QUEENSLAND BRANCH

SCOUT FACILITIES SAFETY GUIDE

As adapted, with permission from NSW Branch

Operational Version: 7 February 2014

Queensland Scout Facilities Safety Guide

Our Safety Policy

Scouting in Queensland is committed to achieving and maintaining an environment that is safe and healthy for all our members, our volunteers, our employees and the general public.

Why?

- The Scout Promise and Law
- Queensland Work Health& Safety Act 2011
- Queensland Work Health& Safety Regulation 2011
- Commission for Children and Young People and Child Guardian Act 2000
- The Queensland Branch's Risk Management Policy & Guidelines.
- The Queensland Branch ScoutSafe Policy & Guidelines.
  (Considered Correct at time of Release)

Also society has expectations that organisations will operate in a way that maintains ethical, moral and environmental standards. One of the highest community expectations is involvement in managing safety to protect all from injury.

Now – The Next Step:

The Next Step is to Encourage.

Hazard Safety Awareness, using visual inspections through the Leaders and Group committee's of each Scout Group. To ensure our Scout Halls are Hazard free for Scouting and others to use.

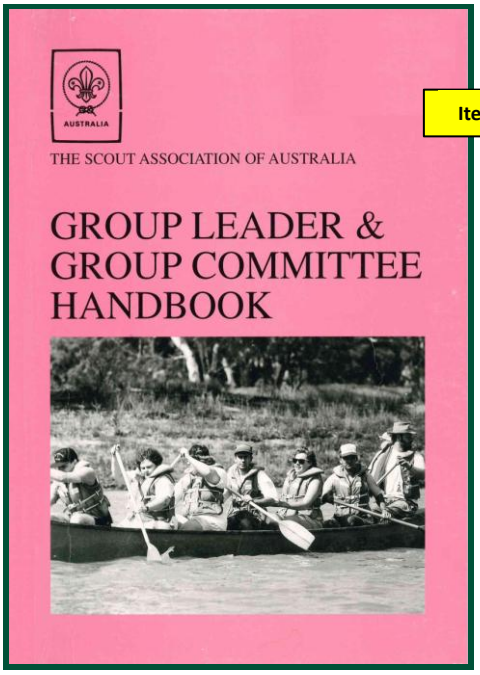
Your Group Committee has a legal and community responsibility to provide a safe environment for all who use or visit these facilities.

By having regular inspections of your Scout Hall, you can ensure that health and safety issues can be detected and raised quickly so they can be for resolved before any harmful event takes place.

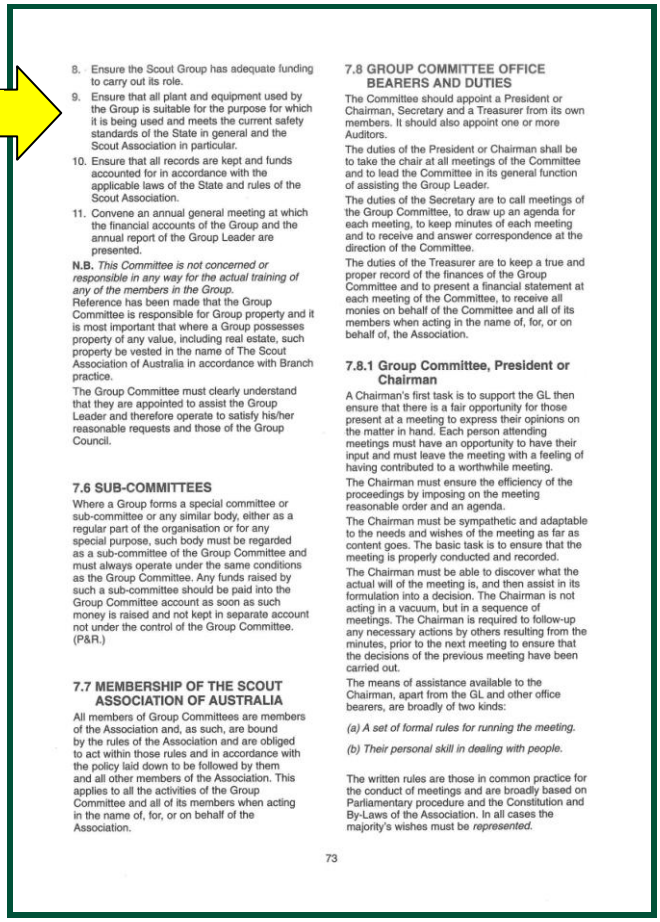
Duties of the Group Committee:

Section 7.5 Item 9:

Ensure that all plant and equipment used by the Group is suitable for the purpose for which it is being used and meets the current Safety Standards of the State in general and the Scout Association in particular.



Item 9



8. Ensure the Scout Group has adequate funding to carry out its role.
9. Ensure that all plant and equipment used by the Group is suitable for the purpose for which it is being used and meets the current safety standards of the State in general and the Scout Association in particular.
10. Ensure that all records are kept and funds accounted for in accordance with the applicable laws of the State and rules of the Scout Association.
11. Convene an annual general meeting at which the financial accounts of the Group and the annual report of the Group Leader are presented.

N.B. *This Committee is not concerned or responsible in any way for the actual training of any of the members in the Group.*
Reference has been made that the Group Committee is responsible for Group property and it is most important that where a Group possesses property of any value, including real estate, such property be vested in the name of The Scout Association of Australia in accordance with Branch practice.

The Group Committee must clearly understand that they are appointed to assist the Group Leader and therefore operate to satisfy his/her reasonable requests and those of the Group Council.

7.6 SUB-COMMITTEES

Where a Group forms a special committee or sub-committee or any similar body, either as a regular part of the organisation or for any special purpose, such body must be regarded as a sub-committee of the Group Committee and must always operate under the same conditions as the Group Committee. Any funds raised by such a sub-committee should be paid into the Group Committee account as soon as such money is raised and not kept in separate account not under the control of the Group Committee. (P&R.)

7.7 MEMBERSHIP OF THE SCOUT ASSOCIATION OF AUSTRALIA

All members of Group Committees are members of the Association and, as such, are bound by the rules of the Association and are obliged to act within those rules and in accordance with the policy laid down to be followed by them and all other members of the Association. This applies to all the activities of the Group Committee and all of its members when acting in the name of, for, or on behalf of the Association.

7.8 GROUP COMMITTEE OFFICE BEARERS AND DUTIES

The Committee should appoint a President or Chairman, Secretary and a Treasurer from its own members. It should also appoint one or more Auditors.

The duties of the President or Chairman shall be to take the chair at all meetings of the Committee and to lead the Committee in its general function of assisting the Group Leader.

The duties of the Secretary are to call meetings of the Group Committee, to draw up an agenda for each meeting, to keep minutes of each meeting and to receive and answer correspondence at the direction of the Committee.

The duties of the Treasurer are to keep a true and proper record of the finances of the Group Committee and to present a financial statement at each meeting of the Committee, to receive all monies on behalf of the Committee and all of its members when acting in the name of, for, or on behalf of, the Association.

7.8.1 Group Committee, President or Chairman

A Chairman's first task is to support the GL then ensure that there is a fair opportunity for those present at a meeting to express their opinions on the matter in hand. Each person attending meetings must have an opportunity to have their input and must leave the meeting with a feeling of having contributed to a worthwhile meeting.

The Chairman must ensure the efficiency of the proceedings by imposing on the meeting reasonable order and an agenda.

The Chairman must be sympathetic and adaptable to the needs and wishes of the meeting as far as content goes. The basic task is to ensure that the meeting is properly conducted and recorded.

The Chairman must be able to discover what the actual will of the meeting is, and then assist in its formulation into a decision. The Chairman is not acting in a vacuum, but in a sequence of meetings. The Chairman is required to follow-up any necessary actions by others resulting from the minutes, prior to the next meeting to ensure that the decisions of the previous meeting have been carried out.

The means of assistance available to the Chairman, apart from the GL and other office bearers, are broadly of two kinds:

(a) A set of formal rules for running the meeting.

(b) Their personal skill in dealing with people.

The written rules are those in common practice for the conduct of meetings and are broadly based on Parliamentary procedure and the Constitution and By-Laws of the Association. In all cases the majority's wishes must be *represented.*

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Inspecting for Hazards

When Should we Inspect for Hazards?

Before each section meeting: As Leaders may find new hazards.

Monthly: Raised at Group Council and Group Committee meetings.

General Hall Inspection: Every 6 months.

What is a Hazard?

Anything that might cause harm to persons or property.

What is Hazard Identification?

It's the process used to identify all possible situations where people may be exposed to injury, illness or disease.

Scout Hall Safety Checklists

Scout Formations need to take a proactive approach by using simple to use checklists to facilitate their identifying hazards. These checklists will prove to be a useful tool in identifying and highlighting these hazards and for scheduling remedial work.

Sample Check List

Scouts Queensland - Scout Property Safety Checklist

Items & Description	Satisfactory			Priority Rating	Comments (Clear Details Required) (All Hazards to be reported to the person responsible for the facility)	Action By Who & Date
	Yes	No	N/A	1 to 10		
EXTERNAL AREAS						
Boundary Fence/Gates:						
Any Damage?						
Any sections missing - wire or palings?						
Gates or Boom Bars damaged or hard to open?						
Are Gates or Boom Bars lockable?						
Other: (Any potential hazards)						
Entry Road or Track:						
Any pot holes?						
Any uneven surfaces?						
Any loose surfaces?						
Any trees encroaching onto carriageway?						
Other: (Any potential hazards)						

Continued:

Property Grounds:						
Are the grounds regularly mowed & maintained?						
Any uneven surfaces or potholes?						
Any concrete paths/slabs with differing heights?						
Any protruding objects to trip/fall over?						
Pathways kept clear?						
Condition of Flag Pole - White Ants or wood rot?						
Is the Flag Pole stable and secure in ground?						
Is the Flag Pole wire/rope secured to pole when not in use?						
Any trees overhanging the buildings?						
Any building gutters free from debris/leaf build up?						
Any Fall hazards into creeks/rivers/drains etc?						
Any external steps (timber/stone) loose or poor condition?						
Are all external lights working?						
Are all security motion activated lights working?						
Are all drained covered or otherwise made secure?						
Are the surrounds to be kept free of rubbish?						
Other: (Any potential hazards)						

Where can I access these Scout Facilities Safety Checklists?

The ScoutSafe Section of the Queensland Branch Website contains sample checklists that will be useful for this purpose. If suitable, these can be used as is or, if necessary, adapted to meet your specific needs.

To access them simply log onto the Member Area.

The QSC ScoutSafe Officer is also there to assist you.

Now you've identified the hazards – What next?

Risk Identification

Firstly identify the risks associated with the hazards and then prioritise according to those which present the most danger to people and property.

