

# Volunteer Induction

## Health and Safety

*It's everybody's  
business*



## Welcome to Botanic Gardens and Parks Authority (BGPA) Volunteer Health and Safety Induction

Volunteers who serve in Kings Park or Bold Park, whether directly through BGPA, or through one of our partner volunteer organisations (Friends of Kings Park, Friends of Bold Park Bushlands, Honour Avenues Group or Kings Park Guides) must conform to safety measures determined by BGPA.

Health and safety is part of our core business and an integral component of our day-to-day work. To achieve a safe environment, we must work together to ensure that BGPA is a safe place to work and volunteer.

**Everyone** is responsible for health and safety in the workplace.

It is important to consider the impact you, others and the environment have on the place you work.



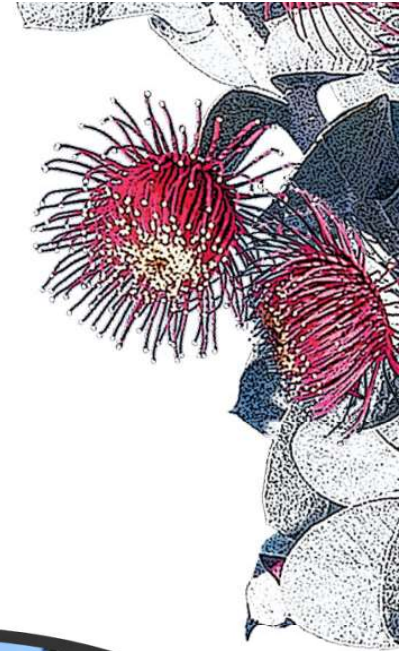
## This induction will cover:

Health and safety responsibilities

Legislation

What to do if you see a hazard

Hazards in the workplace





BGPA wants to ensure:

- That everyone can work in a healthy and safe workplace.
- Risks and hazards are identified and controlled within workplaces.
- Managers, supervisors, employees and volunteers abide by their duty of care responsibilities.
- Cooperation between all parties to improve safety.

**You are responsible for ensuring the work you do is carried out safely and in line with the BGPA's policies and guidelines.**



BGPA Volunteer Induction 2 April 2024

## It is BGPA's responsibility to...



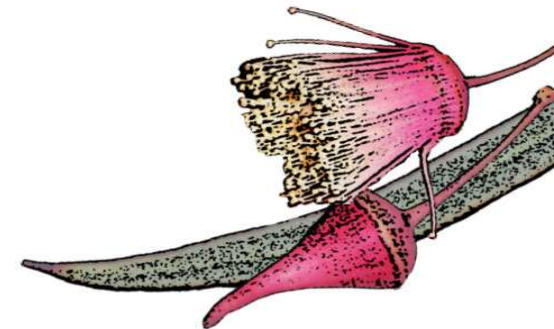
Provide volunteers with an onsite induction



Ensure volunteers are aware of relevant policies and guidelines



Ensure volunteers are aware of potential hazards





**As a volunteer, it is your responsibility to.....**

Report hazards and incidents



**...take reasonable care of your own and others health and safety.**

Familiarise yourself with Policy 60: Work Health and Safety

Use appropriate PPE

Comply with department policies and guidelines

Legislation is designed to promote and improve standards of health and safety in the workplace.

The ***Work Health and Safety Act 2020*** and the ***Work Health and Safety Regulations 2022*** outline the legal requirements and are law.



# If you see a hazard, follow the Risk Management Process





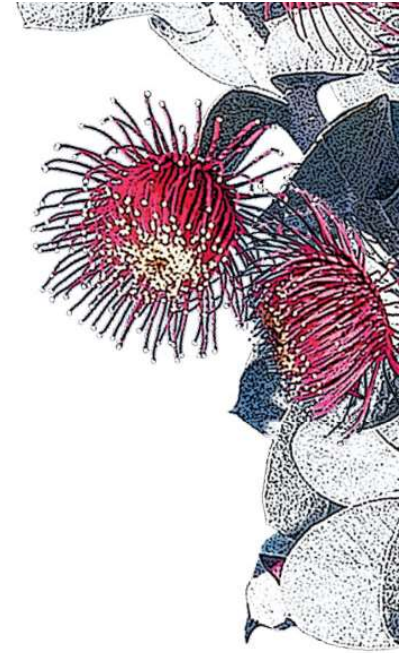
# Risk Management Process

1

## Identify the hazard

If you see a hazard, don't ignore it. **Do something about it!**

Fix the hazard, or make the area safe and report it to your supervisor.



# Risk Management Process



2

## Assess the risk

Once you spot a hazard, ask yourself these questions.

1. ***“How likely is it that I or someone else will get hurt?”***  
and,
2. ***“What would be the consequence of the injury?”***

If you think the hazard will harm you or others, contact your supervisor.



# Risk Management Process

3

## Control the risk

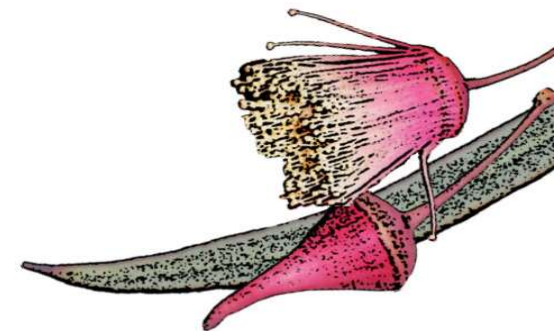
Try to control the hazard by:

- Eliminating it
- Finding a safer alternative
- Isolating it from people using barriers or guards
- Considering relevant policies and guidelines, training requirements, signage and communication
- Using PPE

Talk to your supervisor and consider using as many controls as you feel is necessary to effectively reduce the risk of injury.

Consider whether the controls:

- Could introduce any new hazards
- Would reduce the risk of injury



# Risk Management Process



4

## Monitor and review

Don't forget to review the controls to make sure they are still effective.



## Reporting Hazards, Near-misses and Incidents

It is essential that all hazards, near-misses and incidents involving staff, volunteers or visitors be reported.

You should report such issues to your BGPA supervisor as soon as possible.



## Insurance



- As a registered volunteer, you fall under the BGPA's insurance cover with RiskCover, while you are volunteering.
- If you injure yourself while undertaking work for BGPA you should seek medical assistance and inform your supervisor who will explain the claims process.
- You should direct insurance related queries to your supervisor.



# Health and safety within Kings Park and Bold Park





## Prior to Commencing Work

### **Work Site Sign-In**

You should sign-in and out of the work site. Your volunteer supervisor will tell you where this is done.

### **Licenses, Certificates and Training**

For some specialist volunteer roles, you need to provide your supervisor with copies of any licenses / certificates / training related to the work you will be undertaking.





## Fitness for Work

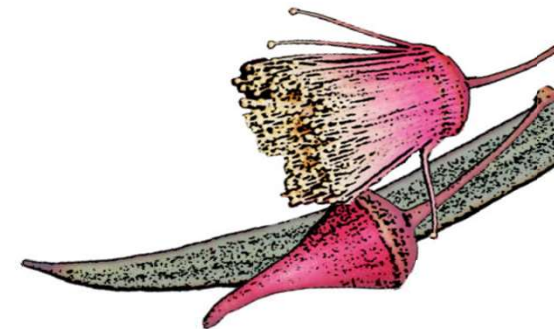
You are responsible for ensuring your own health and safety at work and must avoid adversely affecting the health and safety of others.

You have a duty of care to inform your department supervisor of any prescription or over-the-counter medication you are taking which may impact your work performance.

You must also inform your supervisor if you have any pre-existing conditions which may compromise your ability to undertake work safely.

If you believe you are not fit-for-work you must inform your supervisor.

Your fitness for work may be impacted by alcohol and other drugs, including medication, fatigue, stress, injury or illness.





## Alcohol and Other Drugs

You must present to work fit for duty and adhere to the following limits when undertaking work for the department.

The policy does not apply when work has ceased for the day, however you must be compliant when you resume work.

**0.02% Blood Alcohol Concentration (BAC)** applies, unless legislation/policy stipulates lower requirement.

**0.00% BAC** applies when working alone.

**There is zero tolerance to illicit substances.**

BAC Self-test kits are available in the Horticulture offices near Wanju Marr, the fire locker in the Biodiversity Conservation Centre and in the office at Bold Park.

Talk to your supervisor if you have questions relating to the department's alcohol and other drugs policy.



## Alcohol and Other Drugs

Volunteers, employees and contractors may be subject to alcohol and/or other drug testing.

Testing may occur:

- Where it is believed a volunteer is under the influence of alcohol or other drugs
- Following a near-miss or incident
- Prior to undertaking hazardous tasks

Volunteers may also be required to test as part of blanket or random testing.

Talk to your supervisor if you have questions relating to the department's alcohol and other drugs policy.



## Smoking



Smoking is prohibited in Park buildings and vehicles, including:

- Within 5 metres (both vertically and horizontally) of entrances, exits and stairwells.
- Within 5 metres of meals areas.
- Within 10 metres of any air conditioners and air intake for ventilation equipment.

If you are a smoker, ask your supervisor where the designated smoking area is located.



# Personal Protective Equipment



If you are undertaking tasks where PPE is required, it must meet BGPA standards.

