

Induction for Volunteers

information session

work health and safety





Our Commitment to You

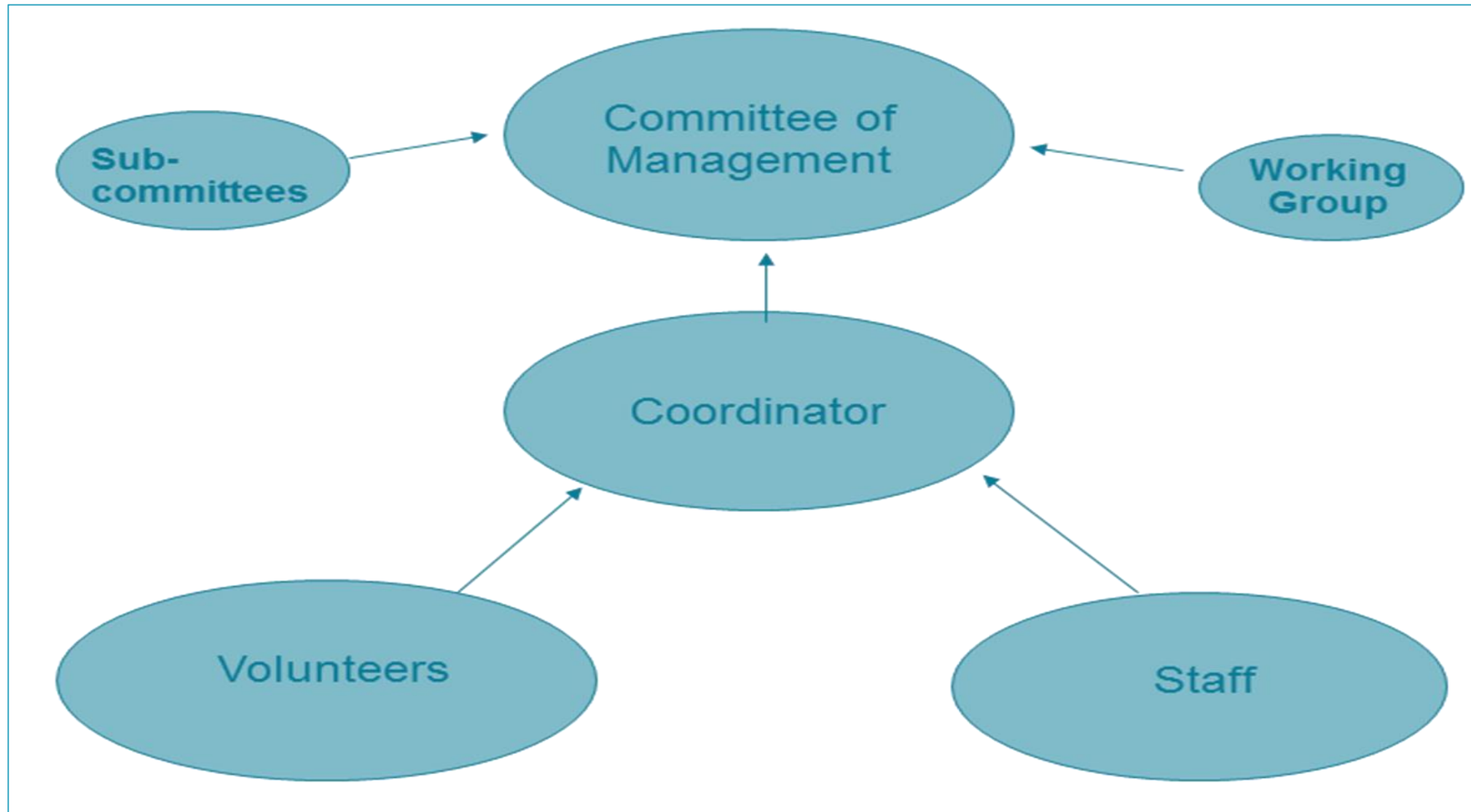
Quite simply

We want everyone who works and volunteers here to go home at the end of the day without injury or incident.

