



## VOLUNTEER OCCUPATIONAL HEALTH AND SAFETY (OH&S) POLICY & PROCEDURE

<b>Department</b>	Animal Welfare – Greyhound Adoption Program Strategic Communications and Marketing – Greyhound Adoption Program
<b>Responsible Person</b>	General Manager – Animal Welfare General Manager – Strategic Communications and Marketing
<b>Developed by</b>	Foster Care and Volunteers Manager – Greyhound Adoption Program
<b>Reviewed by</b>	Volunteering Victoria, GRV General Counsel
<b>Approved by</b>	GRV Board September 2017
<b>Effective Date</b>	The policy commences operation September 2017
<b>Review Date</b>	September 2021

### Purpose

Greyhound Racing Victoria (**GRV**) recognises that it has a legal and moral obligation to provide a safe working environment for volunteers engaged in its business and to minimise the risk of harm or injury to any person from the conduct of our work with the ultimate objective being, as far as reasonably practicable, the elimination of risk.

GRV engages volunteers in its Greyhound Adoption Program (**GAP**) in the following roles:

- Greyhound Enrichment Volunteers;
- Community Engagement Volunteers; and
- Foster Carers.

*(Role Descriptions can be found on the GAP website)*

The purpose of this policy is to:

- a) develop and improve awareness of Occupational Health and Safety (**OH&S**) issues for volunteer staff;
- b) inform volunteers of their rights and responsibilities in relation to safe working practices while engaged with GAP; and
- c) inform volunteers of procedures for hazard and injury reporting as well as emergency evacuation and management procedures.

### Scope

This policy applies to all volunteers engaged with GAP, as well as all GRV employees and contractors who supervise and/or work with volunteers during their engagement.

The policy applies to these persons when working at GRV workplaces and GAP events at external venues.

In the case of Foster Carers this policy also applies to those duties undertaken, within the scope of their role description, at their own premises.

## **OH&S Policy**

GRV is committed to ensuring it complies with its obligations under the *Occupational Health and Safety Act 2004* (Vic) and any other relevant codes and standards applicable to GAP volunteers.

### **GRV Responsibilities:**

- GRV will, as far as reasonably practicable, ensure it provides a healthy and safe work environment free from risk of injury and accident.
- GRV will maintain relevant insurance cover for volunteer workers including workplace injury or accident and public liability insurance and provide information on the scope of coverage on request.
- GRV will consult with its volunteers to identify risks and hazards involved in their duties and measures to, as far as reasonable practicable, eliminate them.
- GRV will provide volunteers with orientation and induction programs upon commencement to provide information on the safe operation of equipment, emergency procedures, hazard and incident reporting and GRVs bullying and sexual harassment policies.
- GRV will provide volunteers any personal protective equipment if required when undertaking their duties.
- GRV will, as far as reasonably practicable, provide volunteers with access to suitably qualified first-aid staff and equipment.

### **Volunteer Responsibilities:**

- Volunteers must take all reasonable care to ensure the safety of themselves, colleagues, and the public.
- Volunteers must follow all safety procedures and instructions for their relevant role and location.
- Volunteers must inform their Supervisor or Manager as soon as possible of any risk, potential hazard or accident in the workplace.
- Volunteers must, at all times, follow instructions from their Supervisor or Manager in relation to procedures in the event of an emergency.

Volunteers must retain receipts and records of any medical advice or treatment received as a result of an accident or injury while performing their duties.

- Volunteers must only perform duties for which they are qualified and that fall within the scope of their role description.
- Volunteers must make use of Personal Protective Equipment where appropriate or required.
- Volunteers must read and understand the following OH&S Procedures:

## **OH&S Procedures**

The following OH&S procedures have been designed to assist in ensuring the health and safety of volunteers when performing their duties.

### **1. Personal Hygiene and Zoonotic Diseases**

*Zoonoses* (or *Zoonosis*) is the term for infectious diseases occurring in animals that can be naturally transferred to humans. These include certain bacteria and parasites. The risk of infection at GAP is very low, however we recommend the following:

- a) Practice good hygiene (including thorough hand-washing) at all times, particularly after handling dogs, dog food, equipment, and waste.

- b) Reduce unnecessary exposure to animals or environments that may be a source of *Zoonoses*;
- c) Wear non-slip, closed toed shoes.
- d) Use any personal protective equipment provided such as disposable gloves, safety glasses, and hand sanitizer.
- e) Familiarise yourself with the *Zoonoses* information sheets displayed in the kennels, work shed and toilets at GAP properties.

