



Volunteer Induction Package

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Our Vision

To be a thriving community organisation that is recognised nationally for our contribution to improved biodiversity and vegetation cover.

Mission

To protect and enhance local native vegetation and support people with a passion for plants.

Code of Conduct

This Code of conduct applies to employees, volunteers and members of the committee. It guides the way we work with each other, clients, suppliers, contractors, members, stakeholders and members of the wider community.

Personal behaviour

- Act ethically, honestly and with integrity in all duties.
- Comply with legislation, regulations, and Trees In Newcastle policies and plans.
- Make decisions and act fairly, impartially and promptly, considering available information, legislation, plans, policies and procedures.
- Contribute to a safe and productive work environment.
- Treat others with dignity, respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, and welfare.
- Value diversity in the workplace and the community. Respect the values and experience of others. Provide equal opportunity and do not tolerate discrimination or harassment based on race, colour, religion, age, sex, nationality or any other class under the EEO and Anti-discrimination Acts.
- Take responsibility for contributing in a constructive and positive way to enhance good management and the reputation of Trees In Newcastle.
- Work efficiently and effectively in TIN's best interest and trust others to do the same. Be loyal to the organisation and protect our interests.

Unity and Collaboration

- Every team and individual at TIN contributes to the achievement of our mission. Value and acknowledge the commitment, competence and expertise of others.
- Support unity and harmony between co-workers, teams and the committee.
- Consult with and listen to others. Encourage open, constructive discussion.
- Assist each other. Share knowledge, information, and expertise.
- Maintain positive working relationships with others. Address concerns, resolve problems and reconcile differences in an honest and constructive manner as they arise. Deal with matters directly and do not gossip about or undermine others. Seek

support from your direct supervisor if you require assistance. Follow TIN's adopted Grievance Procedure to resolve persistent concerns.

- Respect the experience and responsibility of those in more senior positions. Accept leadership, guidance, training and supervision.

Quality and Excellence

- Give your best work and strive for excellence at all times. Complete tasks promptly to a high standard and fulfil commitments to colleagues, volunteers, clients, members and the community.
- Keep informed of developments in your field and develop your professional knowledge and ability. Identify training needs for yourself and those under your supervision and endeavour to undertake further training with the organisation's support.
- Encourage openness, research, continuous improvement and innovation in the pursuit of better results.
- Identify and address work problems as they arise and resolve them openly and promptly. Be accountable and learn from mistakes.
- Assess and manage risks associated with all activities.

Communication, Public Relations and Customer Service

- Communicate in a way that fosters trust and encourages others to speak openly.
- Maintain positive public relations with clients, stakeholders and the community. Present a professional and competent image of the organisation at all times.
- Demonstrate pride in your work, workplace and personal appearance.
- TIN's reputation rests on our friendly manner, passion for our mission, knowledge, expertise and community engagement. Maintain a high level of service for clients, members and stakeholders. Aim to exceed their expectations.

Use of Trees In Newcastle's Resources

- Direct use of TIN's assets and resources to the achievement of our mission. Assets and resources include time, money, personnel, office facilities and equipment, computers, cameras, telephones, vehicles, and tools.
- Be responsible and accountable. Follow adopted policies, guidelines and procedures. Protect and maintain TIN's assets in good condition. Ensure use of TIN's assets and resources is economical, efficient and fair.
- Do not use TIN's time or resources for personal gain, financial or otherwise.
- Follow Trees In Newcastle's procedures for authorisation, documentation, payment and reimbursement of expenditure on behalf of the organisation. Do not exceed delegated authority for expenditure.
- In some cases employees are awarded mobile phones and vehicles as part of their employment contract, or compensated for use of personal telephones, internet accounts and vehicles for TIN duties. Such approvals must be authorised by the General Manager. The Code of Conduct for use of TIN's resources applies. While some personal use is accepted, this should be kept to a minimum within reasonable

limits. Mobile phone accounts and vehicle use can be audited at any time and the right to personal use revoked. TIN's fuel card is for work-use only and should not cover fuel for personal use.

Record keeping and use of information

- TIN's records, accounts and financial statements must be kept, maintained and stored in sufficient detail to accurately reflect plans, decisions, activities and transactions, and must comply with legal requirements.
- All documents, images and records produced while at work remain the property of the organisation.
- Records and communications must follow TIN style standards and convey professional excellence.
- Do not misuse information gained at work for personal gain.
- Respect and protect the confidentiality and privacy of all information as it pertains to individuals and comply with relevant legislation.
- Recognise and protect the intellectual property of the organisation. Be aware of the boundaries between confidential corporate knowledge required to protect TIN's business interests and information that can be shared to progress TIN's mission. Seek authorisation prior to sharing information.
- The obligation to preserve proprietary information continues after employment ends.