How do I do this?

Look at the potential consequences of each hazard not being addressed in terms of injury and/or damage to property together with the likelihood of it occurring and then calculate the risk from there.

The ScoutSafe Section of the Queensland Branch Website contains useful tools to assist you in this process. To access them simply log onto the Member Area.

The QSC ScoutSafe Officer is also there to assist you.

What if numerous risks have been identified and funds are limited?

This is why the prioritisation of each hazard according to its risk is essential. It is imperative that available repair funds are spent wisely and in accordance with the risk.

What it significant hazard/risk(s) are identified and repair funding is not available?

Any repairs that constitute a High or Extreme Risk should be advised to the QSC ScoutSafe Officer. Other hazards should be repaired as soon as funding becomes available. In this respect the Formation may consider applying for a Grant.

Remember that some hazards can be eliminated with inexpensive measures being put in place.

In some cases the unsafe area or facility can be temporarily made safe by being locked off or barricaded pending the repairs taking place.

The use of initiative in these matters will be the key to your success.

Repairs

Volunteer labour is a good source of help in addressing these hazards as this keeps the costs way down.

Local Tradespersons and suppliers of materials are often sympathetic to Scouting and may donate labour and materials either in its entirety or at greatly reduced rates.

Remember that it is essential to use qualified and legally authorised contractors where required. Three immediate examples that come to mind are electrical, plumbing and gas repairs.

Remember that some work may need the approval of the Local Council.

For advice on these matters please contact the Property Officer at QSC.

A Selection of Hazards Identified

Here is a selection of Hazards that have already been identified by visual inspection.

Falls from a Height


Kalinda
Banjora

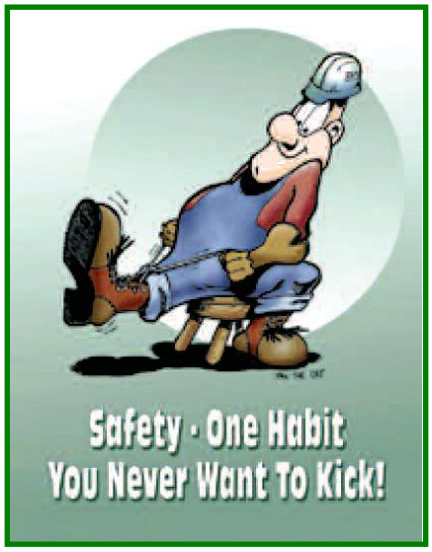
Electrical Hazards

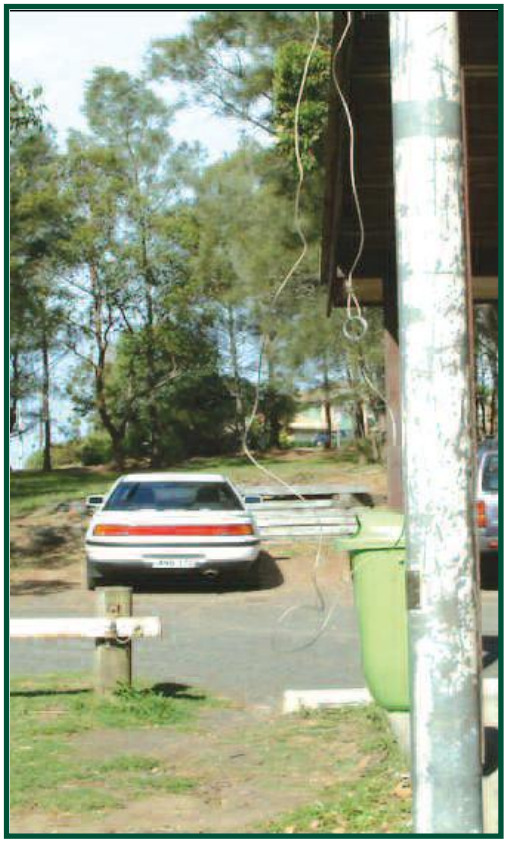
Queensland Scout Facilities Safety Guide

