

# CATHOLIC CHURCH SAFETY MANUAL

Approved: 2015

Review Date: 2018

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## Volunteers WHS Induction

Welcome to this organisation, 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 organisation 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 job 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 police check

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

- **Safe Work**
  - You are only asked to do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues please discuss with your Supervisor immediately.
- **Emergency Procedures**
  - Make yourself familiar with the emergency evacuation plan for the area you are working. In an emergency proceed via the safest route to the nearest emergency exit on the emergency evacuation plan.
  - Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan.
  - In the case of a fire call fire services on 000. Do not re-enter the building until instructed to do so by the person in charge (Fire Warden).
  - If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for.
- **Reporting**
  - Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to your Supervisor.



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- **First Aid**
  - First aid kits are located at the main office.
  
- **Equipment**
  - This organisation provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary the equipment must be in safe working order.
  
- **Chemicals**
  - You must only use chemicals supplied by this organisation. The chemicals used by this organisation have been assessed for risk prior to use. Make yourself aware of the location of material safety data sheets prior to use. If you have any concerns or require personal protective equipment to use any of these products please discuss with your Supervisor.
  
- **Working Alone**
  - For safety reasons volunteers are discouraged from working alone.
  
- **Drugs and Alcohol**
  - Whilst on duty should not be consuming drugs or alcohol or in such a state to endanger themselves or that of others
  
- **Vehicles**
  - If you use your car as part of your volunteer duties, please ensure that your car is roadworthy and that seat belts are fitted and worn. Current drivers licence required.
  
- **Housekeeping**
  - Please leave the work areas clean and tidy. These buildings are used by a variety of people and may include children, elderly and disabled. You may need to make special allowances for these people e.g. not leaving obstacles in walkways.
  
- **Amenities**
  - Location of drinking water
  - Suitable bathroom facilities for Volunteer use

***This organisation places great value on the work done by volunteers.  
We aim to ensure that volunteers work in a safe environment and  
in a safe manner. Please help us to do so by reporting any  
hazards or safety issues to the Supervisor.***

Please sign that you have read and understood this safety induction

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Date of Induction:     /     /

**Signature:** ..... **Signed copy to be kept on file.**