

# Volunteer Induction

## Health and Safety

*It's everybody's business*



Department of  
Parks and Wildlife



health and safety

## Induction Health and Safety

### **Welcome to the Department of Parks and Wildlife Health and Safety Induction.**

Health and safety is part of our core business and an integral component of our day-to-day work. To achieve a safe environment we must work together to ensure that the department is a safe place to work.

Everyone is responsible for health and safety in the workplace.

It is important to consider the impact you, others and the environment have on the place you work.



## This induction will address the following:

Health and safety responsibilities

Legislation

What to do if you see a hazard

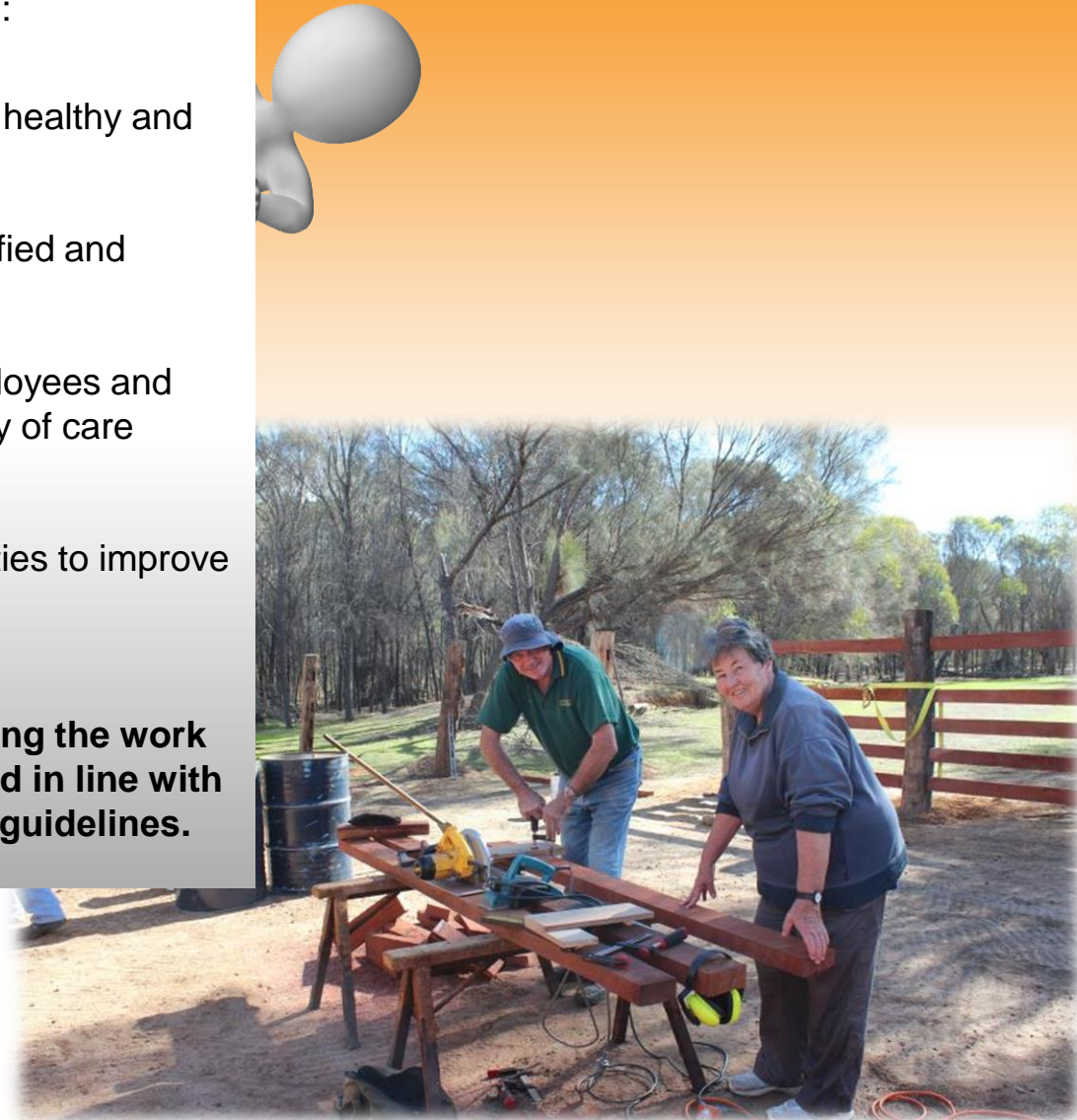
Hazards in the workplace



The department wants to ensure:

- That everyone can work in a healthy and safe workplace.
- Risks and hazards are identified and controlled within workplaces.
- Managers, supervisors, employees and volunteers abide by their duty of care responsibilities.
- Cooperation between all parties to improve safety.

