

## Work Health and Safety Induction for Volunteers

### This document

This document outlines the general safety rules, procedures and systems that are an integral part of the management of work health and safety for the Murrumbateman Field Days (MFD).

### Key points

CATEGORY	INSTRUCTIONS & REQUIREMENTS
<b>Access procedures</b>	When working at the MFD, volunteers must report to the Volunteers Office (near the Jones Park entrance) or the South Gate and sign in prior to commencing their shift.
<b>COVID safety</b>	Facemasks and sanitiser are available for all volunteers. While not mandatory, the MFD encourages those volunteers who will be engaging with visitors and exhibitors to wear facemasks, use sanitiser on a regular basis and maintain social distancing where possible. There will be signage asking visitors, exhibitors, and entertainers to maintain social distancing while attending the MFD, including when waiting to enter or exit. Sanitiser will be available at each gate and at various sites around the MFD.
<b>First aid</b>	First Aid for volunteers and visitors is available from site B3, located at the west side of the Recreational Hall.
<b>Emergency evacuation</b>	<p>If it is necessary to evacuate the site, a <b>HORN BLAST</b> will sound over the PA and the Communications Centre will put a call out to MFD volunteers.</p> <p>Following the horn blast and call out:</p> <ul style="list-style-type: none"> <li>Volunteers stationed at entrance gates are to remain there (if safe to do so) until contacted by the MFD office (either in person or via radio/mobile) and stop people and vehicles from entering the site</li> <li>All other volunteers must assemble at the primary assembly point (whichever is the closer of the North and South Gates) if safe to do so.</li> </ul> <p>Resume normal activities on hearing the <b>"ALL CLEAR"</b> PA announcement.</p>
<b>Site Plan</b>	A site plan is available on the Volunteers Portal.
<b>Smoking</b>	No smoking or vaping is allowed in or around MFD buildings and covered areas.
<b>Toilets</b>	Volunteers may use the public toilets.

### **Duties of MFD and supervisors**

MFD and all supervisors will, so far as is practicable, provide and maintain a working environment in which volunteers are not exposed to hazards. Without limiting that duty, it includes:

- Providing and maintaining workplaces and systems of work such that volunteers are not exposed to hazards as far as reasonably practicable.
- Providing such information, instruction, appropriate resources, training and supervision to enable volunteers to perform their work in such a manner that they are not exposed to hazards.
- Providing adequate personal protective equipment and clothing where necessary.

### **Duties of volunteers**

All volunteers must:

- Sign in and sign out of the MFD volunteer attendance registers.
- Wear the volunteer high-visibility vest and the issued ID badge while undertaking their volunteer tasks.
- Take reasonable care to protect their own health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omissions at work.
- Co-operate with the MFD in ensuring that their workplace is as safe and healthy as is reasonably practicable.
- Use protective equipment when instructed and not misuse or damage protective equipment.
- Inform their supervisor or the MFD Manager of any situation that is likely to pose a health or safety hazard.
- Obey the safety rules and directions of authorised MFD personnel while volunteering at the MFD.

MFD reserves the right to stop volunteer work being undertaken where it is believed that workplace health and safety regulations or organisational safety requirements are being breached or where MFD staff, volunteers, exhibitors or members of the public are exposed to an unacceptable level of risk, until any such breach or condition is satisfactorily rectified.

### **Resolution of work health and safety issues**

All concerns relating to Work Health and Safety issues are to be reported to the MFD Manager.

### **Injury and incident reporting**

Volunteers must:

- Contact their supervisor immediately in the event of an injury or incident.
- Seek medical aid from the First Aid centre (located at site B3 on the west side of the Recreational Hall) if first aid items aren't readily available where the injury occurred.
- Complete an Injury form and provide it to their supervisor or the MFD Manager.

### **WHS noticeboard**

The WHS Noticeboard is found on the MFD volunteer portal (which can be found at <https://mfdays.com/volunteers/>), and in the MFD Office. Current information is updated on this noticeboard regularly.

### **Electrical equipment**

Electrical equipment brought on to MFD and its properties are to be tested and tagged in accordance with the Electrical Safety Standard AS/NZS 3760:2001.

### **Smoking In the workplace**

No smoking is allowed in or around MFD buildings and covered areas.

### **Personal protective equipment**

MFD is responsible for providing personal protective equipment as is necessary. Volunteers are expected to accept responsibility by wearing or using personal protective equipment as and when required.

### **Alcohol and drugs**

Effects from drinking alcohol and drug use can endanger the safety of volunteers, those who work with them and visitors. Any volunteer who reports for duty in an unfit condition due to alcohol or other drugs will be asked to leave the MFD grounds.

Any volunteer using medication that may impair their ability to work must immediately notify their supervisor who will, if necessary, arrange for alternative duties.

### **Loads/passengers**

Drivers are to ensure that passengers and loads are secure before moving. Passengers must not be carried on machines that are not fitted with appropriate seating.

Hitching of rides on plant or machinery is prohibited, and drivers are responsible for ensuring that persons are not carried in this manner. All volunteers must wear seatbelts where provided.

### **High visibility vests**

High visibility reflective vests must be worn by all volunteers working in environments where traffic is present.

### **Working at heights**

MFD volunteers must not work on roofs where the eave height above ground level exceeds one storey without having being certified to Work at Heights. Any work over 2 metres requires a Working at Heights certification.

### **Use of Ladders**

Inspect ladders before use to ensure that they are in good condition, free from obvious defects, e.g. broken, loose, cracked parts and appropriate for the work being undertaken (e.g. tall enough, electrically safe where required).

When positioning a ladder ensure it is:

- On firm ground.
- Ensure the ladder has non-slip feet.
- Used at a slope no greater than four in one ( e.g. base 1 metre out from 4 metre high reach), and setting up stepladders in the fully opened position.
- Extends at least one metre above the landing point.
- Secure or tie at both the top and bottom of the ladder to a firm support.
- Ensure that the ladder is clear of traffic ways and walkways.

When working on a ladder:

- Make sure the ladder is clear of power lines.
- Use non-conductive ladders when working on live electrical installations.
- Set up the ladder in places where there is no chance of the ladder being hit or knocked. Leave both hands free to grip the ladder when ascending/descending.
- Face the ladder rungs when going up or down or when working from the ladder.
- Ensure footwear and rungs are not slippery.
- Do not carry equipment or tools, use a rope or hoist to raise or lower these items.
- Do not leave any tools on ladder steps or tops.

- Do not use tools that require a high degree of leverage, such as stillsons or pinch bars. This may result in overbalancing or falling.
- Work from within the ladder stiles and not over-reach. Over-reaching can lead to the ladder tipping sideways.
- Set extension ladders with the correct amount of overlap, at least two rungs up to four metres, three rungs up to six metres, and four rungs over six metres. Stand on or below the second tread below the top plate of any stepladder.
- Make sure that no one works underneath the ladder and do not allow anyone else to work on the ladder at the same time.

### **Horseplay**

Fooling or "horseplay" is dangerous. "Horseplay" as applied to your job includes such things as:

- Fighting with or pushing and shoving another person.
- Throwing objects.
- Directing compressed air at another person.
- Any act that startles or distracts another person.

"Horseplay" can result in serious injury and will be subject to the volunteer being asked to leave the MFD grounds.