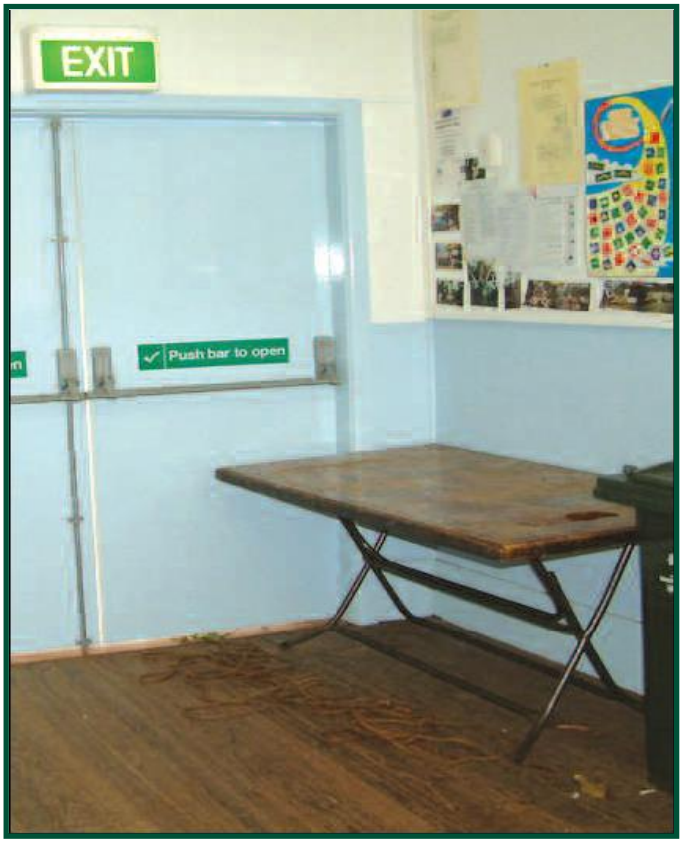
Slips, Trips & Falls

VISUAL INSPECTION

Here are some more potential accidents…

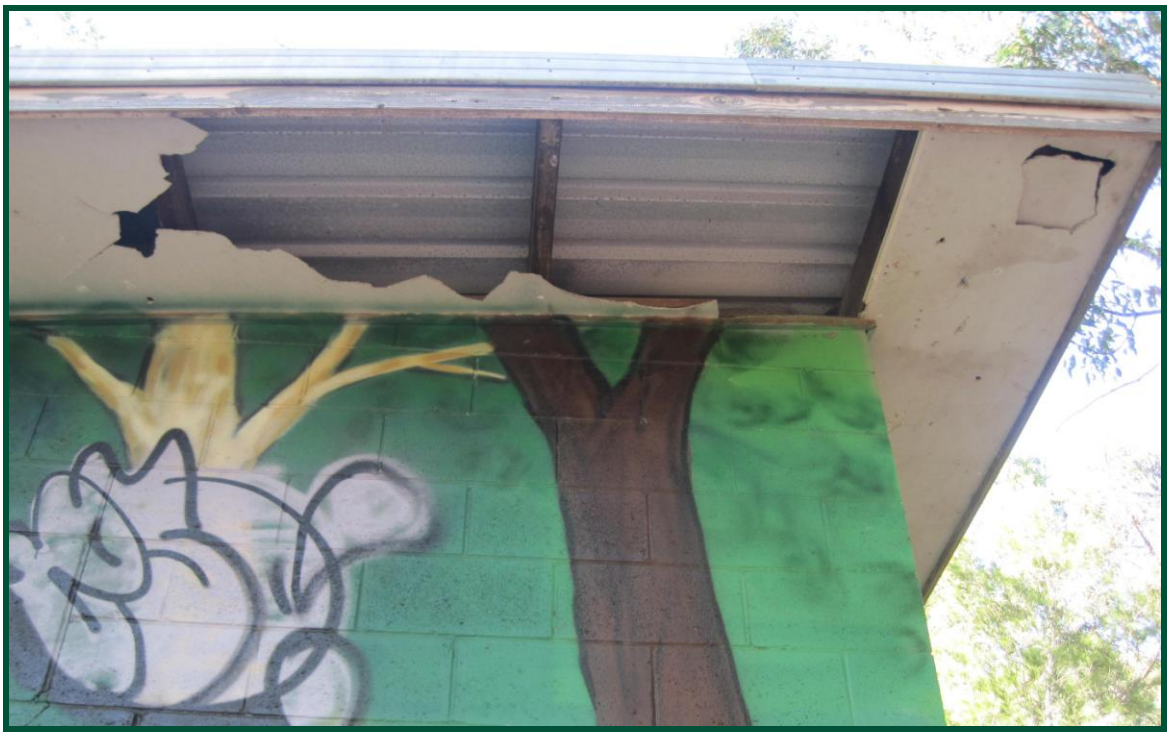





EXIT
Push bar to open

Queensland Scout Facilities Safety Guide

Asbestos, Graffiti and Termites



Asbestos is deadly. Checkout the "Play it safe with Asbestos - Tips for Property Managers" information sheet on the next two pages!

Incorrectly stored timber is a haven for Termites and bush timber collected for pioneering projects can introduce Termites!

Department of Justice and Attorney-General
www.worksafe.qld.gov.au
Workplace Health and Safety Queensland

Play it safe with asbestos: tips for property managers

If any of the properties you manage were built before 1990, it is likely that they will contain asbestos. This information will help you to take the right steps when a rental property needs repair or renovation work. Protect yourself, your workers, tenants and the property's neighbours by following these simple tips whenever you contract tradespeople for work.

This fact sheet will help you to identify if asbestos is an element of risk in a property's repair or renovation.

The law prohibits certain activities on asbestos containing materials and also requires certain actions when working around or on asbestos containing materials. There are serious penalties for non-compliance - fines can be issued and prosecution may occur.

Incorrect removal of asbestos materials can cost hundreds of thousands of dollars to clean up. This can include the removal, disposal and replacement of anything that comes into contact with asbestos fibres e.g. soil, plants, toys, clothing and soft furnishings.

What is asbestos?
Asbestos is a naturally occurring mineral made up of strong fibres that have fire, heat and chemical resistant properties. Asbestos fibres are 50-200 times thinner than a human hair, can float in the air for a long time, are invisible to the naked eye, and can be breathed into the lungs.

Why is asbestos dangerous?
Asbestos can pose a risk if fibres become airborne, are inhaled and reach deep into the lungs in sufficient quantities. These fibres are a major health hazard and can cause serious asbestos-related diseases that can take decades to become apparent.

Breathing in asbestos fibres has been linked to three respiratory diseases:

- asbestosis (progressive and irreversible scarring of lung tissue that impairs breathing)
- lung cancer
- mesothelioma (a cancer of the linings around the lungs and abdomen).

