

Appendix P – Example Health and Safety Information

Health and Safety Information

Adapt this information to meet your organisation's needs

Introduction

This is an introduction to our important health and safety information, your responsibilities and where to find other health and safety information.

We are committed to ensuring your safety and health while you are a volunteer. Good health and safety relies on everyone having a clear understanding of the risks involved with their work and our expectations, policies and procedures to keep people safe and healthy.

This information is to help you maintain a high level of health and safety awareness.

Your responsibilities

You must comply with our directions and instructions about health and safety and all health and safety legislation.

Know about health and safety responsibilities and processes

Read our health and safety information, policies, processes and guidelines and ask questions in your induction, or ask your manager questions at any time, to make sure you understand.

Look after yourself and do not endanger others.

Protect yourself and others by working in a safe way and following our instructions, policies, processes when you are working.

If you feel you cannot complete a task safely or you are feeling unsafe, tell your manager/co-ordinator immediately.

Report all accidents, incidents, near misses and hazards

Report accidents and near misses to the Co-ordinator/Health and Safety Officer using the Accident and Near-Miss Report Form as soon as you can. An accident is when there is an injury, no matter how minor. A near miss is an incident when you were not injured but might have been injured, or when there is damage to property.

Report any hazards or risks to the Co-ordinator/Health and Safety Officer using the Hazard Report Form. A hazard is anything that has the potential to harm you or create a risk that your health, safety or wellbeing may be harmed.

Tell your Co-ordinator/ the Health and Safety Officer about any early warning symptoms of discomfort or pain caused by work or that might affect your work.

If there is a serious harm accident

Make sure that the injured person gets medical treatment first. Let your Co-ordinator/Health and Safety Officer know as soon as possible.

We will investigate and complete the required serious harm investigation and reporting processes.

A serious harm accident scene should not be disturbed except to:

- provide medical treatment and care to injured people
- prevent serious damage or loss of property.

How to report

The forms for reporting accidents, incidents, near misses and hazards are kept in

Please fill in these forms as soon as possible (within five working days) and hand them to the Co-ordinator/Health and Safety Officer.

More about hazards and risks

We have a risk register. Your Co-ordinator or supervisor will talk to you about the risks in the area you work in and for the tasks you will perform.

Read about all our health and safety system in the

Please talk with your Co-ordinator/ Health and Safety Officer if you have any questions or concerns.

Emergency procedures

If there is an emergency follow the instructions of..... If you are instructed to leave the building please do so promptly. You are responsible for looking after visitors and ensuring they leave the building. The assembly point is **xxxxx**.

For the safety of yourself and others, when you are in a venue please make sure you know where the emergency exits are. Read our emergency procedures and ask about any aspects that are not clear.

First aid

First aid kits, marked with the green cross sticker, are available from/ kept in

Find out who are the first aiders in your team. They can provide immediate advice and assistance in the event of an accident. Their names are in the first aid kits.

If supplies in a first aid kit are running low please let your Co-ordinator know so that the kit can be replenished.

The Health and Safety Committee

We have a Health and Safety Committee of employee representatives. Please talk with your Co-ordinator / Health and Safety Officer to find out more.