**You are responsible for ensuring the work you do is carried out safely and in line with the department's policies and guidelines.**



## Policy 60: Work Health and Safety

Policy 60: Work Health and Safety communicates the commitment by the department to ensuring a safe and healthy workplace.

Volunteers should read the policy prior to commencing work with the department. Key points are outlined below.

The department will:

- So far as practicable, provide and maintain a working environment in which employees are not exposed to hazards.
- Establish, maintain, monitor and review programs and procedures at the workplace relating to health and safety.
- Provide employees with approved personal protective clothing and equipment for health and safety purposes in the workplace.

Volunteers, contractors and employees will:

- Take reasonable care to ensure their own health and safety, and to avoid adversely affecting the health and safety of others through any act or omission while at work.
- Maintain a responsibility to identify and report hazards, near-misses, incidents and injuries; assess risks, and undertake corrective actions.
- Correctly use and maintain personal protective clothing and equipment as provided.





What does the law say  
about responsibility for health  
and safety in the workplace?

## Induction **Health and Safety**

Legislation is designed to promote and improve standards of health and safety in the workplace.

The *Occupational Safety and Health Act 1984* and the *Occupational Safety and Health Regulations 1996* outline the legal requirements and are law.



### The department will...



Provide volunteers with an onsite induction



Ensure volunteers are aware of relevant policies and guidelines



Ensure volunteers are aware of potential hazards



## As a volunteer you must...

Report hazards and incidents

Read Policy 60: Work Health and Safety

**...take reasonable care of your own and others health and safety.**

Use appropriate PPE

Comply with department policies and guidelines



What should you do  
if you see a hazard?

## Risk Management Process



## Risk Management Process

**1**

### Identify the hazard

If you see a hazard, don't ignore it. **Do something about it!**

Fix the hazard, or make the area safe and report it to your supervisor.



## Risk Management Process

**2**

### Assess the risk

Once you spot a hazard, ask yourself these questions.

1. ***“How likely is it that I or someone else will get hurt?”***  
and
2. ***“What would be the consequence of the injury?”***

If you think the hazard will harm you or others, contact your supervisor.



## Risk Management Process

3

### Control the risk

Try to control the hazard by:

- Eliminating it
- Finding a safer alternative
- Isolating it from people using barriers or guards
- Considering relevant policies and guidelines, training requirements, signage and communication
- Using PPE

Talk to your supervisor and consider using as many controls as you feel is necessary to effectively reduce the risk of injury.

Consider whether the controls:

- Could introduce any new hazards
- Would reduce the risk of injury



## Risk Management Process

4

### Monitor and review

Don't forget to review the controls to make sure they are still effective.



## Reporting hazards, near-misses and incidents

It is essential that all hazards, near-misses and incident be reported.

You should report such issues to your department supervisor as soon as possible.





## Insurance

As a registered volunteer, you fall under the department's insurance cover with RiskCover.

If you injure yourself while undertaking work for the department you should seek medical assistance and inform your supervisor who will explain the claims process.

You should direct insurance related queries to your supervisor.





# Health and safety within the Department of Parks and Wildlife



## Prior to commencing work

### **Work Site Sign-In**

You should sign-in and out of the work site or notify your supervisor of your whereabouts.

### **Licenses, Certificates and Training**

You need to provide your department supervisor with copies of any licenses/certificates/training related to the work you will be undertaking.



*Start of painting at Peron Homestead August 2014*

### Fitness for work

You are responsible for ensuring your own health and safety at work and must avoid adversely affecting the health and safety of others.

You have a duty of care to inform your department supervisor of any prescription or over-the-counter medication which may impact your work performance.

You must also inform your supervisor if you have any pre-existing conditions which may compromise your ability to undertake work safely.

If you believe you are not fit-for-work you must inform your supervisor.

Your fitness for work may be impacted by alcohol and other drugs, including medication, fatigue, stress, injury or illness.



## Alcohol and other drugs

You must present to work fit for duty and adhere to the following limits when undertaking work for the department.

The policy does not apply when work has ceased for the day, however you must be compliant when you resume work.

**0.02% Blood Alcohol Concentration (BAC)** applies, unless legislation/policy stipulates lower requirement.

**0.00% BAC** applies when:

- Diving or operating marine vessels or equipment
- Working in, on or around aircraft
- Operating firearms
- Working alone

**Zero tolerance to illicit substances**

Talk to your department supervisor if you have questions relating to the department's alcohol and other drugs policy.