Non-friable (bonded) asbestos materials (e.g. fibro) that are in good condition (i.e. undamaged) do not pose a health risk if left undisturbed.

How do I know if the property I manage contains asbestos?
It is often very difficult to identify the presence of asbestos by sight. While asbestos is now banned from use, it was a component of thousands of different products and building materials used in the community and industry from the 1940s until the late 1980s.

As a general rule, if a house was built:

- before the mid 1980s, it is **highly likely** that it would have some materials containing asbestos
- between the mid 1980s and 1990, it is **likely** that is would have materials containing asbestos
- after 1990, it is **highly unlikely** it would have materials containing asbestos.

The only way to be certain is to have a sample of the material analysed. Take a sample of anything you suspect may contain asbestos to an accredited laboratory for analysis by a competent person.

Where is asbestos commonly found in houses?
Asbestos materials used in houses are normally bonded with other materials and are commonly referred to as fibro, asbestos cement, or AC sheeting. Common products/trade names include *hardiplank, super six roof sheeting, millboard, asbestos insulating board,* and *asbestolux*. Loose friable 'unbonded' asbestos is sometimes found in

lagging or as a backing material to vinyl sheet flooring.

To see the many common locations of materials containing asbestos in houses, download the free poster from the Workplace Health and Safety Queensland website or refer to 'Asbestos: A home renovator's and tradesperson's guide for minor work in domestic buildings.'

Tips to manage asbestos risks

There are a range of things you can do to safely manage exposure to asbestos:

- ✓ **Always** identify materials that might contain asbestos before contracting tradespeople to undertake work.
- ✓ If in doubt, **always** arrange for testing of materials before work starts.
- ✓ **Always** liaise with tradespeople to ensure they undertake work safely and in compliance with health and safety legislation.
- ✓ **Always** ensure the removal of more than 10m^2 of non-friable (bonded) asbestos is only carried out under the authority of a Class B or Class A asbestos removal licence holder.
- ✓ **Always** consult tenants and if relevant, neighbours, about the work to be undertaken and any precautions required before the work begins.
- ✓ **Always** discuss with property owners and tradespeople alternatives to removing asbestos containing material (e.g. paint or sealing using an appropriate product, covering with a suitable non-asbestos product).
- ✓ **Always** leave undamaged asbestos material intact and undisturbed.
- ✓ **Always** ensure the removal of all loose friable asbestos containing materials is only undertaken by a class A asbestos removal licence holder.

There are also unsafe work methods that you should never use:

- × **Never use** dry brooms or paint scrapers on uncoated asbestos materials.
- × **Never use** power tools such as angle grinders, circular saws and electric sanders on asbestos containing materials.
- × **Never use** high pressure water blasters on asbestos containing materials.
- × **Never use** compressed air on asbestos containing materials e.g. domestic grade vacuum cleaners and leaf blowers.

Check to see that tradespeople are doing the right thing when working with anything thought to contain asbestos.

More information

The Workplace Health and Safety website www.worksafe.qld.gov.au has the following available for download:

- domestic asbestos locations poster
- 'uses and applications of asbestos' film
- 'Asbestos: A home renovator's and tradesperson's guide for minor work in domestic buildings'
- general information on asbestos removal and safety.

Alternatively, please call the WHS Infoline on 1300 369 915.

Safe Storage of Dangerous Goods

There are laws governing the storage of dangerous goods and we need to comply. The goods concerned and quantities allowed are:

- LPG Class 2.1 500 litres
- Petrol or Turps 100 litres
- Any other corrosive substances 100 kg or 100 litres
  (Considered Correct at time of Release)

Safe Transport of Gas Cylinders

We are required by Law to ensure gas cylinders are transported in a manner which minimises the dangers.

When transporting gas cylinders we must:

a) Check for leaks from valves before transporting.
b) Ensure a window of the vehicle is open for good cross flow ventilation.
c) Always check for leaks with soapy water – smell is not always good enough.
d) Always secure cylinders so they stay in an upright position.
e) Never leave cylinders in a vehicle for longer than necessary, unload immediately upon arriving at your destination.

Gas installations and appliances have the greatest potential to cause bodily harm and damage to property!

With this in mind please check out and make good use of the following Gas Safety Information Sheets provided by and reproduced herein with the permission of the Queensland State Government.

Queensland Scout Facilities Safety Guide

value wellbeing lead promote people engage active support

Health & Safety Fact Sheet

Safe Storage and Handling of LPG Gas Cylinders

Storage of a LPG Gas Cylinder

- Keep the cylinder valves closed when not in use and fit and tighten the plug to the cylinder valve internal thread.
- Ensure that the cylinder is stored upright (vertical) at all times and is not at risk of tipping over.
- Inspect the cylinder on a regular basis to ensure it is in good condition, free from rust and housed properly.
- Ensure the cylinder is stored in an area that is adequately ventilated and not susceptible to excessive temperature rise.
- Store the cylinder in a secure location to protect against falling, damage, being hit by ride on mowers, vandalism, etc.
- Provide separate storage for LPG away from the oxidising gases (e.g. oxygen) by at least 3 metres.
- Use the cylinders only in well ventilated areas.

Do **NOT** store the cylinder in close proximity to an ignition source, or in locations that could jeopardise escape from the building in the event of a fire.

Before the cylinder is connected to an appliance, it is essential that you check:

- the LPG cylinder's date stamp is less than 10 years old. LPG cylinders must be re-tested every 10 years, and should not be used if the cylinder is "out-of-date".
- the LPG cylinder is in good condition, and must be free from damage and rust.
- the LPG cylinder valve is clean and in good condition.
- the hoses and appliance fittings are in good condition.
- Give special attention to the rubber o-rings and rubber parts used on LPG regulators, and replace these as required.

Suspected leaks can be checked by using soapy water; check cylinder, valve and connections to the appliance (e.g. barbeque, heater, camp light etc). Always rinse and dry the connection when the leak test is finished. **Never use a match or cigarette lighter.**

While using the cylinder, it is essential that you check:

- all LPG cylinders are kept outdoors, upright, away from sources of heat, whether in use, or spare.
- that the cylinder cannot be warmed by a barbeque, heater or other appliance
- the LPG cylinder valve is closed when the cylinder or appliance is not in use.

Do **NOT** use or store a cylinder inside a hot car

When finished, it is essential that you check:

- the cylinder valve is closed.
- the cylinder is stored safely, full or empty, away from sources of heat.
- dirt, spiders and insects do not get inside the valve outlet during storage. (Plastic plugs are available to keep the valve outlet clean.)
- the appliance is stored safely to avoid damage.

Note: Never store a cylinder upside down.

Additional Information:

Guideline for Managing Risks with Chemicals in DET workplaces
http://education.qld.gov.au/health/pdfs/healthsafety/guideline-managing-chemicals.pdf

Managing Risks with Chemicals in Department of Education, Training and Employment (DETE) Workplaces.
http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx

Department of Mines and Energy (2009). *Safe Transportation of LP gas cylinders Information sheet No. 02* available at:
http://mines.industry.qld.gov.au/assets/petroleum-pdf/info_cylindertransport.pdf

Queensland Scout Facilities Safety Guide

Department of **Natural Resources and Mines**
Petroleum and Gas Inspectorate

Gas system compliance

Obligations for owners of gas systems

July 2012

Getting gas work done in your home or business?

Owners of gas systems are reminded that they should obtain a compliance certificate from a licensed gasfitter for all gas work installations and modifications on their gas system. The gasfitter is obliged to give the owner the certificate immediately after the installation is completed, and the owner is well advised to keep a copy of the certificate on their premises.

Why is keeping the certificate important?

The certificate is a legal document demonstrating that the gasfitter has complied with safety standards. Retaining this certificate will allow both the owner and Petroleum and Gas Inspectors to identify the gasfitter if noncompliant work is found. **If the gasfitter cannot be identified, the owner of the installation can be liable for the cost of any rectification, if required**. An incident caused by a noncompliant gas system may also affect insurance cover. The certificate looks like this:

Queensland Government

Gas System Compliance Certificate

Section 734 (3) *Petroleum and Gas (Production and Safety) Act 2004*

Owner operator — Please print clearly and use BLOCK LETTERS

Name of owner/operator of gas system

Address

Phone number

Location of gas system (if mobile e.g. caravan include rego no. or VIN No.)

Details of gas system installed and installation work done: If insufficient space attach list

Gas device type: Type A ☐ Type B ☐

Gas type: Natural gas ☐ LPG ☐ Other ☐ ▶ (provide details)

Gas supplier (if known):

Appliance type (modify as required)	Make/model (e.g. Rheem 871024)	Gas Device Approval number (e.g. AGA1234 or Type B Certificate 80123)
Cooker:		
Water heater:		
Other:		
Other:		

Actual operating pressure (provide details including individual pressures on multi-stage systems)

Test point installed ☐ Yes ☐ No

Pressure test completed ☐ Yes ☐ No

Gas work (detail gas work undertaken)

Sketch (if desired provide brief sketch of work undertaken including layout of device and pipework)

SAMPLE

Licensed/authorised installer

I hereby certify that the gas system listed above, as installed, is fully compliant with the safety requirements and other relevant provisions of the *Petroleum and Gas (Production and Safety) Act 2004* and Regulation 2004.

Name of licensed/authorised person — Please print clearly

Licence/authorisation no.

Phone number

Address of licensed/authorised person

Signature

Date

Note: not to be used for a gas system that supplies fuel to engines in vehicles or vessels

Department of Employment, Economic Development and Innovation, Approved Form Number PGA734 — Version Number 4, Form FDU1423 (05/10)

White – Owner Green – Network operator Pink – Book copy

© State of Queensland

In addition, a **compliance plate** must be affixed to all new installations and modifications completed after 1 July 2011. The compliance plate looks like this:

Gas system compliance plate

Petroleum and Gas (Production and Safety) Regulation 2004 s. 91B (3)

Licence/authorisation #	Installation date
Gas system compliance certificate #	
Device/components installed (by code)	
Licence/authorisation #	Installation date
Gas system compliance certificate #	
Device/components installed (by code)	
Licence/authorisation #	Installation date
Gas system compliance certificate #	
Device/components installed (by code)	

Petroleum and Gas Inspectorate
Form no. PGR91B3 version 1

Queensland Government

Your obligations in a nutshell

As the owner of a gas system, you must take all reasonable steps to ensure that the system complies with safety requirements. You can do this by:

- having your gas appliances serviced regularly
- making sure all gas work (servicing and installation) is done by a licensed gasfitter
- for new installations (including modifications) ensuring the gas installer affixes a gas system compliance plate for the installation
- obtaining copy of the gas certificate and keeping it on your premises.

