Foray Guideline Appendices

1. Foray Risk Assessment and Sign-on sheet
2. Foray Sheet Notes
3. Substrates list
4. Foray sheet

The Queensland Mycological Society Inc. - Field Trip Risk Assessment

Prepared: 25-Jan-2007 Noreen Baxter
Reviewed 08-Jun-2010 Sapphire J McMullan-Fisher
Reviewed 12-May-2017 Wayne G Boatwright

Ref No	Step 1: Identify the hazards (1)	Step 2 Assess the risks (2) - Note there may be several risks associated with each hazard. List the C - Consequence (how bad would it be? L – Likelihood R - Risk rating for each risk -see Risk Matrix				Step 3 & 4: List the controls (3) needed to remove or reduce the risks and record date completed		Step 5: How will you monitor (4) the risk and check the controls work? Record review date	
	What could cause harm?	**What could go wrong**	**C**	**L**	**R**	**Control**	**Date**	**Review Method**	**Date**
	Accidents								
	Motor vehicle accident	Accident while travelling to & from a field trip, or if overnighting while travelling between accommodation and sites.	4	3	7	Careful driving, regular maintenance of vehicles. Seat belts must be worn at all times.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Spider and snake bite	Project participants may encounter snakes, spiders and other venomous animals.	5	2	7	Bites are a possibility but unlikely. Participants should *always* wear boots, long trousers and carry a compression bandage, & first aid kit (some may have a First aid Certificate). Participants must not attempt to handle snakes or spiders.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Falls	Participants may fall or slip in rugged terrain. Potential for sprain and broken limbs.	4	2	7	Appropriate care must be taken, and suitable footwear worn. Avoid dangerous terrain. First aid kits to be carried. Participants to ensure their physical capability is appropriate to the terrain description.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Cuts/Scratches/abrasions	Participants could get minor cuts and scratches from equipment, rocks, spiny plants etc	3	3	6	Care when walking and studying fungi. Sturdy footwear to be worn in the field. Participants to carry First aid kits.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	What could cause	**What could go wrong**	**C**	**L**	**R**	**Control**	**Date**	**Review**	**Date**

	harm?							**Method**	
	Ticks, leeches, mosquitoes and other blood sucking invertebrates.	Participants are likely to encounter ticks and/or leeches	2	5	7	Insect repellent, daily checks for ticks, tick and sting treatment to be carried.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Stinging Trees / nettles	Participants may be stung by stinging trees and/or stinging nettles leading to extreme discomfort.	2	3	5	Participants should avoid noxious plants.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Exposure	Extended exposure to cold and/or wet weather.	2	2	4	Participants will be advised on suitable clothing, equipment and preparation.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Dehydration	Dehydration from inadequate drinking water.	2	2	4	Participants will be advised to always take sufficient water.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Lost	A participant could become lost in the field.	3	2	5	Stay in close group. Minimum group size of 3. One group member should have a map. Participants must sign on & off on return.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Cutting / digging tools	Participants may accidentally cut themselves with these tools.	2	2	4	Participants should exercise care with sharp instruments. Participants carry a field first aid kit.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Fungi – handling, ingestion	Risk of allergic reaction, or poisoning.	5	1	6	Participants advised not to eat wild fungi; not to inhale spores; wash hands after handling fungi; keep children away from fungi.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Heavy lifting	Risk of injury from lifting or carrying heavy equipment.	3	2	5	Use correct techniques for bending and lifting. Share the lifting/carrying load.	25-Jan-2007	The frequency and severity of any field trip incidents will be assessed.	12-May-2017
	Events								
	Fire, flood, or other emergency event on site at the time of the foray	Physical harm or death	5	3	8	A preliminary assessment of these risks is made before conducting the foray. The relevant Rangers are notified of our presence prior to commencement. A sign is erected at the entrance to foray sight identifying “Foray Underway”, stating number of people onsite and providing the emergency contact number for the foray leader.	12-May-2017	The frequency and severity of any field trip incidents will be assessed.	12-May-2017

(1) **A Hazard** is something with the potential to cause harm, e.g. manual handling, ergonomic, substance, plant, radiation, vibration, noise, electrical, work environment -see Risk Management Guide

(2) **Risk** is the likelihood that damage/personal injury will occur because of the hazard. Risks are assessed dependent on variables such as how often the situation occurs, how many people are exposed, skills and experience of individuals etc, as well as physical characteristics of the hazard, i.e. concentrations, speed, position in relation to other hazards etc.

