

OFFICIAL

# Contractor Standard Planting STD004

## Document Control

Version Number	23
Last Review Date	May 2026
Frequency of Review	3 years
Next Review Due Date	May 2029
Responsible Officer	General Manager Corporate Services
Approved by	CEO

## EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY WORK STANDARD STD004

**TASK: Planting**

Page: 2 of 3

**Objective:** To plant desired native species into areas prepared by prior weeding or recently cleared.

This document sets a standard expected by the Authority for planting tasks - the Contractor / Supplier of Services must adapt their Safe Work Procedure to meet or exceed these standards and ensure that a Safe Working Method Statement (SWMS) is completed with reference to the Contractor / Supplier of Services' procedures

**This is a Working Outdoors activity** - Relevant requirements of the Working Outdoors Standard STD005 apply to this task before the controls specified in this document are applied.

When planning works relating to this Standard you should take into account the requirements of the Occupational Health and Safety (Psychological Health) Regulations 2025.

Activity	Hazard Description	Control Measures - Actions to be Taken
<p><b>Unloading trays of seedlings, separating seedlings and putting in ground, forming of holes for planting.</b></p>	<p>Manual handling risk Risk of insect or snake bite</p>	<p>Workers must be trained in safe manual handling techniques and complete a manual handling risk assessment for the task. Identified controls must be applied to the task.</p> <ul style="list-style-type: none"> <li>• Before moving/lifting a tray of plants that has been stored on the ground, check the underside of it using a long-handled implement to ensure that a snake, spider or insect is not lying within.</li> <li>• Suitable implements should be used to form holes. Bending to ground level should be minimised as far as practicable.</li> <li>• Work rotations to minimise repetitive tasks.</li> </ul>

OFFICIAL

<p><b>Planting</b></p>	<p>Risk of Snake bite</p>	<p>IMPORTANT: Snakes are territorial and may return to their habitat after initially moving away during the walk through.</p> <p>Plant only in staged areas that have been inspected. Ensure workers commence in the same area and are travelling in the same direction, in a uniform line where practicable. Avoid moving suddenly.</p> <p>Be aware of surroundings (snakes can be found anywhere, especially under rocks, logs, planks, long grass and near water sources).</p> <p>Check the immediate surroundings before commencing to plant. Use a long-handled tool to rustle bushes and shrubs before planting nearby.</p> <p>Use a long-handled tool to check under plant trays before picking them up and to move stones, sticks etc. if required.</p> <p>If you see or suspect a snake is present remain still and alert other workers while making sure that they do not approach the snake. Move slowly away while making some noise, watch its movements and be alert for other snakes in the area you are moving towards. Allow the snake to move away. If possible, maintain the higher ground and stay up hill from its last known location as snakes typically travel down slopes/hills when trying to get away from danger.</p> <p>Never attack or attempt to harm a snake, they will become more aggressive if provoked. Be mindful that they are a protected species. Treat every snake as if it is venomous. Remain aware of its presence and do not approach a snake (dead or alive).</p> <ul style="list-style-type: none"><li>• Two Level 2 first aid trained persons to be present at all times.</li><li>• Carry a snake bite kit within the first aid kit.</li></ul>
------------------------	---------------------------	--

OFFICIAL

		<ul style="list-style-type: none"><li>• Avoid known areas of high snake concentration in peak risk periods.</li><li>• Advise other works groups in the area of multiple sightings or aggressive snakes.</li></ul> <p><b>PPE</b></p> <p>Feet, legs, arms and hands must be protected from a bite. The PPE requirement will depend on the vegetation encountered. The approach to be adopted must be:</p> <ul style="list-style-type: none"><li>• In open grazed paddocks or bare ground, boots and long pants are required.</li><li>• In grassed areas below knee height, knee-high gaiters closely fitted to boots are required.</li><li>• In vegetation areas above knee height (grasses or shrubs), full-length chaps or waders must be worn.</li><li>• If the task requires placing the hands or arms near vegetation, additional PPE such as arm gaiters and gloves (no bare skin permitted), or elbow length gloves of a suitable puncture resistant material must be worn.</li></ul>
--	--	--