



## Volunteer Induction Information

As a volunteer at State Youth Camp, the Baptist Churches of NSW/ACT wants to ensure your experience is safe and enjoyable. Please read through the WHS and volunteer induction information below, to ensure you understand the WHS requirements of being a volunteer at camp.

### **Bullying/Discrimination/Harassment**

The Baptist Association will not tolerate any bullying, harassment or discrimination against staff members, volunteers, youth leaders, youth or any other person onsite at camp. Any person found to be displaying this behaviour may be asked to leave the campsite and if necessary, the matter may be referred to the NSW police. Please see the Bullying, harassment and violence policy for further information.

### **Electrical Requirements**

Any electrical products brought onsite must be tagged and tested to meet WHS legislation requirements. If you would like to bring equipment onsite that has not been tagged and tested, please liaise with SYC Operations Coordinator about having your equipment tagged when you arrive.

### **Emergency Evacuation Procedures**

In an emergency, assist crew to close down your area or activity and then assist youth groups to proceed directly to the emergency evacuation location.

### **Emergency Plus App**

It is recommended you download the Emergency Plus app to your phone. This app gives you several helpful emergency phone numbers and your exact location if you need to call emergency services. <http://emergencyapp.triplezero.gov.au>

### **First Aid**

First aid is available onsite in the Admin/First Aid shed. Locate a staff member with a radio and request first aid assistance.

## **Incident/Near Miss Forms**

The Incident/Near Miss form is available in the Admin/First Aid Shed from Kathy Dwyer. If you experience a WHS incident or near miss, please report it to Kylie Hood, 0413 313 856 as soon as possible and complete the Incident/Near Miss form.

## **Safety Gear**

Volunteers are required to wear enclosed footwear at all times. Other safety gear as necessary should be worn, e.g. hat, safety glasses, gloves, safe food handling equipment.

## **Sun Safety**

Volunteers are required to wear a hat and sunscreen when working in the sun for extended periods of time, and between the hours of 10:00am-2:00pm. Sunscreen and bottled water is available onsite for all volunteers.

## **WHS Responsibility**

All volunteers are responsible for ensuring their own safety onsite through compliance with standard WHS requirements. These include safe lifting practices, reporting and rectifying WHS hazards as soon as possible, safe ladder practices, etc. All WHS Please see the WHS policy for further information. Your onsite contact for WHS reporting is Kylie Hood, 0413 313 856.

*I have read, understand and agree to abide by the WHS and Volunteer Induction information contained in this document.*

Name:

Signature:

Date: