



# General Safety Policy

## Our Aim

To ensure that all our volunteers feel safe and stay safe while working with us. If at any time you experience or witness a situation which you consider unsafe, please let a committee member know.

## Check-in and Leaving

At each busy bee, harvest or community event, we will have some specific safety information and a sign-in sheet for volunteers. Please check in with the event coordinator or a committee member on arrival. When you leave please let a committee member know.

## Your Health & First Aid

Please indicate your emergency contact in the signup form and let the event coordinator know of any health issues that may constrain your activity and how to manage them effectively. You may be asked to complete a confidential volunteers registration form so we can assist you adequately. WGVCO provides a first aid kit and it is kept on the orchard site and brought to offsite events. A First Aid person will be identified by a committee member.

## Staying within sight of other workers (especially for offsite harvests)

Always try to stay within sight of another volunteer.

## Minimum Personal Protective Equipment (PPE)

For all work with the Orchard, we ask you to wear sturdy closed shoes, hat and when needed, gloves, safety glasses and ear protection. We can supply safety glasses, gloves and sunscreen if you don't have your own. Staying hydrated is important – especially in hot weather – bringing your own water bottle is recommended.



## Bullying & Harassment

Everyone is entitled to a positive place free from intimidation, ridicule and harassment and every person has a responsibility to maintain that environment.

Bullying and harassment should be discussed as needed at meetings and events, with the message is that bullying and harassment will not be tolerated.

The Group should have the following in place:

- A contact person established to receive complaints – an Orchard Committee member
- A process established to resolve complaints respectfully, confidentially and fairly
- Measures to provide everyone with information



## Safe practices while undertaking mulching, planting, fruit picking

- Wear eye protection where potential for eye injury/infection is identified
- WGVCO has a supply of dust masks. We recommend wearing a dust mask when handling mulch.
- Conduct a visual inspection of the site and remove potential risks such as broken glass, wire etc. and as far as possible clear the area of any trip hazards
- Use correct techniques when using mulch forks and shovels
- Use wheelbarrow to shift materials and use safe lifting technique
- Use hand washing facilities via the onsite tap or as provided
- Maintain a safe working distance between volunteers.

Approved by:

Dated /2019