



WORKING FOR OUR FUTURE

# ***Work Health and Safety Policy***







# **Barung Landcare Association Work Health and Safety Policy**

## **1.0 PREAMBLE**

*Barung Landcare Assoc. notes the following circumstances regarding Work Health and Safety:*

- *As an employer and volunteer organisation, Barung Landcare takes seriously its obligations to ensure the health and safety of every worker, volunteer, trainee, committee member and members of the community.*
- *The WH&S of others will not be affected by the way Barung Landcare conducts its activities. (Work Health and Safety Act 2011)*
- *High standards of WH&S management and control are justified in view of the high social and moral expectation within today's community.*
- *There is compelling economic justification for the pursuit of minimum incidence of accidents and injury in the working environment.*

*This policy has been prepared following a Work Inspection Report carried out by Barung's Work Health and Safety Committee, and a visit from Peter Chapman, Queensland Government WH&S Office (Nambour).*

*A copy of the policy is provided to every employee and volunteer of Barung Landcare during their induction.*

*A copy of the Work Health and Safety Act will be kept up to date by Barung Landcare and will be available to staff and volunteers at all times.*

## **2.0 PRINCIPLES**

*Barung Landcare affirms the following principles:*

- 2.1 It is the policy of Barung Landcare to provide a safe and healthy environment for its employees and volunteers and to operate in a way that preserves public health and safety.*
- 2.2 To achieve this policy, Barung Landcare will ensure every reasonable effort is taken in the areas of accident prevention, hazard control or removal, injury protection and health preservation and promotion.*
- 2.3 Whilst Work Health and Safety is primarily the responsibility of Barung Landcare Assoc. , everyone (regardless of their classification or job), has a duty of care for their personal safety and the safety of others.*
- 2.4 The standards outlined in the Work Health and Safety Act 2011 will be the minimum standard adopted by Barung Landcare for work practices.*

## **3.0 A SHARED RESPONSIBILITY – WHAT SHOULD BE DONE AND BY WHOM**

### **3.1 Management Committee**

*The Management Committee at Barung Landcare is responsible for :*

- Establishing and maintaining a comprehensive program which promotes Work Health and Safety, incorporating a consultative process and providing ongoing information and training for all employees and volunteers through the WH&S Subcommittee and WH&S Officer;*
- Providing and maintaining safe and healthy working conditions;*
- Regularly reviewing this policy and monitoring its operation to ensure that appropriate standards are being met; and*
- Conducting a WH&S systems audit every six months; providing induction once a week for new volunteers and staff, and reviewing WH&S at monthly staff meetings.*

### **3.2 Managers and Supervisors**

*The managers and supervisors are required to ensure that:*

- Information, instruction and training for their staff and volunteers is provided to increase awareness and understanding of safe work practices and potential Work hazards;*
- Working conditions under their control are maintained to standards of the Work Health and Safety Act 2011;*
- Initiatives and corrective measures are taken to maintain this policy within their work areas; and*
- Consultation takes place between all stake holders of a work area in relation to WH&S issues or concerns.*

### **3.3 Paid and Unpaid Staff**

*For the purpose of this document, voluntary staff have the same responsibilities as paid staff.*

*All staff are required to:*

- Work in a safe manner by following the safe working practices set down by Barung Landcare, observing all WH&S rules and where required using personal protective clothing and equipment provided;*

- *Maintain a safe and health by eliminating or reporting to their managers/ supervisors any hazards or unsafe practices or conditions which come to their attention; and*
- *Ensure that by their own actions or omissions, they do not cause themselves or another person to be involved in an accident.*

*Barung Landcare seeks the cooperation and participation of all employees and volunteers in maintaining a high standard of Work Health and Safety and ensuring that this is a strong focus and integral part of normal operations and practices.*

## **4.0 COMMITMENT**

*Barung Landcare is resolved to undertake the following actions:*

### **4.1 Work Health and Safety Committee and Officer**

*Barung Landcare's Management Committee and Work Health and Safety Committee will appoint a WH&S Officer, who will be trained accordingly for this position.*

*The Work Health and Safety Committee and Officer will:*

- 4.1.1 advise Barung's Management committee about overall WH&S issues in all work areas*
- 4.1.2 conduct inspections of the Workplace and report unsafe and unsatisfactory conditions and practices to the Management Committee*
- 4.1.3 coordinate and/or conduct appropriate educational/training programs in relation to Work Health and Safety*
- 4.1.4 maintain the first aid kits for Barung Landcare and ensure that each is adequately stocked at all times*
- 4.1.5 liaise with Work Health and Safety auditors, inspectors and representatives of clients if and when necessary*
- 4.1.6 ensure that Barung Landcare is meeting its Work Health and Safety obligations and is aware of appropriate legislation and documentation.*
- 4.1.7 Purchase appropriate safety equipment and protective clothing where necessary for work tasks*
- 4.1.8 Attend Management Committee meetings to discuss WH&S issues when necessary and to address staff meetings for reviews*
- 4.1.9 Update the Work Health and Safety Policy as required by legislative changes and review it on an annual basis.*

### **4.2 Staff and Volunteer Induction and Training**

- *All new paid and unpaid staff are to be given a copy of the Barung Landcare Assoc. Safety Policy as part of their induction to work practices.*
- *Staff are to acknowledge the receipt of the Barung Landcare's Safety Policy and that they have attended an Induction session by signing a form which will be held by Barung Landcare (DocRef : WH&S F 02)*
- *All staff will undergo Induction in safe work practices as outlined in this policy with all known hazards specific to their position in the workplace highlighted by their supervisor or manager. Induction to be held on a weekly basis .*
- *Barung Landcare Assoc. will ensure that staff are qualified for activities specific to their position (eg. Chainsaw operators, drivers license, ACDC, first aid, qualifications). A copy of any*

qualification is to be supplied to Barung Landcare prior to work being carried out. These qualifications must be current. Copies of all qualifications will be held in a WH&S folder in the Barung Landcare Office.

- Job Safety Procedures are in place for specific work activities and these are provided to all new staff for the activities relevant to their work (Appendix 1).

#### **4.3 Meetings and Review**

- WH&S accidents/incidents will be reported at staff meetings by Managers or Supervisors and recorded in the action sheet of the meetings. The WH&S Committee and Officer is to attend the staff meeting if an issue needs discussion.
- A review of Barung Landcare's Safety Procedures will be conducted annually. The WH&S Committee and Officer will be responsible for instigating this review to ensure that safety standards are being met.

#### **4.4 Hazard Identification and Control**

- Job Safety Procedures are to be prepared for all major tasks performed by paid and unpaid staff. These Procedures are to be updated, on a bi-annual basis, through consultation with staff and upon review of any accidents/incidents that may have occurred during that specific task performance. Any changes are to be documented and attached to this policy as Appendix 1.
- All paid and voluntary staff must immediately report potential hazards to their supervisors. Where procedure does not exist for the control of a particular hazard, the supervisor should consult with the WH&S Committee to assess and deal with the risk accordingly. A new Job Safety Procedure must be created if deemed necessary and added to Appendix 1.
- All staff at risk need to be made aware of any potential hazards by the relevant supervisor who should ensure that appropriate risk assessment documentation is complete.

#### **4.5 Safety Equipment and Personal Protective Equipment (PPE)**

- All paid and unpaid staff are to be directed in the use of safety equipment required for a specific task.
- Any defective items of safety equipment or PPE should be reported to the supervisor for replacement or repair. If a task requires safety equipment or PPE which is not available, the task should not be undertaken.
- An "Out of Service" tag must be attached to any defective safety equipment until repaired.

#### **4.6 Incident and Accident Reporting and Records Management**

- All incidents and accidents are to be recorded on an Incident/Accident Form which is available on the Barung Website or requested from Office. These incidents and accidents will be reported to staff meetings and Work Health and Safety Committee meetings with control measures put in place to prevent similar incidence/ accidents from occurring.
- A record of all medical conditions of paid and unpaid staff is to be kept on file at the Barung Landcare office. This information is confidential and supervisors will only be made aware of

medical histories if this will influence a staff member's ability to perform certain tasks. This form is to include details of allergies , medication and previous injuries.

## **5.0 PROCEDURES FOR FIELD WORK**

### **5.1 Volunteer and Casual Staff Management**

- *Paid and unpaid staff will be asked to bring a hat, covered shoes, long sleeved shirt and drinking water to any work site. Sunscreen is to be provided by Barung Landcare, along with additional drinking water and mobile phone for emergencies.*
- *All voluntary staff involved in fieldwork must have their names recorded in a permanent record book provided for that purpose prior to commencing any work. This is the responsibility of the supervisor. This record will include date, time on, time off, task, Supervisor's signature, Volunteer name, address and emergency phone number.*
- *Paid and voluntary casual staff are to be inducted to each work site and in tasks specific to their functions at the site. This is the responsibility of the Supervisor.*
- *Prior to commencement of work, the Supervisor will advise all participants of any on-site hazards and discuss hazard control with them. The Supervisor will advise all participants of additional water supplies and location of the first aid kit and mobile phone.*
- *A demonstration of correct procedures for activities and tool use will be also be given prior to commencement by a suitably qualified and experienced supervisor.*

### **5.2 Safety Equipment and Personal Protective Equipment**

- *The minimum requirement for outdoor work is for all staff to wear a hat, sunscreen, insect repellent (when necessary) and steel-capped, covered shoes.*
- *Barung Landcare will provide drinking water at all times. Staff are to be made aware of its presence and location.*
- *The site supervisor is responsible for ensuring that site-specific safety standards are met (eg. Hard hat, steel capped boots) by staff and will advise staff of these requirements prior to work on that site.*
- *All paid and unpaid staff will be directed to the use of all safety equipment and PPE required to perform specific tasks.*
- *Barung Landcare will provide safety equipment and PPE when it is deemed necessary to complete a task. Barung has the responsibility to ensure all safety equipment and PPE is maintained to an appropriate standard. Any defective items are to be reported to the supervisor at all times.*
- *Barung Landcare will provide the following as a basic safety equipment kit for field work :*
  - *Disposable overalls*
  - *Rubber gloves*
  - *Rubber boots*
  - *Sunscreen*
  - *Drinking water*
- *A first aid kit will be available at each Barung Landcare site. The Work Health and Safety Officer is responsible for ensuring the kit is always fully stocked. Each kit will have a book in which to record all items used, including the date of use, the recipient and the item. If an incident or accident does occur in the field an Incident/Accident form must be completed upon return to the Barung Landcare office.*

- *A mobile phone for emergency use will be available at each Barung Landcare site.*

### **5.3 Visitor Management**

- *When groups visit a work site, they will be briefed about safety procedures prior to entering the site and will be provided with any relevant safety equipment.*
- *Paid and voluntary staff are to intervene if they observe a potentially hazardous situation involving visiting groups. We all have a duty of care.*
- *In the event of an emergency situation, the site supervisor is responsible for evacuating the area. On notification of an emergency the site supervisor will determine a marshalling location, evacuate all staff, volunteers and visitors and notify the appropriate emergency authority. The supervisor will record the incident on the Incident/Accident Report*

### **5.4 Manual Lifting**

- *No staff member is to lift heavy or awkward objects, unless with assistance.*
- *Staff will use mechanical aids to assist in lifting or moving heavy or awkward objects.*

## **6.0 Procedures for Office Work**

### **6.1 Safety Equipment and Personal Protective Equipment**

- *Barung Landcare will provide a first aid kit for use in the office. The first aid kit can be located in the staff room on the Work Health and Safety shelf.*

