Volunteer Induction Handbook - Health, Safety and Behaviour
# Table of Contents

1. Welcome and Introduction ................................................................. 4
2. Why Complete a Health and Safety Induction? ................................. 5
3. Your responsibilities as a Volunteer .................................................. 5
4. Activity Statement ............................................................................. 5
5. WHS Consultation ............................................................................. 5
7. Risk Management ............................................................................. 6
8. Site Specific Induction ....................................................................... 8
9. Reporting Incidents and Injuries ........................................................ 8
10. First Aid ........................................................................................... 8
11. Personal Protective Equipment (PPE) ............................................... 8
12. Sun Protection ................................................................................ 9
13. Fire and Evacuation Procedures ....................................................... 9
14. Manual Tasks ................................................................................ 9
15. Safe Handling of Sharps ................................................................. 9
16. Activities Involving Electrical Devices ............................................. 9
17. Hazardous Chemicals ...................................................................... 10
18. Housekeeping ............................................................................... 10
19. High Risk Activities ........................................................................ 10
20. Construction Work ......................................................................... 11
21. Use of Pesticides & Herbicides .......................................................11

22. Standards of Behaviour ..............................................................11

Dress ................................................................................................11

Alcohol and Drugs .........................................................................11

Smoking .........................................................................................11

Confidentiality ...............................................................................12

Media Protocol ..............................................................................12

23. Gifts and Benefits .......................................................................12

Conflict of Interest .........................................................................12

Misuse of Position ..........................................................................12

Reporting of Corrupt Conduct ......................................................13

24. Use of Resources and Equipment ..............................................13

Use of Council Equipment .............................................................13

25. Behaviour Towards Others ......................................................13

Equitable Treatment of People and Situations ................................13

26. Insurance ..................................................................................14

Personal Accident Insurance........................................................14

Public Liability Insurance ..............................................................14

Volunteer's Personal Property .......................................................15

27. Out of pocket expenses ............................................................15

28. Recognition of volunteer activities ..........................................15

29. Privacy ......................................................................................15

30. Important Contact Numbers ....................................................15
1. Welcome and Introduction

Welcome to Shoalhaven City Council’s Volunteer Induction Handbook. Volunteers make a significant contribution to our community and assist Council in delivering valuable services. This handbook covers important matters in regards to health, safety and behaviour when working as a volunteer for Council. Its purpose is to help you understand the safety system and behaviour standards of Shoalhaven City Council for the benefit of yourself, others, and the organisation.

The purpose of inducting you as a volunteer is to:

- Provide you with basic information on how we operate our organisation
- Inform you of our behaviour standards
- Provide you information about our safety system, to protect your health, safety and wellbeing, and that of other people, while volunteering with Council
- Allow your participation in creating and maintaining a safe environment for you to undertake voluntary activities
- Recognise your status as an Inducted Volunteer
- Fulfil the organisational requirement to comply with Work Health Safety (WHS) legislation.

Safety is a priority in our organisation. Our safety motto is “SAFETY ALWAYS MATTERS”. Safety requires everyone’s participation. I formally invite you to be part of this system.

I encourage you to read this handbook carefully and seek any help you need in understanding its contents. We have a dedicated WHS Unit that can be contacted during business hours on (02) 4429 3556. Further contact details are enclosed in the back of this handbook.

On behalf of Councillors and staff I wish to convey our sincere appreciation and thanks to you for undertaking volunteer work that is helping to make the Shoalhaven such a great place to “live, work, stay and play”.

Russ Pigg
General Manager
2. Why Complete a Health and Safety Induction?

Shoalhaven City Council is committed to the health and safety of all volunteers which is an important responsibility we all share. As a valued volunteer, it is important you understand the information in this handbook. Induction can be completed online or face to face at a Council or other location. Your Supervising Officer will assist you in organising your induction. You will also be required to complete a specific work activity / site specific induction at the location you are volunteering at. Please return the attachment located at Appendix C after reading this handbook, and prior to commencing volunteering for Council.

