



Work Health & Safety Rules

WORKPLACE SAFETY IS EVERYONES'S RESPONSIBILITY.

- Report safety problem to SAVEM Coordinator as soon as identified. KEEP all records.
- Serious illness, injury, medical treatments, and dangerous incidents (near misses) MUST be reported to SAVEM Coordinator.
- Keep all walkways and passageways clear
- Clean up ,be tidy and hygienic.

CHILDREN IN THE WORK PLACE

- SAVEM does not allow volunteers to bring their children to the SAVEM workplace or events, unless by prior agreement and arrangement.

DRUGS AND ALCOHOL.

- SAVEM expects that all volunteers will, at all times, be unimpaired by alcohol or illicit drugs whilst representing SAVEM.
- Persons taking or under the effect of prescribed drugs while at work and whose judgment is likely to be impaired must inform the Coordinator.

ELECTRICAL

- All reasonable steps will be taken to secure the health and safety of volunteers who use, operate or maintain electrical equipment.
- Safety switches to be used where ever possible.

EMERGENCY LIFE THREATING ACCIDENT.

- In the event of an emergency situation beyond the scope of first aid treatment.
- **Call an Ambulance by dialling 000**
- OR Convey patient to the nearest hospital:
- Ensure that the SAVEM volunteer's 'Emergency Contact Person' is notified.
- Inform SAVEM Coordinator.

FATIGUE

- SAVEM Volunteers are responsible to present fit for duty. Any volunteer who believes they are unfit for deployment due to fatigue must self-identify.
- No field work is carried out at night
- Shift length are minimised with a maximum of 12 hours on any one day.
- Stand down between shifts will be 10 hours
- Field work will be limited to a three-hour period followed by a rest break
- Rotations are limited to five consecutive shifts.
- Volunteers only work between 6.00am and 9.00pm whenever possible.

HARZARDOUS SUBSTANCES

- Check with SAVEM Coordinator prior to introducing any hazardous substances.
- Waste hazardous substances and associated waste are disposed of safely and responsibly.

SHARP DISPOSAL.

- Appropriate sharps containers must be available and used whenever appropriate.

NO SMOKING.

NO EXCESSIVE NOISE.

VIOLENCE, RACISM, BULLYING AND SEXUAL HARAASSMENT or ANY other inappropriate behaviours will not be tolerated in SAVEM.

PERSONAL PROTECTIVE EQUIPMENT

- Must be worn when appropriate.
- SAVEM Volunteers are responsible for carrying out their duties in a safe manner, using as intended any PPE that has been provided.
- Protective barriers (eye shields, gloves, gowns and masks) are to be used whenever there is a potential for exposure to blood and body substances.
- Gloves should be worn for housekeeping tasks including: cleaning clinical instrument and handling chemical disinfectants.
- Special care must be taken to prevent injuries during procedures, when cleaning sharp instruments, and use or disposal of sharps (needles). Sharps must not be passed from one volunteer to another unless specifically required for the proper conduct of the procedure.
- When on fire ground appropriate clothing including fire boots, helmets and fire-retardant clothing must be worn.

MANUAL HANDLING SAVEM

- Volunteers are responsible for carrying out their duties in a safe manner, in compliance with any systems or procedures that have been established to reduce manual handling injuries.
- If in doubt get help. Team lifting whenever possible

ERGONOMICS.

- SAVEM Volunteers are responsible for using the equipment and workstations provided in a safe manner, according to the training they have received.

ANIMAL HANDLING.

- Low stress, low risk. Examine animals from afar.
- Refer to patients' records. Record temperament.
- Provide adequate pain relief and/or sedation to all wildlife.
- Experienced and trained Veterinarians, Veterinary nurses and Wildlife carers to handle aggressive animals. Use PPE.
- **SAVEM personal not to handle Venomous Snakes or Bats**

STRESS

- Volunteers are responsible for carrying out their duties in a manner which is consistent with *SAVEM's* policy and program for minimising stress at work.

VEHICLE SAFETY

- SAVEM vehicles can only be driven with the permission of the SAVEM coordinator.
- A current driver's licence must be held. All road rules must be followed.
- *SAVEM* expects that all volunteers will, at all times, be unimpaired by alcohol or illicit drugs whilst representing *SAVEM including driving SAVEM vehicles.*
- Report any faults to SAVEM Coordinator.

WORKING ALONE

- Field teams will always work in pairs as a minimum.

FORMS TO REMEMBER.

- Accident/Near Miss Report Form
- SAVEM Volunteer Injury Report Form.