### **6.2 General Safety**

- *A first aid kit will be supplied in the workplace. The WH&S Committee will be responsible for checking supplies and restocking when necessary.*
- *It is the responsibility of the supervisors to ensure the correct and appropriate equipment has been chosen for specific tasks and that the operator is trained to use the equipment.*
- *All equipment is to be maintained by qualified persons.*
- *It is the responsibility of the managers/supervisors that hazards created by sharp corners or protruding objects are removed or reduced as much as possible.*

### **6.3 Lighting**

- *The manager of the building is to be advised that lighting should comply with the requirements of AS1680 Code of Practice for interior lighting and the visual environment.*
- *Exit signs are to be displayed at each exit from the building and are to be illuminated accordingly.*



## **6.4 Floor, Air Space and Ventilation**

- *Barung Landcare will provide a minimum floor space of 2.3 metres squared per employee.*
- *Items must not be stored on the floor in walkways or where it is likely that someone may trip over them. Where possible, other storage options will be provided by Barung Landcare.*
- *Barung Landcare will provide a minimum air space of 11 cubic metres, based on a vertical height of 4.25 meters.*
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## **Fire Safety**

- *Access to exits will be kept clear at all times.*
- *Extinguishers for wood, textile, electrical and chemical fires will be kept in working order.*
- *Staff will be trained in the correct operation of fire extinguishers. The Workplace Health and Safety Committee will organise and record this training.*
- *All staff will undergo training in fire evacuation procedure.*
- *On discovery of emergency or fire, advise staff member responsible for administration: this person will act as the fire warden.*
- *The fire warden will assess the severity of the situation and may call the fire emergency service. No volunteer or staff member should risk personal safety by trying to put out the fire.*
- *The fire warden is to notify all staff to evacuate the building and give the location of the fire if known. No attempt should be made to finish current tasks or to find personal belongings. The evacuation points should be known to everyone through induction, prior to the fire.*
- *The fire warden will carry out a final check of the building (if safe to do so) and will join the staff at the marshalling/evacuation point. No one should leave the vicinity until that time.*
- *The fire warden, with the assistance of supervisors, will check that all staff are present.*
- *The fire warden is to report the incident on an Incident/Accident Report Form (DocRef: WH&S F03)*

## **6.6 Electrical Equipment**

- *All electrical equipment is to be tested and tagged by an electrician at regular checks. Kitchen equipment will be checked every 12 months. General office equipment will be checked every 5 years or on relocation.*
- *A fully qualified electrician must perform all electrical installation and maintenance work.*
- *Flexible cables and extension leads must not be subjected to mechanical or liquid damage and must be supported at least two metres off the ground when electrical supply is more than 10 metres away.*
- *Leads and cables will not cross a passage way but will be suspended above the ground.*

## **6.7 Furniture**

- *All office chairs are to have a back rest, adjustable height function and adjustable back rest depth.*
- *The top of a computer screen should be at eye level of the operator and about 60 cm from the eyes. Document and screen should be at the same distance from the operator's eyes. Staff will be encouraged to use document holders where necessary.*
- *Glare from computers will be avoided through:*
  - *Tilting of computer screen*
  - *Placing screen side on to window and parallel to overhead fluorescent lighting*
  - *Using blinds or curtains*
  - *Adjusting screen contact to a moderate level.*

## **6.8 Visitor Management**

- *All visitors will be required to enter through reception, so that at all times, staff are aware of who is present in the building.*
- *Visitors are to be made aware of any potential hazards in the workplace and to be directed in the safe use of any equipment they may be required to utilise.*



