

Volunteer Work Health and Safety (WHS) Induction

Introduction

Welcome to the City of Melville!

The City of Melville (City) is committed to the Health, Safety and Wellbeing of all its volunteers.

As a valued member of our volunteer base, it is vital that you read and understand the following information.

Responsibilities

Safety is everyone's responsibility!

As a volunteer, you must:

- take reasonable care for your own safety and that of others.
- follow instructions and training provided.
- carry out your tasks in a safe way.
- use personal protective clothing and equipment provided and
- report all accidents, incidents, hazards and near misses.

The City will.

- provide and maintain a safe working environment.
- provide adequate training, instruction and supervision to enable you to perform work safely and effectively and
- talk to you about matters pertaining to health and safety.

Equal Employment Opportunity (EEO) and Harassment

The City is committed to equal opportunity for volunteers. The City's Code of Conduct is available on our website, it outlines the requirements and expectations of all volunteers.

Work Health and Safety (WHS)

Induction

Volunteers are provided with role specific induction training that will include information and instructions on how to do your job safely when volunteering.

Mandatory Site Requirements

- Obey all safety signs and barricading,
- Always obey speed, parking and vehicle restrictions,
- Do not enter unauthorised or restricted areas at any time,
- Smoking is not permitted within the worksites or any building or vehicle in line with the Department of Health requirements,
- Volunteers must not be under the influence. Those who are suspected of being under the influence of drugs or alcohol whilst conducting work will be asked to leave,
- The City of Melville has a zero-tolerance policy to illegal substance use; and
- Violence, bullying, sexual harassment, pranks and racial vilification are not tolerated.

Accident, Incidents and Near Miss

Should an accident, incident or near miss occur, the City of Melville must be informed. These include injuries, property damage and environmental harm. Please contact your Volunteer Coordinator who will advise of the process, including reporting documentation.



Wellbeing

If you require wellbeing support, you should access external services such as LifeLine (13 11 14) or Beyond Blue (1300 22 4636) or consult your GP.

In exceptional circumstances, such as following a critical incident, the City's Employee Assistance Program (EAP) may be extended to volunteers.

WHS Policies and Procedures

Policies, procedures, and other control documentation (such as Work Instructions) have been developed to assist in achieving WHS compliance. Documentation can include On-Site Induction Training, Site Specific Risk Assessments, Safe Work Method Statements (SWMS's), Job Hazards Analysis (JHA's) and Safe Operating Procedures (SOP's) and are all there to assist in keeping you safe.

Emergency and Evacuation Procedures

At each site volunteers will be inducted on Emergency Evacuation Procedures. The procedures for a general evacuation are outlined below.

Persons should respond as follows:

- Ensure own safety, then the safety of others.
- Seek assistance or attract the attention of others.
- Where it is safe to do so, prevent further injury to victims by removing dangers.
- Administer or seek first aid care for the injured.
- Inform the warden or relevant authorities of the nature and location of the emergency and follow instructions issued by City staff.
- An Evacuation Assembly Point will be identified for each site to which all persons should go when an evacuation is declared; and
- Available fire wardens/staff should commence sweep of site.

Plant and Equipment

Any faulty or damaged equipment must be reported to your Volunteer Coordinator.

Manual Tasks

Manual tasks are not just about lifting heavy objects, it includes any activity requiring the use of force exerted by a person to lower, push, pull, hold or restrain a person, animal or object. Placing boxes and other items on shelves, painting, gardening, cleaning, writing and typing are some examples of manual tasks.

Manual task injuries include:

- Strains and sprains.
- Neck and back injury.
- Slips, trips and falls.
- Cuts, bruises and broken bones; and
- Occupational overuse syndrome (OOS), once known as repetitive strain injury (RSI).

Ways to reduce the risk:

- Reduce bending, twisting, reaching movements.
- Use team lifting.
- Use mechanical assistance (e.g. trolleys and adjustable height workbenches and seating); and
- Prevent muscle strain and fatigue. This includes warming up before working, setting aside time for rest breaks, and allowing time to gradually get used to a new job.

Slips, Trips and Falls

Causes of slips, trips and falls include:

- Slippery surfaces.
- Sudden changes in floor surface and levels.
- Unsatisfactory lighting.
- Unsuitable clothing and footwear.
- Obstructions in work areas and access ways; and
- Moving or falling objects.

Ways to reduce the risk include:

- Wear appropriate footwear.
- Clean all spills immediately.
- Keep floors and walkways free of stock, boxes, cartons, equipment, electrical cords, and rubbish; and maintain clear visibility when carrying loads.

Working Outdoors

When working outdoors, extra provisions are to be made to prevent over exposure to UV radiation. In Western Australia, UV radiation peak times are between 10.00am and 2.00pm.

The City's long and long policy applies to everyone who works outdoors. This means you must wear long sleeved shirts and long pants when working outdoors. A broad brimmed hat and sunscreen are also recommended to be used as the first measure for reducing sun damage. The most effective way of reducing UV radiation exposure is to use a combination of protection methods, including:

- Avoiding the UV radiation peak periods of the day.
- Applying sunscreen (SPF 30+ every two hours); and
- Working under natural or artificial shade (awnings, trees, umbrellas, structures).

Personal Protective Equipment

All volunteers for the City of Melville must adhere to the equipment and Personal Protective Equipment (PPE) requirements for their specific area.

Prior to commencing work onsite, your Volunteer Coordinator will advise you of these requirements, such as:

- Overalls.
- Safety boots.
- Safety hats.
- Safety glasses.
- Hi-visibility vest.
- Goggles.
- Gloves.
- Respirators/face mask.
- Earmuffs/plugs.
- Sunscreen.
- Long pants (to the ankle and not rolled up) and
- Long sleeve shirts (to the wrist and not rolled up).

If you are performing a task that requires safety equipment which has not been provided, please notify your Volunteer Coordinator immediately.

Please be aware that if you fail to adhere to the safety requirements you may be asked to leave the site or carry out alternative duties.

If you have any questions or require further clarity on any of the information provided, please speak to your Volunteer Coordinator.

Remember safety is EVERYONES responsibility!

