Gawler
Environment Centre

Gawler Environment Centre
Work Health and Safety Procedures

The GEC WHS Procedures are designed to ensure that all employees, volunteers, contractors, GEC members and members of the public who are users, visitors or guests of the GEC observe and comply with Work Health and Safety (WHS) regulations and guidelines to provide and maintain a working environment that is safe and without risks to health and to ensure that our activities do not place the wider community at risk of injury or illness.

Accidents and Incidents and Near Miss

All accidents/incidents or a near miss must be reported to the GEC Coordinator and the Chairperson within 24 hours of the event occurring. An Incident Report form shall be used (Appendix B). The insurer and SafeWork SA must be notified in incidents involving fatality, serious injuries or illness, or involves a dangerous incident.

The GEC Management Committee shall receive all accident / incident reports and review the WHS system on a regular basis.

Hazardous materials

All hazardous materials must be appropriately stored and checked in terms of expiry dates and leakage. Safety Data Sheets (SDS) must be obtained for all chemicals being used as part of GEC activities. All substances identified as dangerous (including items that may be caustic or carcinogenic) should not be handled directly.

All storage and use of chemicals shall be in accordance with the SDS and substances shall be stored in their original containers with the label intact at all times.

Fire Safety and Evacuation

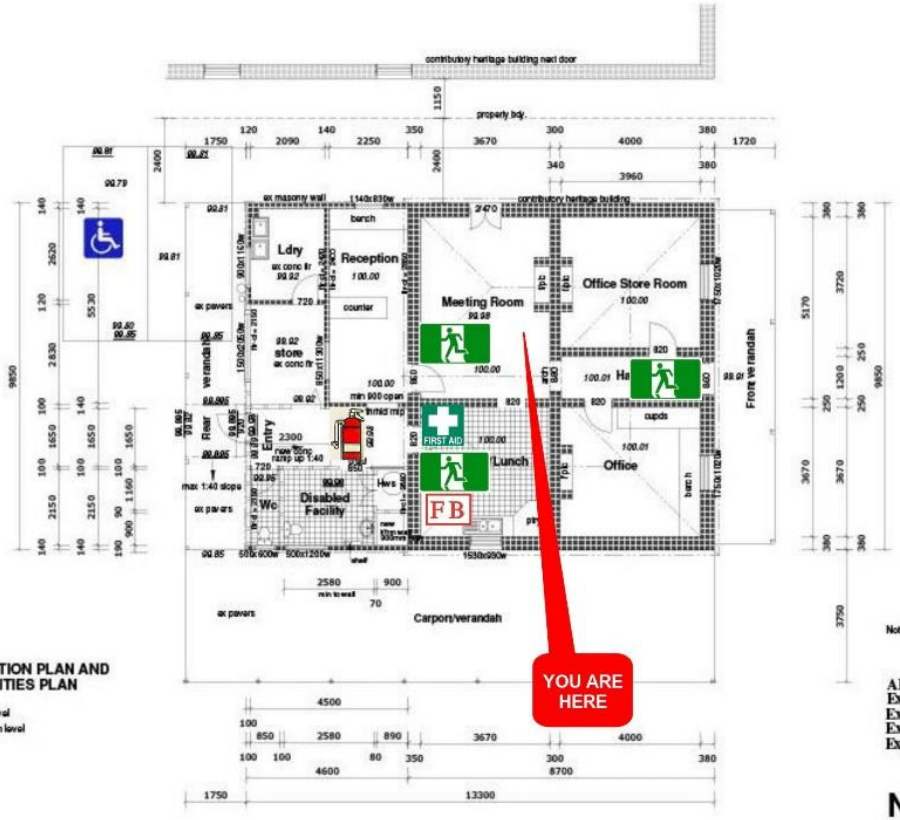
The Gawler Environment Centre shall have adequate signage indicating exits and the Evacuation diagram clearly displayed within the building. Fire blankets shall be available and located as indicated on the Evacuation diagram. A fire blanket shall also be taken to GEC activities and events when a fire risk has been identified (for example the Repair Café). A fire extinguisher shall be located as indicated on the Evacuation diagram, and inspected and maintained on a regular schedule.

In the event of a fire or discovery of smoke volunteers are to notify the nearest staff member immediately. No volunteer should risk personal safety by trying to put out fire. All volunteers should follow the GEC Coordinator or a GEC Committee Member to the nearest exit and evacuate the building immediately. No attempt should be made to finish current tasks or to find personal belongings. All volunteers should then assemble at the designated emergency assembly point (signposted and well away from the fire). No one should leave the vicinity until they have been accounted for and the Fire Warden or delegated personnel gives the ‘all clear’ to return to the building.

EVACUATION DIAGRAM

Gawler Environment Centre, 8 Main North Rd Gawler SA 5118

Validity Date: 20/07/2023



SEE ALSO ALTERATION PLAN AND DISABLED FACILITIES PLAN

100.00 = existing level
99.98 = new design level

Note : External building modifications are limited to new entry door at rear. Minor internal works to floor level, new doorways and modifications to existing bathroom for disabled facilities

AREA
Existing Building = 131.00m2
Exist Front Verandah = 16.28m2
Exist Rear Verandah = 17.23m2
Exist Carport/Verandah = 56.43m2
Total Area = 220.94m2

New Floor Plan
SCALE 1:100

EVACUATION PROCEDURES

Evacuation of Complex
GEC responsible person/s will direct occupants in the immediate danger area to move out of the building through fire exits and gather at the **ASSEMBLY AREA at Gawler Lions Park.**

Call Emergency Services
GEC responsible person to call 000.

Roll Call.
To be conducted as soon as possible and to ensure all persons are accounted for. Report all missing persons to **Emergency Services Personnel**

Emergency Exit

Dry Powder Extinguisher

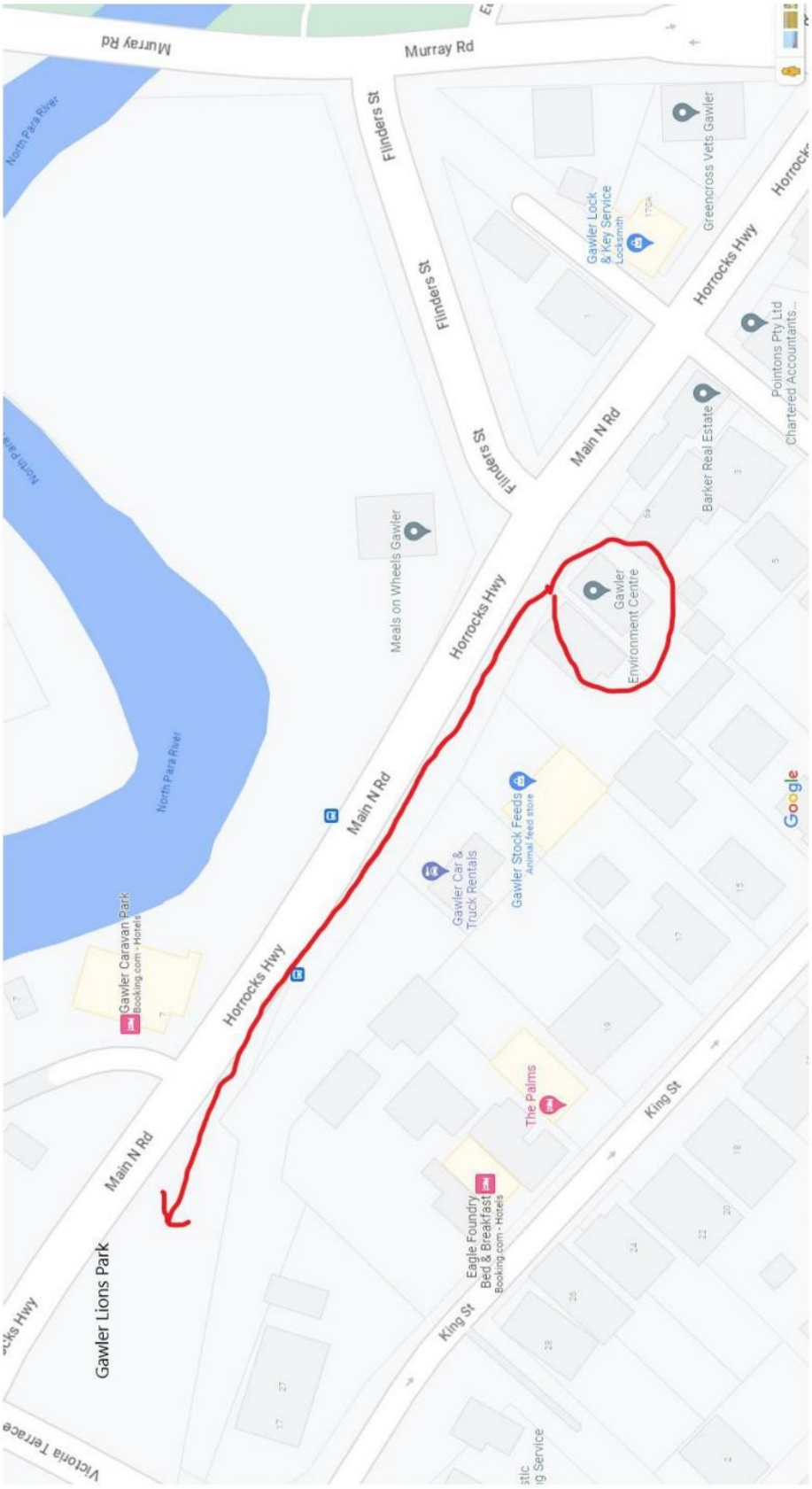
FB Fire Blanket

First Aid Kit

000 EMERGENCY

In an

ASSEMBLY AREA



First Aid

A first aid kit shall be provided at the GEC and any GEC activities or events where an injury risk is identified. The kit contents shall be checked and maintained on a regular schedule. The GEC coordinator shall hold a current first aid certificate.

The first aid kit is located in the kitchen on the cupboard by the door that leads to the bathrooms as indicated on the evacuation diagram. Any items used / taken from the kit must be recorded on the item log included in the kit.

All project related injuries, even if minor, must be reported to the GEC Coordinator or a GEC Management Committee member.

Pre-existing Medical Conditions

It is essential that volunteers declare, confidentially, any pre-existing medical conditions which may affect their participation in projects. In some instances, pre-existing conditions may limit participation in certain activities.

Safe operating procedures

All plant, equipment and substances must be used in accordance with safe operating procedures from the manufacturers / suppliers. Any defective plant, equipment and substances should be removed from use and reported immediately to the GEC Coordinator.

Smoking and vaping

Smoking and vaping are not permitted in the GEC building or property.

Snakes

If a wild snake is found at the GEC building or property, or during a GEC event, no attempt shall be made by anyone involved with GEC to capture, remove or interfere with the snake. Instead everyone shall retreat to a safe distance from the snake, alert anyone else in the vicinity to the presence of a snake, and if appropriate (such as a snake in a building or at the GEC property) contact a licensed professional snake catcher to remove the snake.

The Right to Feel Safe

Volunteers should not only be safe; they should feel safe. Volunteers should immediately draw to the attention of the GEC Coordinator or GEC Management Committee member/s, any situation which causes them to feel unsafe, or feel concern for the safety of others.

Volunteer Sign In Book

All volunteers upon arrival and when leaving the Centre must complete the Volunteer Sign In list located on the white shelf just inside the GEC Coordinator's office. This is essential for insurance purposes, and the information especially important in case of evacuation.

WHS Induction

Where identified in a risk assessment, employees, volunteers, contractors, GEC members and members of the public who are users, visitors or guests shall be required to receive job specific WHS induction. An induction form as found in Appendix A shall be used and modified as needed.

WHS Risk Assessments

The GEC coordinator shall perform WHS Risk Assessments as outlined in the GEC OHS Policy.

Appendix A

Job specific WHS induction:

☐ Tool use / manual handling

Safe use and carrying of hand tools. Care should always be taken to maintain a safe working distance between volunteers (not less than 3 metres when using swinging type tools such as picks, mattocks etc.)

☐ Step ladder / ladder use

Ensure ladder erected correctly. Maintain 3 contact points. Make sure someone else knows you are using ladder.

☐ Manual handling

Any activity requiring the use of force: use warm up stretches; reduce the amount of manual handling by restructuring the task, task rotation, use mechanical aids / appropriate tools, limit task duration.

☐ Slips, trips & falls

Avoid any obvious hazards (boxes, cords etc), remove trip hazards or flag / cordon off immovable trip hazards.

