location is also helpful
- Be aware that your PVC may need to notify other specialists so there may be delays in responding



## MANAGE

- Your Parks Victoria Contact (PVC) will advise on how the **FIND** is to be **MANAGED**
- The PVC may need to seek advice from Subject Matter Experts (SME's) who may include:
  - Occupational Hygienist (Asbestos, ACM, Contaminated Soils, Unidentified Chemicals, etc.)
  - Traditional Owners (Artefacts, Culturally Sensitive, etc.)
  - Historical Heritage Advisors (Cultural Landscapes, Buildings and Structures, etc.)
  - PV Environmental Officers and/or Environmental Protection Agency (EPA)
  - Licensed Asbestos Removal contractor
  - VicPol or the Coroners Office

## Summary

- **STOP** work immediately - Leave the **FIND** in place and protected
- **Immediately NOTIFY** your Parks Victoria Contact (PVC)
- Your PVC in consultation with others will advise on how to **MANAGE** the **FIND**
- Your PVC will advise when, how and where work may recommence in the area
- Part of the management may include information being placed on a register (e.g., Asbestos Register, Heritage Register, etc.)

**CONTINUE**

## Unidentified Human Remains - Aboriginal Ancestral Remains

### 1. Cease works and secure the remains

**No photography or video permitted unless authorised! No Media contact.**

All works that could further disturb the remains **must** cease immediately and the location of the remains must be covered and made secure with a 20m exclusion zone. If remains have been unintentionally removed from the place of interment, any excavated soil believed to contain human remains should also be set aside in a secure location.

## **2. Notify Victoria Police**

The discovery of unidentified human remains **must** be reported to Victoria Police as soon as possible using the relevant **local police contact number**

**DO NOT use '000' unless remains appear to be recent.**

Victoria Police may or may not attend site and will notify the Victorian Coroner who will assign a forensic anthropologist to assess the remains. The remains may be of relevance to:

- Victoria Police or the Victorian Coroner regarding a reportable death
- the Victorian Aboriginal Heritage Council if the remains are believed to be Aboriginal
- Heritage Victoria if the remains are considered to be more than 75 years old.



**The discovery of human remains must be managed in an appropriate manner consistent with the requirements of relevant legislation including the *Cemeteries and Crematoria Act 2003, Coroners Act***

***2008, Aboriginal Heritage Act 2006 and Heritage Act 2017.***

**CONTINUE**



# WHAT ARE YOU LIKELY TO FIND

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## What are you likely to find?

The following will take you through some of the more common things you are likely to **FIND** when performing your work on the Parks Victoria Estate. **Remember:**

**13,800+** Aboriginal Cultural Places are registered on the Parks Estate; however, this is only the tip of the iceberg.

We all have responsibilities as individuals under a range of Legislation, for example:

- Aboriginal Heritage Act
- Environment Protection Act
- Heritage Act

Less than **5%** of the Parks Estate has been surveyed for Aboriginal cultural values, and less than **10%** for Historical.

We at **Parks Victoria** want you to play your part in keeping our **Parks** to the highest possible standards for Conservation, Environmental Protection and to help us all **Manage Country Together!**

**Significant Penalties Apply for breaches and non-compliance!**

- OHS Act

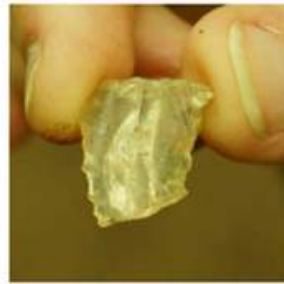
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# How to identify Indigenous Cultural Heritage

STONE TOOLS	STONE ARRANGEMENT	EARTH FEATURE	ABORIGINAL MIDDENS	CULTURAL MODIFICATIONS
<p>Stone tools were made and used by Aboriginal people for everything that tools and knives are used for today, including cutting plants, food and meat, scraping of bark or animal skins, engraving, chopping, carving and chiselling.</p>				



Core from which flakes have been removed



Glass artefact



Quartz flake



Artefact



Flint point, dorsal surface showing bulb of percussion near proximal end

**STONE TOOLS**

**STONE  
ARRANGEMENT**

**EARTH FEATURE**

**ABORIGINAL  
MIDDENS**

**CUL  
MOD**

An Aboriginal stone arrangement is a collection of stones or boulders arranged to construct a place of cultural significance.



