

Volunteers Guide to OHS Statement

At Bayside Community Care (BCC), our volunteers are highly valued. Volunteers have a right to a safe and healthy environment, and BCC is committed to supplying it. This document will equip all volunteers to familiarise themselves with the health and safety procedures of BCC.

BCC endeavours to ensure, where practically possible, that the area where the volunteer works is secure, clean and well lit. The temperature should be comfortable with a tidy floor space, free from any potential slip or trip hazards.

Volunteer's Rights

- To be part of the team.
- To know about the policy and procedures.
- To be provided with training/support to assist them to deliver an effective service.
- To be provided with protective clothing where needed.
- To be consulted regarding the allocation of volunteer work, consideration should be given to personal preference.
- To have input into the planning and evaluation of a services/risks and safety issues.

Volunteer's Responsibilities

- To observe and adhere to the OHS guide of BCC.
- To attend, where practically possible, training provided by BCC.
- Wear appropriate and protective clothing as required.
- To notify the appropriate person if you are unable to fulfill a commitment and to find a replacement.
- To inform the appropriate person of any serious hazards in which a volunteer or guest of BCC may be at risk of harm.

Off Site Volunteering

- Volunteers carrying out work on behalf of BCC in an environment other than the Matt's Place Cheltenham or Matt's Place Chelsea locations must comply with procedure:
 - Make sure someone from BCC knows the location.
 - Have access to a mobile phone or other emergency communication systems.
 - Use appropriate vehicles and equipment.
 - Withdraw from situations that feel uncomfortable.
 - Tell your direct leader about any concerns that you have.

Health and Safety procedures

All BCC employees, leaders, and volunteers have a responsibility and duty of care towards themselves and each other to provide a safe and healthy environment.

Our Duty of Care

All leaders, both paid and voluntary, working with adults and children must recognise that they are placed in a position of trust and responsibility. Thus, representatives of BCC should always take note of the environment and potential hazards that may impact the general safety and OHS for all.

As such, it is important that any potential hazard (a source of potential harm or damage) be identified and dealt with as soon as possible. This could be correcting the hazard according to the risk assessment action plan or reporting the potential hazard to the safeguarding contact.

Before starting a voluntary role at BCC the immediate leader (nominated employee in consultation with Safeguarding Contact) must complete the following induction process for new volunteers:

- Ensure that the role and responsibility is explained to the volunteer.
- Ensure the volunteer is informed where the fire exits and first aid kits are situated.
- Ensure that the volunteer is confident in the emergency evacuation procedure and what their role/ responsibility would be in the event of an emergency.
- Ensure sufficient training occurred to complete all duties confidently.
- Ensure the OHS incident reporting procedure is explained.
- Ensure essential information regarding life threatening needs such as first aid officer has been communicated.
- Ensure risk assessment action plan is provided regarding any potential hazards/incidents that may occur.
- Ensure sufficient information is provided regarding any hazardous substances that might be found in this area.
- Ensure sufficient information is provided about any additional special procedures, such as preparation of food for this area.
- Note the person to speak to regarding hazards/incidents.

Reporting of Hazards

Volunteers at BCC must consider any possible hazards; this can be done by answering the following questions and ensuring that it is then reported.

- Can the hazard be rectified or eliminated by the volunteer?
- If not, can the risk be reduced by using a different process or piece of equipment?
- Can the hazard be isolated?
- Have I reported the hazard/incident to the appropriate person?