PORTFOLIO CHECKLIST – HEALTH, SAFETY & SECURITY

The tasks that you are being asked to do will be used for the final outcome of this course – the development of an Ecotourism Plan. Please print out this checklist and fill it in as you work through each of the tasks. In this way, you will ensure that all the research needed for the final assignment, your Ecotourism Plan, has been done.

Name of Learner:

**TASK 1 – Legal Obligations**

Identify the risks and hazards that could threaten the health, safety and security of your employees and visitors.

Make sure that you consider all aspects of your ecotourism venture. Depending upon the nature of your venture, this could include accommodation, retail outlets like art and craft shops, bushwalks or camping.

*Trainer comments:*

Date:

Tick the box when you have placed your findings in your Portfolio Folder

**TASK 2 – Dealing with Emergency Situations**

Identify the emergency situations that could arise during your ecotourism operation.

Could they be caused by natural disasters, human error or negative human reactions? Where are these emergencies likely to occur?

It is vital to plan for emergencies, develop procedures and be able to provide first aid in a professional way.

*Trainer comments:*

Date:
**TASK 3 – Presentation Standards**

Decide on the presentation standards you intend to have for the operation of your venture.

Depending on the type of venture, you should consider:

- dress standards you require of your staff and also of visitors (eg for bushwalking, in kitchens and dining rooms or in reception areas)
- food preparation, cooking, serving and storage
- disposal of garbage and control of pests
- washing and toileting facilities
- cleaning and sterilising methods and chemicals you will use (environmentally friendly)

*Trainer comments:*

**Date:**

**TASK 4 – Accountability**

1. Research what your legal position is for the health and safety of your guests and employees.

   If an accident does happen and someone is hurt, could you be sued? Could it be that you haven’t maintained your equipment? What type of insurance do you need?

2. Find out what federal and state or territory government acts set out requirements for:

   - consumer protection
   - public liability
   - environmental legislation

*Trainer comments:*

**Date:**
TASK 5 – Policies and Procedures

You have researched health and safety legislation in your state or territory for an ecotourism venture.

You have identified the risks and hazards that could jeopardise the success of your venture.

You have looked at how you would deal with emergencies and the importance of maintaining high standards.

It is now time to develop policies and procedures to put into place in the operation of your venture.

Trainer comments:

Date: