



Understanding WHS Obligations for Bushfire Volunteers

A practical guide to assist local government
leaders meet their obligations

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INTRODUCTION

With the introduction of the *Workplace Health and Safety Act 2020* (WHS Act), there are changes to the workplace health and safety laws in Western Australia.

This guide has been developed to support local governments provide and maintain a workplace free from physical and psychological hazards. This guide provides advice about operational hazards and the processes local governments can adopt in order to comply with the WHS Act with respect to the volunteer bushfire brigades (BFB) they manage and who work under their control.

Members should remember that if they already have good risk management and safety practices in place the legislative changes in the WHS Act will have minimal impact on day to day operations. The WHS Act has further formalised the safety responsibilities of employer's which were in some respects implied but not explicitly stated in the previous occupational health and safety legislation.



1 KEY WORK HEALTH AND SAFETY TERMS

This section provides an overview of the key WHS terms as they apply to volunteer BFBs.

1.1 What is Work Health and Safety

The WHS Act applies to all workplaces (both private and government operations) within the natural jurisdiction of Western Australia. The WHS Act provides a framework to protect the health, safety and welfare of both those persons undertaking work and those persons who might be affected by that work.

1.1.1 PCBU – Person Conducting a Business or Undertaking

The concept of a **Person Conducting a Business or Undertaking (PCBU)** replaces the term ‘employer’ in the WHS Act. Workers are not considered **PCBU**’s.

- A **PCBU** has a duty of care to keep workers and others safe “as far as reasonably practicable”.
- Local governments are defined as a **PCBU**.

1.1.2 Key features relating to volunteering

- The concept of the ‘person conducting a business or undertaking’ (**PCBU**) is intended to capture a broad range of contemporary workplace relationships including volunteering activities.
- A primary duty of care requires **PCBUs** to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work.
- Duties of care apply to persons who influence the way work is carried out, as well as the integrity of products used for work, including providers of WHS services.
- It is a requirement that ‘officers’ exercise ‘due diligence’ to ensure compliance with the WHS Act.
- Reporting requirements apply for ‘notifiable incidents’ such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking
- Consultation on WHS matters with workers is a requirement under the WHS Act
- Procedures for the resolution of WHS issues.

1.2 Duties under WHS

The **PCBU** (*local government*) has a primary duty of care to ensure, as far as is reasonably practicable, that the health and safety of persons is not put at risk from work conducted as part of the business or undertaking.

1.2.1 Volunteer organisation or association

An organisation will have WHS duties as a person conducting a business or undertaking (**PCBU**) under the WHS Act where one or more persons are employed to carry out work for the organisation, including paid and unpaid positions. A person may be employed by either:

- The organisation itself
- The organisation's members, whether alone or jointly with any other members.

Example:

- Bushfire brigades engaged under the relevant local government

A volunteer association is a group of volunteers working together for one or more community purposes and none of the volunteers, either separately or jointly, or the association itself employ a person to carry out any work for the association.

The WHS Act does not apply if the organisation is a 'volunteer association' (whether incorporated or unincorporated).

Example:

- A social sporting group formed and engaged by individual volunteers

1.2.2 Volunteers

Under the WHS Act a volunteer is a person who works for an organisation without payment or financial reward (but who may receive out of pocket expenses). The law also recognises volunteers as workers. Meaning the **PCBU** must provide the same protections to its volunteers as it does to its paid workers.

1.2.3 Spontaneous volunteers

A spontaneous volunteer is usually not associated with an existing bushfire brigade, but more likely to be a member of the community offering assistance in response to an event. These individuals may not have been screened or trained in accordance with procedures.

The management of spontaneous volunteers is a joint responsibility between all stakeholders. It should also be recognised that the majority of public offers of assistance come during the recovery phase of an emergency, which the local government manages on behalf of its community, and which is a positive step in the recovery process.

The *Bush Fires Act (1954)* states that the Chief Bushfire Control Officer can:

“Employ a person or use the voluntary services of a person to assist him, subject to his directions in the exercise of any of the foregoing powers.”