IMPORTANT INFORMATION FOR YOU

- Volunteer Handbook
- Our Background
- Operational Structure
- Policies & Procedures





*Peak Body = NHT = Neighbourhood Houses Tasmania

WORK HEALTH & SAFETY REQUIREMENTS



Work Health and Safety Act 2012



- The wording of 'employer' has changed to '**a person conducting a business or undertaking**' (PCBU).
- A person is a '**worker**' if the person carries out work in any capacity for 'a person conducting a business or undertaking' (PCBU).
- A '**worker**' includes an employee, labour hire staff, apprentice, work experience student, contractor, subcontractor and **volunteer**.

Each House is a PCBU and each volunteer is considered a worker.

Duty of Care



As a PCBU we must:

- provide a safe work environment, equipment and structures
- provide safe use, handling and storage of equipment, structures and substances
- provide adequate facilities at work for workers
- provide information, training, instruction and/or supervision that is necessary to protect all persons from risks to health and safety
- prevent illness and injury of workers arising from the conduct of the business
- maintain the premises so that workers are not exposed to risks to health and safety.

As a volunteer do I have duties under the WHS Act?



YES - volunteers have the same duties as other 'workers' at the workplace to:

- take reasonable care for your own health and safety, as well as for your fellow workers
- take reasonable care that your conduct does not adversely affect the health and safety of others
- comply with any reasonable instruction that is given to you by the House regarding health and safety
- be familiar with the House policies and procedures relating to health and safety, and comply with their requirements and directives



Risk Assessment

A **risk** is the exposure to the chance of damage, injury or loss.

These may be reduced through preventative action and the removal of obvious hazards.

A **risk assessment** is the systematic process of evaluating potential risks and includes:



Hazard Identification

A hazard is a potential source of danger causing harm to people, other living things, property, the environment or a combination of these.

Different categories of hazards include:

- **Physical – constant noise and vibration**
- Chemical – cleaning products; fumes from machinery
- **Environmental – poor lighting; uneven floor surfaces**
- Ergonomic – improperly adjusted desks and chairs
- **Psychosocial – stress; harassment**

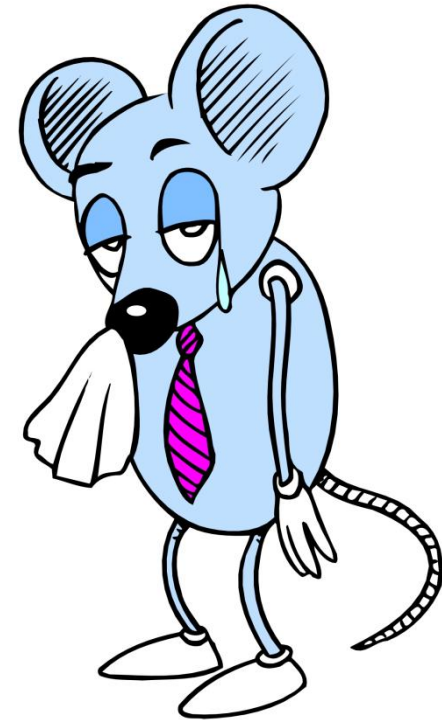


Hazard Control

Exposure to hazards that may present risks to health or safety in the workplace must be controlled.

The risk of exposure could be managed by adopting the following steps:

- **Elimination: removal**
- **Substitution: use something else**
- **Isolation: lockable storage space**
- **Engineering Controls: mechanical aids**
- **Administrative Means: training**
- **Personal Protective Equipment: protective clothing**



GENERAL HEALTH & SAFETY

- Incidents and accidents
- Personal protection
- Manual handling



Incident, Accident & Hazard Reporting

In the case of any accident and/or incident occurring, the following procedures must be followed:

- The volunteer must **immediately notify** the Manager or next responsible staff person
- The Manager will notify WorkSafe Tasmania in the event of a **serious** accident and/or incident
- The volunteer and the Manager must complete an **Incident /Injury/ Near Miss Report** **AND** an **Investigation Form** as soon as possible after the incident/accident



Personal Protective Equipment

Protective equipment that is required to be worn will depend on the type of work being undertaken. For example if you are participating in a 'working bee' in the garden and using the whipper snipper you will need to wear:

- Long sleeved clothing
- Wide brim hat
- Safety footwear
- Gloves
- Eye protection
- Ear muffs
- Sunscreen

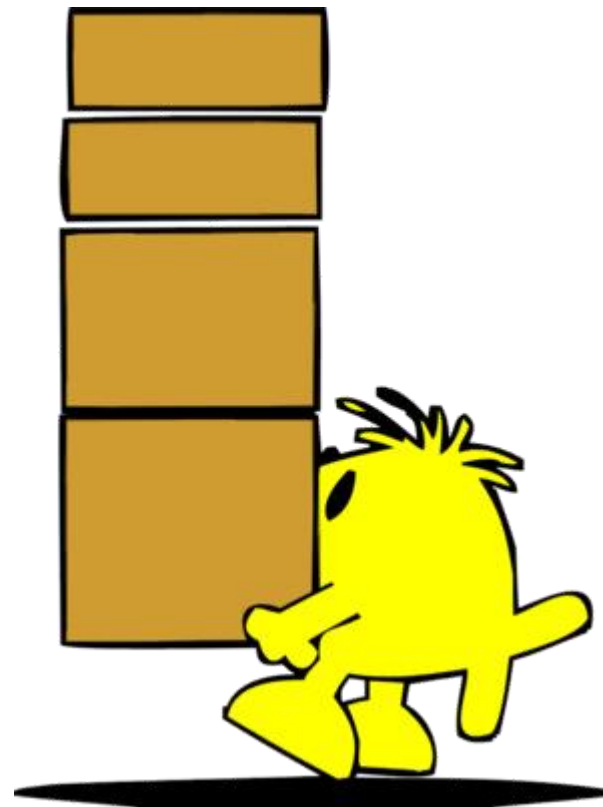


Appropriate protective equipment is required before participating in certain activities.

Manual Handling

Correct Manual Handling Lifting Technique includes:

- Plan the lift
- Correct feet position
- Bend your knees, not your back
- Get a firm grip on the load.
- Use a team lift or mechanical assistance wherever possible.



EMERGENCY MANAGEMENT

- First Aid
- Fire



First Aid



- First Aid Kit
- Emergency contact information or call 000 for an ambulance.
- First Aid Officer
- All injuries must be reported to the Manager as soon as possible and the appropriate forms completed.

Fire

- **Remain calm**
- Stop work and leave the building immediately when the fire alarm sounds or when instructed to do so
- **Do NOT delay by looking for belongings or other people**
- Cooperate with those giving directions
- **Proceed to the designated Emergency Assembly Point**
- Do not re-enter the building until given the all-clear



CONDUCT

- Fitness for work
- Smoking
- Children and pets
- Breach of safety



Fitness for Work

No person will be permitted to work at our Neighbourhood House while his/her ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them or others to the unnecessary risk of injury or harm.

If you are taking prescribed medication that may affect your ability to safely perform your duties, you must notify the Manager.

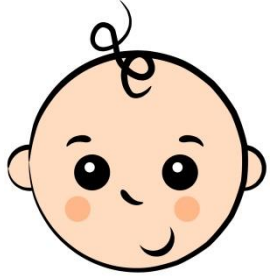


Smoking

Smoking is not permitted on the premises except in designated areas.

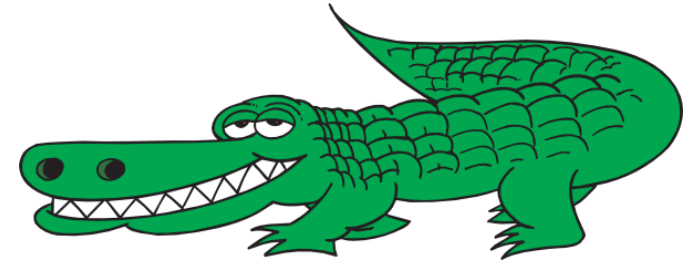


Children; Pets; Horseplay; Practical Jokes; Fighting and Offensive Language



Children are to be kept under supervision

Pets are not allowed on the premises



Horseplay & Practical Jokes are best avoided



Fighting will not be tolerated

Offensive Language is inappropriate



Breach of Safety

In the event that a volunteer is observed or reported to be behaving in an unsafe manner, Management will take immediate action and investigate the matter.

The volunteer may be asked to cease work until the situation has been rectified and the work area is considered safe. Non compliance with the instructions may result in:

- The issuing of a written notification
- Termination of volunteer work
- Reporting to Workplace Standards Tasmania, depending on the severity of the breach



THANK YOU

Any questions?

