



Dear Volunteer Organisation,

NEW VOLUNTEER HEALTH AND SAFETY INDUCTION.

As part of the Department of Parks and Wildlife's commitment to ensuring a safe work environment, the department is introducing a new health and safety induction for volunteers.

Any person who will be undertaking voluntary work for Parks and Wildlife needs to complete the induction prior to commencing work with the department. The induction may be completed before, or on arrival at the work site. The application of the induction material will focus initially on new volunteers, with existing volunteers to be retrospectively inducted when new projects are commenced or training is undertaken.

For the purpose of this information, the following definitions apply:

- The *supervisor* is the Department of Parks and Wildlife employee who is responsible for the volunteer at the work site and for ensuring adherence with the requirements outlined below. Responsibility for specific components may be delegated to appropriate department employees or nominated volunteers as required.
- A *work site* is any site, on land and waters, where the volunteer will be undertaking work for the department.

The induction is a one-off requirement, but will need to be completed again if:

- the volunteer is exposed to new, or different, hazards;
- there is a near-miss or incident relating to work undertaken by the volunteer;
- the department's policies, guidelines or procedures change; or
- the volunteer has not undertaken work for the department for more than 12 months.

The health and safety induction involves the following at or prior to registration:

1. Volunteers must read the induction information and the Department of Parks and Wildlife's Policy 60: Work Health and Safety electronically or in hard copy.
 - a. Electronic copy.
This enables the volunteers to read the information prior to arriving at the work site.
 - b. Hard copy.
Hard copy documents will be available to volunteers who have not read the information prior to arrival at the work site. The department supervisor will supply the information.

2. The supervisor will complete an induction checklist with the volunteer/s. This may be completed in a group where several volunteers are working at the same work site.
3. For volunteer/s undertaking hazardous tasks, a Job Safety Analysis (JSA) is required. The supervisor should work with the volunteer/s to complete a JSA to reflect the work they will be undertaking.

Volunteers require a JSA for each hazardous task they undertake on work sites. The JSA will be valid for one year, unless the task changes or there is a near-miss or incident in which case it must be reviewed, re-signed and re-submitted to the supervisor.

Where applicable, volunteers must provide their supervisor with copies of current certifications/licenses prior to commencing work. Volunteers are not permitted to undertake tasks that usually require a license/certification/training without first providing relevant documentation to the department.

Volunteers need to wear attire appropriate to the tasks they will be undertaking. Volunteers working outdoors need to wear enclosed shoes and be sun safe – slip, slop, slap, seek and slide. Volunteers undertaking tasks where personal protective clothing and equipment (PPE) is required will be provided PPE by the department, but it can be supplied by the volunteer as long as it meets departmental standards.

As per the current procedure, volunteer registration forms (DPaW205) are available on request when the Community Involvement Unit is provided with details of your volunteer project.

Please direct any queries to the Community Involvement Unit via community.involvement@dpaw.wa.gov.au

Thank you for your cooperation in regard to the new induction requirements for volunteers.

Yours sincerely

Community Involvement Unit and Employee Relations and Safety Section
Department of Parks and Wildlife