



## Keep Victoria Beautiful Adopt a Roadside Safety Induction

*All volunteers are required to read and understand this safety induction information before commencing Adopt a Roadside activities.*

### **Purpose**

The purpose of the Safety Induction is to inform and educate volunteers of their responsibilities associated with Keep Victoria Beautiful (KVB) program. This will include raising volunteer awareness; specifically relating to the safety guidelines associated with emergency procedures and first aid, the safe use of small tools and hazard/incident reporting procedures.

Keep Victoria Beautiful is committed to the safety of volunteers and continuously encourages them to assist in providing services for the community. The Safety Induction represents and reflects KVB's commitment to volunteer safety and awareness.

### **Keep Victoria Beautiful's Adopt a Roadside Program**

Adopt a Roadside provides an avenue for individuals, organisations, community groups and businesses to help maintain sections of roadside within Victoria's arterial road network in regional Victoria.

In addition to the aesthetic benefits of cleaner roadsides, the program helps to prevent potential pollutants from entering local waterways, improving the quality of remnant vegetation, prevent soil degradation or erosion, and enhance town and rest areas through landscaping while promoting civic responsibility, community pride and fellowship.

### **Volunteers**

Volunteering is primarily undertaken:

- To be of benefit to the community and the volunteer
- Of the volunteer's own free will and
- For no financial payment.

KVB recognises the significant contribution volunteers make to the on-going development of the KVB Adopt a Roadside program. Volunteers should be able to be involved in tasks that meet their expectations and in a safe environment.

Coordinators are nominated for each volunteer group. They are asked to annually review the tasks performed by individual volunteers. Through this process, KVB can develop new tasks and identify training needs and areas that require improvement. The Safety Induction states overall Occupational Health & Safety (OHS) objectives and demonstrates a commitment to improving OHS performance.

Should a volunteer decide for any reason to discontinue their volunteer work, they need to make their intention known to the Group Team Leader. The Group Team Leader must notify the KVB Program Manager of this so that KVB's records can be updated.

For more information please contact  
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### Volunteer Responsibilities

All group members should be aware of the hazard identification tools used to identify possible risks on site which will assist in raising awareness of potential work hazards. This responsibility will include familiarisation of:

- Tasks undertaken
- Hazard Identification (through the use of SWMS's)
- Hazard, accident and incident reporting
- Small tool safety requirements
- Emergency and First Aid requirements
- PPE (Personal Protective Equipment) awareness
- Manual handling hazards and prevention.

Group Team Leaders are responsible for the safety and management of volunteers when undertaking their tasks. They are to ensure that all volunteers are aware of the safe work practices and the risks and hazards associated with each. More importantly, Team Leaders should identify what action is required in the case of an emergency or first aid situation.

Group Team Leaders must also ensure that all volunteers are registered on the Day Activity Sheet prior to commencement of any work. The Day Activity Sheet will monitor attendance and enable the KVB Program Manager to confirm volunteer numbers.

### Volunteer Tasks

All work performed by Adopt a Roadside groups should be undertaken under the instructions of the Group Team Leader. Groups may only undertake work that has previously been approved by the KVB Program Manager.

KVB and KVB will not be liable for any incidents, accidents or injuries that may occur as a result of volunteers undertaking non-approved tasks.

### Work to be undertaken includes:

- Weed Eradication
- General Beautification
- Re-vegetation
- Litter Collection

### Likely hazards/risks:

- Cuts and abrasions
- Snake bites, stings and pricks from insects and local fauna
- Manual handling injuries (slips, trips and falls)
- Over exertion or poor manual handling practices leading to strains/muscular injuries
- Car accidents
- Heart attack or other medical emergencies

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### Manual Handling

Manual handling relates to any activity that requires exertion of force whether it be pushing, pulling or lifting. Many of the tasks undertaken by the volunteers in the Adopt a Roadside program involve manual handling. It is therefore important that correct manual handling techniques are identified and the control measures are implemented to avoid any injury or incident relating to the task.

The purpose of this section is to educate volunteers on how to identify manual handling activities and thus prevent injuries from occurring from them. In doing so, volunteers will be able to demonstrate appropriate measures to correctly approach tasks safely and with care to their fellow volunteers.

Injuries resulting from unsafe manual handling may include but are not limited to:

- muscle sprains and strains
- injuries to muscles, ligaments, intervertebral discs and other structures in the back
- injuries to soft tissues such as nerves, ligaments and tendons in the wrists, arms, shoulders, neck or legs
- abdominal hernias
- chronic pain

To minimise the risk of manual handling injuries volunteers should not lift heavy objects, when bending over or picking up objects bend at the knees. Use any tools or equipment in line with the manufacturers instructions.

### Hazard Identification

A hazard is anything that has the potential to harm the health or safety of a person. Hazards may arise from the workplace environment, the use of equipment and substances in the workplace, poor work designs, inappropriate management systems and procedures, and general human behaviour.

### Safe Work Method Statement

The Safe Work Method Statement (SWMS) is an initial hazard identification process that promotes awareness and determines the likelihood of risk. It looks at the work task and identifies the simplest way of completing it. It promotes awareness of the hazards involved. The Safety Induction has been developed from the hazards identified in the SWMS.

