

VOLUNTEER SAFETY HANDBOOK



INTRODUCTION

Welcome to the Catholic Church Endowment Society (CCES), we are committed to the health and safety of our community and in particular we recognise the importance and safety of volunteers who undertake valuable work.

This handbook is designed to provide Volunteers with information on health, safety, emergency management, appropriate conduct and their responsibilities whilst working at a CCES site.

Volunteers will be required to undertake an induction to the relevant site and in certain circumstances specific inductions to certain areas.

CCES will ensure that volunteers are given the same consideration as workers under our Work Health and Safety Policy.

Volunteer Rights and Responsibilities

As a volunteer you have a number of rights you should be aware of:

- to work in a healthy and safe environment;
- to be provided with a role description that adequately describes your roles and responsibilities;
- be provided with an WHS induction prior to commencement as a volunteer;
- to be provided with sufficient information, instruction and training for you to perform your tasks safely;
- to be provided with adequate supervision.

As a volunteer you also have responsibilities to:

- work safely;
- not affect the safety of others;
- to observe all established Policies and Procedures;
- report any safety concerns;
- Attend mandatory notification as required;
- Completed Working with Children / Police check.

There are a number of important points relating to safety within CCES that you should be familiar with, these are:

SAFE WORK

You should only do work that you can perform safely, if you feel that you cannot do the task safely or have any safety issues please discuss with your Supervisor immediately.

HAZARDOUS MANUAL TASKS

The site will identify hazards from manual handling and assess the risks associated with each activity to either eliminate or reduce the risk as far as reasonably practicable. As a volunteer you will be provide manual handling aids, such as trolleys, as necessary. Correct manual handling techniques are expected to be seen while undertaking the works.

TOOLS, MACHINERY AND EQUIPMENT

Any tools, equipment and machinery to be used for tasks undertaken should be supplied by the site. Such tools, equipment and machinery shall be adequately designed for the task to be undertaken and maintained in good condition and inspected / licensed in accordance with appropriate statutory requirements or standards. Where required the operator must hold an appropriate current license or certificate of competency.

ELECTRICAL

It is preferred that personal items are not brought onsite for use. However if bringing in electrical items for short term use only they must be in good working order and visually inspected prior to use and taken home after task completed. If regular use of the equipment is required then the item must be tested and tagged.

FIRST AID

All injuries must be reported to the Supervisor as soon as practicable.

First Aid Kits can be found in the *main reception area of the Front office*

Automated External Defibrillator can be found *main reception area of the Front office*

HAZARD / INCIDENT / INJURY REPORTING

Whilst working at a CCES site, you are required to report all hazards or incidents to your Supervisor.

EMERGENCY MANAGEMENT

In the event of an emergency (ambulance, police or fire service) dial 000. Prior to the commencement of work, you should familiarise yourself with the sites Emergency Evacuation Plans. If unsure contact the worksite officer or WHS coordinator. (Emergency Evacuation Plans should be displayed throughout each building.)

EMERGENCY EVACUATION PROCEDURES

In the event of an evacuation alarm, you must evacuate the area immediately and follow the directions of the appointed wardens. You must not re-enter the evacuated building until advised it is safe to do so by either the Metropolitan Fire Service (MFS), Country Fire Service (CFS) or the Chief Warden or representative.

Your Emergency Assembly Area is *Astroturf*

HAZARDOUS CHEMICALS

You must only use chemicals supplied by the site. The chemicals used by this site have been assessed for risk prior to use. Make yourself aware of the location of the Safety Data Sheets (SDS) prior to use. A Safety Data Sheet (SDS) is a document that describes the chemical and physical properties of a material and provides advice

on safe handling and use of the material. Copies of SDS's shall be kept either with or nearby to where the chemical is being used or stored.

If you have any concerns or require personal protective equipment (PPE) to use any of these products please discuss with your Supervisor.

AMENITIES

The worksite will advise what amenities you can use and where they are located.

PARKING

Vehicles must be parked in a designated area as appropriate. Vehicles are not permitted to park on verges, grassed areas, roads, pathways or any other non-designated parking areas at any time, unless directed to do so by an authorised officer.

FITNESS FOR WORK

No person shall be permitted to work on CCES sites while their ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them or others to potential risk of injury or harm.

SMOKING

Smoking has been prohibited on the majority of CCES sites. This includes the use of electronic cigarettes.

HARRASSMENT

Refer to the Code of Conduct. If you feel harassed please report the incident to your Supervisor.

PERSONAL PROTECTIVE EQUIPMENT (PPE) and SUN PROTECTION

When working outside in the sun, it is recommended that you wear wide brimmed hats or neck covers under hard hats, and sunscreen. You must wear specific protective equipment in certain sign-posted areas.

HOUSEKEEPING

Please leave your work areas clean and tidy.

VEHICLES

If you use your car as part of your volunteer duties, please ensure that your car is roadworthy and that the seat belts are fitted and worn. A current driver's licence is required and must be sighted by your Supervisor.