Volunteers WH&S Induction Information

Welcome to St Joseph’s School, Hindmarsh. We are committed to the health and safety of our community, and in particular we recognise the importance and safety of volunteers who undertake valuable work. St Joseph’s School will ensure that volunteers are given the same consideration as employees under our Work Health and Safety Policy.

Volunteer Rights and Responsibilities

As a volunteer you have a number of rights you should be aware of:

• to work in a healthy and safe environment
• to be provided with a description that adequately describes your roles and responsibilities
• be provided with an WH&S induction prior to commencement as a volunteer
• to be provided with sufficient information, instruction and training for you to perform your tasks safely
• to be provided with adequate supervision

As a volunteer you also have responsibilities to:

• work safely
• not affect the safety of others
• to observe all established Policies and Procedures
• report any safety concerns

There are a number of important points relating to safety within this organisation that you should be familiar with, these are:

• Safe Work
You are only asked to do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues please discuss with the classroom teacher/canteen manager/leadership team/office staff or Principal.

• Emergency Procedures
Make yourself familiar with the emergency evacuation plan for the area where you are working. In an emergency evacuation proceed via the safest route to the nearest emergency exit on the emergency evacuation plan, and gather with the school community on the basketball court unless directed otherwise. Do not re-enter the building until instructed to do so by the person in charge. If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for.

• Reporting
Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to your classroom teacher/tuckshop manager/WH&S coordinator/front office or our leadership team.
• First Aid
First aid kits are located in the front office. If you are volunteering in the tuckshop first aid kits are also available in the tuckshop.

• Safety Equipment
This organisation provides equipment for your use.

• Chemicals
You must only use chemicals supplied by this organisation. The chemicals used by this organisation have been assessed for risk prior to use. Make yourself aware of the location of material safety data sheets prior to use (these are available in the front office). If you have any concerns or require personal protective equipment to use any of these products please discuss this with your classroom teacher/canteen manager/WH&S co-ordinator or the leadership team.

• Working Alone Outside of School Hours
For safety reasons volunteers are not permitted to be working alone, unless authorised by the Principal.

• Vehicles
If you use your car as part of your volunteer duties, please ensure that your car is roadworthy and that seat belts are fitted and worn.

• Housekeeping
Please leave the work areas clean and tidy. These buildings are used by a variety of people. You need to make allowances for these people e.g. not leaving obstacles in walkways.
  • Toilets – The ‘disabled’ toilet opposite to the children’s toilets is to be used by volunteers at all times. Volunteers are not permitted to use the children’s toilets.
  • The whole school site is a non-smoking environment
  • Gates: please close gates at all times
  • Hats: if involved in outside activities volunteers are expected to wear a hat. This is both for skin cancer prevention and provides positive role-modelling for children

St Joseph’s School Hindmarsh places great value on the work done by volunteers. We aim to ensure that volunteers work in a safe environment and in a safe manner. Please help us to do so by reporting any hazards or safety issues to the School OFFICE.
ST JOSEPH’S SCHOOL

SAFETY INDUCTION REPLY FORM

Please sign and return to the office to confirm that you have read and understood the information provided in the Volunteers Safety Induction

Please keep the Volunteers (WH&S) Induction Information for your reference

| Parent/Caregiver 1: | __________________________________________ |
| Address: | __________________________________________ |
| | __________________________________________ |
| Post Code: | ______________ |
| Date of acknowledgement of Induction Information read and understood: | / / |
| SIGNATURE: | __________________________________________ |

| Parent/Caregiver 2: | __________________________________________ |
| Address: | __________________________________________ |
| | __________________________________________ |
| Post Code: | ______________ |
| Date of acknowledgement of Induction Information read and understood: | / / |
| SIGNATURE: | __________________________________________ |

Signed copy to be kept on file.