

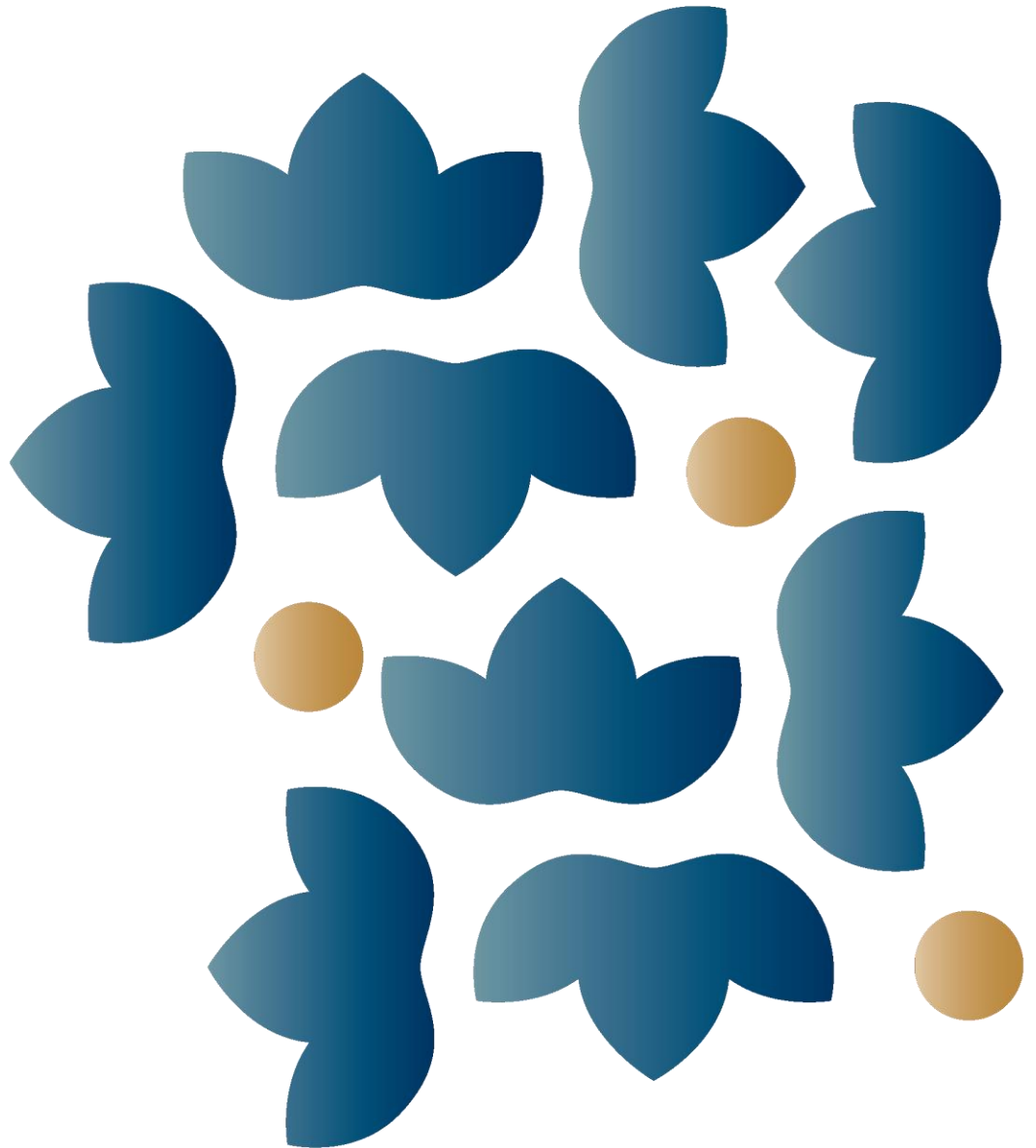


**St Joseph's
School**

HINDMARSH

Policy

Work Health & Safety for Parents and Volunteers



At St Joseph's School Hindmarsh (SJSH) we are committed to the health and safety of our community, and we recognise the importance and safety of volunteers who undertake valuable work. SJSH will ensure that volunteers are given the same consideration as employees under our Work Health and Safety Policy.

Volunteer Rights and Responsibilities

Volunteers have several rights they should be aware of:

- to work in a healthy and safe environment.
- to be provided with information that adequately describes your roles and responsibilities.
- to be provided with an 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
- who to speak to if you have any queries about any aspects of your work.

Volunteers also have responsibilities to:

- work safely.
- not affect the safety of others.
- observe all established Policies and Procedures.
- report any safety concerns.
- undertake Responding to Abuse and Neglect: Education and Care (RRHAN-EC) Fundamentals course every 3 years.
- undertake your mandatory notification obligations, as required.
- hold a current acceptable Working With Children's Check or Catholic Police Clearance.
- Hold a current and valid COVID-19 vaccination status.

There are several important points relating to safety within SJSH that Volunteers should be familiar with:

Safe Work

- Volunteers are only asked to do work which they can perform safely. If they feel that they cannot do a job safely or have any safety issues, they should discuss with their Supervisor immediately.

Reporting

- Observed hazards, injuries, incidents, or near-misses should immediately be reported to a supervisor.

First Aid

- First aid kits are in the Front Office Sick Room.
- If first aid is required, this should be reported to a First Aid contact person.

Emergency Procedures (In the case of an emergency, dial 000)

- Make themselves familiar with the emergency evacuation plan for the area they are working in.
- Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan.
- In the case of a fire, do not re-enter the building until instructed to do so by the person in charge.
- If Volunteers oversee an activity, they must organise the evacuation of people they are responsible for from the building, and check that all persons are accounted for.
- In the case of a 'Lock in', go to the nearest room and secure all doors and windows. Keep away from external windows. Wait for the all clear by the principal or nominee.

Equipment

- This school provides equipment for volunteer's use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary, volunteers should discuss this with their Supervisor.

Chemicals

- Volunteers must only use chemicals supplied by SJSH. The chemicals used by this school have been assessed for risk prior to use. Volunteers should be aware of the location of material safety data sheets prior to use. If volunteers have any concerns or require personal protective equipment, to use any of these products they should discuss with their Supervisor.

Working Alone and Security

- For safety reasons volunteers are discouraged from working alone.
- Personal items should not be left unattended.
- Consider personal safety and safety of others when leaving the office/ buildings outside of the working day.

Smoking, Drugs, Alcohol and Your Health

- SJSH is designated as a smoke-free workplace. There is no smoking in the buildings or on these grounds.
- Whilst on duty, volunteers should be in sufficient physical and mental health to be capable of complying with duty of care to their colleagues and students.
- Volunteers should not be impaired in the carrying out of their duties by reason of alcohol, medication, or an illegal drug.

Vehicles

- Volunteers will not normally be asked to use their vehicle. If they use their car as part of their volunteer duties, they should refer to the school's policies and procedures.
- If driving a car, a volunteer is required to have a current driver's license, and compliance with registration insurance and safety requirements.

Housekeeping

- Volunteers should leave all work areas clean and tidy. They are required to report any issues with workspaces.

Site specific amenities: Volunteer induction will include site specific matters such as

- Where drinking water is located
- Bathroom facilities suitable for Volunteer use

Volunteer Supervisor is the APRIM – Katie Downie

Volunteer First Aid Contact person is Misty McGuire

**St Joseph's 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 Supervisor.**



**St Joseph's
School**

HINDMARSH

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WORK HEALTH AND SAFETY INDUCTION REPLY FORM

Please sign and return to the school office to confirm that you have read and understood the information provided in the WORK HEALTH AND SAFETY INDUCTION PROGRAM

Name: _____

Address: _____

_____ **Post Code:** _____

Role at St Joseph's: _____

Date of acknowledgement of Induction Information read and understood: / /

SIGNATURE: _____

REVISION RECORD

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