

Volunteer Safety Coordinator

Each volunteer group is encouraged to appoint a member to act as the Volunteer Safety Coordinator for that group.

The role of the Volunteer Safety Coordinator is an advisory one and the volunteer is in no way legally responsible for accidents/incidents or lack of documentation of the Groups.

Volunteer Safety Coordinators can assist their group by ensuring:

- **Risk Assessments are conducted**
A Risk Assessment form can remain current for subsequent months/years; unless the nature of the tasks and venues differs substantially from the original risk assessment (see example form in "In Safe Hands").
- **New volunteers are inducted**
Volunteers who haven't actively participated for 12 months or more should also be inducted.
- **Personal protective equipment (PPE) and a First Aid Kit are available** at the work site.
- The **Working Bee Coordinator / Liaison Ranger are made aware** when:
 - Safe work practices are not being adhered to
 - Practices and procedures can be improved
- **Accidents, incidents and near misses are reported**
- **A Working Bee Log Book is kept**
Refer to the example of a Project Report in "In Safe Hands".
- **Worksite safety checks** for hazards, equipment and materials are undertaken. Refer to the example form in "In Safe Hands".
- An **Emergency Response Plan** is developed
An emergency response plan may need to be modified for each project site. All volunteers must be familiar with the emergency response plan.

Note: Volunteer Safety Coordinators don't have to do all this themselves. Their job is simply to ensure that it gets done.