Rockwell with lid



Rockwell in the You Yangs Regional Park



Foundation of stone structure

STONE TOOLS	STONE ARRANGEMENT	EARTH FEATURE	ABORIGINAL MIDDENS	CULTURAL MODIFICATION
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Aboriginal earth features are the result of Aboriginal people living in particular places in the landscape, sometimes for short term seasonal occupations, but also for prolonged periods of time.





Hearth including burnt clay heat retainers

STONE TOOLS	STONE ARRANGEMENT	EARTH FEATURE	ABORIGINAL MIDDENS	CULTURAL MOD
<p>Middens are shell deposits that have built up over time, often as the result of Aboriginal people gathering and eating shellfish and molluscs. These can be coastal middens or freshwater middens.</p>				



STONE TOOLS	STONE ARRANGEMENT	EARTH FEATURE	ABORIGINAL MIDDENS	CULTURAL MODIFICATION
<p>Aboriginal people modify trees as part of their cultural traditions for many reasons. These reasons range from bark-removal to construct water transport, temporary shelters or other cultural objects, to ceremonial and territory markings, and branch manipulation.</p>				



Culturally modified tree



Burnt culturally modified tree

STONE TOOLS	STONE ARRANGEMENT	EARTH FEATURE	ABORIGINAL MIDDENS	CULTURALLY MODIFIED
<p>Paintings and engravings are created on rock surfaces by Aboriginal people all over Australia.</p>				





Red ochre hand print



Red ochre figure

STONE TOOLS	STONE ARRANGEMENT	EARTH FEATURE	ABORIGINAL MIDDENS	CULTURAL MODIFICATIONS
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Axe-grinding grooves are created when Aboriginal people shape and sharpen stone axes along a cutting edge by grinding them against coarse stone platforms or outcrops (often sandstone).



Axe-grinding grooves

**CONTINUE**

# How to Identify Environmental Hazards

## Asbestos

Asbestos and Asbestos Containing Material (ACM)

You may find illegally dumped asbestos, or you may find asbestos in Parks Victoria assets such as buildings and culverts, or within some soils due to legacy land uses.

Parks Victoria has an Asbestos Register and, in some cases, Asbestos Management Plans that are made available to contractors and to which contractors and their workers must abide by.

Parks Victoria has a "No Touch" policy in relation to asbestos and should you discover any previously unknown asbestos follow and download the Unexpected Asbestos Find flowchart below and contact your PV contact immediately.



**Unexpected Asbestos Discovery.pdf**

107.8 KB



**CONTINUE**

### **Asbestos/Asbestos Containing Material (ACM)**

You may find Asbestos-ACM in differing forms, and you may find it in old buildings. Parks Victoria has a "No Touch" policy in relation to asbestos-ACM and has an Asbestos Register available to all contractors. Some examples are:



Asbestos in switch boxes



Asbestos rope used in wood heater



Asbestos cement roofing



Asbestos containing floor



Asbestos cement fibre board



Sprayed on asbestos fireproofing

## Chemical, Oil, Tyre Waste —

You may find illegally dumped chemicals, oils, tyres in differing forms. Parks Victoria has a “No Touch” policy in relation to waste until it is determined safe.

**Be Aware – sometimes waste can be toxic (Dandenong Ranges 2019)**





## Contaminated Soils —

You may find soils that have been contaminated by previous legacy land uses (e.g. mining, landfill, etc.).

- Oil/fuel spills
- Subsurface asbestos from historical buildings/dumping
- Unmapped acid sulphate soils, etc.
- Calcined sands - are extremely high in arsenic and are likely to have high levels of lead and mercury, a known risk of harm to human health.

**If you were not advised that these may be present, advise your PV Contact ASAP.**



## **Water Pollution Events**

You may find waterways that have suffered a contamination such as a fuel or oil spill, sewage leak, a volume of rubbish floating, etc. This contamination can come from vessel incidents, illegal dumping, or from flood/stormwater runoff.

