

Volunteer Induction

Code of Conduct

Council adopted a revised Code of Conduct on 12 June 2019 (MN 271/19) and describes the **ethical standards** to which we must all abide.

The Code of Conduct is available for download on Council's website under Bushcare Resources and is an appendix in the *Bushcare Volunteer Management Manual v2.3 (2018)*.

Volunteers must abide by the **Code of Conduct while volunteering as a Bushcare Volunteer** and follow the standards and behaviour expectations within the code. Social media posts relating to Bushcare and citizen science activities need to follow section 8.21. Ensure you have permission for any images or comments that are posted in social media from those involved beforehand.

Volunteers will **not be treated any differently** to any other resident, for example, private properties will not be weeded because the owner is a member of a Bushcare Group. When **Plans of Management** are prepared for Council community land, the Bushcare Group submission will be treated equally with other submissions.

Work, Health and Safety

Volunteers are defined as "Workers" under the Work, Health and Safety Act 2011. The Act is supported by the Work, Health and Safety Regulation 2017, and Codes of Practice. The WHS laws aim to protect people from harm to their health arising from work.

Council and Bushcare Volunteers have a duty of care to themselves and each other and this is legally binding.

Council is a "Person Conducting a Business or Undertaking (PCBU)" and **must provide information, instruction, training and supervision of "workers" as well as provide a safe work environment and safe systems of work (SSOW).**

Safe systems of work include forms and checklists such as **TAKE 5**, hazard identification risk assessment and controls (**HIRAC-ENV-003**) and the **Community Incident Notification Form** (to be discussed in more detail).

SafeWork NSW is the authority that enforces the Act and Regulation and Codes of Practice, and their representatives **can come onto any work site at any time, including Bushcare sites.**

Council has **WHS Corporate procedures that staff and volunteers must follow**, for example, reporting incidents and near misses, hazardous manual tasks, sun safety, working alone (we don't!), hazardous substances, drug, alcohol and medication (including random testing), personal protective equipment (PPE), and emergency procedures.

Council support a culture of safety, and expects all workers, both paid and unpaid, to report any new hazards and to put controls in place to reduce or eliminate the risk of those hazards.

Council provides personal accident insurance to all workers including volunteers while they are working on a Bushcare site. There is no cover for personal items such as vehicles or jewellery, and no cover while driving to or from a Bushcare working bee.

Wingecarribee Shire Council Bushcare & Citizen Science Program



Your Safety Checklist

Your Name _____

Bushcare or Rivercare Group _____

Working Bee Day & Time (eg second Friday of the month 9am-12pm) _____

Morning Tea Time _____

Group Convenor + contact 'phone no _____

Inductor Name _____

- Safe Systems of Work (SSOW)** All documents are in the Bushcare Volunteer Management folder and are also on council's website at www.wsc.nsw.gov.au/bushcareresources
 - TAKE 5** - Sign on **each time**, advise if **leaving early**
 - HIRAC-ENV-003** (hazard identification, risk assessment and controls) – **follow control measures**
 - Tool Box Talks** – short safety talks on specific issue such as **sun safety** if required
 - Emergency** response plan
 - SDS** – (Safety Data Sheets) Volunteers can choose not to use herbicide
 - Council Policies/procedures** – Include Workplace **Bullying** and **Harassment** Prevention, **Working Alone**, Gifts and Benefits Procedure. Full details in folder
 - Community **Incident** Notification Form - complete within 24hrs or as soon as possible

- Site Specific Work Health and Safety**
 - Parking** - Park vehicles outward / ready to leave
 - Emergency Meeting** point is the Bushcare Ute
 - Emergency **Off Site Evacuation** Point _____
 - First aid kit/s** are located on the ute tray passenger side at back (sticker on side of tray)
 - First aid **officer/s** – all Bushcare team members
 - Medical conditions Council should be aware of e.g. bee sting allergy, asthma
 - Sunscreen, Insect Repellent, Washing Water** and **Soap** location
 - Toilet** location _____
 - Site Specific Hazards** (Point out)
 - [] Water [] Roads [] Rubbish [] Steep areas [] Bull ant nests [] Quarry / Cliff Edges
 - [] Historical Items [] Public Interaction, Other _____
 - Boundaries** – explain site features
 - PPE** – Wear **suitable clothing, a broad-brimmed hat & enclosed shoes**
 - Gloves** are supplied for you to keep
 - Safety Glasses** - return to ute when finished
 - Morning Tea** BYO Water, Tea/Coffee, Food
 - Tools** – in volunteer toolbox. Return tools to box at end of session. If lost or damaged inform staff.

I, the undersigned, understand the above and agree to abide by all items listed in this form. I will implement the controls as per **HIRAC-ENV-003** and will abide by any reasonable instructions provided by WSC staff and the Bushcare Team.

Volunteer Signature: _____

Date: _____