

Am I safe to guide today?

Job Safety Analysis Worksheet - GUIDING

TASK/ACTIVITY	Potential Hazard	RISK Level	Risk level Plan for Hazard Control What guides are required to do to mitigate risks when guiding
Preparation	Volunteers are not competent to carry out the work	mid	Completed Basic Guide Training Understanding of personal ability/mobility – able to complete walking the track comfortably Carry an SoTM bumbag containing a basic First Aid kit and use the lanyard with attached emergency numbers card and island map showing tracks.
	Volunteer has an underlying medical condition, on medication that compromises guiding ability	low	Knowledge of medication restrictions – ensure that any medication does not compromise guiding performance Declare injuries/conditions that may impact guiding Monitor health issues and contact others if help is needed
GUIDING	Guiding off designated routes	low	Awareness of track conditions Follow the correct track, with no detours Keep appropriate time
	Exposure to extreme weather (summer) - heat exhaustion, sunburn, dehydration	mid	Always carry water supply. Use sunscreen and hat.
	Exposure to extreme weather (winter) -hypothermia		Have clothing for adverse weather Carry emergency supplies in the bum bag - emergency survival blanket in bum bag
	Emergency Natural disaster Visitor or volunteer injury/medical event volunteer or visitor lost	mid	Knowledge of emergency procedures, emergency signal (horn blast) assembly points Explain the emergency numbers and map points in the card on the lanyard Be aware of contents of the first aid kit in the bumbag, know where the defibs are (VC & wharf shed) Be aware of where emergency first aid contents are. (epipen etc) - in office and Ranger office Have read, completed and signed the annual H&S plan
	Understanding of biodiversity protocols	mid	Guides must have read the protocols and ensure these are adhered to Do not point out nests, tuatara burrows Do not move foliage to view fauna, do not disturb or stress fauna