Notify your PV Contact ASAP before it spreads and affects all that rely on the waterway to sustain life.



### Highly Pathogenic Avian Influenza HPIA - H5N1 (Bird Flu) —

While HPAI H5N1 has not yet been found in Australia, reporting sick or dead birds or wildlife will be key to its early detection. All workers must remain alert for indicators of avian influenza and be aware of the signs of HPAI H5N1 and reporting processes. **DO NOT TOUCH** dead birds or wildlife unless trained to do so and with the correct PPE/RPE.

You must report sick or dead wild birds or wildlife by calling DEECA on 136 186 or via the Emergency Animal Disease Hotline on 1800 675 888 in addition to your Parks Victoria Contact.

More Information: [High pathogenic avian influenza](#)





## **Munitions or Unexploded Ordnance (UXO)**

Parts of the Parks Victoria Estate have previously been used by Australian Defence Force (ADF) branches and subsequently you may come across old munitions and unexploded ordnance (e.g., Mortar Shells, Bullets, Artillery Shells, Bombs).

Unexploded Ordnance (UXO) is ammunition which has been fired but has not functioned as designed and can be particularly dangerous as all the normal safety features have been overcome. In this case, very little handling may be needed to make the item of ammunition function and/or explode.

**If you should find a suspicious item that may be UXO, do not touch or disturb it.** The potential for injury is dramatically increased if UXO is disturbed.

**Establish a minimum 150m-250m exclusion zone until advised otherwise and notify Victoria Police immediately then your Parks Victoria Contact.**



## Mine Adits and Shafts —

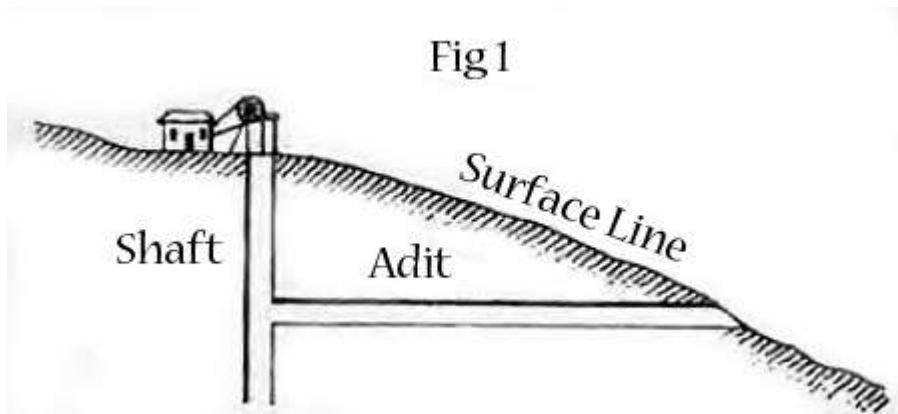
Much of the Parks Victoria Estate has historically been used for mining activities dating back over 100yrs.

Whilst we know of a lot of these mines and their associated shafts and adits, we don't know where they all are.

Be careful around these areas due to unstable ground that can lead to land slips and risks of engulfment.

**DO NOT** enter any discovered mine adits or shafts.





### Illegally Dumped Waste

Unfortunately, there is a regular occurrence of people unlawfully dumping waste in areas of the Parks Victoria Estate. Parks Victoria has a "No Touch" policy and will require the area barricaded off if possible and reported to your PVC as soon as possible.



**Dumped Asbestos** —

Asbestos containing building products are often found illegally dumped on Parks Victoria managed land. Please apply the flowchart process for unexpected asbestos discovery and advise your Parks Victoria Contact immediately if outside of your work area.



**CONTINUE**

**How to identify Non-Indigenous and Historical Heritage**

MARINE ENVIRONMENT	HIGH COUNTRY - ALPINE REGIONS	GENERAL PARKS ESTATE
Maritime History		





**Workshops Pier – Hobsons Bay**



**Fort Nepean**

### **Marine Environment**

History abounds within our marine environment and a lot of piers, jetties, wharves, shipwrecks, etc. are under the management of **Parks Victoria**.