Health and Safety

- Comply with Occupational Health and Safety legislation, regulations and TIN policies and procedures. Look after each other with care, compassion and common sense.
- Maintain a clean, safe, healthy, organised and well-presented work environment.
- Ensure all workers are free from the influence of drugs and alcohol while at work.
- Overt or covert intimidation, bullying, harassment, abuse of others and obscene language will not be tolerated.
- Smoking must be confined to designated areas and break times. There is no smoking inside TIN buildings, vehicles and the fenced boundaries of the nurseries. Butts must be disposed of in portable canisters and the receptacles provided. It is the responsibility of smokers to keep smoking areas clean and free of cigarette butts.

Environmental Management

- Understand, respect and support holistic natural values and ecological processes.
- Comply with environmental legislation, regulations and the policies and regulations of TIN and land management authorities.
- Protect and rehabilitate natural ecosystems employing the best and most current scientific and community knowledge and practice.
- Follow the Precautionary Principle and adaptive management techniques to minimise environmental risks and optimise rehabilitation results.

- Practice wise use of resources to minimise the impacts of our organisation on the environment. This practice extends throughout the life-cycle of a resource from purchase through use and disposal.

Conflicts of interest

- Avoid financial, business and other relationships which might conflict or compete with the business and mission of TIN, as well as appearance or perception of conflicts of interest.
- Declare and manage any conflict of interest between personal and organisational duty.

Reporting breaches

- Take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace to your supervisor, General Manager or the Committee.



TIN's volunteer Landcare Group work together restoring native vegetation to Newcastle's coastline.

Trees In Newcastle Office

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SAFE WORK METHOD STATEMENTS 2011

- Field Work General**
- Manual Handling**
- Bushland Regeneration Kits
- Chemical Hand Applicators
- Brushcutter Operation
- Working with Mulch
- Tree Planting
- Physical Weed Removal
- Using Trailers
- Seed Collection

These Safe Work Method Statements are based on TIN Risk Assessments 2011

	<p>Occupational Health & Safety Safe Work Method Statement</p>	<p>Trees In Newcastle 252 Parry Street Newcastle West, 2302 ABN 91 670 019 290</p>
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<p>1. Field Work General</p>	<p>Team: Bush Regeneration</p>	<p>Version: January 2011</p>
<p>Prepared by: Trish Barker Position: Bush Regeneration Manager</p>	<p>Authorised by: Louise Duff Position: General Manager</p>	<p>Edited By: Ellen Saxon Position: Bush Regenerator</p>
<p>Signature: Date: 06/01/11</p>	<p>Signature: Date:</p>	<p>Edited By: Ngaire Southwell Position: Volunteer Coordinator</p>

<p><u>Warning signs and control measures:</u> Mobile Phone, 1ST Aid Kit, inform TIN office/land manager of exact location of work area</p>	<p><u>Personal Protection Equipment:</u> Sun Protection – hat brims, sunscreen. Safety glasses, gloves Hi-vis Long sleeve shirt and long pants Sturdy work boots Gum Boots (if applicable) Wet weather gear (if applicable)</p>	<p><u>Permits/ Engineering details/certificates, authority approval required:</u> Check with land management authority</p>	<p><u>Method of supervision /Inspection:</u> TIN supervisor</p>
<p><u>Legislation, codes of practice, standards applicable:</u> NSW OH&S Act 2000 – NSW OH&S Regulation 2001 NOHSC National Code of Practice for 90 Manual Handling [NOHSC:2005(1990)]</p>	<p><u>Plant, equipment & materials to be used & maintenance checks required:</u> Bush Regeneration Kit Auger</p>	<p><u>Personnel qualifications & experience required:</u> OH&S Induction for Construction General Course (WorkCover Approved) Driver license (if applicable) CLM2+ &/or on-the-job training</p>	<p><u>Training and instruction:</u> Site Specific Induction, Work Activity Induction. Pre-start meeting</p>