## Alcohol and other drugs

Volunteers, employees and contractors may be subject to alcohol and/or other drug testing.

Testing may occur:

- Where it is believed a volunteer is under the influence of alcohol or other drugs
- Following a near-miss or incident
- Prior to undertaking hazardous tasks

Volunteers may also be required to test as part of blanket or random testing.



Talk to your department supervisor if you have questions relating to the department's alcohol and other drugs policy.

# Smoking

Smoking is prohibited in department buildings and vehicles, including:

- Within 5 metres (both vertically and horizontally) of entrances, exits and stairwells.
- Within 5 metres of meals areas.
- Within 10 metres of any air conditioners and air intake for ventilation equipment.

If you are a smoker, ask your supervisor where the designated smoking area is located.



## Personal protective clothing and equipment

If you are undertaking tasks where PPE is required, the department will supply it or you may use your own, as long as it meets departmental standards.

Examples of PPE include helmet, goggles, ear muffs and safety boots.

PPE, whether it is provided or supplied by you, must:

- Fit properly;
- Be used properly;
- Be kept in good condition; and
- Be appropriate for the task.

If your PPE is damaged, it needs to be repaired or replaced in line with the manufacturer's requirements.



## Watch out for trip hazards

While slips, trips and falls can be difficult to control, you should keep an eye out for:

- Uneven, unstable or slippery floor surfaces.
- Obstacles.
- Insufficient lighting.

Footwear must be appropriate for the task.



Slips, trips and falls are a major cause of injury within the department.

# Signage

For signage to be effective, it must be used properly.

Ensure signs are:

- Visible; and
- In an appropriate location (for example, far enough away for people to react).

If you are unsure, talk to your supervisor.



## Manual tasks

### Watch out for hazardous manual tasks

Manual tasks can be hazardous if they include the following.

Sustained Postures  
*(prolonged sitting or standing)*

Repetitive Movements

Awkward Postures  
*(bending, twisting, reaching)*

Forces Exerted  
*(lifting, lowering, carrying)*

Vibration  
*(vehicles, machinery, equipment, tools)*



Manual tasks are one of the most common causes of injury in the department

## Manual tasks

### Try to reduce your risk of injury

The following may help to reduce your risk of injury when carrying out hazardous manual tasks:

- Warm up and stretch throughout the day
- Take regular task breaks
- Rotate jobs and tasks
- Consider placement and storage of items



## Working outdoors



**Slip Slop Slap Seek Slide**

**Protect yourself in five ways from skin cancer**

Urine colour is a good indication of hydration.

1		<b>HYDRATED</b> Well done. You're drinking enough water! Keep up your water intake to stay in the green.
2		
3		
4		<b>MILDLY DEHYDRATED</b> Watch out! You're not keeping up with your body's needs. You need to increase your water intake.
5		
6		
7		<b>DEHYDRATED</b> Oh no! You're dehydrated and need to increase your water intake immediately..
8		

If you are working in hot conditions or doing physical tasks, be sure to drink plenty of water and be sun safe.

## Working alone

If you will be working alone, you need to discuss regular check-in times with your supervisor.

You also need to ensure you have provided emergency contact details.



## Hazardous substances

Hazardous substances, such as herbicides, must be labelled clearly and stored in a safe place.

Material Safety Data Sheets (MSDS) state how to safely store, use and handle a substance, including required PPE.

You must read the MSDS before using the hazardous substance.

If you will be using hazardous substances provided by the department, you need to ask your supervisor for the MSDS, as well as read it, before undertaking the task.



Ask your supervisor what hazardous substances you may be using or exposed too.

## Driving

Before you start a journey using a department vehicle or personal vehicle for volunteering purposes, make sure you:

- Carry out regular vehicle checks  
*Petrol, Oil, Water, Electrical, Rubber*
- Set-up your car so it's comfortable
- Take care when packing and un-packing items
- Secure loads
- Monitor fatigue when driving long distances





## Wellbeing

If you need wellbeing support, it is recommended that you access:

- The department's Peer Support Program or chaplain; or
- External services such as LifeLine (13 11 14) or BeyondBlue (1300 224 636).

You can also visit your GP and seek a referral for an appointment with a psychologist.



What's Next?



## Induction Health and Safety

Now that you have completed this overview of health and safety within the Department of Parks and Wildlife, you should have an understanding of:

- who is responsible for health and safety in the workplace
- how health and safety is managed within the department
- what to do if you see a hazard
- how to reduce your risk of injury at work

If you haven't read Policy 60: Work Health and Safety, please make sure you do.

Your supervisor will also complete the induction checklist with you as part of your site induction.

Don't forget to ask your supervisor if you have any questions about health and safety within the department.