You may find pier footings, stone walkways, unidentified shipwrecks, artefacts belonging to historical settlements (e.g. glasses, jugs, etc.)



**Queenscliff Lifeboat Shed**



**WPNP Lighthouse Quarters**

## **MARINE ENVIRONMENT**

**Crackin' the Whip**

## **HIGH COUNTRY - ALPINE REGIONS**

## **GENERAL PARKS ESTATE**



**Howqua Historic Hills Area**



**Bindaree Falls**

## High Country – Alpine Regions

History abounds within the Victorian High Country and Alpine Regions, from trail huts, chalets, ski lodges, etc. that are under the management of **Parks Victoria**.

You may find any number of historically significant artefacts, partial structures and buildings, natural features, etc. that are not on your current plans or permits. Please let us know about them.



**Fry's Hut Construction**



**Strathbogie Ranges Memorial**

**MARINE ENVIRONMENT**

**HIGH COUNTRY - ALPINE  
REGIONS**

**GENERAL PARKS ESTATE**

**Enjoying our rich history**



**Tae Rak Visitor Experience Area  
Budj Bim Cultural Landscape**



**Glass Bottle Excavation  
(Credit: Green Heritage)**

### **General Parks Estate**

Within our Estate there is a rich tapestry of places and uses including buildings, old settlements, military areas, mining history, etc. that are under the management of **Parks Victoria**.

You may find old mine equipment, campground furnishings, forts, historical buildings and structures. If they are not on your current plans or permits, we would like to know about them.



**Gold Mine**



**Monarch Gold Battery -  
Harrietville**

**CONTINUE**

## **Where might unexpected finds be found?**

Unexpected finds, except for illegal dumping, are associated with former land uses and typically would be found in locations that have previously been used for:

- Camping - Settlements - Townships
- Industry - Waste Management (i.e. old tips)

- Military Operations/Practice - Mining or Quarrying

**CONTINUE**

# Contractor (HSEQ & CH) reporting and general obligations

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## Contractor (HSEQ & CH) obligations

Parks Victoria is committed to delivering excellence in Health, Safety, Environment, Quality & both Indigenous and Non-indigenous Cultural Heritage (HSEQ & CH) performance, with this commitment encompassing all employees, contractors, volunteers, and members of the public who visit Parks Victoria facilities.

To achieve this requires each of us to take personal and collective responsibility for our actions and hold each other accountable whilst promoting the following key expectations:

- **Take responsibility** - for the health and safety of self and others, and of the environment
- **Stop, think, and plan** - prior to commencing any task so as not to disturb or be complacent
- **Talk about your work every day** and create a positive culture aligned to Parks Victoria's purpose
- **Call out unsafe/destructive behaviour** - without hesitation or retribution before someone gets hurt, or irreversible damage is done to environmentally, culturally or historically sensitive or significant areas

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## Contractor reporting obligations

### Reporting of incidents, near misses, damage, harm

In addition to the [FIND-STOP-NOTIFY-MANAGE](#) protocols there are other reporting requirements. these include any actual or potential forms of injury, harm or damage, and any breaches of management plans that may occur to:

- a person
- a designated and/or delineated sensitive area

Contractors are required to notify their Parks Victoria Contact (PVC) as soon as they become aware. Employees of contractors are encouraged to make reports under a '**no blame**' framework to their site supervisor who will then notify (PVC) in line with contractual arrangements. If it is not possible to contact the local (PVC), please contact Parks Victoria on 13 19 63.

**Remember: reporting is a mandatory requirement.**

## Contractor environmental reporting obligations

The responsibility for managing our ***General Environmental Duty*** rests with the person undertaking the activity and the person in management or control of the activity, so both Workers and Supervisors.

Failure to do so can result in significant penalties under the ***Environment Protection Act 2017*** for both individuals as well as businesses. Be sure to report any of the following to your PVC:

- Spills - to land, drainage line or waterway
- Surface water contamination/pollution
- Vegetation disturbance/damage
- Nuisance or Noise complaint by community
- Air quality changes
- Damage to Parks Victoria assets causing a pollution event
- Other incidents that could potentially damage the environment





**Notify your PVC as soon as possible! If no response, please notify Parks Victoria on 13 19 63.**

For Major Environmental Incidents (e.g. Fire or major chemical spill) that poses an immediate risk contact emergency services (000) immediately followed by notifying your PVC.

**CONTINUE**

## **Contractor environmental obligations**

It is expected that Contractors and their Workers will take all reasonable steps to prevent pollution and protect the environment and human health whilst performing their work. **Let's all work together to protect our unique and valuable environment!**

Necessary control measures need to be implemented, regularly checked and maintained. Examples of environmental controls are ***but not limited to:***

- Erosion and sediment controls when undertaking soil movement or excavation
- Any imported materials (e.g. soils, mulches, aggregates, etc.) are free
- Implement appropriate dust/noise control strategies
- Appropriate storage, handling and disposal of chemicals

from contamination

- Having appropriate spill kit equipment readily available
- Keeping all waste and materials secured so it doesn't enter the environment or encouraging wildlife scavenging
- Ensuring waste is transported and disposed of at an appropriate permissioned (or EPA approved) transfer station or landfill



**Remember, significant penalties apply for both workers and supervisors should environmental breaches occur.**

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# Critical safety for all workers

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## Shared duties when it's not your normal work site

In sharing the following information, Parks Victoria seeks to inform Contractors and their Workers of matters that have been assessed as critical to maintaining safe work environments for all persons conducting work activities or visiting upon the Parks Victoria Estate.

Those work activities will vary from normal construction, high-risk construction, maintenance, inspection, testing and preparatory works such as cultural and environmental assessments, geo-technical studies, surveying and hazardous tree assessments to name just a few.

This information is no way exhaustive, and other risks, including other critical risks, may become present depending on the work being undertaken and its location. Contractors and their Workers must determine relevance of the following for consideration and inclusion in their safety management for the work.

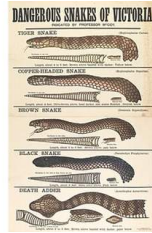
# STOP - THINK - PLAN

# Know your surroundings

## Hazardous work areas and environment

The Parks Victoria Estate is a natural and public environment and as such comes with inherent risks. Consideration must be given, but not limited to, the following known unknowns and their potential risks:

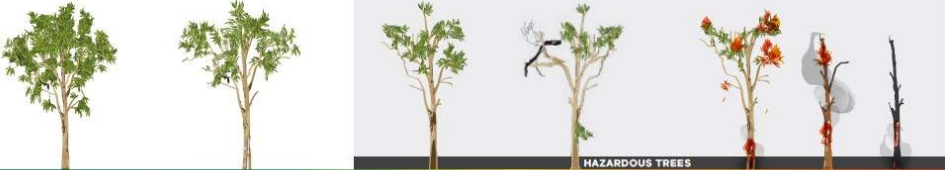
- **Hazardous flora** – for example falling trees and branches, toxic plants, and weeds, etc.
- **Hazardous fauna** – for example venomous snakes, spiders, insects, etc.
- **Hazardous topography & geology** – for example abandoned mineshafts, landslip-landslide, etc.
- **Unique Hazard Areas** – historical military firing ranges containing unexploded ordnance (UXO)
- **Exposure to Occupational Violence and Traumatic Events** - You may have interactions with the community and experience anti-social behaviours (aggressive or mental health related) and exposure to traumatic events (injured members of public)



## Stinging Nettle - Snakes - Landslides

CONTINUE

# KNOW YOUR HAZARDOUS TREE MARKINGS

TREE HAZARD MITIGATION MATRIX JSOP 8.03 - TREE HAZARD - BUSHFIRE (SCHEDULE 4)						
						
TREE STAGE	PRE & POST FIRE	PRE & POST FIRE	PRE FIRE	PRE FIRE	PRE, DURING & POST FIRE	POST FIRE
DEFINITION	UN-ASSESSED TREE Tree yet to be assessed.	SOUND TREE An assessed sound tree that is not currently hazardous and is not likely to become a CPD tree when exposed to fire or other disturbance associated with the incident.	POTENTIAL CPD TREE PROTECTION A tree which in its current state does not appear hazardous, but may become a CPD tree if it catches alight or is impacted by wind or other fire related disturbance. It has a high probability of surviving the fire intact based on the proposed protection measures and likely response resources available.	POTENTIAL CPD TREE PROTECTION NOT ASSURED A tree which in its current state does not appear hazardous, but may become a CPD tree if it catches alight or is impacted by wind or other fire related disturbance. It does NOT have a high probability of surviving the fire intact based on the proposed protection measures and likely response resources available.	TREES WITH HANGERS Hangers are limbs which are hooked up or tangled in other limbs and can be dislodged by external factors (wind, impacts from machinery) or other trees, that during the operation.	CLEAR AND PRESENT DANGER (CPD) TREE AND USE OF INDICATOR TREES A tree or branch that is likely to fall within the expected timeframe of the current operation and impact personnel in its potential impact zone.
HAZARD STATUS	UNKNOWN	LOW	LOW	INCREASED HAZARD	INCREASED HAZARD	EXTREME
MARKING SYMBOL	NO MARK	NO MARK - APPEARS SOUND	YELLOW CIRCLE	YELLOW SLASH IN A CIRCLE	YELLOW CROSS IN A CIRCLE AND ARROW ABOVE POINTING TOWARD THE HANGER	YELLOW CROSS IN A CIRCLE YELLOW CROSS IN A CIRCLE AND ARROW BELOW SHOWING DIRECTION AND DISTANCE TO HAZARD
DESCRIPTION		Tree appears 'sound' with no obvious defects which would significantly weaken the trunk or allow entry of a fire. No large dead branches or widow makers present.	Tree has a number of the following: <ul style="list-style-type: none"><li>Exposed butt scars</li><li>Wound to reach elevated hollows</li><li>Small diameter and surrounded by accumulated heavy fuel.</li></ul>	Trees with a stem or branch greater than 10cm in diameter above shoulder height and one assessed to be at risk of partial or total collapse based on (but not limited to) one or more of the following indicators: <ul style="list-style-type: none"><li>Dead and/or decaying</li><li>Severely broken or broken branches</li><li>Significant leaning</li><li>Recent cause of significant cracking, or it weak fork</li><li>Evidence of the roots lifting or an under cut or disturbed root system.</li></ul>	<b>Before Fire</b> Reducing the number of hangers in the proposed work area before fire will reduce the number of hangers potentially collapsing during and after fire. <b>During and after fire</b> Hangers that are assessed as being at risk of collapse during the timeframe of operation and have potential to impact the work area need to be marked and treated, if safe to do so.	Tree is on fire (actively burning) and not able to be extinguished safely and reliably and will be weakened to failure point by fire. or Tree has incurred severe structural damage by recent fire and appears very unstable. or Tree has been impacted by some other factor and appears likely to fall within the timeframe of the current operation (eg. tree backed into by a bulldozer or damaged by nearby tree fall).

Understand the "Marking Symbol" and "Hazard Status" and the precautions to be undertaken when working around trees - [Tree-Hazard-Mitigation-Matrix.pdf](#)

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CONTINUE

## No permit = no hot works



A Hot Work Permit should be used during use of equipment such as:

- Blow lamps
- Cutting and welding equipment
- Brazing and soldering equipment
- Bitumen boilers
- Temporary open flame heaters
- Any other equipment producing heat, flames or sparks.



Example of common "Hot Works" in Construction

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## Hot Works

Due to the risk of fires within the Parks Victoria Estate, a high fire danger risk within work sites is considered to exist. Contractors are to have in place a Permit to Work system inclusive of 'Hot Works'.

**Don't be responsible for another Ash Wednesday or Black Summer Bushfire!**

No **Hot Works** can be undertaken on **Total Fire Ban (TFB)** days, and in areas subject to a **CFA Fire Danger Period (FDP)** declaration, without

meeting all criteria on the CFA web page and where required, the applicable permit from CFA/FRV/DEECA (Section 40 Permit). Watch video below or here - [Can I or Can't I? | CFA \(Country Fire Authority\)](#).

 **YOUTUBE**

Can I perform Hot Works?



## Can I perform Hot Works?

The Can I, Can't I Hot Works animation provides individuals with general information about what they can and cannot do during the FDP and on days of TFB. Uploaded by NT. Created by ThinkHQ

**VIEW ON YOUTUBE >**

**CONTINUE**



# Know your Fire Danger Rating

## Total Fire Ban Days – **CATASTROPHIC** Rating

**ALL** the Parks Victoria Estate, with some minor exceptions, is considered a **Bush Fire Prone Area**. The exceptions to this are for example, Marine Parks, Urban Sports Grounds, and recently burned areas. Speak with your Parks Victoria Contact and Local Induction Team for further information.

**NOTE:** Parks Victoria locations are closed to any persons on declared **CATASTROPHIC** fire days, and in some Parks on **EXTREME** fire days, this includes all contractors and their employees.

It is expected that Contractors have detailed fire management and evacuation plans that not only address a local site event, but also the complete withdrawal from the park to a place of safety (e.g., Local Bushfire evacuation centre in nearby town) for all workers on site in the event of a bushfire.

**\*BE FIRE AWARE AT ALL TIMES\***



**Plan Ahead - Leave Early - Know at least 2 Escape Routes -**

[Welcome to CFA | CFA \(Country Fire Authority\).](#)

**CONTINUE**

## Know where you are

# Remote and Isolated Work

## Am I Safe out here?

The majority of the Parks Victoria Estate would be considered geographically Remote and Isolated, because of this, contractors and their employees should consider the inherent risks associated with remote and isolated work specific to the work location.

Consider the following:

- **Restricted communications in case of emergency** – there may be limited or no mobile phone coverage – Do you have a Sat Phone or Emergency Beacon (PLB/EPIRB) available?
- **Delayed response times of emergency services** – due to remoteness, accessibility issues
- **Total evacuation of site or park in response to emergency** (e.g., approaching bushfire)
- **Do I have enough food and water?** Usually, there's no shops, coffee vans or bakeries out here!

**CONTINUE**

# Conclusion and Thank You!

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## Looking for more resources?

Parks Victoria partners with other Government Departments and Agencies that offer online training and information resources that may assist Contractors and their Workers to perform work safely.

- CFA Victoria "*Bushfire Safety for Workers*" [E-learning](#) | [CFA \(Country Fire Authority\)](#).
- Emergency Management Victoria [Incidents and Warnings - VicEmergency](#).
- Forest Fire Management Victoria [Tree Hazard Management Update – External Users \(Contractors\) – LaDIS Help](#)

**CONTINUE**

## Local inductions

Before you commence work out on a specific site you will need to undergo a **Local Contractor Induction**. This will be conducted by the local Parks Victoria team (e.g. Snr Rangers/Rangers) and will include key local area information that may also include a separate induction by the

**Traditional Owners** to inform you about their country and the ongoing connections they have to enhance how we all **Manage Country Together!**

**Local Contractor Inductions** must be undertaken by all workers attending the work site, including visitors and delivery personnel, for the full duration of the works. Where workers are not present pre-mobilisation, contractors are to ensure the local PV induction is included in their site induction process.

The Local Contractor Induction will inform you of but not be limited to:

- Local Parks Victoria Contacts and methods for contact
- Hours of availability and access to the park
- Local hazards and risks (Asbestos, Mines, UXO, Trees, etc.)
- Local and community sensitivities
- Local Emergency Management and Responses

You must have first completed this Online Contractor Induction and be able to provide proof of completion. You may in some circumstances be required to provide copies of licenses, permits and safe systems of work if it has not already been done.

**CONTINUE**

**Your work is enhancing Lives and Nature**

The work that you do for Parks Victoria enhances lives and protects the natural environment now and for many years to come. Please make sure you do your bit now for your future enjoyment.

 **YOUTUBE**

### Parks Victoria's diverse natural environment

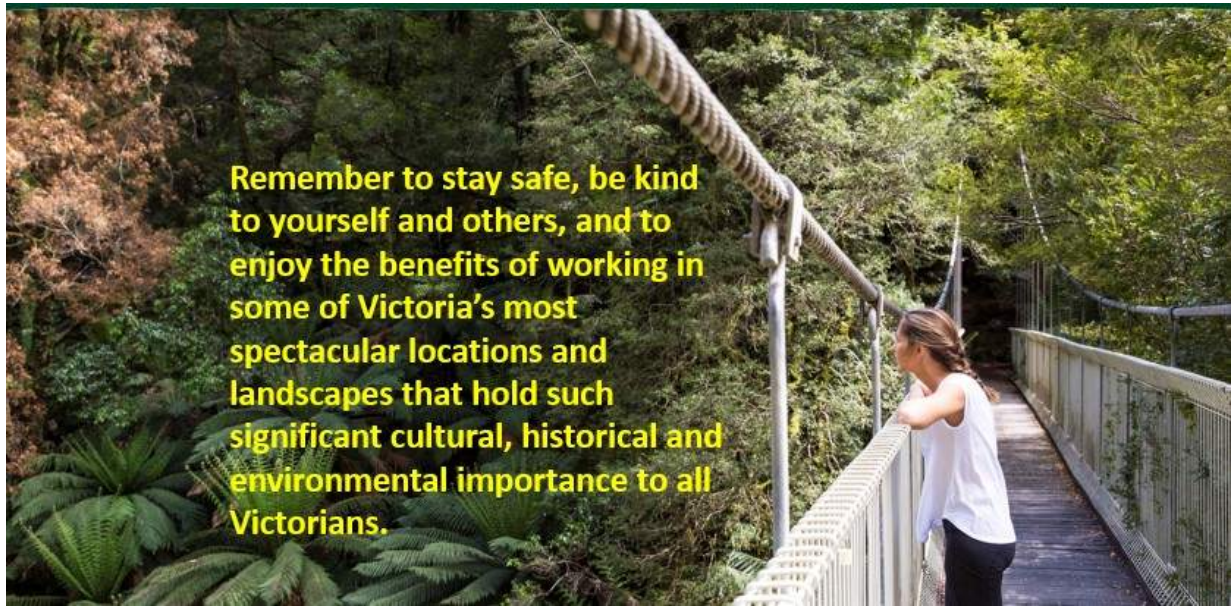


## **Parks Victoria's diverse natural environment**

Join us on a journey through Victoria's diverse natural environments. Parks Victoria manages a diverse estate of more than 4 million hectares including 3,000 land and marine parks and reserves making up 18 per cent of Victoria's landmass, 75 per cent of Victoria's wetlands and 70 per cent of Victoria's coastline.

**[VIEW ON YOUTUBE >](#)**

**CONTINUE**



Remember to stay safe, be kind to yourself and others, and to enjoy the benefits of working in some of Victoria's most spectacular locations and landscapes that hold such significant cultural, historical and environmental importance to all Victorians.

## Conclusion

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# Checklist

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## Follow these steps before commencing work for Parks Victoria

1

**Complete your local induction.** This will be conducted by the local Parks Victoria team (e.g. Snr Rangers/Rangers) and will include key local area information that may also include a separate induction by the **Traditional Owners** to inform you about their country and the ongoing connections they have to enhance how we all **Manage Country Together!**

2

**Provide** requested copies of licenses, permits and safe systems of work if it has not already been done.

3

**Explore other resources** to help you understand more about where you are working. Parks Victoria partners with other Government Departments and Agencies that offer online training and information resources that may assist Contractors and their Workers to perform work safely.



- CFA Victoria "*Bushfire Safety for Workers*" [E-learning | CFA \(Country Fire Authority\)](#)[\(opens in a new tab\)](#).
- Emergency Management Victoria [Incidents and Warnings - VicEmergency](#)[\(opens in a new tab\)](#).
- Forest Fire Management Victoria [Tree Hazard Management Update – External Users \(Contractors\) – LaDIS Help](#)

**CONTINUE**