Hazard	Risk Management / Control	Who will make sure controls completed
Sun exposure Sunburn Sunstroke Dehydration	<ul style="list-style-type: none"> • Wear long sleeved shirts with collars, long pants, broad-rimmed hat, sunglasses • Have sunscreen available • Make use of available shade • Drinking water provided • Take rest breaks and / or work in shade • Avoid working in the hottest part of the day, leave site early, or postpone work in extreme conditions 	All field workers
Physical hazards	<ul style="list-style-type: none"> • Wear protective clothing: long pants, long sleeved shirt, closed shoes, gloves. • Keep site clean, tidy, organised and well presented at all times. • Dispose of waste in the correct rubbish and recycling receptacles. • Keep access ways clear. • Do not run anywhere on the site. Move with care and be aware of the proximity of fellow workers. • All tools and equipment must be stored away after use. • Clean up immediately when tasks are complete. • Dispose of sharps using tongs and suitable sharps containers 	All field workers
Working with soil and Personal Hygiene	<ul style="list-style-type: none"> • Read the MSDS for Potting Mix stored in the Soil Bay. • When using soil or handling plants in pots or tubes gloves must be worn. • Avoid breathing in dust. • Wet down soil in the wheelbarrow prior to moving it. • When sweeping soil from the potting-up area it must be damp so as not to raise dust particles. • Wash your hands thoroughly for 20 seconds with soap after each work session, before eating and smoking and after using the toilet. 	
Tools & Equipment	<ul style="list-style-type: none"> • Wear appropriate PPE (Personal Protection Equipment) • Use tools and equipment only when authorised by supervisor • Check and maintain tools in good working condition. • Do not use faulty tools and equipment. Hand to your supervisor to be tagged and repaired or disposed of. 	
Electrical and mechanical hazards	<ul style="list-style-type: none"> • All equipment must be tested and display a valid tag • Check electrical equipment for worn / cut cables • Check placement of electrical equipment to avoid water contact • Earth leakage circuit breakers must be used in all outdoor workplaces • Check equipment is in good working order – do not use faulty equipment under any circumstance • Report faults / hazards to site supervisor • Use PPE • Ensure all guards are in place • Undertake OH & S training 	All field workers

	<ul style="list-style-type: none"> • Work safely when doing any mechanical or electrical operations, e.g. be aware of yourself and others when swinging a mattock • Training will be given before use 	
Hazardous materials / pesticides and chemicals	<ul style="list-style-type: none"> • Refer to SWMS: 4. Chemical Hand Application; 5. Splatter Gun; 6. Chemical Spraying • You must have appropriate certification to use chemicals and be authorised and trained by a supervisor. • Follow and familiarise yourself with MSDS instructions. • Store all chemicals and contaminated containers in the sealed containers in the work vehicle – do not store hazardous materials together • Water provided in the work vehicle maintained • Display signage where necessary • Water must be safely available • Understand Duty of Care to yourself and others 	All field workers
Plants & Wildlife	<ul style="list-style-type: none"> • Site induction by supervisor • Wear suitable work clothing and PPE when working near to or collecting from spiny or thorny plants • Be aware of first aid kit location • Beware of wildlife and take measures to reduce contact with dangerous species, e.g. tread loudly to scare off snakes, look for funnel webs when moving mulch, etc. • You may also encounter paper wasps, bees, ticks, spiders, ants, mosquitoes, sandflies, leeches, etc. • Insect repellent will be supplied 	All field workers
Drugs & Alcohol	<ul style="list-style-type: none"> • Strictly prohibited during work hours and in breaks • Must report to work with 0.0 alcohol blood level and drug free 	All field workers
Smoking	<ul style="list-style-type: none"> • No smoking within 20 metres of others, or in and around vehicles • Smoke in designated areas only. • Cigarettes butts must be extinguished entirely, secured in a sealed container, and taken off site for disposal 	All field workers
Behaviour	<ul style="list-style-type: none"> • Harassment, discrimination, disruptive negative behaviour will not be tolerated 	All field workers
Environmental degradation	<ul style="list-style-type: none"> • Refer to SWMS: 12. Physical Weed Removal • Leave plant if it can't be correctly identified by reference manual or supervisor • Record weed • Follow supervisor instructions on weed removal techniques – if unsure of technical method, ask supervisor • Training will be given by the supervisor for all new tasks performed • Do not leave large areas of exposed soil in highly erodible situations to reduce silt load entering waterways • Allow enough vegetation for habitat and environmental protection of ecosystem (e.g. reduce over-exposure from sun) • Pile or store weeded material so as to prevent reinfestation e.g. large-rooted lantana ends hung in tree • Remove / bag appropriate part of the species which can lead to reestablishment of that weed species 	All field workers

