As a volunteer you have a number of rights that you should be aware of:
- To work in a healthy and safe environment
- To be provided with a job description that adequately describes your roles and responsibilities
- Be provided with a WHS induction prior to commencement as a volunteer
- To be provided with sufficient information, instruction and training for you to perform you tasks safely
- To be provided with adequate supervision

Please remember that while you are at All Saints you have a duty of care to protect yourself and any others in your care

As a volunteer you have a responsibility to:
- Work safely
- Not affect the safety of others
- Observe all established Policies and Procedures
- Report and Safety Concerns
- Attend Mandatory Notification Training as required
- Complete a Catholic Police Check

This school places great value on the work carried out 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 school office or Principal.

Vehicles
If using your vehicle is part of your volunteer duties, please ensure that it is roadworthy and that seatbelts are fitted and worn. You must have a current SA drivers licence and appropriate insurance. You will be required to complete a Driver Declaration Form before being permitted to transport students.

Slips, Trips and Falls
Please take care if you are involved in setting up activities, tape down electrical cords, ensure boxes etc. are not in walkways or likely to cause a risk.

Psychological Health
Stress management: Stress is increasingly becoming an issue in many workplaces. All volunteers shall act in a manner that protects their own and others psychological health and report to the Principal any concerns about the psychological health of the worksite.

UV Protection
If working outdoors volunteers are expected to wear a hat and apply sunscreen.

Food Handling
Ensure that you use the disposable gloves provided and wash your hands prior to serving and preparing food. Use heat proof gloves and tongs to protect against burns/scalds when handling hot food/equipment.

Personal items
Volunteers will be responsible for their own personal items.

Thank you Volunteers

Management of Work Health and Safety

Vehicles

Slips, Trips and Falls

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We ask that all volunteers in the school sign in upon arrival. The sign-in book is located at the administration desk.

Thank you
All Saints has a commitment to the health and safety of all members of the school community, and in particular we recognise the importance and safety of volunteers who undertake valuable work.

This school will ensure that volunteers are given the same consideration as workers under our Work Health and Safety Policy. Additionally the school will ensure that volunteers are aware of their responsibilities to work safely and observe all established Policies and Procedures.

A copy of the Catholic Church Safety Manual is available in the school office. Applicable school policies are available on the website.

There are a number of important points relating to safety within the School that you should be familiar with, these are:

**Safe Work**
The school only asks that you do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues please discuss them with the Principal.

**Reporting**
Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to the front office or the Principal.

**Housekeeping**
Please leave your work areas clean and tidy. These buildings are used by a variety of people including children, elderly and disabled. You may need to make special allowances for these people e.g. not leaving obstacles in walkways.

**Emergency Procedures**
Make yourself familiar with the emergency evacuation plan for the area that you are working in. In an emergency proceed via the safest route to the nearest emergency exit on the evacuation plan.

In the case of a fire call fire services on 000. Do not re-enter the building until instructed to do so by the person in charge (Fire Warden).

If you are in charge of an activity, you must organise the evacuation of the people you are responsible for from the building, and check that all persons are accounted for.

Please ensure that you are familiar with the lock down procedures used at this school by reading the procedure displayed in each room.

**Equipment**
The school provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary the equipment must be in safe working order. Electrical appliances are not allowed to be used on site without a current electrical test tag attached.

**Chemicals**
You must only use chemicals supplied by the school. The chemicals used by this organisation have been assessed for risk prior to use. Make yourself aware of the location of the Safety Data Sheets prior to use. If you have any concerns or require personal protective equipment to use any of these products please discuss this with the Principal.

**Smoking**
Smoking is not permitted on school premises.

**First Aid**
First aid room is located at the front reception.

**Working Alone**
For safety reasons the school discourages volunteers from working alone.

**Fall Prevention**
Any activity which involves working at heights must be done in line with safe systems of work, and in a manner which does not adversely affect your personal health and safety or that of others.

Step ladders are available in various locations around the school. Please familiarise yourself with the location of the nearest one to where you are working.

Please ensure that you familiarise yourself with the Safe Operating Practice attached to the step ladder prior to use. Ladders must not be used where there is a fall height of more than 2 m.

**Performance and Training**
Volunteers may be required to participate in relevant WHS training programs.

**Manual Handling**
Volunteers are discouraged from any activity requiring the use of force exerted, to lift, push, pull carry and otherwise move, hold or restrain any person, animal or thing.

**Fitness for work**
Whilst on duty you should not be consuming drugs or alcohol or in such a state to endanger yourself or others.

**Amenities**
There is to be strictly no use of the children’s toilet facilities. Please use the adult facilities in the staffroom.

Drinking water is available for your use in the staffroom.