In addition, KVB requires Adopt a Roadside volunteers to notify the KVB Program Manager of any incidents that may have occurred which may render the work precinct unsafe (e.g. fallen trees, vandalism, etc). Once reported, KVB can make an assessment in conjunction with the Group Team Leader to determine the appropriate course of action.

### Incident/Injury & Hazards

**Should an incident requiring emergency response occur call “000” immediately.**

All incidents, injuries and near misses experienced by volunteers **must** be reported (whether an injury occurred or not) to the KVB Program Manager as soon as practicably possible through the Incident/Injury form.

KVB will record these details in KVB’s Incident/Injury register.

Incidents may then be investigated to determine the cause and identify the associated risks in the workplace. Once the risks have been evaluated, risk control and management processes can be implemented to prevent future accidents.

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For major incidents, a group member must use a mobile phone to contact emergency services immediately. In the event that a person is showing no signs of life (unconscious, unresponsive, not breathing normally and not moving), resuscitation guidelines are attached at the end of this document.

### **Personal Protective Equipment (PPE)**

The use of safety equipment is compulsory in all areas of work. Group Team Leaders must ensure that all volunteers are supplied with the most suitable protective clothing and equipment specific for the tasks undertaken. PPE will be arranged by the KVB Program Manager after discussion with the Group Team Leader. Volunteers are required to wear any PPE issued by KVB to protect their health and safety.

### **Volunteer Safety Guidelines**

The following guidelines must be understood and the appropriate procedures put in place to maximise the safety of the volunteers and the general public.

#### *Work Precinct*

- Work can only be conducted in the area/s nominated under the permit
- The activity must be conducted outside the white guide posts
- It is recommended that work be conducted whilst working towards the oncoming traffic
- Caution must be exercised when crossing any road
- Only one side of the road should be worked at any time

#### *Public Awareness and safety*

- 'Workman Ahead' signs should be displayed at both ends of the work site
- Workers must not impede pedestrian movement through the site. No materials, tools or stockpiles are to be left on paths or in areas that will impede pedestrians
- Any vehicles being used in the activity must be parked so as not to impede pedestrian or other vehicles and must not create a hazard to pedestrians or other vehicle

#### *Site Conditions*

- No work is to be conducted on hazardous area such as steep or slippery slopes or drains
- Work is not to be carried out when the weather is wet or foggy
- All work on the site must be conducted during daylight hours only
- A Group Team Leader must review the site suitability and conditions before each work event

#### *Dangerous Substances/ Materials*

Volunteers are not to handle any dangerous goods. Items to be avoided include: powders and chemicals, smelly substances, suspicious packages, chemical drums and containers, weapons and dead animals.

Heavy or large items that cannot be safely handled by volunteers are not to be removed. Any such items are to be reported to KVB (through the KVB Program Manager) as soon as practicable who will arrange for the item/s to be dealt with appropriately.

#### *Garbage Bags*

Litter placed in garbage bags is not to be squashed down, volunteers may be injured by sharp objects.

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### *Snakes/Vermin*

Volunteers should be aware that they may come across snakes or vermin on the work site. Volunteers should not approach any snakes or vermin.

### *Fire*

Under no circumstances can a fire be lit on the road reserve. Smokers are to dispose of butts in an appropriate manner.

Fire Extinguishers must be present if machinery is being used on the site, and a person with appropriate training to operate the extinguisher must be present.

### *Herbicide Application*

Permission to use herbicides must be obtained from VicRoads prior to herbicides being applied. Herbicide application must be in accordance with safe handling practice and the manufacturer's instructions.

### *Syringes and other sharps*

Volunteers should aim to eliminate the risk of injury resulting from handling of sharps. If you come across a sharps ensure you follow these steps to dispose of them:

1. Ensure there is space to move and to clearly observe the sharps and your hands
2. Do not handle more than one item at a time. If there are multiple sharps, carefully *separate* them using a stick or implement – **do not** try to flick them or pick them up with a grabber/implement. A designated sharps container should be available. If not please advise your Group Team Leader as soon as possible.
3. Put on disposable latex or vinyl gloves (if available). Gloves will not prevent the wearer from being injured but will form a clean barrier between the hands and the syringe. Remove gloves carefully so any contaminated fluid on the glove does not come into contact with your hand and immediately wash your hands with running water and soap.
4. If a needle stick injury occurs:
  - Stay calm.
  - Encourage the wound to bleed (gently squeeze).
  - As soon as possible wash the area with running water and soap.
  - Apply an antiseptic and band-aid.
  - As soon as possible contact your Group Team Leader (incident/injury form must be completed).
  - It is important to be medically assessed as soon as possible. Visit your local doctor or hospital emergency department promptly; they will manage blood testing and counselling.
  - Dispose of the needle/syringe safely. Testing of syringes is usually not conducted so there is no need to keep the syringe.

### *Alcohol and Drugs*

Alcohol or drugs are not to be consumed before entering or whilst on the work site.

### *Communication*

It is recommended that at least one volunteer working on the site have a mobile telephone with them so that emergency services can be contacted promptly in the event of an incident.

### *Attire*

It is recommended that volunteers wear appropriate clothing when working at the site. This may include long pants and long sleeved shirts, sturdy shoes and gloves. Hats and sun glasses are recommended to limit sun exposure.

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High visibility vests/ shirts will be provided and must be worn by volunteers at all times whilst working on the site.

Volunteers should also have access to sunscreen and water when conducting physical work (particularly in warm weather).

### *Training*

New volunteers need to be inducted to the work site and given initial training applicable to the area and tasks they wish to be involved in. For the majority of the volunteers, this will be a briefing session before the activity.

Volunteers are entitled to ongoing training relevant to their work. Training needs will be identified through discussion with the volunteers and Group Team Leader and managed in conjunction with the KVB Program Manager. All training must be recorded by the Group Team Leader.

### **General Conditions and Limitations**

#### **Keep Victoria Beautiful:**

- acknowledges that the health, safety and welfare of our employees, volunteers and stakeholders is of prime importance and should not be impaired or prejudiced by our operations
- recognises that the responsibilities for occupational health and safety (OH&S) lies with all our staff and volunteers and that a personal commitment and the involvement of everyone is essential in establishing and maintaining healthy and safe working environments

#### **Keep Victoria Beautiful employees and volunteers must at all times:**

- take reasonable care - to the extent they are able - for their own health and safety and that of others who may be affected by their actions (or lack of actions) at work
- co-operate with KVB's measures to meet its responsibilities by following the systems and procedures of work necessary for safe and healthy operations and participating in all appropriate training
- report to their manager, or OH&S representative the hazards, risks, incidents and OH&S concerns of which they are aware
- act in accordance with KVB's instructions and comply with the provisions of this Safety Induction.

While all due care will be taken to ensure the safety of volunteers, KVB and its contractors, servants or agents will not be liable for:

- Any accidents or injuries sustained by the volunteer except to the extent covered by KVB's volunteer insurance policy
- Any loss or damage to property owned by or in the possession of the volunteer
- Any acts or omissions, negligence or fault of any person participating in Keep Australia Beautiful Victoria Adopt a Roadside projects.

A full copy of KVB's volunteer insurance policy may be provided by the KVB Program Manager upon request.

#### **Volunteers must:**

- be between 16 and 86 years of age

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## **Keep Victoria Beautiful Adopt a Roadside Safety Induction**

- as soon as possible after the happening of any injury or accident, obtain and follow medical advice from a legally qualified medical practitioner
- notify KVB immediately in the event of any injury, or any incident which may give rise to a claim under KVB's volunteer insurance
- provide all information and assistance reasonably requested in relation to any incident or injury and comply with KVB or its insurer's reasonable requests in relation to any insurance claim.

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## Keep Victoria Beautiful Adopt a Roadside Safety Induction

**Cardiopulmonary resuscitation (CPR) must only be performed by people with a current first aid certificate.**

CPR is most successful when administered as quickly as possible. It should only be performed when a person shows no signs of life; that is, when they are:

- Unconscious
- Unresponsive
- Not breathing normally
- Not moving.

The basic steps are:

**1. Check for danger** – approach with care and do not put yourself in danger.



**2. Look for a response** – is the victim conscious? Gently touch and talk to them – if there is no response, get help.



**3. Dial triple zero (000)** – ask for an ambulance.



**4. Check the airway** – don't move the person. Tilt their head back, open their mouth and look inside. If fluid and foreign matter is present, gently roll them onto their side. Tilt their head back, open their mouth and remove any foreign matter (for example, chewing gum, false teeth, vomit).



**5. Check breathing** – look, listen and feel for signs of breathing. If the person is breathing leave them lying on their side. If they are not breathing, go to step 6.

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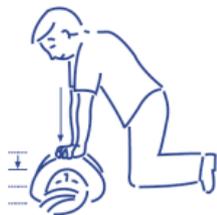
**6. Use mouth-to-mouth** – if the person is not breathing normally, make sure they are lying on their back and:

- Open the airway by tilting the head back and lifting their chin.
- Close their nostrils with your finger and thumb.
- Put your mouth over the person's and blow into their mouth.
- Give 2 full breaths to the person (this is called 'rescue breathing').
- Make sure there is no air leak and the chest is rising and falling. If their chest does not rise and fall, check that you're pinching their nostrils tightly and sealing your mouth to theirs. If still no luck, check their airway again for any obstruction.



**7. Cardiac compressions** – start chest compressions:

- Place the heel of one hand on the lower half of the person's breastbone.
- Place the other hand on top of the first hand and interlock your fingers.
- Press down firmly and smoothly (compressing to 1/3 of chest depth) 30 times.
- Administer 2 breaths.
- The ratio of 30 chest compressions followed by 2 breaths is the same, whether CPR is being performed alone or with the assistance of a second person.
- Aim for a compression rate of 100 per minute.



**8. Maintain CPR** – continue, repeating the cycle of 30 compressions then 2 breaths. Keep going until professional help arrives