The Petroleum and Gas Inspectorate can be contacted on the following email address gassafe@deedi.qld.gov.au or visit our website mines.industry.qld.gov.au

Queensland Government

Information sheet

PETROLUEM AND GAS

Petroleum and Gas Inspectorate

Information sheet No. 02 (Version 02)
22 May 2009

Safe Transportation of LP gas cylinders

It is very important that requirements for transporting LPG cylinders in vehicles are adhered to. The consequences of a fire in a vehicle are considerable for both the occupants of the vehicle and others using the road. If you are moving house most carrying companies will not transport gas cylinders. Some gas suppliers operate an exchange system so that you can surrender a cylinder in one city and obtain a voucher to receive a replacement in the new city.

Enclosed vehicles

Transporting LPG cylinders in enclosed vehicles poses significant additional risks.
For enclosed vehicles a person must not carry a cylinder of more than 30L (13.5 kg) in size.

9kg cylinders or larger gas cylinders can only be transported in enclosed vehicles for the purposes of getting the cylinder refilled (or exchanged). In addition no more than two cylinders may be transported at the one time.

When you do have to transport your cylinder make sure it is stored securely in an upright position (so it cannot fall over or become a projectile), is placed in the boot/tray rather than the passenger cabin, and in a way that avoids excess exposure to sunlight or heat. Also check that:

- the service valve is turned off
- the safety relief valve is positioned so that any gas release will not impinge on another cylinder
- the cylinder has a current test date (no more than 10 years)
- there is screw plug in the cylinder outlet when not in use

Open vehicles

Under Queensland Transport legislation transportation of more than 250L (i.e. 10 X 9kg or 2 X 45kg cylinders) of Class 2.1 gases (including LPG) classifies as a 'placard load' and particular signage and safety requirements apply.

However, if no other dangerous goods are being transported at the same time, a primary producer or a tradesperson may transport up to 1000L (9 X 45kg cylinders) of LPG only before the 'placard load' requirements apply. In this case the Petroleum and Gas (Production and Safety) Regulation 2004 obligates gas suppliers not to fill a LPG cylinder if they are aware that the cylinder will be transported with other cylinders exceeding 250L (i.e. 10 X 9kg or 2 X 45kg cylinders) and the vehicle does not have relevant dangerous goods code "flammable gas signs'.

More Information

- "Safety with LP gas cylinders" brochure on DME website http://www.dme.qld.gov.au/mines/gas_safety_1.cfm
- Petroleum and Gas (Production and Safety) Regulation 2004 http://www.dme.qld.gov.au/mines/legislation_1.cfm
- 6th Australian Code for the Transport of Dangerous Goods by Road or Rail 1998. Note: The Australian Dangerous Goods Code (6th Edition) in electronic format only is now available for purchase from CanPrint. You are able to order online at www.canprint.com.au or call (02) 6295 4422. The seventh addition is available from September 2007. See also http://www.ntc.gov.au/ViewPage.aspx?page=A022113024004706250 and http://www.dotars.gov.au/transport/australia/dangerous/index.aspx
- Queensland Transport Guide to transporting dangerous goods http://www.transport.qld.gov.au/Home/Industry/Freight_and_heavy_vehicles/Heavy_vehicles/Dangerous_goods/

Event: Site/stall:

Name: Event date:

Checklist for outdoor events

All gas installations must comply with relevant Australian standards. Non-portable gas appliances (even those installed outside or in temporary shelters) must be installed by a licensed gas fitter.

- ☐ Has all gas work been undertaken by a licensed gas fitter?
- ☐ Have connection joints been tested with soapy water for gas leakages?
- ☐ Is there a suitable fire extinguisher available?
- ☐ Are cylinders secured in an upright position, on a level, non-combustible surface?
- ☐ Are cylinders in a well-ventilated location?
- ☐ Are cylinders positioned at least 1.5 m from an ignition source (such as an electric socket or naked flame)?
- ☐ Is test date not more than 10 years ago on LP gas cylinders?
- ☐ Are any spare cylinders (i.e. not in use) stored externally?
- ☐ Do you have clear access to the gas cylinder valve if you need to turn the gas supply off in an emergency?
- ☐ Are supply hoses from cylinder to appliance in good condition (without kinks or abrasions)?
- ☐ Do the hoses pose a trip hazard?
- ☐ Have all appliances been approved and do they display a certification badge?
- ☐ Are appliances secured against falling or tipping?
- ☐ Are appliances clear of combustible/flammable materials (such as cardboard, oil containers, wall partitions)?
- ☐ Are ring burners secured (or fixed) to a stable, non-combustible base?
- ☐ Do you have operating instructions for the use of all appliances?

If in doubt about what to do, contact a licensed gas fitter.

If a gas leak is suspected:

- Turn off gas supply at the appliance.
- Turn off the cylinder.
- Do not use ignition sources (such as mobile phones or lighters).

In an **emergency**—telephone 000.

Great state. Great opportunity.

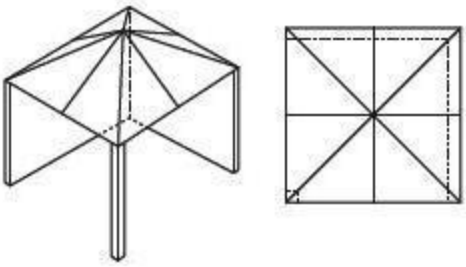
Queensland Government

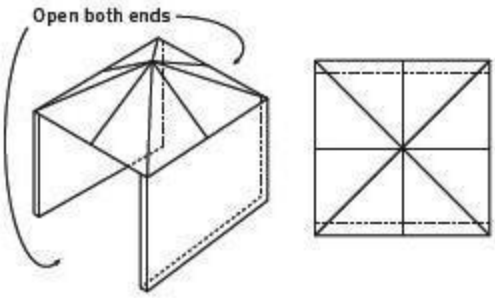
Queensland Scout Facilities Safety Guide

Examples of ventilation

Examples of the minimum ventilation needed when using gas appliances in a 'quasi' outdoor situation.