Consequences can be Catastrophic (5), Major (4), Moderate (3), Minor (2) Insignificant (1)

Likelihood can be Almost certain (5) likely (4), Possible (3), Unlikely (2), Rare (1)

Risk Rating is obtained by adding the score for Likelihood and the score for Consequences (L +C=R). The higher the Risk rating the more extreme the risk. For further information see Risk Management Guide

(3) **Controls** can include eliminating the hazard or minimising the likelihood of risk, e.g. by substituting a less hazardous substance or process, using training or safe work procedures or provision of Personal Protective Equipment. For further information see Risk Management Guide

(4) **Monitor** to ensure controls are being used and are sufficiently minimising the risk.

(5) **Material Safety Data Sheets** are available for all chemicals used in baseline sampling program, with information on toxicity, effects, first aid etc.

I have reviewed and approved this field trip risk assessment in consultation with our committee. I have advised that a “debriefing” is also required before each foray to make participants aware of all the identified risks and controls.

President

The Queensland Mycological Society Inc.

12-May-2017

QMS SIGN ON SHEET
LOCATION: _____LEADER:_____DATE:_____

I acknowledge that I have read and understand the Queensland Mycological Society (Inc.) Risk Assessment and agree to exercise appropriate care and to comply with the recommended control measures.
Further, I am participating in this foray on a voluntary basis and I accept total responsibility for my own health and safety and absolve the QMS (Inc.), its Office Bearers and Leaders from any liability in respect of any accident, injury or damage that I experience on this foray.

PLEASE PRINT

No	Name	Contact Phone No	Start Time	Signature	End Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Foray Sheet Notes

BEFORE THE FORAY:

Enter the date, site name, latitude and longitude, datum, altitude and vegetation type on the foray sheet. Enter the initials of the Leader, Recorder, forayers and photographers with their full names besides them.

FORAY SHEET:

Field No: These are consecutive numbers starting at 001 for each foray; number sequences should be consecutive & not used more than once on a given day or field trip where longer than one day. For each record, a jewellers tag with the record number should be included in at least one photo so the records can be linked to the images.

Collected by: Enter initials for the person who collected the fungus.

Fungus with: If the fungus name isn't confirmed and some one has volunteered to work on the specimens or they will be submitted to the Herbarium, then a collection will be made. Enter the initials of the person who has the fungus. Make sure the collector retrieves the jewellers tag from the photographers and places it with the specimens in the collecting box. Specimens should only be taken by members with a collecting permit.

Precision: Enter the approximate distance from the point where latitude & longitude were taken.

Species: Enter fungus name if known. The identification should be independently confirmed by at least one other person. This can be the full name or just the genus.

Substrate: Note the substrate the fungus was growing on. It is vital to have this information to help identify the fungus. See list of substrates in this document.

Associated organism: This is the name of the organism the fungus was living on or with. E.g. for mycorrhizal fungi where the substrate is soil it will be the host tree such as Allocasuarina; for saprophytic or parasitic fungi it will be the tree the log/leaf came from.

Notes: A description of the fungus and any other useful information such as the number of specimens or the frequency with which the species was found on the foray. Descriptive features should describe the whole fruit body and may include colour, texture, odour, taste, bruising, latex, mycelium, rhizoids, rot type (white or brown). Remember to record **odour** as this often disappears after collection. If you don't know the 'mycological' word – write a plain English description e.g. 'smells strongly of my gran's carbolic soap'. For specimens that are **not named and not collected** only note one or two of key features.

ID by: Enter the initials of the person who confirmed the identification.

Un-named fungi: If the fungus cannot be named and no one is willing to take it home to work on, then make s stroke in one of the categories on page one on the foray sheet to indicate whether it is an agaric, polypore, gasteromycetes or ascomycete. This allows us to keep track of how many un-named fungi are encountered on a foray.

DEFINITIONS:

Record: "an observation of a fungus at a particular place and time that normally includes the fungus species name, its location, details of the habitat, who collected it and, for fungi that are not in Q-Fungi or Fungimap, who confirmed the identification". Un-named fungi are not records and should not be allocated numbers.

Collection: "one or usually several specimens of a fungus from the same mycelium, which relate to a single record and have been collected to be worked upon and deposited in the Herbarium".

RESPONSIBILITIES:

Foray Leader: Make sure everyone, especially the recorder, gets all the information about each find.

Recorder: Makes sure information is completed for all records and collections and that the photographers have record numbers.

Forayers: Make sure that each fungus you spot is recorded and that you tell the recorder the substrate and associated organism. The foray leader will decide if a fungus is to be collected.

Photographers: Photograph fungi in situ and illustrate both top and undersides. Take at least one photo of each record with the numbered jeweller's tag in it.

AFTER THE FORAY: the recorder should hand the record sheet to the foray leader so that they can prepare the foray report.

QUEENSLAND MYCOLOGICAL SOCIETY INC. EXAMPLE FORAY SHEET

DATE: 18 February 2016 SITE NAME: Great Sandy National Park, southern (Cooroibah) section

Latitude (DD MM SS.SSSS): 25 °57'37.8" Longitude (DD MM SS.SSSS): 152°06'45.72"

Datum: AGD66 or AGD84 or GDA94 or WGS84. Altitude: 210m Fire: Unknown

Vegetation: Mixed forest with rainforest trees including Agathis robusta and Ficus watkinsiana. (if vegetation changes document this in Notes column)

Weather (Rain/Temps preceding week and months): Regular rain over the past few weeks.

Foray leader: Fran Guard (FG) Recorder/s: Gretchen Evan (GE)

Initials used: Megan Prance (MP3), Sapphire McMullan-Fisher (SMF), Floss Wainwright (FW), James Hansen (JH), and Kim Nguyen (KN), Pat Leonard (PL).

Photographers: Susan Nelles (SN), Lil Spadijer (LS), Ken Cowell (KC).

Permit No: WITK15524915 / TWB/01A/2015 / SCRC Document 2016/840262 (circle applicable permit number)

NOTES:

Datum = the horizontal datum used when recording location co-ordinates; check GPS to determine datum (Australian Geodetic Datum 1966 - AGD66, Australian Geodetic Datum 1984 - AGD84, Geocentric Datum of Australia 1994 - GDA94 or World Geodetic System 1984 - WGS84)

Precision = Range from point where latitude & longitude were taken that specimens were found e.g.10m.

Un-named sightings				
Agarics: 𝍸	Boletes: |	Polypores/Brackets: ||	Leathers/Crusts: |||	Corals:
Jellies: |	Puffballs: ||	Stinkhorns:	Discs (Asco):	Clubs (Asco):

Field No	Collect -ed by	Fungus with	Precision	Species (include abundance & number collected)	Substrate	Assoc. organism	Notes	ID by (Key used if any)	Photo Y/N	Herbarium (e.g. BRI)
001	FW	PL	100m	*Amanita* sp. ~ 6 fruiting bodies. 1 collected.	Soil		Cap grey with white remains, margin densely appendiculate. Stem no ring but pale granular remains near gills.	PL	Y	
002	SMF	FG	50m	*Mycena* sp. ~ Approx 30 fruiting bodies. 10 collected.	Litter – leaves & twigs		Cap grey viscid. Gills pale with dark grey margin. Stem dry & grey.	FG	Y	

