

SAFE WORK PRACTICES INDUCTION

Safe work practices

All personnel must follow safe work practices. All volunteers must be provided with a safe workplace for all shifts conducted. It is the responsibility of all persons to work with due care and consideration to safeguard their own health and safety as well as others. All persons must conduct and monitor all operations and work in a manner to avoid the risk of harm to persons or damage to property at all times.

Any high risk or unusual tasks must have an appropriate Safe Work Method Statement (SWMS) prepared or a job safety analysis completed prior to conducting the work. All relevant personnel must also be instructed in the relevant SWMS and any special precautions taken to ensure the work can be performed safely.

Acceptable workplace behaviours

Mother's Day Classic is committed to providing a workplace free from all forms of discrimination, harassment, sexual harassment, bullying and victimisation. We strive for equal opportunities for all people and ensuring an environment where everyone is treated with mutual respect. A zero tolerance approach to unacceptable behaviours will be in place for the duration of your shift.

The Mother's Day Classic team expect the following:

- Respect
- Professionalism
- Honesty and Integrity

If you are uncertain as to what constitutes poor or unacceptable behaviours, or you feel that you have been subjected to poor or unacceptable behaviours, please speak to The Mother's Day Classic team immediately.

Drugs and alcohol



Mother's Day Classic is concerned by factors affecting an employee's ability to safely and effectively do their work to a satisfactory standard.

Working and volunteer personnel are NOT to enter or remain onsite if they are adversely affected by alcohol or drugs. Persons found to be affected by drugs or alcohol will be asked to leave the site immediately.

This includes being affected or under the influence of prescription drugs as well as illicit substances.

Smoke free workplace



Smoking is NOT permitted in any buildings and/or structures whilst volunteering onsite. If smoking during scheduled breaks is permitted by your Manager or Supervisor, you are requested to find a location out of sight and to have no effect on anyone else i.e. designated smoking areas.

Please ensure that you always exit the event site, building or structure to smoke where applicable.

You are also required to ensure that you extinguish any cigarette remains, and collect and properly dispose of smoking-generated litter.

Be mindful of smoking near any other person at all due to the effects of secondary smoke inhalation.

Hazardous manual handling

Hazardous Manual Handling means the repetitive/continuous use of force by a person to lift, push, pull, carry, or otherwise restrain any object. Hazardous manual handling doesn't just involve heavy objects. Stacking items onto a shelf is an example of hazardous manual handling. It is more than just lifting or carrying something. Injuries due to manual handling e.g. sprains and strains, back injuries, soft-tissue injuries, soft-tissue hernias, and chronic pain (all also known as musculoskeletal disorders or MSDs) are the most common injuries suffered by workers across all workplaces and in all industries.

Volunteers have a general duty to take reasonable care for their own health and safety, and the health and safety of others who may be affected by a volunteer's work. As a volunteer you also have a general duty to cooperate with Mother's Day Classic efforts to make the workplace safe. This duty includes using manual handling equipment properly and following workplace policies and procedures. Mother's Day Classic have a general duty to, as far as practicable, eliminate any risk of work involving hazardous manual handling. That being said, if you, the volunteer, become aware of any hazardous manual handling please notify us!

Use the TILE approach to carry out safe manual handling!

Always use correct manual handling techniques such as:

- Bend your knees and not your back
- Avoid twisting and reaching above shoulder height
- Use mechanical aids where available

If you need help, please ask.

TASK

Assess the type of manual handling activity such as pushing, pulling, lifting or carrying etc.

INDIVIDUAL

Assess your own capabilities of carrying out the manual handling activity.

LOAD

Assess the size, shape, surface-type and weight of the object being moved.

ENVIRONMENT

Assess the area in which the object is being moved (space constraints, flooring type, weather conditions).

**VOLUNTEERS
 AT THE
 HEART**

Incident and hazard reporting

Mother's Day Classic Foundation Health & Safety Statement

The Mother's Day Classic Foundation (MDCF) is committed to ensuring the health and safety of its workers, including volunteers, and participants. It is the responsibility of every MDC Volunteer, Local Host, Event Manager or Contractor to look out for each other, take care to avoid injury or illness, maintain safe work environments, and notify the Event Manager or Local Host when a hazard or incident has taken place (witnessed) or been experienced.