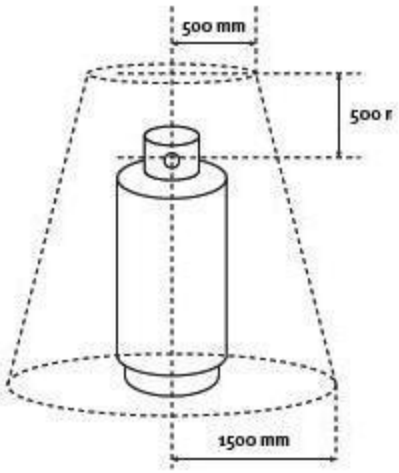
Outdoor areas must be well ventilated when using gas. These images show that having two sides of the tent/ shelter open ensures good cross breeze and ventilation in a quasi-outdoor situation.





Hazardous area

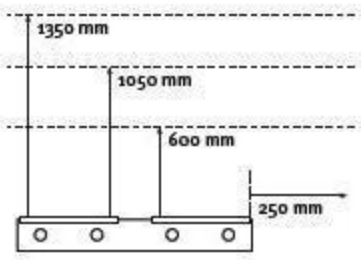
No ignition sources are to be used within these hazardous areas of a cylinder.



Do not use an ignition source within these distances around a gas cylinder.

Clearances from burners

Burners (such as hotplates and deep fryers) should not be placed near combustible surfaces. Use these clearances as a guide to how far away to keep combustible materials.



Chinese cooking tables, griddles, BBQs, chargrills

Hotplates and ranges

Deep fryers and solid grill plates

Any combustible surface (500 mm is recommended for plastic and canvas structures)

Note: This is not a complete guide to LPG safety and compliance. For more information, visit **www.dnrm.qld.gov.au** or contact the Petroleum and Gas Inspectorate at gassafe@dnrm.qld.gov.au. Other legislative requirements may apply in relation to matters such as food safety and general workplace health and safety.

C5911 12/2013

A Quick Quiz!

(Answers on Back Page)

Question #1

Hazard Identification is a process of determining:

A. How it can happen.
B. When it can happen.
C. Where it can happen.
D. Why it can happen.
E. What can happen.
F. Who can it happen to?

Question #2

Why should we manage hazards?

A. To prevent anyone getting injured.
B. To fill in time.
C. Because Branch thinks it's a good idea!
D. Not sure.

Question #3

Who needs to manage hazards?

A. National Lampoon Association.
B. NSW Branch.
C. Parents and Grandparents.
D. Leaders and Group Committee.

Question #4

Why should we continually look for hazards?

A. Changing conditions can create new Hazards.
B. It keeps us on our toes.
C. Someone else may find it, don't bother!
D. It's a matter of good safety sense.

Question #5

What should you do if you identify a number of hazards that need attention and funds are not available to fix all of them?

A. Do the easy ones first.
B. Carry out a basic Risk Assessment of each hazard and prioritise accordingly.
C. Ignore all but the ones you can afford.
D. Render the other hazards temporarily safe by being decommissioned, locked off or barricaded pending permanent repairs taking place.

Question #6

If you think you are unable to determine the hazards, what should you do?

A. Take a chance and hope that all will go away.
B. Ask another Leader if they consider the hazard to be dangerous.
C. Shut my eyes and hope for the best.
D. Not Sure.

Question #7

Should the Group Leader or Scouter in Charge be notified of any significant hazards?

A. YES.
B. NO.

Summary

We need three easy steps to manage safety:

Step One

Find the HAZARD

Step Two

List the Hazards, then Prioritise from Highest to Lowest using the Risk Assessment Guidelines adopted by Queensland Branch. These are available on the Branch Website.

Step Three

Fix or Remove the Problem according to its priority rating.

"Think Safety"

&

"Be ScoutSafe"

Quiz Answers:

Question #1
Hazard Identification is a process of determining:
Answer: - **All of the above!**

Question #2
Why should we manage hazards?
Answer: - ***"A"*** **To prevent anyone getting injured.**

Question #3
Who needs to manage hazards?
Answer: ***"B"*** **Queensland Branch, and "D" Leaders and Group Committee.**

Question #4
Why should we continually look for hazards?
Answer: - ***"A"*** **Changing conditions can create new Hazards and, "D". It's a matter of good safety sense.**

Question #5
What should you do if you identify a number of hazards that need attention and funds are not available to fix all of them?
Answer: - ***"A"*** **Carry out a basic Risk Assessment of each hazard and prioritise accordingly, and "B" Render the other hazards temporarily safe by being decommissioned, locked off or barricaded pending permanent repairs taking place.**

Question #6
If you think you are unable to determine the hazards, what should you do?
Answer: - ***"B"*** **Ask another Leader if they consider the hazard to be dangerous.**

Question #7

Should the Group Leader or Scouter in Charge be notified of any significant hazards?

Answer: - "A" YES

Intentionally left blank