SUBSTRATES LIST

Agar Plate
Bark – Dead (on tree)
Bark – Fallen
Bark – Living
Bark – Mossy
Berry/Fruit/Vegetable - On Plant
Berry/Fruit/Vegetable – Harvested
Bone
Branch (< 20cm) – Dead (on tree)
Branch (< 20cm) – Fallen
Branch (< 20cm) – Living
Branch (< 20cm) – Mossy
Bread
Brick (paving or wall)
Carpet
Clinker
Compost
Cone (Banksia, Cycad, Pine)
Dung/Manure
Feather
Fern – Dead
Fern – Living
Fibres – Artificial (eg. shadecloth)
Fibres – Natural (eg. hessian bag)
Flower – Bud
Flower – Dead (on plant)
Flower – Fallen
Flower – Living
Foam
Frond – Living
Frond – Dead
Fungus – Dead
Fungus – Living
Glass
Horn
Insect – Dead
Insect – Living
Insect – Nest
Insect – Pupa
Leaf – Dead (on plant)
Leaf – Fallen
Leaf – Living
Leather
Litter – Bark
Litter – Indeterminate
Litter – Leaves
Litter – Pine Needles
Litter – Twigs
Log (>20cm) – Cut Face
Log (>20cm) – Mossy
Log (>20cm) – Rotten
Log (>20cm) – Burned
Metal
Mulch – Bark Chips
Mulch – Grass Clippings
Mulch – Indeterminate
Mulch – Pine Needles
Mulch – Sugar Cane
Mulch – Wood Chips
Paper/Cardboard
Pathway – Concrete, Paved
Peat
Plant (unspecified) – Dead
Plant (unspecified) – Living
Plaster/Wallpaper
Plastic
Potting Mix
Resinous exudate
Road – Bitumen
Rock
Scum
Seed – Fallen
Seed – On plant
Soil
Soil – burned (fire site)
Soil – Clay
Soil – Disturbed
Soil – Mossy
Soil – Podzol
Soil – Rich
Soil – Rendzina
Soil – Sand
Stem – Dead (standing)
Stem – Living
Straw/Hay
Termite Mound
Tree Root – Burned
Tree Root – Dead
Tree Root – Living
Tree Root – Mossy
Tree Stump – Burned
Tree Stump – Fresh Cut
Tree Stump – Living
Tree Stump – Mossy
Tree Stump – Rotten
Tree Trunk – Burned (standing)
Tree Trunk – Dead (standing)
Tree Trunk – Living
Tree Trunk – Mossy
Twig (<3 cm) – Fallen
Twig (<3 cm) – Living
Twig (<3 cm) – Dead (on plant)
Wood – Buried
Wood – Chips
Wood – Driftwood
Wood – Heartwood
Wood – Rotten
Wood – Sawdust
Wood – Wall/Fence
Wood – Without Bark
Other

QUEENSLAND MYCOLOGICAL SOCIETY INC. FORAY SHEET

DATE: _____ SITE NAME: _____

Latitude (DD MM SS.SSSS): _____ Longitude (DD MM SS.SSSS): _____

Datum: AGD66 or AGD84 or GDA94 or WGS84. Altitude: _____ Fire: _____

Vegetation: _____(if vegetation changes document this in Notes column)

Weather (Rain/Temps preceding week and months): _____

Foray leader: _____ Recorder/s: _____

Initials used:_____

_____

Photographers: _____

Permit No: WITK15524915 / TWB/01A/2015 / SCRC Document 2016/840262 (circle applicable permit number)

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Un-named sightings				
Agarics:	Boletes:	Polypores/Brackets:	Leathers/Crusts:	Corals:
Jellies:	Puffballs:	Stinkhorns:	Discs (Asco):	Clubs (Asco):

Field No	Collect-ed by	Fungus with	Precision	Species (include abundance & number collected)	Substrate	Assoc. organism	Notes	ID by (Key used if any)	Photo Y/N	Herbarium (e.g. BRI)
001										
002										
003										
004										
005										
006										
007										
008										
009										

Field No	Collect -ed by	Fungus with	Precision	Species (include abundance & number collected)	Substrate	Assoc. organism	Notes	ID by (Key used if any)	Photo Y/N	Herbarium (e.g. BRI)
010										
011										
012										
013										
014										
015										
016										
017										
018										
019										

Field No	Collect-ed by	Fungus with	Precision	Species (include abundance & number collected)	Substrate	Assoc. organism	Notes	ID by (Key used if any)	Photo Y/N	Herbarium (e.g. BRI)
020										
021										
022										
023										
024										
025										
026										
027										
028										

Field No	Collect -ed by	Fungus with	Precision	Species (include abundance & number collected)	Substrate	Assoc. organism	Notes	ID by (Key used if any)	Photo Y/N	Herbarium (e.g. BRI)
029										
030										
031										
032										
033										
034										
035										
036										
037										

Field No	Collect -ed by	Fungus with	Precision	Species (include abundance & number collected)	Substrate	Assoc. organism	Notes	ID by (Key used if any)	Photo Y/N	Herbarium (e.g. BRI)