In taking that action, responsibility should be assessed in regards to the suitability of each individual for the task to be performed. All stakeholders – the organisations, government agencies and authorities – have a mutual duty of care.

The following principles should be **APPLIED BY ALL** organisations, authorities, government agencies, and local governments when utilising spontaneous volunteers.

- Spontaneous volunteers should be added to the volunteer register and sign in and out after each shift.
- Spontaneous volunteers should only be assigned generalist tasks.
- Spontaneous volunteers should **NOT** be deployed to high risk activities.
- Spontaneous volunteer activities are supervised.
- Spontaneous volunteers are provided appropriate information to ensure activities are carried out safely.
- Provide adequate and appropriate personal protective equipment and personal protective clothing.

Your **local emergency management arrangements** will assist in identifying the various volunteering organisations that as a local government you may engage with.

1.2.4 Officer

Officers are those individuals within an organisation who make (or participate in) decisions that affect the whole or a substantial part of the organisation, such as the Chief Executive Officer.

It's important to note that whether a person is a paid employee or a volunteer is inconsequential for the purpose of determining if they are an officer under the WHS Act.

An officer is someone who influences the organisation as a whole, rather than a particular function performed by the individual. This will determine if you have organisation-wide, strategic responsibility, as opposed to operational responsibility.

Factors include whether the role has the ability to recruit, commit funds, and determine the reporting structure, involvement in, or developed policy, process or procedures relevant to the operations undertaken.

1.3 Activities covered by WHS

Only work activities are covered by the WHS Act. Activities that are purely domestic, social, recreational or private in nature are not included. Whether an activity is considered work may depend on specific circumstances. The following criteria may help determine if an activity is work under the WHS Act:

- The activity involves physical or mental effort or the application of particular skills for the benefit of someone else or for themselves (if self-employed), whether or not for profit or payment
- Activities where someone would ordinarily be paid may be considered work
- Activities that are part of an ongoing process or project may be work if some of the activities are paid
- An activity may be more likely to be work if someone is managed or controlled by another person when they undertake that activity
- Formal, structured or complex arrangements may be considered to be work more than ad hoc or unorganised activities.

The activity may be work even though one or more of the criteria are absent.

Examples of activities that may be considered work include:

- Maintenance of the things needed to enable an organisation to carry out its work. For example, maintenance work on a shed where a volunteer group meets.
- Activities that people are ordinarily paid to do but are carried out for the organisation by a volunteer. For example, driving plant and equipment to service centres.
- Activities that the organisation has a great degree of direction or influence over.
- Activities carried out in accordance with formal or structured arrangements.

1.4 What is a duty of care

One principle that has evolved from common law is the concept of duty of care, which imposes a duty to ensure we do not cause a reasonably foreseeable risk of harm to others for whom we owe a duty. Breach of duty of care can result in a finding of liability (e.g. negligence) which can have significant financial and reputational consequences for local governments.

Under the WHS Act, the primary duty of care relating to S.19 states a PCBU must ensure, so far as is reasonably practicable –

- (1) the health and safety of
 - (a) workers engaged, or caused to be engaged, by the person; and
 - (b) workers whose activities in carrying out work are influenced or directed by the person while the workers are at work in the business or undertaking.
- (2) that other persons are not put at risk from work carried out as part of the conduct of the business or undertaking

- (3) A person conducting a business or undertaking must ensure:
- (a) The provision and maintenance of a work environment without risks to health and safety
 - (b) The provision and maintenance of safe plant and structures
 - (c) The provision and maintenance of safe systems of work
 - (d) The safe use, handling and storage of plant, structures and substances
 - (e) Adequate facilities for the welfare of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
 - (f) Any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out
 - (g) That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking

To comply a person must exercise their duty of care over others where reasonably able to do so.

1.5 What is reasonable instruction

While at work, a worker must comply, so far as reasonably able, with any reasonable instruction that is given and cooperate with any reasonable policy or procedure of the PCBU relating to the health or safety at the workplace that has been notified to workers.

1.6 What is reasonably practicable

As per the WHS Act, ensuring health and safety means doing what is, or was reasonably able to be done at a particular time, taking into account all relevant matters, including:

- (a) the likelihood of the hazard or the risk concerned occurring
- (b) the degree of harm that might result from the hazard or the risk
- (c) what the person concerned knows, or ought reasonably to know, about
 - i. the hazard or the risk
 - ii. ways of eliminating or minimising the risk
 - iii. the availability and suitability of ways to eliminate or minimise the risk
- (d) the cost associated, including whether the cost is grossly disproportionate to the risk.

2 CORE VOLUNTEER REQUIREMENTS

A **volunteer organisation** has duties as a PCBU under the WHS Act and must ensure, so far as is reasonably practicable, the health and safety of all of its workers, including volunteers. This means that the organisation must provide the same protections to its volunteers as it does to its paid workers. The protection covers the physical safety and mental health of all workers, including volunteers.

2.1 A safe and healthy workplace

The legislation does not set out specific steps to show what is considered 'reasonably practicable' in ensuring the safety and health of their volunteers. Therefore, it will depend on the circumstances of each case.

Generally, to ensure the safety of volunteers' activities, it would be reasonable and practicable for a local government to:

- Ensure volunteer work areas are free of hazards
- Ensure that volunteers understand their duties and responsibilities
- Develop policies and procedures governing on-boarding, screening, training guides and supervision of volunteers
- Allocate sufficient resources to ensure the effective management and development of volunteer programs
- Communicate and consult with volunteers on occupational safety and health issues
- Induct and train/instruct volunteers in their tasks

2.1.1 Identify foreseeable hazards

This is the process of finding, recognising, and describing risks. In conjunction with relevant stakeholders, answer the following questions and capture the information within a risk register:

- What can go wrong? What are areas of uncertainty? (Risk description)
- How may this risk eventuate? (Potential causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating? (Consequences)

Unidentified risks can cause major losses through missed opportunities or adverse events occurring.

Bushfire volunteers in Australian local government areas are likely to be exposed to the following hazards:

- Bushfire
- Building/industrial fire
- Cyclone
- Storm
- Flood
- Tsunami (coastal inundation/river system flooding)
- Earthquake
- Hazardous materials
- Car accidents and traffic management

These hazards present numerous risks and can include:

- Exposure to high heat
- Fume inhalation
- Carbon monoxide exposure
- Dehydration
- Reduced visibility
- Damage to structures

2.1.2 Assess the activity (analysis and evaluation)

Use a risk assessment to assess each hazard, the likelihood and consequence of the potential risk occurring, and the suitability of current controls.

- Are you doing what is reasonably expected of you under the circumstances? (Existing control ratings)
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (consequence)
- Determine how likely it is that that the risk will eventuate to the determined level of consequence with existing controls in place (likelihood)
- Combine the measures of consequence and likelihood, determine the risk rating (level of risk)

The risk owner is to verify the risk analysis and make a risk acceptance decision based on:

- Controls assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Level of risk
- Risk acceptance criteria
- Risk versus reward/opportunity

The risk acceptance decision needs to be documented and acceptable risks are then subject to the monitor and review process.

2.1.3 Minimise impacts

There are generally two requirements following the assessment of risks.

1. In all cases, regardless of the residual risk rating, controls rated 'inadequate' must have a treatment plan (action) to improve the control effectiveness to at least 'adequate'.
2. If the residual risk rating is high or extreme, treatment plans must be implemented to either:
 - Reduce the consequence of the risk materialising
 - Reduce the likelihood of occurrence
 - Improve the effectiveness of the overall controls to 'effective' and obtain delegated approval to accept the risk as per the risk acceptance criteria

2.1.4 Review practices and lessons learnt

Risk owners are to review their acceptable risks on a regular reoccurring basis or if triggered by one of the following:

- Changes to the context
- A treatment is implemented
- An incident occurs
- Audit or regulator findings

Risk owners are to monitor the status of risk treatment implementation and report on actions, as required.

2.2 Consultation arrangements

Participation in consultative meetings should occur with volunteers and identified stakeholders to provide up to date safety and health information. This consultation should also facilitate planning or reviewing tasks and activities, as well as building comradery amongst the brigades and resolving operational issues – a fundamental component of volunteering together safely.

Examples of Consultative arrangements include but not limited to:

- Bushfire advisory committee meetings
- Bushfire advisory group meetings
- Bushfire sector command meetings
- Brigade meetings
- Brigade debriefing sessions
- Local emergency management committees

2.3 Communication arrangements

Communication is essential to ensure volunteers are given consistent and up to date information as it relates to planned tasks and activities being undertaken, as well as ensuring brigades are able to operate in an effective manner.

It is also vital to have multiple means of maintaining effective communication when associated with remote or isolated work, due to the nature of work, time or location, as well as in an emergency situation.

Briefing formats may follow the Australasian Inter-service Incident Management System (AIIMS) 'SMEACS' Incident Planning & Briefing Aid:

- Situation
- Mission
- Execution
- Administration and logistics
- Command and communication
- Safety

Examples of communication arrangements include:

- Bushfire advisory committee meeting
- Bushfire advisory group meeting
- Bushfire sector command meeting
- Brigade meeting
- Training day
- Briefing schedule (initial deployment/situation update/delegation briefing/handover)
- Information briefing

2.3.1 Informing diverse parties

When delivering information, training or instruction it must be provided in a way that is readily understandable by any person to whom it is provided.

It is vital to ensure that the information, training and instruction provided is suitable and adequate for the nature of work undertaken in each role, the associated risks, and control measures available.

This should be considered in relation to an individual's ability to perform the inherent requirements and responsibilities of the role, suitable adjustments, or alternative roles.

2.4 Training and instruction arrangements

In relation to the *National Standards for Involving Volunteers in Not-for-Profit Organisations*, the intent is for the organisation to establish a systematic program that provides needs-based training to volunteers. This is achieved by training volunteers in both job performance skills and organisational development skills such as teamwork, communication and problem solving.

Training for each role requires a different level of training, varying from online course, formal training sessions or exercises to weekly or fortnightly participation at your brigade, group or unit.

The specific requirements where a PCBU involves volunteers shall clearly specify and control the work of volunteers and ensure that their place of work is conducive to preserving their health, safety, general wellbeing, and will focus on:

- Developing policies and procedures that detail the organisation's approach to volunteer training and development
- Allocating responsibility and resources to training and development
- Providing training to address identified needs
- Monitoring the work of volunteers and providing appropriate feedback
- Recognising, formally and informally, the contribution made by volunteers to the organisation and to the community

With relation to the WHS Act, the PCBU must ensure that information, training and instruction provided to a worker is suitable and adequate having regard to:

- The nature of the work carried out by the worker
- The nature of the risks associated with the work at the time the information, training or instruction is provided
- The control measures implemented
- Information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided
- Records of training is kept for a period of seven years in relation to hazardous chemicals to which the worker is likely exposed

2.5 Provision of Personal Protective Equipment (PPE)

Where PPE is identified as a control for mitigating risks to the hazards volunteers will likely be exposed to, as a direct result of the nature of their work, is required to be provided to workers (unless the personal protective equipment has been provided by another PCBU).

There is no need to double up in the provision of PPE. However when directing the work to be undertaken, the PPE must be suitable – including size, fit, and being reasonably comfortable for the worker to use and wear. It should be maintained, repaired or replaced as required to ensure it is clean, hygienic and in good working order for use.

Adequate supervision or readiness checks should incorporate assessing the appropriate use and wear of equipment provided and having available provisions for replacements.

2.6 Private equipment

The *Bushfire Act 1954* states that at different times private equipment may be used *“in connection with a bush fire, which is necessary for, directed towards, or incidental to, the control or suppression of the fire or the prevention of spread of the fire, or in any other way necessarily associated with the fire including travelling and support services, such as meals and communication systems”*.

It is important to communicate clearly when an individual is operating of their own accord, or commences operating as a volunteer. This means that when emergency services are activated, the personnel, plant, and equipment being provided (even if privately owned) are under the control of the local government. Therefore, the provision of reasonable information, training, and instruction needs to be established at that time (prior to engaging the equipment), through reasonable means to ensure the health and safety of involved parties.

2.7 Facility considerations

There are over 540 listed brigades (as of 2022) which all have individual workplace facilities. These facilities are required to be maintained so as to allow for persons to enter, exit and move about without risk to health and safety in both normal working conditions and in an emergency situation.

Considerations must be made to how facilities are maintained to allow for work to be carried out, safe storage of plant and equipment, safe means of evacuation, appropriate ventilation, mitigating the extremes of heat or cold, and accessible facilities (toilets, drinking water, washing and eating facilities).

A workplace inspection tool can be a suitable way of ensuring these aspects are monitored and maintained in relation to the nature of hazards at the workplace, size, location and nature of the business undertakings.

2.7.1 Fire protection and firefighting equipment

If hazardous chemicals are stored, handled or used on site, emergency equipment must always be available for use in an emergency.

The PCBU is to ensure fire protection and firefighting equipment is properly installed, tested and maintained, and where unserviceable or inoperative alternatively managed and returned to full operation as soon as practicable.

2.7.2 Fuel and chemical storage

When chemicals are stored onsite, a risk assessment should be undertaken to identify what is required, including signage, bunding, traffic management, training, security, and readily accessible, up to date material safety data sheets (within 5 years).

2.7.3 Containing and managing spills

If safety equipment is required to control an identified risk in relation to using, handling or storing hazardous chemicals, safety equipment is to be provided, maintained and accessible at the workplace.

Spill kits are a common way of ensuring adequate provisions are available when storing or using hazardous chemicals on site.

3 INCIDENT RESPONSE CONSIDERATIONS

To ensure a consistent approach in managing the workplace and responding to a workplace incident or injury, it is important to apply your specific local government's processes. LGIS provides support in regard to reporting WHS hazards, reportable workplace incidents and diseases, injury management, and undertaking the relevant and required actions as soon as possible.

3.1 A notifiable incident

The Department of Mines, Industry Regulation and Safety requires work related deaths and certain types of injuries and diseases to be reported to WorkSafe. Failure to report could lead to prosecution. Reporting must be done by the relevant local government whenever these occur in connection with their business, and an internal process should be outlined within internal WHS documentation.

For example, a resource sharing arrangement or activity undertaken by multiple local governments where a notifiable incident occurs would require all parties to separately report the incident to WorkSafe. Assistance and support can be provided individually to each local government by LGIS.

3.2 Injury management

Injury management is a workplace managed process to facilitate a quick and safe return to work following a workplace injury. Injury management is essentially about effective communication and coordination between claims and rehabilitation practitioners, employers, workers and medical practitioners, to ensure that injured workers are provided support and assistance to return to the workplace.

The LGIS injury management team can provide a variety of proactive injury management solutions to ensure you are meeting your legislative responsibilities and providing the highest standard of injury management support for injured workers within the sector.

To assist workers with gaining a greater understanding of the injury management process we encourage our members to make the [LGIS Injury Management and the Worker \(pdf\)](#) document readily available to a worker after an injury.



3.3 Public Liability

To enable LGIS to act on your behalf after receiving notification of an incident where a member of public has suffered an injury, financial loss or property damage which they claim you are responsible for, we require the following from the third party:

A written request (letter/fax/email) request addressed to the PCBU (referred to as a 'letter of demand') that includes:

- Details of the circumstances of the incident
- Time and date of the incident
- The address or location of the incident
- A specific request asking you to compensate or reimburse the third party for any loss suffered

Please note:

- The third party should not be encouraged to submit a letter of demand if they have not already indicated that they wish to be compensated in some way. If you are notified of an incident and the person does not indicate that they want to be compensated, you may wish to submit a 'report only' claim - this is denoted on the front page of the [Public Liability claim form \(pdf\)](#) or [Professional Indemnity claim form \(pdf\)](#). This will advise us of the incident in case any claim is submitted in the future.
- We recommend that you do not ask the third party to supply quotes or invoices, as some claimants assume they will automatically be reimbursed. In the event that LGIS Liability decides to settle a claim, we will request quotes/invoices prior to settlement negotiations.
- No 'forms' of any kind (e.g. Incident Report Form etc.) can be used in place of a 'letter of demand'.

What we require from you:

- Completed [Public Liability claim form \(pdf\)](#) or [Professional Indemnity \(pdf\)](#) claims form (pages 1 and/or 2) and signed (page 4)
- Page 3 of the [Public Liability claim form \(pdf\)](#) to be completed and signed by the relevant overseer/engineer/supervisor
- The third party's original letter of demand (or a copy)

The following information, if available, should be provided:

- A report describing all relevant details of the incident from your perspective
- Photographs of the incident site / alleged hazard, preferably before any hazards are repaired
- Copies of any relevant documentation related to the incident.

3.4 Supervision

Supervision of the volunteer is the same as for a worker; performance management should be structured and allow for two-way communication. Volunteers who are not performing should be

offered training and other appropriate forms of support. All performance management meetings and decisions should be documented. Volunteers should follow the grievance and complaints policy and procedure as adopted by the local government.

3.5 Bullying, harassment, discrimination and equal opportunity

3.5.1 Bullying or harassment

To ensure not only the physical wellbeing of the volunteers but also their mental wellbeing, the workplace must take all reasonable steps to ensure volunteers are not exposed to workplace bullying, harassment and discrimination.

Bullying in the workplace is repeated, unreasonable or inappropriate behaviour directed towards a worker, or a group of workers, that creates a risk to the individual's health, safety and wellbeing.

Volunteers also have a duty under the WHS Act to ensure that their actions do not constitute a risk to their own health and safety or that of other people in the workplace.

The organisation needs to clearly communicate that bullying will not be tolerated and provide information to volunteers about the process and who they can contact if they are bullied in the workplace. This may incorporate communication within the induction, training process, or brigade communication arrangements on the local government's code of conduct.

3.5.2 Discrimination

It is sometimes a difficult decision for the coordinator of volunteers to reject a volunteer as unsuitable for a chosen volunteer position. The local government is subject to the same anti-discrimination legislation as applies to selecting paid staff.

It is therefore imperative that the local government has clearly defined position descriptions and selection criteria documented. The interview process should also be documented in case the rejection is challenged. Ideally, the reason for the rejection should be explained to the volunteer and if appropriate alternative positions should be offered. The local government needs to demonstrate that they have been reasonable and practical in their assessment of the volunteer.

3.5.3 Equal Opportunity

It is recommended that local governments have regard for equal opportunity objectives when developing policies and procedures governing recruitment, screening, training and supervision of volunteers.

3.6 Issue resolution

Teamwork is fundamental to achieving common goals. When issues arrive it is vital they are managed effectively in a proactive manner. To support this, following your health and safety resolution process or procedure for managing consolation and communication is one tool for ensuring action is taken, and the opportunity for action to be taken afforded to the relevant stakeholders.

3.7 Prosecution

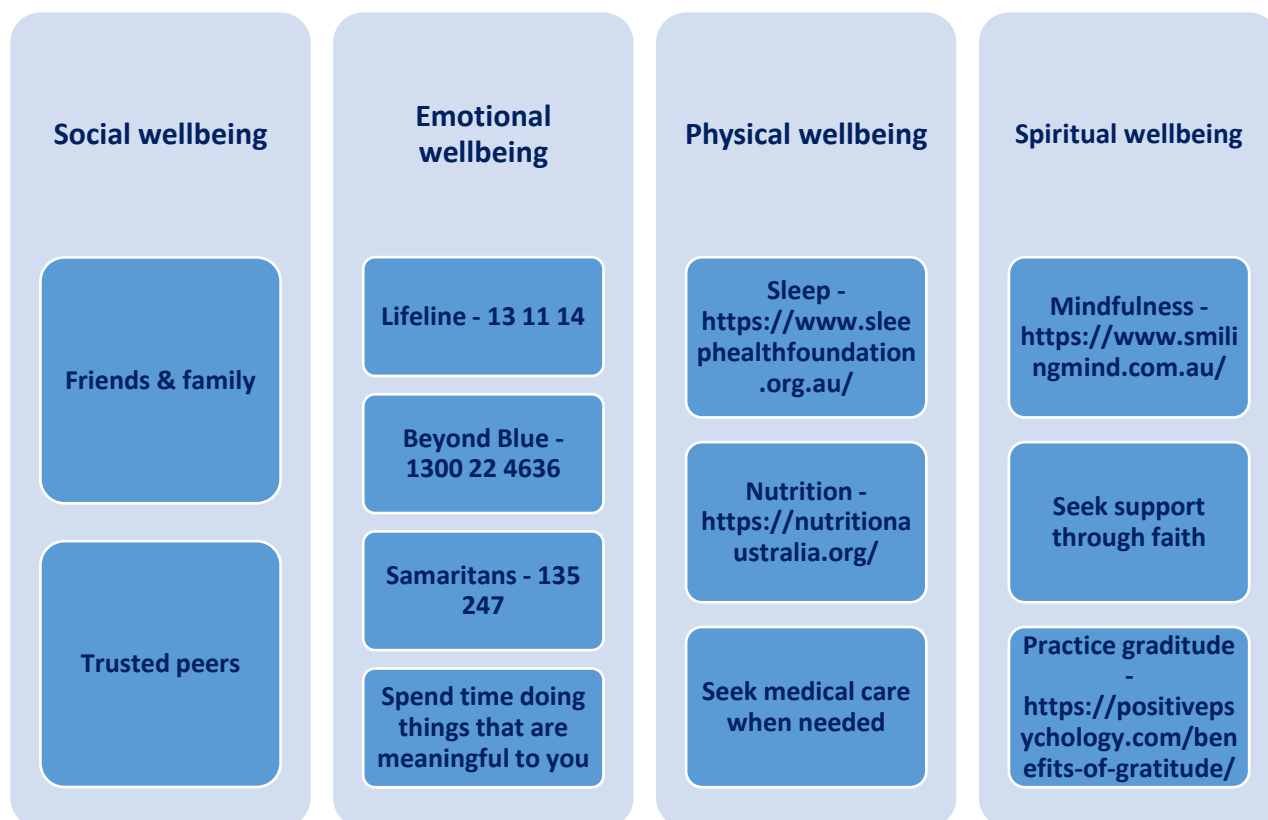
If volunteers comply with the health and safety duties when carrying out work for the organisation, they cannot be fined or prosecuted under the WHS Act.

3.8 Support

The nature of this type of activity can present significant emotional demands for bushfire volunteers. Emotional demands can be defined as work/situations that that are emotionally challenging, due to high emotional involvement, or having to regularly disguise emotion in the moment.

Demands can arise through working within your own community, coping with the loss of life (human and animal), defending your own properties and/or properties of other families, viewing the loss of livelihoods, and being confronted with life threatening situations.

When emotional demands are coupled with additional demands, this can lead to adverse outcomes on health and wellbeing, such as psychological strain, burnout, and issues with sleeping. So, it's really important that volunteers are proactive in managing their own mental health and wellbeing, to be in the best frame of mind when responding to events. Support is available and may include:



4 RESOURCES

The below templates may assist in the implementation and maintenance of volunteer arrangements.

4.1 An organisational work health and safety system checklist

DOCUMENTATION	N/A	YES	NO
Work health and safety plan and policy			
Risk register (foreseeable high risk tasks/activities)			
Documented safe operating procedures			
Contractor OSH management process. Contractors provide Certificates of Currency for Public Liability, Professional Indemnity, Motor Vehicle and Workers' Compensation. Subcontractors also produce Certificates of Currency when required.			
Incident/injury/hazard/near miss management procedure/form			
Electrical isolation procedure/form			
Site security plan (arrangements)			
Site traffic management plan			
Establish roles and responsibilities			
DOCUMENTATION	N/A	YES	NO
Site inductions			
PPE policy/procedure and register			
Emergency preparedness and response plans including site maps/muster point/s, first aiders and emergency contacts			
Plant and equipment risk assessments			
Plant maintenance records			
Work health and safety policy			
Fitness for work policy			
Workers' compensation and rehabilitation policy			
Issue resolution process			
Material safety data sheet register			
Activation/call out/permit to work procedure			
TRAINING	N/A	YES	NO
Training competencies and licenses documented and recorded			
Emergency preparedness and response training provided (fire warden/s, chief fire warden, first aiders and firefighting equipment)			
Health and safety representative training			
List of Inducted workers			

SIGNAGE		N/A	YES	NO
Hazardous substances				
Designated speed restrictions				
Plant/pedestrian directional movement requirements				
Potable water				
Emergency exit signs				
PLANT & EQUIPMENT		N/A	YES	NO
Maintained first aid kits				
Personal protective equipment				
Hazardous substances banded in designated secure area				
Installed and maintained firefighting equipment				
Plant and equipment secure storage area				
Out of service and danger tags				
RCD's on electrical power boards and equipment				
Lockable electrical power boards				
Tagged (in date) electrical equipment				
ACTION PLAN ITEM	ACTION DATE	RESPONSIBLE PERSON/S		

4.2 A risk assessment

This risk assessment example is to be used in conjunction with your enterprise risk management framework and risk matrix.

STEP 1 BACKGROUND															
Directorate/department:															
Activity being assessed:															
STEP 2 DOCUMENTATION (Relevant legislation/standards/documentation)															
Is the activity/task/equipment or plant required to be registered				Yes <input type="checkbox"/>		No <input type="checkbox"/>		Is this involving new plant or equipment or impact other tasks?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Are instruction manuals accessible?				Yes <input type="checkbox"/>		No <input type="checkbox"/>		Is a Safe Work Procedure or Safe Work Method Statement required?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
STEP 3 RISK ASSESSMENT (Use the Local Government Enterprise Risk Framework when assessing and controlling hazards)															
Activity/step/ process	Hazard description	Risk and potential impacts	Likelihood	Consequence	Risk rating	Priority	Description and evidence of controls/corrective actions	Date controls in place	Likelihood	Consequence	Residual risk rating	Effectiveness of the control in place	Responsible person	Additional controls or changes made	
1)															
2)															
3)															
4)															
5)															
6)															
Assessment conducted by:							Signature:					Date:			

4.3 A facility inspection checklist

DOCUMENTATION	N/A	YES	NO
Visible WHS Policy			
Incident/injury/hazard/near miss management procedure/form available			
Site evacuation plan and diagram available			
Brigade standard operating procedures available			
Issue resolution procedure available			
Material safety data sheets available			
PPE available			
Emergency contacts information available			
Out of service and danger tags			
SIGNAGE	N/A	YES	NO
Hazardous substances signage			
Designated speed and vehicle movement signage			
Emergency equipment and exit signs			
Potable water signage			
PLANT & EQUIPMENT	N/A	YES	NO
Access restricted to plant and equipment			
PPE in good working order, clean and hygienic for use			
Facilities clean and free from slip, trip, and fall hazards			
Hazardous substances banded in designated secure area			
Firefighting equipment tested and tagged			
Maintained first aid kits			
RCD's on electrical power boards and equipment			
Tagged (in date) electrical equipment and batteries isolated			
Facilities, plant and equipment operational, clean, hygienic and tidy			
Stored food and drinks in-date and not spoiled			
Plant and equipment in good working order and state of readiness			
ACTION PLAN ITEM	ACTION DATE	RESPONSIBLE PERSON/S	

PROPRIETARY NATURE OF PROPOSAL

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