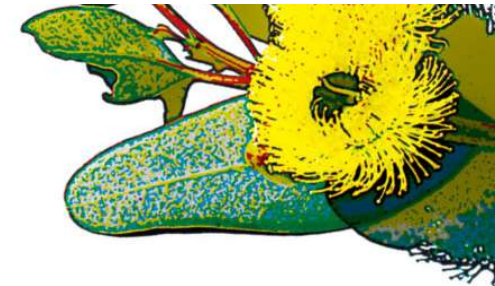
Examples of PPE include helmet, goggles, ear muffs and safety boots.

PPE, whether it is provided or supplied by you, must:

- Fit properly;
- Be used properly;
- Be kept in good condition; and
- Be appropriate for the task.

If your PPE is damaged, it needs to be repaired or replaced in line with the manufacturer's requirements.





## Watch out for Trip Hazards

Slips, trips and falls can be difficult to control - you should keep an eye out for:

- Uneven, unstable or slippery floor surfaces.
- Obstacles.
- Insufficient lighting.

Footwear must be appropriate for the task.

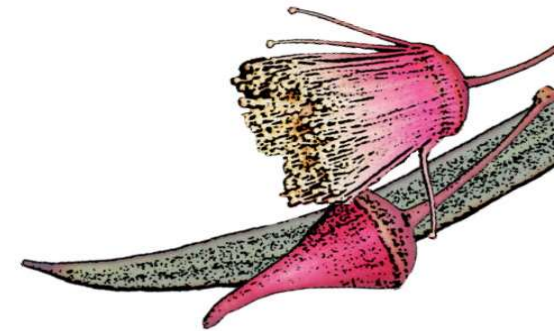


**Slips, trips and falls are a major cause of injury in workplaces.**

## Risk Signs: Safety in Parks

Always be aware of your surroundings and heed risk warnings on signs that display the following symbol.

Hazard warning signs are there for your protection and safety





## Manual Tasks



### Watch out for hazardous manual tasks

Manual tasks can be hazardous if they include the following.

Sustained Postures  
*(prolonged sitting or standing)*

Repetitive Movements

Awkward Postures  
*(bending, twisting, reaching)*

Forces Exerted  
*(lifting, lowering, carrying)*

Vibration  
*(vehicles, machinery, equipment, tools)*

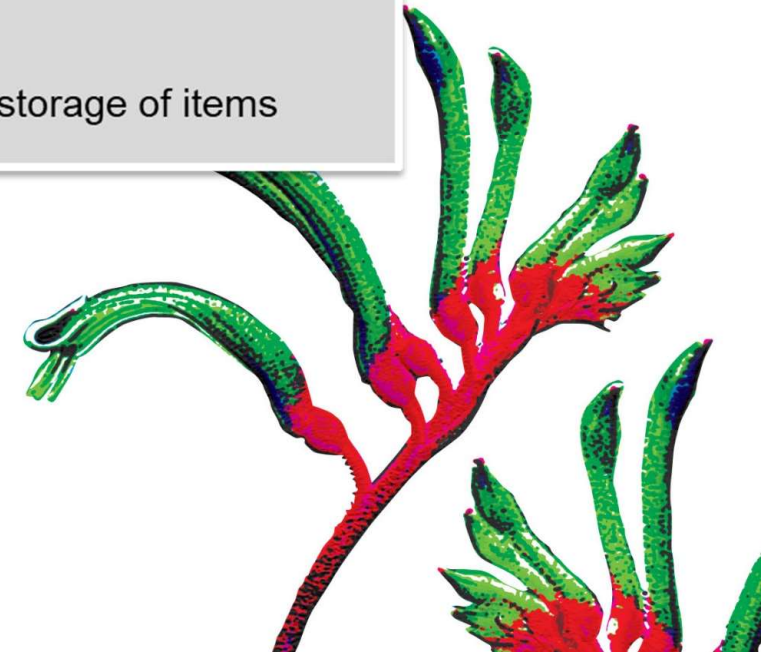


# Manual Tasks

## Try to reduce your risk of injury

The following may help to reduce your risk of injury when carrying out hazardous manual tasks:

- Warm up and stretch throughout the day
- Take regular task breaks
- Rotate jobs and tasks
- Consider placement and storage of items



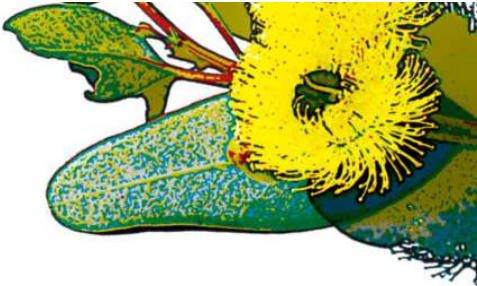
# Working Outdoors



## Reduce the risk

The following will help to reduce the risk to your health while working outdoors:

- Slip slop slap seek (shade) slide
- Wear appropriate clothing for task and weather
- Stay hydrated
- Take regular task breaks out of sun
- Abide by BGPA guidelines on when to cease work



# Hydration matters!

Urine colour is a good indication of hydration.



If you are working in hot conditions or doing physical tasks, be sure to drink plenty of water and be sun safe.

## Animal and Insects Hazards

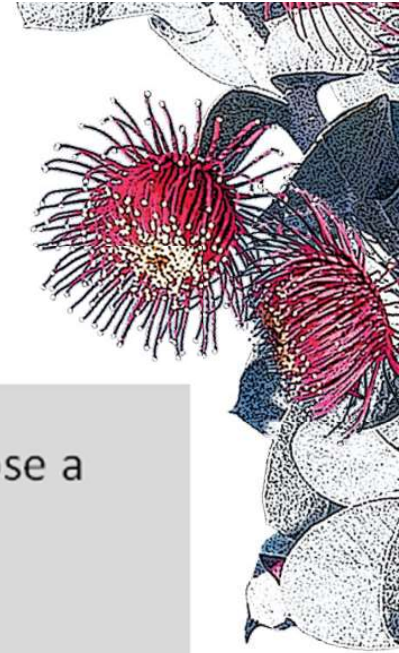


Animals and insects live in the Parks and can pose a risk to you.

Stay alert and avoid them.

Come prepared if you have an allergy and inform your supervisor.

Report dangerous animal or insects to PMOs if there is a risk to you or others.





## Working Alone



- Where possible, avoid working alone.
- Carry a mobile phone.
- If you must work alone, discuss regular check-in times with your supervisor.
- Ensure you have the correct emergency contact details and the right equipment.
- Do not challenge visitors who are doing the wrong thing. Call the PMOs (or Police).
- PMO phone **0418 923 973** (6am-6pm)

# Hazardous Substances



Use of Hazardous Substances by volunteers is avoided where possible.

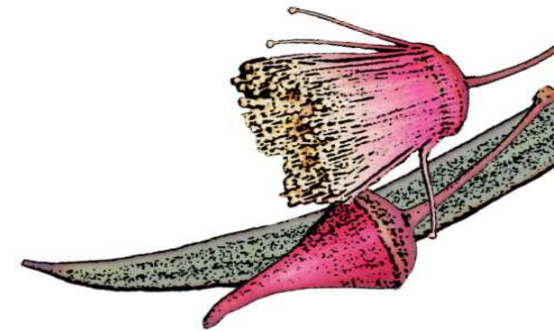
Hazardous substances, such as herbicides, must be labelled clearly and stored in a safe place.

Material Safety Data Sheets (**MSDS**) state how to safely store, use and handle a substance, including required PPE.

You must always read the MSDS before using the hazardous substance.

If you will be using hazardous substances provided by the BGPA, you need to ask your supervisor for the MSDS, as well as read it, before undertaking the task.

Ask your supervisor what hazardous substances you may be using or exposed too.



## Bushfires – Be Aware



Bushfires are dangerous and occur in Kings Park and Bold Park. They can pose extreme risk.

Bushfires can start without warning throughout the year and can spread rapidly.

Radiant heat and smoke are likely to be your biggest hazards.



# Bushfires – Put Safety First



## Stay alert!

- Visit [emergency.wa.gov.au](http://emergency.wa.gov.au) for up-to-date bushfire information.
- Keep your eyes out for suspicious activity and report to PMO or police. Do not approach suspicious visitors.

## Report!

- If you see or smell signs of fire, put your safety first and act immediately to get to safety.
- Call 000 and report.
- Report to PMOs on 0418 923 976 (program this number into your phone)

## Get to safety!

- Return to your volunteer base if safe to do so and prepare to leave the Park.
- If a fire is present, even if it is not impacting your work area, it is often best for you to leave.
- Sign out if safe to do so.
- Advise your volunteer supervisor that you are safe and that you are leaving. You may need to take direction on the safest route to exit.



# Wellbeing

If you need wellbeing support, it is recommended that you access:

External services such as:

LifeLine (13 11 14) or

Beyondblue (1300 224 636).

DBCA's Wellbeing Coordinator on 9219 9301

You can also visit your GP and seek a referral for an appointment with a psychologist.



# What's Next?



Now that you have completed this overview of health and safety within BGPA, you should have an understanding of:

- who is responsible for health and safety in the workplace
- how health and safety is managed within the department
- what to do if you see a hazard
- how to reduce your risk of injury at work

If you haven't read **Policy 60: Work Health and Safety**, please make sure you do.

Your supervisor will also complete the induction checklist with you as part of your site induction.

Don't forget to ask your supervisor if you have any questions about health and safety within the department.

Volunteers make a fabulous contribution to Kings Park and Bold Park.

Thank you and welcome aboard!

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BGPA Volunteer Induction - 2 April 2024