

Procedures

Workplace Safety

Version 1

Last updated: July 2024

Approved by Management Committee TBA Draft

Definitions

RCB	Repair Café Bellarine association.
BTACH	Bellarine Training and Community Hub (auspice partner and provides room rental for RCB events)
Member	Registered member of RCB
Committee Member	A member of the RCB committee of management.
OH&S Officer	Appointed by the committee of management to take administer all OH&S matters including liaising with BTACH.
Visitor /Visitors	Members of the attending a Repair Café event.
Workplace	places where people undertake volunteer work in connection with RCB, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.
Hazzard	A hazard is a dangerous or potentially dangerous situation that could result in a workplace illness, injury or death.
Day Supervisor	Volunteer assigned by the committee in supervise the running of the repair café including safety related issues.

Background

RCB is required to abide by the BTACH Work Health & Safety Policies & Procedures, so that BTACH document forms part of RCB set of policies and procedures.

In most cases RCB will adopt the BTACH procedures.

RCB has its own internal processes for monitoring and improving workplace safety. To accommodate this and allow for RCB organizational structure some minor changes to the BTACH Major and Minor Incident procedures, the building Evacuation procedure and the Incident injury report form. A injury Near Miss. Procedure is also added .

The procedures in this document are based on the BTACH procedures but adjusted to suit RCB, the intent is that safety will not be compromised.

BTACH Work Health & Safety Policies & Procedures have precedence over RCB policies and procedures where contradictions may be perceived. (not sure about this)

RCB Workplace Health and Safety Policy and related procedures are available in hard copy in the RCB manual that is held in the RCB storage area in the BTACH building. Soft copies are available on <https://rcbellarine.weebly.com> for viewing or download. A hard copy will be supplied to new members on request.

Finding the right Safety Procedure

RCB Repair Café Bellarine Workplace Safety Procedures (This document)

BTACH BTACH Work Health & Safety Policies & Procedures

Applicable Safety Procedures	RCB	BTACH
Where the RCB page number is not blank use the procedure in this document. Other wise use the BTACH procedure.	Pages	Pages
	#	#
Emergency Incident response procedures		
Workplace injury	3-4	10
Workplace injury near miss	5	11
Death	-	10
Fire or smoke detected	5	22
Blood Spill	-	24
Threatening Person	-	23
Code Red fire alert	-	22
General safe workplace operating procedures		
Use of tools and safety equipment	6	-
Cleaning and Maintenance	-	18
Hygiene	-	12
Manual Handling	-	25
Emergency Building Evacuation	5	22
Infection Control	-	13
Communicable Diseases	-	14
HIV/AIDS//Hepatitis	-	15
Transport	-	16
Venue Safety	-	17
Food Preparation	-	20
Smoke Free Environment	-	21

Appendices		
Incident Report Form (Repair Café)	7-8	
Evacuation Diagram	9	

Workplace Injury (of an RCB member or visitor is injured).

1. Access the severity of the injury

- 1.1. The Day Supervisor will manage the incident or delegate to management to a member with first aid qualifications/experience
- 1.2. Take whatever action may be necessary to ensure that any risk of further injury to the injured person or anyone else is removed.
- 1.3. Assess the severity of the injury if the injury is deemed severe for example Broken bone, cut requiring stitches, severe burn etc if in doubt treat as severe
- 1.4. If the injury is assessed as severe go item **2. Major Incident** and proceed from there.
- 1.5. If the injury is assessed as not severe go item **3. Minor Incident** and proceed from there.

2. Major Incident

- 2.1. Do not panic.
- 2.2. Engage the help of a second volunteer to:
- 2.3. Render the area safe .
- 2.4. Clear the area of volunteers and visitors not contributing to the wellbeing of the injured person.
- 2.5. Do not move injured persons unless they are in a life-threatening situation.
- 2.6. Phone 000 follow the instructions of the emergency services
- 2.7. You may be asked:
 - where the emergency is
 - what has happened
 - what is being done
 - who is calling.
- 2.8. Do not hang up before being told what to do.
- 2.9. Keep injured persons calm and warm if possible.
- 2.10. Ensure airway is clear (apply resuscitation if required).
- 2.11. After injury is dealt with, complete a Work Injury/Incident Report.
- 2.12. A copy of the Incident report must be supplied to BTACH management
24Hours

Emergency phone numbers

- Life-threatening emergencies 000
- Poisons Information Centre 13 1126

Safety Equipment Locations

First Aid Kits



1. RCB at reception Desk (Ref RCB Layout diagram Page ?)
2. BTACH in Community Kitchen (Ref Site Evacuation diagram Page ?)



AED Defibrillator

BTACH in Main reception (Ref Site Evacuation diagram Page ?)

3. Minor Incident

- 3.1. Remain calm
- 3.2. Render the area safe. (remove/resolve any safety hazards)
- 3.3. Clear the area of volunteers and visitors not contributing to the wellbeing of the injured person
- 3.4. or move to the injured person suitable area for treatment.
- 3.5. In consultation with the injured person render whatever assistance is considered appropriate.
- 3.6. If unsure about appropriate treatment NURSE-ON-CALL 1300 60 60 24
- 3.7. follow the instructions of the emergency services.
- 3.8. You may be asked:
 - where the emergency is
 - what has happened
 - what is being done
 - who is calling.
- 3.9. Do not hang up before being told what to do.
- 3.10. After injury is dealt with, add an entry to the RCB Injury Register stored in RCB Fist Aid Kit.
- 3.11. A copy of the Injury register must be supplied to BTACH management with monthly monthly report

Emergency phone numbers

- Life-threatening emergencies 000
- NURSE-ON-CALL 1300 60 60 24
- Poisons Information Centre 13 1126

Safety Equipment Locations

First Aid Kits



1. RCB at reception Desk (Ref Site Evacuation diagram Page 6)
2. BTACH in Community Kitchen (Ref Site Evacuation diagram Page 6)



AED Defibrillator

BTACH in Main reception (Ref Site Evacuation diagram Page 6)

Near Miss

an RCB member, becomes aware of a hazard, in the workplace with potential to cause an accident and or injury.

- 3.12. Bring the this concern to the Day Supervisor or OH&S Officer.
- 3.13. Work with the Day Supervisor or OH&S Officer to immediately eliminate the risk.
- 3.14. Complete a Work Injury or Near Miss /Incident Report. Tick the 'Near Miss' box in the status area at the top of the form, skip section 4 (leave 1 – 3 blank) fill in your details. In section 6 describe the detail hazard.
- 3.15. It is the responsibility of the RCB committee of management to take whatever action is necessary to eliminate or minimise the risk in future.

This may include amending policies and procedures, replacement or purchase of safety equipment.
- 3.16. If the Near Miss involves a defect or inadequacy in the venue its fittings fixtures or furniture a copy of Work Injury or Near Miss /Incident Report must be passed to BTACH management within 24hours.

4. Fire or Smoke detected

- 4.1. Evacuate the building in accordance with 6. Emergency Building Evacuation below

5. Emergency Building Evacuation

On hearing continuous ringing of bell or obvious smoke or fire, the Day Supervisor will:

- 5.1. Immediately evacuate all RCB Members and visitors from the building as calmly as possible, via the nearest available exit; signs in each room indicate exit points
- 5.2. Day Supervisor will take the volunteer registration form and running sheets;
- 5.3. All RCB Members and visitors are to assemble in the west side of the car park
- 5.4. Check all areas have been cleared of people including toilets.
- 5.5. Volunteer registration form and running sheets are to be used ensure are out of the building.
- 5.6. Ring 000 ASAP after the clients are safe.

6. Use of Tools and safety equipment, guide

- 6.1. When doing any task personal safety and the safety of others around is your highest priority. If any other person (equipment owner or other person) is also at risk of injury they should either remove themselves from the area at risk or use appropriate safety equipment.
- 6.2. The RCB committee is responsible for providing appropriate safety equipment, members are required to report any shortages or inadequacies in equipment available, to the
- 6.3. This guide applies when using RCB or member owned tools.
- 6.4. RCB has a supply of Safety Glasses, and protective fabric work gloves and disposable latex gloves are located in the RCB tool chest.
- 6.5. Safety glasses are to be worn when there is **ANY** risk that the task being undertaken could produce any airborne fragments that could cause eye injury. The table below lists common tasks where Safety Glasses must be worn, if in doubt wear Safety Glasses.
- 6.6. Protective Gloves are to be worn when there is **ANY** risk that the task being undertaken could result in physical injury to the hands (Fabric Gloves) or exposure to dangerous substances (Latex Gloves). The table below lists common tasks where Gloves must be worn.
- 6.7. The table below may not cover all tasks that present a safety risk, if in doubt use the safety equipment.

