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THE ORANGUTAN PROJECT'S AUSTRALIAN VOLUNTEERS' WORK HEALTH AND SAFETY POLICY

Everyone has a right to be safe at work, including volunteers. As so far is reasonably practicable, The Orangutan Project (TOP) will ensure the physical and mental health and safety at work of its volunteers, as required under the Work Health and Safety Act (WHS Act).

To meet its duty of care, TOP will talk to volunteers about work health and safety to minimise risks, and where possible, provide:

- training, information and instructions on how to do the activities safely
- protective equipment
- first aid kits, and
- information on emergency procedures, how to report hazards and incidents.

Volunteers will be regularly consulted about work health and safety matters that affect them, including talking about potential hazards associated with the work and how TOP can mitigate risks and how it is protecting people from harm. The consultation will include giving volunteers the opportunity to provide ideas about how to make volunteers as safe as possible. The consultation will occur through, but not limited to, bi-monthly Regional Representatives meetings, emails to Regional Representatives and the TOP Volunteer Facebook group. Regional Representatives are responsible for making volunteers in their teams aware of this policy, and to regularly talk about work health and safety matters that affect them.

In case of an emergency, volunteers should immediately contact their local emergency services (dial 000) and contact the National Manager at the first suitable opportunity (vol@orangutan.org.au).

In non-emergency situations, volunteers should contact their immediate supervisor if something happens that affects their health and safety while volunteering, or if they have a suggestion about how to do their activity more safely. The WHS Act expressly prohibits the discrimination or unfair treatment of volunteers because they have raised a work health and safety concern. A person found to be engaging in this type of discrimination may be liable to criminal penalties.

WHS Procedures for Volunteers

As a volunteer, you have duties under the WHS Act and must:

- take reasonable care for your own health and safety
- take reasonable care to ensure you don't affect the physical or mental health and safety of others (other volunteers, customers or people you engage with while volunteering)
- carry out your tasks in a safe way
- follow the work health and safety instructions given to you by TOP, and
- cooperate with the reasonable policies and procedures of TOP that relates to work health and safety.

Volunteers can provide work health and safety suggestions to the National Manager at anytime (email vol@orangutan.org.au).

If something that affects health and safety happens, including a 'near-miss', the affected volunteer or Regional Representative should report the incident to the National Manager within 24 hours of an incident (email vol@orangutan.org.au)

If you feel you are being bullied or harassed when volunteering and you don't feel you can raise it with your Regional Representative, you can contact the National Manager (email vol@orangutan.org.au) or the Vice President (email troy.kenah@orangutan.org.au).

Work health and safety instructions for volunteers

When volunteering at stalls and fundraising events, volunteers should:

- wear suitable flat shoes that offer support and some protection of the top of the foot in case something was dropped on your feet.
- take a drink bottle and stay hydrated, particularly for events in hot weather.
- wear sunscreen and a hat if the event is outside and try to keep in the shade (all teams should have at least one gazebo if holding regular outside events).
- make sure the floor space of stalls do not have any tripping hazards (eg. handbags, drink bottles or merch storage). All items should be placed under a table.
- take a 15 minute break at least every two hours.
- avoid lifting heavy equipment alone. Instead get assistance from other volunteers and everyone should bend their knees when lifting items. Trolleys should be used wherever possible.
- avoid standing on unstable items to reach high places (e.g. if hanging up signs or decorations). Instead, use a stable item, such as a ladder and ensure someone is holding the base for extra stability.
- avoid undertaking tasks that you have not been trained to do.
- not consume alcohol or illicit drugs before volunteering or during your volunteer shift.
- notify your Regional Representative prior to your volunteer shift if you are sick or injured to determine whether or not you can safely volunteer.

Regional Representatives are responsible for making sure all stalls and events have a basic first aid kit, sunscreen, gazebo and a trolley available at them. Equipment can be purchased by the Regional Representative and costs reimbursed from TOP.

TOP's insurance covers volunteers and the activities volunteers carry out when volunteering.

Further information for volunteers is available from the Safe Work Australia's "The Essential Guide to Work Health and Safety for Volunteers"

(<https://www.safeworkaustralia.gov.au/book/essential-guide-work-health-and-safety-volunteers>).

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COMPASSION PROTECTION FREEDOM

1300 RED APE (1300 733 273)
PO Box 1414, South Perth WA 6951
www.orangutan.org.au