3. Your responsibilities as a Volunteer

When volunteering for Council you are considered a worker under the Work Health and Safety (WHS) Act (2011) and therefore to ensure you meet the requirements under this legislation please comply with reasonable instructions, policies and procedures provided. Volunteers of Shoalhaven City Council are referred to as Volunteer Program Workers and generally support, work with and are supervised by paid Council workers, in the provision of community services. As a Council Volunteer Program Worker you must take reasonable care for your own and other people's health and safety.

4. Activity Statement

Your Supervising Officer may issue you with an Activity Statement which provides a general overview of the duties of your volunteer position including health and safety expectations (see example located at Appendix A).

5. WHS Consultation

WHS consultation refers to communication between Volunteer Program Workers and Shoalhaven City Council on issues affecting health and safety. Given the nature of volunteer work, the most effective form of consultation for each project will be established by the Supervising Officer and the Council Volunteer Program Workers. Consultation must occur before the work is carried out and may include discussion regarding the safest way to complete the job and completion of a risk assessment. Council Volunteer Program Workers can make recommendations for improvement to the management of health and safety and can consult their Supervising Officer on safety matters or concerns.
If you are unsure about the safe operation or procedure involved in undertaking any activity, please discuss your concerns with your Supervising Officer. If you are not satisfied with the information you are provided with, do not undertake the task. You can also contact Council’s WHS Unit on 4429 3556 during business hours.


7. Risk Management

Risk Management is the process of identifying hazards, assessing the level of risk, prioritising the order in which risks will be controlled, and determining appropriate control measures. This information is then included in a risk assessment. There is an example of a risk assessment located at Appendix B. Prior to commencing work, an on-site risk assessment is to be conducted and all volunteers at the site are to be involved. Risk assessments should be conducted in the following order;

1. Identify the hazard
   Hazards may be identified in a variety of ways, including observation, the introduction of new equipment, incident reports and site specific risk assessments.

2. Rank the risk
   What is the likelihood of this hazard having a consequence, and how serious is the consequence. Council uses the Risk Ranking Chart (below) to help us determine the answer. For example, a Bushcare volunteer using a chainsaw would be ranked as a high risk activity, compared to an Arts Centre volunteer conducting tours of the gallery would be ranked as a low risk activity.
3. Control the risk
After ranking the risk of each hazard, we need to determine control measures, starting with elimination as the most preferred method of risk control through to personal protective equipment (PPE) as the last preferred method of risk control. The following table explains the hierarchy of risk control;
For example, controlling the risk of using a noisy piece of equipment:

- Can the hazard be **eliminated**; do we really have to use this noisy machine?
- Can the hazard be **substituted** for a quieter piece of equipment?
- Can we apply **engineering** controls such as build a sound-proof booth around this noisy machine?
- Can we apply **administrative** controls such as rotating workers, following procedures, training and working for short periods of time near the noisy plant?
- Can we supply **personal protective equipment** such as ear muffs?

8. **Site Specific Induction**

Before commencing any voluntary activity you should ensure that you have been inducted to that site and you understand the risks associated with being on that site. Changes to a site, changes to weather conditions, a new activity, and the introduction of new equipment can bring additional or changed risks to health and safety. When such changes occur, it is important to make sure that you and others are revised in these risks.

9. **Reporting Incidents and Injuries**

If there is an accident, illness or injury at a work site, you **must** report any information to your Supervising Officer immediately. This is required to allow Council to manage the incident within required time frames and also allows for preventative actions to be taken. If your Supervising Officer is not available, you may contact the **Injury and Incident Hotline on 4429 3542**, available 24 hours a day.

10. **First Aid**

Your Supervising Officer will determine first aid requirements. Council provides first aid facilities, including kits, and trained first aid workers when required.

11. **Personal Protective Equipment (PPE)**

PPE is issued to prevent injury, illness or disease. All volunteers must wear PPE specific to activities undertaken and as directed. Conducting a risk assessment will assist in determining required PPE. Your Supervising Officer will determine your PPE requirements.
12. **Sun Protection**

When working outdoors it is strongly advised to wear a broad brim hat, protective clothing, sunglasses that comply with AS 1067-1 and a minimum 30+ SPF sunscreen. Seek shade where possible, avoid working in the hottest part of the day and keep hydrated.

13. **Fire and Evacuation Procedures**

Should there be an emergency on a Council premise, and Council officers are on site, they will implement the Emergency Evacuation Procedure which you must comply with. Stay calm and follow the evacuation instructions. Where Council Wardens are nominated, they will wear either a WHITE or RED safety helmet in the event of an emergency. WHS noticeboards in Council buildings contain further fire and evacuation information, specific to that site.

As part of the site induction you will have been shown evacuation routes. Where **no Council officers** are on site it is your responsibility to determine the safest evacuation route prior to commencing activities, this information is to be incorporated into the risk assessment.

14. **Manual Tasks**

When carrying out manual tasks, consider factors that affect the risk to your body, such as the duration and frequency of manual tasks, weights, your skills and experience, your age and health, clothing, and any other relevant factor. Ways to reduce the risk of manual handling can include using mechanical aids, breaking loads into smaller quantities, using team lifting and warming up before working.

15. **Safe Handling of Sharps**

If you find a needle or syringe (also called a sharp) in the course of volunteering please do not touch it or attempt to pick it up. Please contact your Supervising Officer who will call the NSW Needle Collection Hotline on 1800 633 353.

16. **Activities Involving Electrical Devices**

Ensure the appliance to be used is suitable for the task. All Council electrical equipment has a current test tag attached to the lead. If one is absent, do not use the device and notify your Supervising Officer. Do a visible inspection of the condition of the appliance, including its general condition and the lead and plug. If you find a fault, do not use it and report it to your Supervising Officer.
17. **Hazardous Chemicals**

All hazardous chemicals used within the workplace have a Safety Data Sheet (SDS). The SDS provides information about the chemical including its safe use, ingredients, toxicity, first aid requirements, spill control, storage and handling requirements. You should have access to an SDS for any hazardous chemical that you use while volunteering for Council. Your Supervising Officer can provide you with the SDS and a risk assessment for the hazardous chemical.

Containers that hold any chemicals must be properly labelled. If a chemical must be decanted into another container, that container must be clearly labelled. Labels containing all required information can be obtained from Council’s Chemwatch system by a Council worker or your Supervising Officer.

18. **Housekeeping**

Keeping sites in a clean and orderly state is an essential part of an effective accident prevention program. As a minimum requirement please make sure:

- Sites are kept clean and free from debris and waste material
- Walkways and other work areas are free of obstructions
- Protruding objects such as nails and sharp metal are removed upon exposure
- Combustible waste materials are placed in metal containers with metal lids and disposed of on a regular basis
- Contaminated waste is collected and disposed of according to local disposal requirements and kept away from meals areas
- Work areas are cleaned and returned to a safe condition at the completion of work.

19. **High Risk Activities**

Below are specific activities that volunteers are not to engage in as they are classed as high risk activities and require specialised training:

- Hot works, welding and grinding
- Confined space work, work in an enclosed or partially enclosed space. For example work in a pit, pipe, trench or tunnel
- Working at heights of 2 metres or more
- Excavation Work
- Working remotely or alone
- Working with Asbestos
20. Construction Work

A General Construction Induction Card or Council specified training course is required for work considered construction work in the Council area. Your Supervising Officer will assist you to determine if this is required.

21. Use of Pesticides & Herbicides

Specialised training is required for those using chemicals such as herbicides and pesticides. Prescribed amounts have been allocated for workers who have not undertaken the Chemical Application Course. These amounts are for use of pesticide/herbicide that are undiluted at 5 litres or 20 litres of ready to use product per day checked by the site supervisor or by a person qualified by a chemical application course.

22. Standards of Behaviour

Please note the Code of Conduct applies to Management Committee Volunteers only. All other volunteers are required to adhere to the following Standards of Behaviour.

Dress

Volunteers working outdoors are advised to wear a long sleeve shirt with collar, loose fitting long trousers, enclosed footwear, a hat with a broad brim and sunglasses. Volunteers working indoors should wear appropriate and sensible clothing and footwear for the activities they may be undertaking. As a guide, smart casual is standard attire in office areas. If you feel uncertain about the clothing you should wear to specific activities please contact the Supervising Officer.

Alcohol and Drugs

Persons engaged in volunteer activities are not to possess or be under the influence of alcohol or drugs. Persons taking prescription drugs that may affect their work must notify their Supervising Officer requires.

Post Incident testing and Reasonable Suspicion testing of volunteers may be conducted as listed in Council’s Alcohol and other Drugs Procedure.

Smoking

Smoking is prohibited in Council’s offices and public buildings and within 10 metres of pedestrian entries and exits, Council vehicles and plant, other designated and/or sign posted areas.
Confidentiality
Volunteers shall not use information including confidential information gained through their activities as a volunteer for the purpose of securing a private benefit for themselves or for any other person. Volunteers shall not disclose any confidential information for any reason without the authority to do so. Volunteers shall not use or disclose private or personal information unless it is in accordance with the Privacy and Personal Information Protection Act 1998.

Media Protocol
Volunteers are not permitted to make any comments to the media on behalf of Council. Any queries for a statement to the media must be referred to your Supervising Officer.

23. Gifts and Benefits
As a volunteer you must not accept any gift or benefit that has more than a ‘token’ value, for example flowers or chocolates. It is also important that you:
- do not seek gifts or benefit of any kind
- do not accept any offer of cash or a ‘cash like’ gift, regardless of the amount
- do not accept a gift or benefit that may create a sense of obligation on your part, or could be perceived to influence you in carrying out your duties.

Any offer of a gift or benefit of more than token value should be reported to the Council Supervisor. Further information can be provided by contacting the Public Officer.

Conflict of Interest
A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private or personal interest when carrying out an authorised activity as a Council volunteer. You must avoid situations which may give rise to a conflict of interest by removing yourself from any decision making process and informing your Supervising Officer.

Misuse of Position
Council volunteers shall not use their position in order to gain private advantage or benefit for themselves or any other body.
Reporting of Corrupt Conduct

Shoalhaven City Council is committed to an ethical organisation and requires volunteers to report any suspected corrupt conduct, maladministration, or serious and substantial waste of public assets. In instances of misconduct or breaches of volunteer responsibilities, Council has the right to dismiss the volunteer. Circumstances may include not working in a safe manner, theft of property, intoxication through alcohol or other chemicals, verbal or physical harassment or abuse, disclosure of confidential information, malicious damage of Council property.

Council’s Public Officer or Internal Auditor is available to engage in confidential discussions about such matters on 4429 3111.

24. Use of Resources and Equipment

Use of Council Equipment

Volunteers may be provided with Council equipment to assist in performing various activities. If a licence or qualification is required to operate plant or equipment, a volunteer must provide evidence of such current qualification or licence. All care should be taken to ensure that equipment is used correctly and within the guidelines or instructions provided by supervisors.

Damage to Council equipment by volunteers whilst working under the care and control of Council will be covered by Council or its property insurance provided it is not willful or deliberate damage to Council property. If equipment is damaged, the Supervising Officer must be notified immediately.

Volunteers must not use Council property for their own private purposes. Any court imposed fine or infringements received as a result of the actions or omissions of a volunteer will be the responsibility of the volunteer. They include, but are not limited to, fines related to parking, speeding, littering, and red light cameras.

25. Behaviour Towards Others

Equitable Treatment of People and Situations

Volunteers shall treat members of the public, Council workers and Councilors fairly and equitably and with respect, courtesy, compassion and sensitivity. Volunteers shall not act contrary to any law in their voluntary capacity and shall not act unreasonably, unjustly, oppressively
or in a discriminatory manner. Volunteers shall not engage in any form of conduct, in the performance of their duties, which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct.

Information on equitable treatment is available in Council’s Bullying and Harassment Policy or by contacting Human Resources on 4429 3204.

26. Insurance

Personal Accident Insurance
Council has taken out personal accident insurance cover for volunteers whilst performing activities authorised by Council. Personal Injury coverage under this policy provides some cover whilst the person is undertaking the approved activities for Council and/or travelling directly to and from such activity. Benefits potentially payable by this policy are reduced by any amounts recoverable from a statutory transport accident scheme (e.g. CTP), workers compensation scheme or the person’s private insurance cover. The insurance policy will only cover volunteers aged between 10 and 90 years. Medical expenses cover under this policy is restricted by the Health Insurance Act 2007. Medical expenses covered by the Medicare scheme are excluded from this cover.

Volunteers are required to act in a responsible manner and in accordance with procedures. Willfully or deliberately causing injury is not covered by Council's insurance. Any accident that occurs whilst under the care and control of Council should be reported to the Supervising Officer as soon as possible. A report must be completed and forward to Council's Insurance Claims Officer by the Supervising Officer where possible within 24 hours. Council has obtained the Personal Accident cover in good faith and cannot be held responsible for any restrictions imposed or determinations of the insurer or legislation.

Public Liability Insurance
Volunteers are protected against public liability claims under Council's public liability insurance cover provided they are undertaking approved activities within their authority and any injury or damage is not the result of willful or deliberate acts. If damage is caused or an incident arises, the Supervising Officer must be notified immediately. An Incident Report is to be completed and returned to your Supervising Officer, where possible within 24 hours. The Supervising Officer will notify Council's Insurance Claims Officer.
Volunteer's Personal Property

Volunteer's personal items are not covered by Council's insurance whilst undertaking volunteer activities. Volunteers are encouraged **not** to bring or wear items of any significant value (including jewellery). All attempts should be taken to secure personal items against theft or damage.

27. Out of pocket expenses

From time to time, volunteers may need to use their own money to purchase materials or pay fees. You must have prior approval from Council’s Supervising Officer before you use your own money. Out of pocket expenses will only be reimbursed if a claim is submitted with proof of payment attached and prior approval given i.e. a tax invoice.

28. Recognition of volunteer activities

Volunteers are entitled to request a statement of activities that they have undertaken in their voluntary role with Council.

29. Privacy

Council will obtain personal information from volunteers including names, address, telephone numbers, child protection screening (where applicable) and other contact details. Personal information obtained by Council is governed by the Privacy and Personal Information Protection Act 1998 (PPIPA). This legislation provides direction for the collection, protection, storage, disposal, access and use of personal information by Council.

Inducted volunteers will have the information on the form at Appendix C held in a centralised database. Information contained in the database is held in accordance with the Privacy and Personal Information Protection Act 1998 (PPIPA). Council will take all reasonable care to protect personal information from misuse, loss, unauthorised access, modification or disclosure. To ensure that personal information held by Council is current, please notify Council if any of your details change.

30. Important Contact Numbers

Work Health Safety Risk Unit - 4429 3556
Human Resources - 4429 3204
### Appendix A - Volunteer Activity Statement - Example

<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Council contact</strong></td>
<td>Community Facilities Officer</td>
</tr>
<tr>
<td><strong>Volunteer Group</strong></td>
<td>Community Facility Management Committee</td>
</tr>
</tbody>
</table>
| **Guidelines** | Management Committee Guidelines  
Council’s Code of Conduct  
Management Committee Volunteers Induction Handbook |
| **Responsible to** | Chairperson |
| **Authority** | Cheque signatory, Controls expenditure |
| **Purpose** | While the committee as a whole is responsible for making financial decisions, it is the responsibility of the treasurer to keep records of the committee’s financial transactions. |

#### Key Responsibilities and Duties

- Ensure all monies received are deposited at the earliest possible date to the credit of the appropriate bank account.
- Ensure items of a capital nature with a value higher than $50 are authorised by the committee before purchase.
- Ensure correct books and accounts are maintained.
- Prepare a monthly financial statement of the facility’s funds.
- Ensure an annual audited financial statement is carried out and a copy is forwarded to Council’s Community Facilities Officer.
- Ensure advice from the committee on fees and charges are submitted on a yearly basis.
- Prepare a monthly summary and forward to Council’s Finance Officer.

#### Skills, Experience and Attributes

- Committee work experience
- Administrative and organisational skills
- Strong communication and interpersonal skills
- Basic understanding of accounting
### Health & Safety Responsibilities

- Cease work if health and safety of persons or property is at immediate risk and consult.
- Take reasonable care for his or her own health and safety; and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply with all safety procedures, rules and standards and follow reasonable directions.
- Demonstrated adherence to WHS Policy and SWP/SWMS

### Benefits for the Volunteer

- Contributing to providing a safe and enjoyable community meeting venue

### Benefits for Council

- Cost effective and gives local communities opportunities for developing skills, local ownership and pride in achievement

### Supervising Officer:

<table>
<thead>
<tr>
<th>Volunteer Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>
### BUSHCARE HAZARD ID & RISK ASSESSMENT SHEET

**Natural Resources & Floodplain Unit**

**BUSHCARE GROUP NAME:**

**NORTH HEAD**

To be completed by the group coordinator or Bushcare trainer – All group members new volunteers on site should be shown be made familiar with the site hazard ID & risk assessment sheet.

<table>
<thead>
<tr>
<th>No</th>
<th>Describe the Hazard</th>
<th>Applicable (Y/N)</th>
<th>What can Happen How can it Happen</th>
<th>Risk Ranking (H, M, L or E see risk ranking matrix)</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Site Establishment</td>
<td>Y</td>
<td>Injury to people. People hit by moving machines / poor access</td>
<td>L</td>
<td>Identify site boundaries. Establish a vehicle movement plan.</td>
</tr>
<tr>
<td>2</td>
<td>Poor Site Amenities &amp; First Aid Facilities</td>
<td>Y</td>
<td>Injured persons can't be treated and health risk to personnel.</td>
<td>M</td>
<td>Identify suitable amenities. Designated First Aider and First Aid kit to be identified and communicated. Mobile phone on site whenever possible</td>
</tr>
<tr>
<td>3</td>
<td>Overhead Powerlines</td>
<td>Y</td>
<td>Electrocution Tools or plants striking lines</td>
<td>L</td>
<td>Safe working distances observed at all times. Compliance with 5099. Locate powerlines and communicate to all.</td>
</tr>
<tr>
<td>4</td>
<td>Underground Services</td>
<td>Y</td>
<td>Damage to property and injury to people. Excavation activities.</td>
<td>L</td>
<td>Location and type of underground service identified and marked and communicated to all on site.</td>
</tr>
<tr>
<td>5</td>
<td>Traffic</td>
<td>Y</td>
<td>Vehicle damage &amp; personal injury. Poor vehicle access.</td>
<td>L</td>
<td>Traffic Control Plan in place and communicated to all on site.</td>
</tr>
<tr>
<td>6</td>
<td>Pedestrians</td>
<td>Y</td>
<td>Public enter work area. No barricading/fencing/signage.</td>
<td>L</td>
<td>Erection of signage. Wear high visibility vest</td>
</tr>
<tr>
<td>7</td>
<td>Manual handling</td>
<td>Y</td>
<td>Lifting heavy items. Injury.</td>
<td>L</td>
<td>Safe lifting techniques will be used. Team lifts will be employed wherever possible</td>
</tr>
<tr>
<td>8</td>
<td>Overhead hazards</td>
<td>Y</td>
<td>Overhanging branches. Falling branches</td>
<td>L</td>
<td>Be alert to potential dangers and avoid working in high winds.</td>
</tr>
<tr>
<td>No</td>
<td>Describe the Hazard</td>
<td>Applicable (Y/N)</td>
<td>What can Happen How can it Happen</td>
<td>Likelihood of accident (H = high, M = medium, L = low)</td>
<td>Control Measures</td>
</tr>
<tr>
<td>----</td>
<td>-------------------</td>
<td>-----------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>9</td>
<td>Uneven / Unstable Surface</td>
<td>Y</td>
<td>Strains &amp; sprains. Slips &amp; falls.</td>
<td>M</td>
<td>Be alert to potential dangers and communicate to all on site. Move carefully.</td>
</tr>
<tr>
<td>10</td>
<td>Wet surfaces including slippery ground</td>
<td>Y</td>
<td>Strains &amp; sprains. Slips &amp; falls.</td>
<td>M</td>
<td>Be alert to potential dangers and communicate to all on site. Move carefully.</td>
</tr>
<tr>
<td>11</td>
<td>Exposed reo bar / posts / pegs</td>
<td>Y</td>
<td>Injury to people Slip/fall onto post</td>
<td>L</td>
<td>Cover and secure exposed ends with caps.</td>
</tr>
<tr>
<td>12</td>
<td>UV Radiation (Solar)</td>
<td>Y</td>
<td>Long term health effects. Exposed to sunlight.</td>
<td>L</td>
<td>Wear sun protective clothing including hats &amp; sunscreen.</td>
</tr>
<tr>
<td>13</td>
<td>Repetitive Work</td>