## **2. General Safety and Security at GAP Properties**

- a) All visitors to GAP properties (including volunteers) must sign in and out at reception
- b) Volunteers are prohibited from entering restricted areas, including the machinery shed and veterinary clinic, without staff permission.
- c) Volunteers working at GAP properties wear sturdy, closed toed, shoes at all times.
- d) Volunteers must make appropriate use of any personal protective equipment provided (including GAP sunhats and sunscreen).
- e) Volunteers should hydrate and take regular breaks.
- f) First Aid equipment is located within the administrative office (including an Auto Electric Defibrillator (AED) which is located in the kitchen at Seymour).
- g) In the event of a bush fire a nominated GRV staff-member will implement GRV's bush fire plan. Volunteers should refer to staff who will assess the situation regularly. Staff will enact evacuation procedures if there is a large fire within 50km, heading toward our property.
- h) Fire extinguishers are located in every building at GAP premises.
- i) When on GAP properties volunteers should take care walking on wet or uneven ground.

## **3. Snakes at GAP Premises**

GAP Seymour is a rural property where venomous snakes are naturally present. Volunteers should be aware of the following:

- a) Snakes are not aggressive and most bites occur when a person disturbs a snake.
- b) Be cautious around snake habitat, including
  - i. long grass;
  - ii. leaf litter;
  - iii. bodies of water;
  - iv. under equipment and debris.
- c) If you see a snake, remain calm and let it move away.
- d) Immediately inform staff of all snake sightings.
- e) If bitten, remain calm and limit movement.
- f) Staff have access to a snake bite first-aid kit, located in the kitchen at GAP Seymour

## **4. Emergency Evacuation from GAP Properties**

In the event of an emergency evacuation volunteers must follow the directions of staff (who will be wearing a yellow helmet). Volunteers should prioritise their own personal safety. The Emergency Evacuation Point at GAP Seymour is the administrative office building. Make your way here and await further instructions.

## **5. Smoking**

In line with GRV's commitment to providing a healthy and safe environment for volunteers, smoking is prohibited in the following locations:

- a) within five meters of any building on the GAP facility including the office buildings, kennel blocks and maintenance sheds.
- b) within five metres of any GAP stand, whether the GAP stand is situated at an inside or outside event.

Volunteers are advised to familiarise themselves with the smoking policy of the relevant venue or location when working engaging at events for GAP.

## **6. Safety at External Venues**

Volunteers working at GAP events at external clubs and venues should always read event information provided beforehand by their supervisor, and make themselves aware of the emergency evacuation point, emergency procedures and location of first-aid equipment and personnel.

In the event of an emergency evacuation at an external venue, volunteers must follow reasonable instructions of the managing organisation of the event and ensure their own personal safety.

It is important volunteers at external events make staff aware of any safety concerns as soon as possible, so that we may liaise with the event organisers to have the risk or hazard minimised.

When engaging with members of the racing industry or the public, volunteers should refer the Volunteer Code of Conduct regarding appropriate responses and media interaction. Notify a supervisor as soon as possible if yourself or any other volunteer experiences rude or threatening behaviour. Harassment of our volunteers and staff will not be tolerated under any circumstances.

## **7. Safety in the Home – Foster Carers**

Foster Carers should ensure they follow all instructions provided for their greyhounds particularly regarding the use of muzzles and appropriate introduction to other pets and family members.

Foster Carers should err on the side of caution, and seek advice, if not certain how to deal with any situation.

Foster Carers should remember that greyhounds do not have the spatial awareness of humans and may lose their way home or run onto a road if they are not securely contained or supervised.

**GRV require that foster dogs remain muzzled, supervised, and on a leash when off your premises. Failure to do so may jeopardise your ability to continue foster caring. When at home, ensure the Greyhound is securely housed, and all gates and latches are properly closed.**

If a Greyhound becomes lost or injured, contact the **Emergency GAP Phone (0418 557 510)** as soon as possible to receive further instructions. Foster Carers must obtain permission before any emergency veterinary treatment is provided and, where applicable, retain receipts for any costs incurred on our behalf.

## **8. Bullying, Harassment, & Discrimination**

GAP welcomes applications from suitably qualified candidates for all volunteer roles, and operates a no tolerance policy to bullying, harassment or discrimination towards, staff, volunteers, or other stakeholders.

Sexual harassment is unlawful. GRV does not tolerate sexual harassment in any form. Every volunteer, staff member and supervisor have responsibility to ensure that sexual harassment does not occur.

Sexual harassment may occur between one volunteer and another, between volunteers and staff members, or between volunteers and clients, suppliers, or visitors. It may occur wherever volunteers and paid staff are interacting with others in the context of their position, including work off site and social functions.

**Any volunteers effected by bullying, harassment, or discrimination should speak confidentially with either the Volunteers Manager or the Re-homing Manager.**