|  |  |
| --- | --- |
|  | **Work Health and Safety Volunteer Briefing** |

# Include the following WHS information when briefing volunteers, prior to undertaking a volunteer activity/project

**Introduction**

WILDCARE Inc is keen that you undertake your volunteering safely.

Many of the activities undertaken by WILDCARE Inc members are under the control and authoirsation of the Parks and Wildlife Service, at which times they are responsible for providing a safe work environment for you, and your obligation is to behave safely and comply with their safety requirements.

While participating in projects and activities as a volunteer you are authorised and under the control of WILDCARE Inc (our group). Therefore, WILDCARE Inc takes responsibility for ensuring a safe work environment, and it is your responsibility to behave safely and comply with Wildcare safety requirements.

In the event of an accident, we carry No-Fault Personal Accident insurance and Public Liability insurance. However, WHS is not about insurance cover for when things go wrong. WHS is about trying to ensure that things go right, so that you return home at the end of the project safe and sound.

# What are your (Volunteer) obligations?

1. Ensure your own safety and the safety of those you are volunteering with.
2. Adhere to instructions and directions related to safety and safe operations.
3. Be aware of potential hazards and report hazards, near misses and accidents when they occur.
4. Hold the licences, permits and expertise that have been identified as necessary to undertake certain tasks during the project.
5. If you feel unsafe or believe that an activity or place presents unreasonable risk you should withdraw from the activity and inform your project leader of your decision.
6. If you see others operating unsafely ask them to stop and inform your project leader.

# What will we (WILDCARE Inc/Wildcare group) provide to you (the volunteer)?

1. A workplace that is as safe as we can reasonably make it.
2. Identification and information about risks and hazards and the procedures and actions to mitigate or avoid them.
3. Identification and provision of equipment, gear and facilities that assist safe operations.
4. Training, information and instruction or supervision that is necessary to protect you from risks to your health and safety as a result of your volunteering

# Procedures for reporting hazards, near misses and accidents.

Any injury must be reported to the project supervisor immediately and the incident recorded on the WILDCARE Accident Report Form. The supervisor is required to notify Worksafe Tasmania if any such injury is a notifiable incident. Notifiable incidents include immediate treatment as an in- patient in a hospital, amputation of a body part, serious head/eye injury, serious burn, spinal injury, serious laceration, or medical treatment within 48 hours of exposure to a substance.

Dangerous incidents are also notifiable incidents. A few of these are electric shock, collapse or failure of an excavation, collapse or partial collapse of a structure, to name a few.

Please do not alter the scene at the place the injury occurred as an investigation may follow to determine the circumstances that led to the injury.

**What else should you include in your Pre-project briefing to participating volunteers?**

* A run through the safety requirements and procedures identified in the Safety Plan. A description of hazards presented by the site and procedures for lessening risk.
* Emergency procedures and communications for the project including emergency contact numbers / personnel.
* Discuss first aid provisions
* Discuss hazards that volunteers have come across or feel they may come across (develop a hazard register)

 Consult with volunteers about safety measures they believe need to be in place e.g. PPE required, machinery maintenance needs, training needs, information on aspects of the work (working at heights - scaffold construction, etc.)

 Provide regular opportunities for feedback and discussion

**Record keeping** (the following forms/templates are available in the Members Area of [www.wildcaretas.org.au](http://www.wildcaretas.org.au/))

* Copies, or viewed/recorded licences etc.
* Project Safety Plan
* Volunteer Job Description
* Attendance Register
* Medical Disclosures
* Accident Report Forms