	<ul style="list-style-type: none"> • Let natural regenerator dictate rate of weed removal • Work from least infested to most infested areas • Cut and paint in erodible situations to reduce soil erosion 	
Vehicle	<ul style="list-style-type: none"> • Only drive TIN vehicles if authorised by a supervisor. • Park Vehicle on site facing exit • Adhere to Federal and state road legislation • All drivers must have necessary licences • A spotter should be used to assist with directions when reversing or 4WDing in difficult conditions or poor visibility 	All field workers
Cold weather	<ul style="list-style-type: none"> • Don't work in wet cold weather • Wear rain jackets and rain pants as necessary • Wear appropriate warm clothing • Bring spare set of clothes / socks on potentially wet days 	All field workers
Topography	<ul style="list-style-type: none"> • Site induction and risk assessment by site supervisor • Maintain clear access • Flag off danger zones • Create and use safe access trails • Avoid slippery edges and rocks • Risk assessment taken for non-swimmers • Do not run on site • Be aware of and locate hazardous branch falls • Observe on-site safety: consideration for oneself and others 	All field workers
Fire hazards	<ul style="list-style-type: none"> • Always park vehicle facing the exit to the bushland • Risk assessment by supervisor on medium to high fire risk days • Fire hazard awareness in isolated situations • Hypothetical fire drill covering exits in all directions • Maintain tidy worksite to reduce fuel loads, e.g. small weed piles • Keep fuel away from flames • No smoking near petrol or other flammable materials • Ensure cigarette butts are extinguished, collected and removed from site 	All field workers
Water Hazards	<ul style="list-style-type: none"> • Check waterway for signs of contamination • Ensure waders or gum-boots are watertight • Continually assess area for signs of submerged objects and to determine likely depth • Proceed slowly in all areas • Monitor water and body temperature and avoid hypothermia 	All field workers



2. Manual Handling

Team: Bush Regeneration

Version: January 2011

Prepared by: Trish Barker
 Position: Bush Regeneration Manager

Authorised by: Louise Duff
 Position: General Manager

Edited By: Ellen Saxon
 Position: Bush Regenerator

Signature:
 Date: 06/01/11

Signature:
 Date:

Edited By: Ngaire Southwell
 Position: Volunteer Coordinator

<p><u>Warning signs and control measures:</u> Mobile Phone, 1ST Aid Kit</p>	<p><u>Personal Protection Equipment</u> Sun Protection – hat brims, sunscreen. Safety glasses, gloves Hi-vis Long sleeve shirt and long pants Sturdy work boots Gum Boots (if applicable) Wet weather gear (if applicable)</p>	<p><u>Permits/Engineering details/certificates, authority approval required:</u> Not Applicable</p>	<p><u>Method of supervision /Inspection:</u> TIN supervisor</p>
<p><u>Legislation, codes of practice, standards applicable:</u> NSW OH&S Act 2000 – NSW OH&S Regulation 2001 NOHSC National Code of Practice for Manual Handling [NOHSC:2005(1990)]</p>	<p><u>Plant, equipment & materials to be used & maintenance checks required:</u> Wheel Barrows, Trolley, Shovel.</p>	<p><u>Personnel qualifications & experience required:</u> OH&S Induction for Construction General Course (WorkCover Approved) Driver license (if applicable)</p>	<p><u>Training and instruction:</u> Site Specific Induction, Work Activity Induction. Pre-start meeting</p>

Steps	Potential Hazards	Controls	Who will make sure controls completed
Lifting equipment and material	<ul style="list-style-type: none"> • Heavy weight causing strain; • Load falling on operator • Strain injury, e.g. from inappropriate movement 	<ul style="list-style-type: none"> • Wear PPE • Secure loads • OH & S and training of correct lifting techniques during induction • Use a wheelbarrow and physical aids where possible • Seek help or advice from site supervisor • Have a plan of movement when lifting objects • Stretch and warm-up prior to commencement • When lifting heavy loads, only lift what's comfortable for you and always ask for help if too heavy or awkward • Keep back straight • Bend at the knees & hips, not back • Stabilise core muscles prior to lifting • Do not lift and twist, turn whole body • Keep load close to body, do not hold load with arms out-stretched • Do not lift loads above head • Regular breaks 	All workers
Repetitive tasks	<ul style="list-style-type: none"> • Repetitive strain 	<ul style="list-style-type: none"> • Wear PPE • Seek advice from supervisor • Plan project to control risk of repetitive strain injury (time on task) • Seek assistance where necessary • Stretch and warm-up prior to commencement • Regular breaks • Check and correct technique regularly • Rotate tasks • Keep tools and materials close to work area 	All workers