<td>Y</td>
<td>Repetitive Strain Injuries. Lack of rotation.</td>
<td>L</td>
<td>Tasks to be rotated amongst group.</td>
</tr>
<tr>
<td>14</td>
<td>Stockpile management</td>
<td>N</td>
<td>Injury Stockpiles too high. Large branches strewn on ground.</td>
<td>–</td>
<td>Keep stockpiles of waste materials low or cut up and use as mulch.</td>
</tr>
<tr>
<td>15</td>
<td>Confined Spaces</td>
<td>N</td>
<td>Injury from swaying tools or falling branches.</td>
<td>–</td>
<td>Ensure sufficient spacing between workers.</td>
</tr>
<tr>
<td>16</td>
<td>Working Over or Near Water</td>
<td>Y</td>
<td>Possible drowning. Falls into water.</td>
<td>–</td>
<td>Keep children and young people away from water hazards. Recommended that no one works alone near water.</td>
</tr>
<tr>
<td>18</td>
<td>Working at Height or near cliffs edges</td>
<td>Y</td>
<td>Injury possible death. Falls.</td>
<td>H</td>
<td>Work to be restricted on or near cliffs or steep gullies. Avoid climbing trees (do not work within 2 m of cliff edge).</td>
</tr>
<tr>
<td>19</td>
<td>Other people and crews working on site</td>
<td>Y</td>
<td>Accidents. Poor communication.</td>
<td>–</td>
<td>Location and activities of others on site is to be identified and communicated to staff.</td>
</tr>
<tr>
<td>20</td>
<td>Spiders and snakes</td>
<td>Y</td>
<td>Can lead to serious injury.</td>
<td>L</td>
<td>Be alert to the danger. Proceed with caution at all times.</td>
</tr>
<tr>
<td>21</td>
<td>Insects, stinging plants</td>
<td>Y</td>
<td>Insect bites, wasps, bees and stinging plants lead to minor injury</td>
<td>H</td>
<td>Be alert to the danger. Proceed with caution at all times.</td>
</tr>
<tr>
<td>22</td>
<td>Manual handling</td>
<td>N</td>
<td>Shovelling soil or mulch leading to injury.</td>
<td>–</td>
<td>Use appropriate tools and appropriate safety techniques.</td>
</tr>
<tr>
<td>23</td>
<td>Manual handling</td>
<td>N</td>
<td>Use of spray packs</td>
<td>–</td>
<td>Do not overfill. Lift and carry in the appropriate safety manner.</td>
</tr>
<tr>
<td>No.</td>
<td>Describe the Hazard</td>
<td>Applicable (Y/N)</td>
<td>What can Happen How can it Happen</td>
<td>Likelihood of accident (H = high, M = medium, L = low)</td>
<td>Control Measures</td>
</tr>
<tr>
<td>-----</td>
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</tr>
<tr>
<td>24</td>
<td>Hazardous substances</td>
<td>Y</td>
<td>Use of poisons without protective equipment</td>
<td>L</td>
<td>Restricted use of herbicide. Follow all safety procedures and use safety equipment.</td>
</tr>
<tr>
<td>25</td>
<td>Hazardous substances</td>
<td>Y</td>
<td>Appropriate storage and mixing of chemicals</td>
<td>L</td>
<td>Store in marked containers. Mix and pour using appropriate safety equipment, in a safe place and with clean water available for cleaning drips and splashes.</td>
</tr>
<tr>
<td>26</td>
<td>Hazardous substances</td>
<td>Y</td>
<td>Contact with contaminated plants</td>
<td>L</td>
<td>Use clean water for flushing and washing affected parts.</td>
</tr>
<tr>
<td>27</td>
<td>Hazardous substances</td>
<td>Y</td>
<td>Incorrect use of product</td>
<td>L</td>
<td>Restricted use of herbicide. Follow all safety procedures and use safety equipment.</td>
</tr>
<tr>
<td>28</td>
<td>Dehydration and hyperthermia</td>
<td>Y</td>
<td>Extreme exposure to high temperatures. Insufficient intake of fluids, Inappropriate clothing</td>
<td>L</td>
<td>Work in shade; wear clothing appropriate to the conditions; drink water frequently; monitor condition of all volunteers.</td>
</tr>
<tr>
<td>29</td>
<td>Fire</td>
<td>Y</td>
<td>Bushfire</td>
<td>L</td>
<td>Know all exit routes; keep exit routes clear; mobile phone on site; evacuate and notify authorities.</td>
</tr>
<tr>
<td>30</td>
<td>Hazardous rubbish – glass, metal etc</td>
<td>Y</td>
<td>Uncovered during digging and weed removal</td>
<td>L</td>
<td>Wear strong gloves, shoes and long pants. Proceed with caution, bag separately from green waste and mark the bag.</td>
</tr>
<tr>
<td>31</td>
<td>Potential asbestos-containing refuse</td>
<td>Y</td>
<td>Material uncovered during hole digging.</td>
<td>L</td>
<td>Area to be tagged and reported to the appropriate authority for disposal.</td>
</tr>
<tr>
<td>32</td>
<td>Use of Sharp tools</td>
<td>Y</td>
<td>Lacerations and cuts</td>
<td>H</td>
<td>Maintain tools in good working order so excess pressure isn't put on them. Always wear gloves when using sharp bladed tools and only cut branch width that suit the tool.</td>
</tr>
</tbody>
</table>

Other Site Specific Hazards:

<table>
<thead>
<tr>
<th>No.</th>
<th>Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Eye injury</td>
</tr>
<tr>
<td>33</td>
<td>Eye injury</td>
</tr>
</tbody>
</table>

Person conducting hazard identification to complete:

The following site was assessed and hazards identified:

Site: North Head

Print Name: ___________________________ Signature: ___________________________ Date: 14/10/14
Appendix C – Please detach this page and return to your Supervising Officer

Please read the below information, complete the requested personal details and return to your Supervising Officer prior to commencing volunteering.

Supervising Officers Name
PO Box 42
Nowra NSW 2541

<table>
<thead>
<tr>
<th>Level 5: Volunteers, Contractors and Others</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authority</strong></td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Cease work if health and safety of persons or property is at immediate risk and consult.</td>
</tr>
</tbody>
</table>

Health, Safety and Standards of Behaviour Acknowledgement

The above Health and Safety Statement (Authority Responsibility Accountability Level 5) has been discussed and I understand what is expected of me. I acknowledge that I have received a copy of Council’s Volunteer Induction Handbook, (Code of Conduct and Management Committee Guidelines for Management Committee only). I acknowledge that any keys, passes, paperwork, equipment or other item of Council property must be returned to Council should I cease to provide volunteer services for any reason.

Signature of Volunteer: ........................................ Date: ...........................

Name of Supervising Council Officer: ........................................................

Signature of Supervising Council Officer: ...................................................

Date: ...........................
Personal Details

Name: ...................................... Contact Number: ..............................
DOB: ........................................
Address: ................................................................................................
Email: ...................................................................................................

Area and location you are volunteering at  ..............................................

Please nominate an emergency contact person and phone number:

Name: ...................................... Contact Number: ..............................
Relationship: ..............................................................................................

Please note it is the responsibility of the volunteer to consult their doctor as to their fitness to undertake volunteer activities. Please list any existing medical conditions, such as allergies;

.....................................................................................................................
.....................................................................................................................
.....................................................................................................................

Filing Instructions for Supervising Officer – Scan and save to TRIM file 44888e, tile Volunteer Induction Acknowledgment - Volunteers Name – Area volunteering (such as Bushcare or Arts Centre).