



VOLUNTEERS
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City of Rockingham

Work Health and Safety Volunteer Booklet



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1. Introduction

The City of Rockingham (the City) considers health and safety to be of paramount importance and aims to achieve an incident free working environment.

It is everyone's responsibility to perform their duties in a manner to ensure their own personal safety, that of others who work with them and the general public. The success of the program is dependent upon the commitment, motivation, and enthusiasm of all persons, including volunteers.

As a valued member of our volunteer base, it is vital that you read and understand the following Work Health and Safety (WHS) information and if anything is unclear, please seek clarification.

2. Work Health and Safety (WHS)

2.1 WHS Policies and Procedures

The City has developed policies, procedures and other control documentation (such as forms and templates) to assist in achieving WHS compliance. Documentation can include risk assessment, on-site induction training, and standard operating procedures; all of which are here to assist in keeping you safe.

2.2 Mandatory Site Requirements

For your own safety and the safety of others, all volunteers are required to comply with the following site requirements:

- obey all safety signs and barricading
- use personal protective equipment (PPE) as required
- comply with all Public Health Directors (i.e. COVID-19) rules as directed
- obey speed, parking and vehicle restrictions
- follow all City operating procedures and direction
- do not enter unauthorised or restricted areas at any time
- volunteers must not be under the influence of alcohol or drugs. Those who are suspected of being under the influence of drugs or alcohol while carrying out volunteer work are subject to on

site testing. If a positive test is returned, the volunteer will be dismissed.

- the City has a zero tolerance policy for illegal substance use
- violence, bullying, sexual harassment, pranks and racial vilification are not tolerated.

2.3 Smoking

Smoking is not allowed within five metres of a public entrance to an enclosed public place and within 10 metres of air conditioning intakes.

If you do need to take a break to smoke, please ensure you do so within a designated smoking area and that you inform your Volunteer Supervisor.

2.4 Manual Tasks

Manual tasks are not just about lifting heavy objects, it includes any activity requiring the use of force exerted by a person to lower, push, pull, hold or restrain a person, animal or object. Placing boxes and other items on shelves, painting, gardening, cleaning, writing and typing are some examples of manual tasks.

Some manual task injuries can include:

- strains and sprains
- neck and back injury
- slips, trips and falls
- cuts, bruises and broken bones
- occupational overuse syndrome, once known as repetitive strain injury.

Ways to reduce the risk include:

- reduce bending, twisting or reaching movements
- avoid (where possible) lifting or moving any heavy objects - City staff will be able to provide assistance.
- seek advice from City staff members before trying to lift heavy or awkwardly shaped objects
- use mechanical assistance such as trolleys and adjustable height workbenches and seating

- prevent muscle strain and fatigue. This includes warming up before working, setting aside time for rest breaks, and allowing time to gradually get used to a new job.

There are volunteer roles that will require volunteers to undertake manual handling training to assist with correct and safe ways of performing their duties. Your Volunteer Supervisor will let you know if you are required to undertake this training.

2.5 Slips, Trips and Falls

Causes of slips, trips and falls can include:

- slippery surfaces
- sudden changes in floor surface and levels
- unsatisfactory lighting
- unsuitable clothing and footwear
- obstructions in work areas and access ways
- moving or falling objects.

Ways to reduce the risk include:

- immediately report any safety hazard to your volunteer supervisor
- wear appropriate footwear
- make sure you are working in a well-lit and ventilated environment
- clean all spills immediately
- keep floors and walkways free of stock, boxes, cartons, equipment, electrical cords and rubbish
- maintain clear visibility when carrying loads.

2.6 Injury, Incident, Hazard and Near Miss

Should an Injury or incident occur, or a Hazard or Near Miss is identified, the City must be informed, as soon as possible. There are requirements under the Work Health and Safety Act 2020 (WA) that mandate the reporting of 'notifiable incidents' to the regulatory authority. Please contact your Volunteer Supervisor who will advise of the incident reporting process, including relevant documentation.



