

# HEALTH AND SAFETY POLICY - Volunteers

## Policy

Neighbourhood Support North Shore (NSNS) is committed to providing a safe and healthy environment for volunteers and users of NSNS services.

The NSNS Coordinators take on the day to day responsibilities of health and safety management for themselves, and volunteers.

Health and Safety shouldn't be a barrier in volunteering, taking a sensible, proportionate approach is the key to ensuring personal safety without unnecessary bureaucracy.

Key responsibilities are to:

- Ensure volunteers have an understanding of potential risks associated when acting in a volunteer capacity for the organisation.
- Ensure all volunteers are provided with guidelines on Health and Safety
- Work with volunteers to ensure hazards are identified assessed and managed.
- Provide appropriate training, supervision and support.
- Meet our responsibilities under relevant health and safety legislation and regulations.
- Report any concerns and incidents to the Chair promptly.

## NSNS Volunteers and Street Contacts

The NSNS Volunteers are an integral part to the operation of Neighbourhood Support North Shore and as such are fully included in the Health and Safety activity. They create a link between NSNS and their communities also helping with key parts of the organisation's infrastructure.

Key responsibilities are:

- Ensure all activity is undertaken in a safe way and is in line with the policy.
- Report any concerns and incident to the NSNS Street Contact promptly.
- Advise health and safety issues in written reports to the NSNS Manager.
- Act in a responsible and risk adverse manner
- Actively contribute to hazard identification and management.
- Adopt safe work practices.
- Support others to do the same.
- Report injuries promptly and accurately.

**Safety** - Attention is drawn to the provisions of the HSWA 2015. Volunteers are effectively engaging with community unsupervised and at their own discretion, generally at hours determined by themselves, therefore all volunteers must understand that their safety is paramount and as such are required to be proactive in taking all practical steps to ensure their safety whilst out in the community, and to cooperate fully with management in implementing the NSNS Health and Safety Policy and Procedures to ensure zero or minimal risk to their own health and safety.

Policy Number: 2020-001.5    Version: 1.5

Drafted By: NS Manager

Approved By Board On:

Responsible Person: Rudy Birzin (Chair)

Scheduled Review Date: Aug 2021



# RAMS Plan - Risk Analysis and Management System (RAMS)

Health and Safety – Identifying and managing risks for unsupervised Volunteers

Activity: *Volunteer*

*This checklist covers the most common areas of risk, but is not exhaustive. If a risk is not identified please add it to the list. If a risk is not relevant, please move to next item on the list.*

Volunteer name: \_\_\_\_\_ Signature: \_\_\_\_\_

Area covered: \_\_\_\_\_ Date: \_\_\_\_\_

Analysis		Description		
Potential RISKS including HAZARDS & DANGERS that may cause accident, injury, harm, peril and other forms of loss  Listed items are identified as <b>LOW</b> risk  VOLUNTEERS ARE NOT AUTHORISED TO ENGAGE IN ANY <b>MODERATE</b> OR <b>HIGH</b> -RISK ACTIVITIES		People	Equipment	Environment
				Door knocking; if you don't already know your neighbours
<b>RISK MANAGEMENT STRATEGIES</b>	Normal operation	You are under no obligation to knock on every door in your street or neighbourhood, only approach houses you are comfortable with—assess before proceeding. It is not recommended that you conduct door knocking after dark—if this is unavoidable, please ensure hi viz clothing is worn	Always have an assistant when using ladders and use safe practice ensuring the ladder is fit for purpose. Never use unbalanced ladders and never stand on the top rung. Always advise another person of your movements—contact the NSNS office if during work hours	Be mindful of the weather—check weather reports, wear appropriate protective footwear and clothing for rain/sun.  Take note of and visually assess the dangers around you—always listen and look before proceeding—never use headphones as these will limit environmental awareness.
	Emergency	Should an emergency occur—dial 111 for assistance and report all incidents to the NSNS Street Contact or immediately when able.		
Relevant industry Standards applicable		HSWA 2015		
Policy and guidelines recommended		Information for volunteers  PCBU—'Person conducting a business or undertaking'		
Required by staff		To inform and advise about obvious risks and management for unexpected risks.  Provide opportunity for discussion and planning with volunteer.		



## Neighbourhood Support North Shore Accident and / Incident Report

<b>Particulars of incident:</b>		
Date:	Time:	Location:
<b>Type of incident (please circle below):</b>		
Injury	Illness	Environmental
Notifiable event	Other:	
Reported by:		Phone:
Role in the event:		Email:
<b>The injured person:</b>		
Name:		Address:
Age:	Phone:	
<b>Witness(s):</b>		
Name:		Phone:
Name:		Phone:
Name:		Phone:
<b>Describe the incident:</b>		
<b>Describe any illness or injury:</b> <i>What part of the body is affected and how?</i>		
<b>Describe any property damage:</b> <i>What damage was caused and how?</i>		
<b>Analysis:</b> <i>What do you think caused or contributed to the incident?</i>		
<b>Prevention:</b> <i>What action has been taken to prevent a reoccurrence?</i>		
Have you called and advised NS North Shore or Police/Council to report this incident?		Yes      No
Signature:		Date completed:
<b>Treatment:</b>		
A & E Hospital:		Doctor:
Type of treatment provided:		
<b>Notification and investigation WORKSAFE PHONE: (0800) 030-040 (24 hours)</b>		
NSNS Chair advised by:		Date:
Work safe NZ Advised by:		Date:
Risk Register updated by:		Date:

