



# Work Health and Safety Volunteer Briefing

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

## **Introduction**

This briefing is to be used when Wildcare Tasmania is the PCBU and thus responsible for providing a safe and healthy environment for all persons in the workplace.

Provide the briefing on the day of the activity and prior to the commencement of volunteer participation. All participants must be current members of Wildcare Tasmania and receive a site briefing, including direction on the approved volunteer activities.

Ensure attendance is taken, should insurance cover be required, the attendance record is evidence of participation. Attendance must be taken at the start and completion of the volunteer activity – ensuring all volunteers are safe and accounted for.

Identify all key contacts for the volunteer activity (ie: Landholder Contacts, Volunteer Leader/Supervisor, First Aid/Safety Officer).

## **Your role as a Wildcare Volunteer**

- Ensure that health and safety practices are implemented at all times by undertaking activities in a safe and appropriate manner and by calling out any unsafe practices.
- Identify and support ways to eliminate or minimize unsafe conditions.
- Present as fit for work and assume personal responsibility for your own safety and for that of others (including holding licences, permits and expertise that have been identified as necessary to undertake certain tasks during the project).
- Report all incidents and hazards.
- Where PPE at all times (when required).

## **Wildcare Tasmania's role as the PCBU**

- Identify, assess and control risks to an acceptable level.
- Consult with all volunteers/workers about decisions that may affect their health and safety.
- Provide induction, training and PPE to enable safe ways of working.
- Identify and provide equipment, gear and facilities that assist safe operations.
- Encourage reporting all WH&S matters
- Adopt work practices and procedures that meet legislative requirements.

## **Volunteer Activity Leader/Supervisor**

- Hazards – Discuss the key hazards and controls from the risk assessments.
- Emergency preparedness – Ensure volunteers are aware of the “mustering” point; key contacts; first aid kit location(s); first aid provider(s); and how to raise an alarm in the event of an emergency.
- Communication briefing (if required) - “When, where, & how” the activity will end; any meeting places to convene for rest breaks; how volunteers communicate during the activity (buddy system, radio channels, mobile phones).
- Stop work - Reinforce the requirement to stop work and report any hazards as they occur.
- Unforeseen risks - Ensure volunteers are reminded of being mindful of unexpected events and assess and report any new risk as it occurs. Are there any terrain considerations or current emergency warnings, weather, bushfires zones Is it safe to proceed today?
- Fit for work - Is everyone well and feeling fit for today's activity? It is important to ensure all workers present as fit for the activity at hand. Volunteers must have the opportunity to discuss any concerns with the activity supervisor, including any medical management plans which must be discussed with the Activity Supervisor prior to participating in the activity. If there are ongoing concerns the volunteer may wish to opt out of the activity.

Ensure volunteers have the opportunity during the briefing to clarify matters or discuss any concerns or inquiries either as part of the group, or individually for private matters.

### **Procedures for reporting hazards, near misses and accidents.**

- If an incident has resulted in an injury, utilise first aid treatment (if safe and appropriate to do so), otherwise seek medical services assistance immediately.
- 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. A notifiable event includes any medical treatment where the patient is admitted to hospital; an amputation; serious head, eye, burns or spinal injuries, serious laceration or exposure to substances resulting in medical treatment within 48 hours.
- A near miss may still be reportable if associated with a dangerous incident. Where necessary, preserve the incident site – an incident investigation may need to occur.

### **General risks and hazards checklist**

*Please use to identify any additional hazards and discuss as needed*

- ⚠ Manage the risk: Identify, Assess, Control, Evaluate
- ⚠ Manual Tasks are anything an individual lifts, lowers, push/pulls carries, moves, holds or restrains  
Take regular and adequate breaks
- ⚠ Hazardous Manual Tasks are repeated, sustained, high force or a sustained awkward posture
- ⚠ Slip, trip, falls: Be cautious when walking on uneven terrain and be aware of any damaged surfaces. Keep a look out for trip hazards such as cords, ropes, spills, open ditches or pot holes. Ensure appropriate footwear for the activity
- ⚠ Electrical faults can cause shock, fire, explosion or be fatal
- ⚠ Be aware of ensuring adequate lighting - environmental or electrical lighting may be limited, poor, or faulty
- ⚠ Fire: Be familiar with the location of the nearest extinguisher, Fire Warden and DPIPWE evacuation procedures
- ⚠ Exposure: Consider any allergens, building materials, chemicals, temperatures
- ⚠ Water Safety: Remain vigilant, operate within safety procedures. Be familiar with what is required to work in or around water bodies
- ⚠ Driving considerations: Ensure drivers have a current licence. Be mindful of weather, road conditions and fatigue
- ⚠ Drugs & Alcohol: Be fit for work. It is an individual's responsibility to present as fit for work at ever volunteer activity. Any impairment greatly increases the risk of injury to not only the individual, but to others. Drug impairment can also include side effects from prescription medication. If an individual doesn't feel well, they need to sit this one out
- ⚠ Remote and Isolated locations can be dangerous, ensure all risks have been evaluated:
  - Isolated work may involve work activities undertaken in an isolated area, on or off site, either during or outside normal working hours.
  - Remote work may involve work activities undertaken at a location where there are few people and where communications and travel are difficult. This may include land or sea activities within Australia or overseas.
- ⚠ Working at heights: Be aware of any safety risks and controls for using ladders to clean gutters, roof or ceiling work
- ⚠ Noise can create physical and psychological effects and can cause short and long term symptoms
- ⚠ Vibrations: Consider any risk of vibration impacts when using power or battery tools
- ⚠ Environment exposure: Consider any risk of hypothermia, heat stroke or sunburn. Ensure adequate clothing, including hats, beanies, thermals, skin protection and sunscreen
- ⚠ Physical fitness: Ensure participants are fit and well to undertake the activity
- ⚠ PPE (Personal Protective Equipment or Clothing) is designed to be worn to protect individuals from the risk of injury or illness, PPE may include: safety hats, ear muffs, eye protection, gloves, masks, coveralls, footwear, harnesses, life jackets and respiratory equipment. PPE is the last resort when all other control measures are exhausted