Incident & Emergency Management Procedure

This commitment also includes the development of effective incident and emergency procedures for MDC 2021 events. Please carefully read and familiarise yourself with the Incident and Emergency Procedure (see right) and confirm your understanding of the procedure by signing the On The Day Volunteer Registration Form.



Housekeeping (safety related)

All work areas must be kept clean and free of slipping and trip hazards at all times.

As far as is reasonably practicable, electrical leads from equipment must be kept off the ground, particularly if exposed to moisture. Ensure good housekeeping so that litter does not accumulate to increase the danger of fire or trip hazards.

INCIDENT & EMERGENCY PROCEDURE

Incident Definition

Issues or situations that are:

- Not life threatening, or;
- Do not require an emergency response.

Examples include:

- Inclement weather delay start time
- Minor injury e.g. sprain
- Ground surface requires repair

INCIDENT or EMERGENCY reported
Event Mgr/Host

Collect details
Event Mgr/Host

Emergency Definition

Issues or situations that are, or could become:

- Life threatening, or;
- Require an immediate response.

Examples include:

- Broken limb
- Flash flooding
- Terrorism threat

Incident or Emergency?

Event Mgr/Host

Incident response actions/resources
Event Mgr/Host

Consider

- Who needs to know
- Resources (people & equipment) available to respond
- How to use resources to respond

Deploy response actions/resources
Event Mgr/Host

Coordinate the response using the available resources

Incident resolved
Event Mgr/Host

Confirm that no further action is required to manage the incident

Activate ECO
Chief Warden

The Emergency Control Organisation (ECO) takes control, led by the Chief Warden.

Notify Emergency Services
Communications Officer

The Communications Officer to call Emergency Services on **000** (triple zero) & provide all relevant details.

Notify MDCF
Communications Officer

Communications Officer to call MDCF management & provide all relevant details including the Emergency Services attending:
Sarah Clements 0418 342 002
Nicky Petzke 0424 277 340

Lead ECO
Chief Warden

The Chief Warden is responsible for leading the ECO to manage the emergency response.

Emergency response
Chief Warden

Respond with an action plan that:

- Controls access to affected areas
- Evacuates people from affected areas, if required
- Monitors progress & records actions

Hand over to Emergency Services
Chief Warden or Communications Officer

Chief Warden or the Communications Officer must:

- Meet the Emergency Services on arrival
- Brief the Emergency Services on emergency type, scope & location

Assist Emergency Services
Chief Warden

Chief Warden must assist the Emergency Services by:

- Acting on the Commanding Officer's instructions
- Assisting with evacuation (if relevant)

Emergency resolved
Emergency services

Receive confirmation from the lead Emergency Services agency that no further action is required to manage the incident.

Complete Incident Report Form
Event Mgr/Host

Complete Incident Report Form and submit to MDCF National Office. Email to:
regionalevents@mothersdayclassic.com.au

Call MDCF
Chief Warden

Chief Warden to call MDCF management:

- To confirm resolution
- Discuss Incident Report next steps

Sarah Clements 0418 342 002
Nicky Petzke 0424 277 340

REMEMBER

Media Management

Do not speak to Media directly. Politely refer all enquires to Michelle Stamper, email: michelle@stampingground.com.au mobile: 0413 117 711

COVID-19 SUSPECTED CASE

Follow the procedures outlined in the Suspected COVID-19 Case Policy. Any queries call: **03 8677 3849**

KEY

ECO - Emergency Control Organisation
Chief Warden - Event Manager / Host
Communications Officer - Assistant Event Manager / Secondary Host
Process Text Boxes

Action

Responsible Position or Organisation

Steps to be taken

20.04.21 VERSION 01

EMERGENCY

**DIAL 000
 IN CASE OF
 EMERGENCY**



Environmental considerations

All due care is to be taken to ensure there is minimal impact on the environment. Mother's Day Classic Volunteer's are encouraged to:

- Utilise a three-bin (recyclables, general waste and organics) system wherever possible
- Eliminate the use of paper onsite
- Bring reusable water bottles and fill up at water stations provided
- Bring their own reusable labelled coffee cup, if required

Mother's Day Classic do not tolerate littering of any nature that could be deemed harmful to the environment.



First Aid

All MDC locations have one or more qualified first aid medics in attendance. Ensure you listen carefully to your Event Manager or Local Host during their briefing to confirm the location and/access to first aid on the day.