☐ Protective clothing & equipment

*Sturdy footwear / gloves /safety glasses other:*_____

☐ Working in hot conditions

Maintain hydration, take advantage of shaded work areas, schedule work to avoid heavy exertion during the most intense heat of the day, wear appropriate clothing and sunscreen.

☐ Use of vehicles

Comply with all State road laws and vehicle seating capacity, wear seat belts whenever a vehicle is in motion, drive in a manner that ensures all occupants are safe, and feel safe. Vehicle occupants must advise the driver immediately if they feel unsafe. Do not allow arms, heads or any objects to protrude from the vehicle. Maintain conditions which optimise the comfort and concentration of the driver e.g. minimise distractions, maintain ventilation, take regular breaks.

☐ Sun protection

Long trousers, long sleeved shirts, broad brimmed hat and high protection factor sunscreen are recommended whenever you are to be out of doors for extended periods

☐ Soil borne diseases and infections

Appropriate PPE use, cover minor cuts or scratches, avoid activities that produce dust.

☐ Bites and stings

Wear appropriate clothing for risk activities e.g. gloves, long sleeves, sturdy footwear etc.

☐ Other _____

_____

_____

Induction Completed:

Volunteer Name…….**Volunteer Position**.....

Volunteer (signature) …….. Date ……

Supervisor (signature) …… Date ……..

Copy of Operating Procedures and Induction to be provided to volunteer.

Appendix B: Accident and Incident reporting

Record of Health or Safety Issue

This template is to keep a record of any identified health or safety issues reported at the GEC. This will help to maintain and improve safety by identifying hazards, risks, faulty equipment, unsafe practices etc. If you wish to notify of an incident that occurred under the *Work Health and Safety Act 2012* contact SafeWork SA on 1800 777 209 or visit http://www.safework.sa.gov.au/show_page.jsp?id=2542#.VvDL5-J95hE

Business name: Gawler Regional Natural Resource Centre Inc, trading as Gawler Environment Centre

1. Who reported the health or safety issue?	
Time: _____:_____am/pm	Date: _____/_____/_____

2. Who was the health and safety issue reported to?	
Time: _____:_____am/pm	Date: _____/_____/_____

3. What is the health or safety issue? Location of hazard/risk?

4. What is its priority? Assess the priority of the health or safety issue by identifying its most likely impact/consequence on workers and the chance of it actually happening.
Date for remedial action to fix issue:
4b. What has been done to rectify the health or safety issue?
Signed: Date: _____/_____/_____

5. What further action needs to be taken? (eg. Training, item creating hazard to be removed, manual task changed in a way that it no longer requires lifting, noise assessment, review of safe work procedures, training, etc).		
List	Responsibility	Date for completion

Register of Injuries / Illness

A register of injuries must be readily accessible in the workplace. The Gawler Management committee must keep a record of each notifiable incident for at least five (5) years from the date notified to WHSQ.

Requirements of injury and illness registration

- Employers must keep a **Register of Injuries** to record any workplace injury or illness.
- The register of injuries may be kept in electronic form only if the employer provides education, training and facilities to ensure that workers are able to access the register.
- An injured worker (or someone acting on their behalf) must notify the employer in writing, or verbally, of any work-related injury or illness as soon as possible after an injury has happened.
- Employers need to provide written confirmation to the injured worker that they received notification of the injury or illness.
- Employers need to provide a signed and dated copy of this entry to the injured or ill worker.

Business name: Gawler Regional Natural Resource Centre Inc, trading as Gawler Environment Centre

Industry: Environment + Conservation

Nature of business: Providing resources, information, workshops and events to the community.

Injured / ill worker's details

First name:		Last name:		Date of birth:	
Position:		Department/team:			
Volunteers:		Worker's address:			
Manager/supervisor's name:					

Injury or illness details

Date of injury/illness:		Time of injury/illness:		am/pm
Nature of injury/illness:				
Bodily location of injury/illness (for illnesses include symptoms):				
Location at time of injury:				

How was the injury/illness sustained (cause of injury /illness):
Was any plant, equipment, substance or thing involved in the injury/ illness? If yes, please provide details:

Witnesses

Were there any witnesses to the injury/illness? Yes or No. If yes, please list name and contact number for each witness:			
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	

Follow up

Has the injury been reported to the worker's supervisor? Yes or No:	
Was any treatment provided? Yes or No. If yes, please provide details:	
Did the injured worker return to work following the injury/illness? If yes, please provide details:	

Details of person making this entry

First name:		Last name:	
Position:		Department/team:	
Signature:		Date:	

If you are not the injured worker, did you witness the injury/illness? Yes or No	

TO BE COMPLETED BY MANAGER/SUPERVISOR OF INJURED / ILL WORKER

Has an investigation been conducted into the incident? If yes, by whom?	
What controls have been implemented to ensure the incident doesn't happen again:	

Employer confirmation

I, _____ (print name), of _____ (insert company name),

Hereby confirm receipt of this notification.

Signature: _____ Date: _____

Information in relation to Work Health and Safety Laws

If you are responsible under the Work Health and Safety (WHS) laws for workers other than employees, for example contractors, you may not be required under workers compensation laws to record injuries in your register of injuries. However you may find it helpful to do so. If you wish to include details of all injuries in the one place you should add space in the template to indicate whether or not the person is an employee for workers compensation purposes.

Additional resources

The Return to Work Act (2014) www.austlii.edu.au/au/legis/sa/consol_act/rtwa2014207/ (the Act) and associated Return to Work Regulations 2015 (the Regulation) provide a framework for managing workers' compensation and rehabilitation in South Australia.

Further Information

To help identify any risks, hazards, systems or procedures that contributed to the injury/illness and to recommend corrective action to prevent similar incidents, please fill out the "**Incident and near miss investigation form** (Appendix C)" – see template on following page. If you wish to notify of an incident that occurred under the *Work Health and Safety Act 2012* contact SafeWork SA on 1800 777 209 or visit www.safework.sa.gov.au .

Incident report No...../...../.....

Incident/Near miss investigation form

The reason for investigating an incident or near miss is to determine: the cause or causes of the incident; to identify any risks, hazards, systems or procedures that contributed to the incident; and to recommend corrective action to prevent similar incidents.

Incidents should be investigated by people knowledgeable about the type of work involved at the time of the incident. Relevant workers should also be involved in the investigation.

An incident /near miss investigation report should answer the WHO, WHERE, WHEN, WHAT, WHY and HOW questions with regard to an incident.

Details of the incident/near miss: **Date of incident:**	**Time of incident:**
Short description of incident / near miss:	
Area where incident / near miss occurred:	

Details of the incident/near miss investigation	
Name of injured person (if relevant):	Injury sustained(if relevant):
Name of person who reported incident:	Date of report:
Name of person completing this form:	
Telephone number:	Date report completed:

Witness details		
Name/s	Job title (if relevant)	Contact number
Name of person/s conducting investigation	Job title (if relevant)	Contact number

Immediate causes / Contributing Causes that may have been a factor to the accident/incident	
What preventative action could have been taken? Why was this action not taken?	
How much experience did the employee have in the task/s that was being performed when the accident / incident occurred? What training has been provided?	
What is the chance of the accident / incident occurring again?	

Full description of events.
Who was involved: **Worker** **Student** **Visitor** **Contractor**

Briefly describe what happened including the sequence of events, investigate scene of incident or near miss; conditions present at time of incident; what was involved, what activity (if any) was taking place prior and at time of incident. What hazards was the worker exposed to? What hazards may have contributed to the incident occurring? (Attach photos if available)

INVESTIGATION RECOMMENDATIONS Outline recommended corrective action/s (i.e. solution/s) to prevent the recurrence of the incident **e.g. new equipment, re-engineer, re-design work area, re-design work practices, review training standards, etc**

Investigators Recommendation	Person to Action	Completion date

IMPLEMENTATION DETAILS

Date implemented	Action taken	Responsible person	Review Date

Investigators Name: **Date:**

Attachments: e.g. photos, instructions, Safe Work Procedures, etc.

AUTHORISATION:

This version was approved on:	21/03/2024
This version takes effect on:	21/03/2024
Authorised by:	GEC Management Committee
Chairperson:	Jack Gill
Chairperson signature:	

Other Relevant Documents

Gawler Environment Centre OHS Policy

Gawler Environment Centre volunteer operating procedures and induction checklist

Version changes and updates

31/03/2024 Version 1 update: Inclusion of Snake procedure