2.7 Illness or Injury

Volunteers who become unwell or sustain an injury are required to notify their Volunteer Supervisor immediately and not visit their place of volunteer duty unless otherwise advised by their Volunteer Supervisor.

The Volunteer Supervisor will seek appropriate advice from the City's WHS Team and will inform the volunteer of the next steps.

If you have undergone a surgery or a medical procedure, you will be asked to provide a medical clearance certificate from your doctor before you are able to resume your volunteering duties. There may also be a requirement for a return to volunteer duties plan to be developed to ensure your wellbeing. Details will be discussed with you and you will be informed of the process.

2.8 Plant and Equipment

Before using any Plant and Equipment, make sure you have received relevant training and orientation from your Supervisor.

Any faulty equipment must not be used and must be reported to your Volunteer Supervisor immediately.

2.9 Personal Protective Equipment

All City volunteers must adhere to the Personal Protective Equipment (PPE) requirements for their specific area and/or role. Prior to commencing your volunteer role, your Volunteer Supervisor will advise you of these requirements. Dependant on the volunteer role, the City will provide some or all of the following:

- overalls
- safety boots
- safety hats
- safety glasses
- hi-visibility vest
- goggles
- gloves
- respirators/face mask
- ear muffs/plugs
- sunscreen.



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You may be asked to provide and wear the following:

- enclosed shoes
- long pants
- long sleeve shirts.

Please be aware that if you fail to adhere to the safety requirements you may be asked to leave the site or carry out alternative duties.

If you feel you are performing a task that requires safety equipment which has not been provided, please notify your Volunteer Supervisor immediately.

2.10 COVID-19

All volunteers are required to comply with any Public Health directions as and when they are released. All volunteers are encouraged to be fully vaccinated against COVID-19.

2.11 Working Outdoors

When working outdoors, extra provisions will be made to prevent over exposure to ultra violet radiation (UVR). These may include:

- working and taking breaks in the shade and/or using temporary portable shade
- making sure you remain well hydrated and bring a water bottle with you
- planning work in the shade during the middle of the day when UVR levels are strongest
- planning work early in the morning or later in the afternoon when UVR levels are lower
- sharing outdoor tasks and rotating volunteers so the same person is not always in the sun
- using natural or existing shade from buildings, trees and other structures on the work site
- covering as much skin as possible by:
 - wearing light loose fitting clothing that allows air movement and sweat evaporation including long pants and long sleeve shirts
 - wearing broad brimmed hats

- wearing close fitting or wrap round safety sunglasses
- applying a broad spectrum water resistant sunscreen with a SPF 30+ 20 minutes before going outdoors and reapplying every two hours (more often when sweating), or as per the product's instructions
- protecting lips with an SPF 30+ lip balm.

2.12 Fitness for Work

Volunteers must be fit for work and free from the effects of drugs and alcohol. You need to be aware that as a volunteer you will be required to participate in any random drug and alcohol testing that occurs in the workplace. If you refuse to participate in the testing process, you will not be able to continue as a City volunteer.

If you are taking any prescribed medication that may hinder you to undertake job tasks in a safe manner, please notify your Supervisor immediately.

3. Emergency and Evacuation Procedures

At each site, volunteers will be inducted into Emergency Evacuation Procedures.

When there is an emergency on site or the alarm goes off, please follow the instructions from the Chief Fire Warden or Area Wardens.

Safely exit the building during an evacuation and seek shelter at the muster point.

4. Equal Employment Opportunity (EEO) and Harassment

The City is committed to equal opportunity for volunteers. The City's Volunteer Handbook outlines the requirements and expectations of all volunteers.

5. Feedback and Contact Details

The City's Work Health and Safety team is always happy to hear your thoughts and ideas on how to improve the safety for you and others. Feel free to get in touch with the City's Safety Adviser on customer@rockingham.wa.gov.au or 08 9527 0333.

Your Volunteer Supervisor will go over the content of this booklet during your induction and it is important that you understand and abide by the information provided. Please seek clarification if anything is unclear, at any point.

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