# JOB SAFETY PROCEDURES

## 1.0 WORKING WITH COMMUNITY GROUPS

- *Avoid planting between 10.00 am and 2.00 pm in summer.*
- *Monitor temperature and alter activities accordingly.*
- *Shade structures are to be erected on site where possible.*
- *Sunscreen must be available at each site, and participants must be requested to apply sunscreen at least 20 minutes before exposure to the sun. Participants should be encouraged to wear hats.*
- *Drinking water must be available at each site, with participants aware of location.*
- *In extreme conditions (temperatures above 35<sup>o</sup> C) participants must be required to take a drink break at least every hour. Supervisors to monitor participants for any sign of the onset of heat stroke (see info sheet in First Aid Kits).*
- *All participants must wear appropriate Personal Protective Equipment and use tools or gloves where possible.*
- *Ensure supervisors have current Senior First Aid Certificates.*
- *Ensure that the First Aid kit is accessible at all times and location known to all participants.*
- *Ensure that a safety vehicle is on site and parked in an unobstructed exit.*
- *Any injuries sustained and first aid administered must be recorded in the Accident Register.*
- *Intervene immediately if any dangerous practice is observed.*
- *Conduct a site inspection and mark potential hazards such as uneven, rocky or slippery ground.*
- *Make participants aware of the site-history before commencement of the activity and of any potential risks at the site.*
- *No swimming on work sites.*
- *Mobile phone to be available on all sites with emergency numbers clearly visible.*

## 2.0 DISEASE CONTROL AND PREVENTION

- *Wear appropriate safety clothing at all times.*
- *Use insect repellent and sunscreen at all times.*
- *Avoid sharing drinking utensils.*
- *Do not drink water from creek or river sites – bring clean water onto site.*
- *When administering first aid, wear gloves at all times, each recipient to use a fresh pair.*
- *Maintain tetanus vaccination - of all paid employees.*
- *Ensure sharps container is available at each site for the safe disposal of sharps.*

## 3.0 WORKING WITH MOTOR VEHICLES, PLANT AND MACHINERY

- *Always wear minimum Personal Protective Equipment (PPE) – hard hat, safety vest and steel capped boots and other equipment as required. Earmuffs should be worn where there is a risk of hearing damage (if you need to shout above the noise – you are at risk of hearing damage). Goggles / face masks to be worn when using equipment such as grinders, whipper snippers, chainsaws.*

- *Never approach an item of plant unless you have the direct visual contact with the operator. Always wait until the operator has lowered the bucket or blade before approaching.*
- *If you identify an unsafe item, inform the operator and your supervisor. We **all** have a duty of care.*
- *Always maintain a safe working distance from the plant or machinery.*
- *Keep participants and members of the public isolated from plant and machinery.*
- *Be aware of any hoses and watering equipment which may be trailing from pumps.*
- *Never attempt to operate plant of machinery unless you have a certificate of competency.*
- *Barung Landcare is a drug free workplace.*

## **4.0 WORKING WITH HAZARDOUS SUBSTANCES**

*If you are not sure about any substances you are handling, you should advise your supervisor. Materials Safety Data Sheets are available for all products used by Barung Landcare (Assoc.).*

- *Materials Safety Data sheets must be held for every substance in use and be accessible by all staff.*
- *No smoking is permitted when working with or near chemicals.*
- *Operator/User must read Materials Safety Data sheet prior to use.*
- *Wear PPE required for the task. Train workers in its use.*
- *All chemical and equipment maintenance - storage and disposal is to be in accordance with manufacturers directions.*
- *Store chemicals in a locked shed and on a shelf a minimum of 1.2 meters above ground level.*
- *Workers to be supervised by a person with ACDC certificate and experience in application of chemicals/herbicides.*
- *Herbicides other than Glyphosate only to be used by Project Officers in possession of an ACDC Certificate.*
- *Avoid spraying chemicals when other people are nearby or when weather conditions are not appropriate.*
- *Barung Landcare Spray Reports must be completed and returned to your supervisor daily for all spraying activities.*

## **5.0 OPERATING MOTOR VEHICLES, PLANT AND MACHINERY**

- *Ensure appropriate PPE is available and workers have been trained in its use. PPE must be worn.*
- *Only certified operators may operate equipment. Trainees must be on a logbook and supervised at all times. Train workers in the safe and correct use of machinery. Chainsaw to be used only by workers with a minimum Level 1 Chainsaw Certificate.*
- *Do not climb on or off moving plant or machinery.*
- *Do not exceed the performance of the machine as stated by the manufacturer.*
- *Obey site signage and rules for site travel, where applicable.*
- *Always step to the ground, never jump.*
- *If you feel tired or fatigued when operating plant or machinery, stop for a few minutes and take a rest.*
- *Always exercise extreme care when operating plant or machinery near the edge of the road or an embankment.*
- *Report any machinery deficiencies to the supervisor.*
- *Never operate machinery that has an identified fault.*
- *Ensure vehicles and trailers are regularly maintained.*
- *Ensure machinery and equipment is maintained regularly and has safety guards fitted.*

- *Observe road rules and drive within road conditions.*
- *Hazard/safety lights to be used at all times on-site.*
- *Operator to check the area visually and verbally before proceeding.*
- *Secure all equipment loaded onto vehicles or plant and carry rope for such purposes at all times.*
- *No alcohol or any other drugs to be consumed prior to operating plant or machinery. Barung Landcare is a drug-free workplace..*
- *Smoking is not permitted in Barung Landcare vehicles, plant or machinery.*
- *Be aware of the first aid kit's location.*

## **6.0 SAFETY WITH TOOLS**

- *It must not be assumed that a single demonstration is adequate. Frequent revision is required and diligent monitoring essential. Train workers to use tools safely and correctly (including carrying, maintaining, storing and transporting tools).*
- *Swinging type tools (eg. Axe, pick, mattock) - a safe swinging distance of 3 metres between such tools and other persons must be maintained.*
- *Ensure workers are equipped with and are trained in the use of Personal Protection Equipment (gloves, eye protection, steel-toe boots).*
- *Be aware of fatigue as this increases the risk of injury.*
- *Ensure tools are properly maintained – blunt or broken tools should not be used.*

## **7.0 SEED COLLECTION**

- *Liaise with landholder before removing any seed from private property.*
- *Inform the office of where you will be or (ideally) work in pairs.*
- *Check equipment is in good working order. Maintain this.*
- *Avoid collecting under damaged trees.*
- *Consider bag weight and distance to carry to the vehicle. Do not carry heavy or bulky loads.*
- *Wear gloves and use sharp secateurs.*
- *Wear safety vest and hard hats when working near roadways.*
- *Wear appropriate clothing – long sleeved shirt, long pants, steel-toe boots.*
- *Maintain a safe distance between pickers – recommended distance of 2 – 3 metres.*
- *Conduct site inspection for uneven or rocky ground and mark potential hazards.*

## **8.0 POTTING MIXES AND FERTILIZER MIXING**

- *Potting mix and fertilizer mixing must be in a well ventilated area away from other workers.*
- *Wear - dust masks and gloves when handling materials.*
- *Store mixes in a safe environment.*
- *Ensure all staff working with potting and fertilizer materials are aware of hazards.*
- *Always use materials according to manufacturers specifications.*

## **9.0 SNAKES, SPIDERS, INSECTS AND HAZARDOUS PLANTS**

- *Instruct workers to avoid dangerous animals if seen.*
- *Train workers in the identification of hazardous plants (especially stinging trees).*
- *Wear sturdy footwear (leather boots preferably), long trousers, long sleeved shirt and gloves in areas of high risk.*
- *Ensure insect repellent is available.*
- *Instruct workers to search themselves for ticks when they get home.*
- *Ensure supervisor has current Senior First Aid Certificate and a first aid kit is on site.*

## **10.0 ASTHMA, ALLERGIES, MEDICAL CONDITIONS (EG EPILEPSY)**

- *Ask workers if they suffer from asthma or specific allergies/conditions and that these are recorded on their Personal Details Form.*
- *Develop an individual management plan with that worker.*
- *Ensure supervisors have current Senior First Aid Certificates and first aid kits are available on work sites.*





WORKING FOR OUR FUTURE

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