



Volunteer Workplace Health and Safety Management



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Incident and hazard reporting

If you are involved in an incident, you must first verbally communicate to your Volunteer Program Supervisor (VPS) the details of the incident. Then it must be reported via one of the following means:

- Electronically via Work Metrics Incident Report
- Completion of a hard copy incident report form and handing it to your VPS

What to do in an emergency

In the case of an emergency, prioritise safety by following the emergency procedures relevant to the area you are working in.

Remain calm, assess the situation, and report details to designated authorities.

Evacuate to the closest possible muster point and await further instructions from the Chief Warden or emergency services.

Safety responsibilities of volunteers

As a volunteer, you have an obligation to take reasonable care of your own health and safety. You must do this by:

- Complying with all reasonable instructions given to you by the City
- Complying with the City of Gosnells Work Health and Safety Policy and relevant procedures
- Reporting all incidents and hazards to your VPS

You must also take care to ensure your actions and omissions don't affect the health and safety of other people, for example, other volunteers, a client you are assisting or the general public.

Risk management

The City's Risk Management Procedure consists of:

- Hazard identification
- Risk assessment
- Risk control

As a volunteer, you may be involved in hazard identification and hazard investigation. If you identify a hazard in the workplace, you must first notify your VPS, fill out a hard copy hazard reporting form and give it to your VPS as soon as reasonably practical.

Safety responsibilities of Volunteer Program Supervisors

As a Volunteer Program Supervisor, it is your responsibility to ensure the completion of the on-boarding process for all volunteers, which includes:

- Ensuring the volunteer has completed the City's online induction and a site induction prior to commencing their role
- Ensuring the City's Code of Conduct and other relevant policies and procedures have been provided to the volunteer during induction
- Providing a role statement to the volunteer, including the position title, key tasks, and any specific skills and checks required to perform the role
- Saving documents to ECM to verify the volunteer has completed the on-boarding process

It is also your responsibility as a VPS to ensure volunteers are adequately trained in the elements that directly impact their work.

You must also:

- Ensure safe work method statements and other risk management processes are completed
- Monitor and review records of risk assessments