Task / Tool being used	Safety Glasses	Fabric Gloves	Latex Gloves
Any Electrical or battery portable hand tools (Drill angle grinder circular saw) etc	✓	✓	
Hammer	✓	✓	
Tin snips	✓	✓	
Saw / Hacksaw	✓	✓	
Circlip plyers		✓	
Box knife other bladed tool		✓	
Glue			✓
Cleaners / solvents			✓

Bellarine Training and Community hub Incident / Injury Report Form for Repair Cafe

DATE AND TIME FORM COMPLETED _____

Status: Volunteer Visitor Guest Near Miss
Start at Section 6

1. DETAILS OF INJURED PERSON

Name: _____ Phone: (H) _____ (W) _____

Address: _____ Sex: M F

_____ Date of birth: _____

_____ Position: _____

If class participant which class did the injury occur in _____

2. DETAILS OF INCIDENT/ILLNESS

Date: _____ Time: _____

Location: _____

Describe what happened and how: _____

Nature of injury (eg burn, cut, sprain) _____

Cause of injury (eg fall, grabbed by person) _____

Location on body (eg back, left forearm) _____

Agency (eg lounge chair, another person, hot water) _____

3. TREATMENT ADMINISTERED/ACTION TAKEN

First Aid given Yes No

First Aider name: _____

Treatment: Please describe: _____

CONTACT PARENT _____ DATE & TIME PARENT CONTACTED _____

Referred to: (please circle) no one doctor police ambulance hospital parent

4. DETAILS OF WITNESSES / IF NEAR MISS DETAILS OF PERSON REPORTING

Name: _____ Phone: (H) _____ (W) _____

Address: _____

SECTION 6-9 MUST BE COMPLETED BY FIRST AIDER OR MANAGER

5. DID THE INJURED PERSON STOP WORK or PARTICIPATION IN THE CLASS ?

Yes No If yes, state date: _____ Time: _____

Outcome:

- Treated by doctor Hospitalised Workers compensation claim
 Returned to normal work Alternative duties Rehabilitation

6. INCIDENT INVESTIGATION (comments to include causal factors):

7. RISK ASSESSMENT

Likelihood of recurrence: _____

Severity of outcome: _____

Level of risk: _____

8. ACTIONS TO PREVENT RECURRENCE

Action	By whom	By when	Date completed

9. ACTIONS COMPLETED

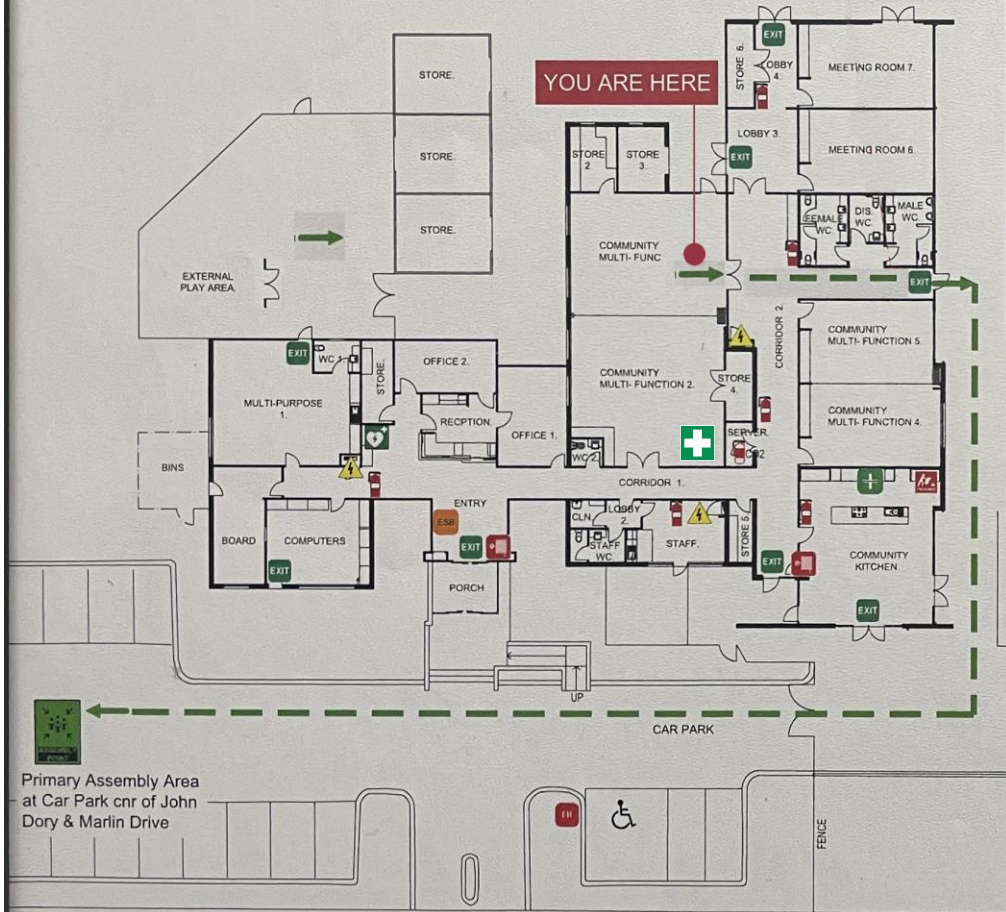
Signed (Authorised person): _____ Title: _____

Signed (Parent/Guardian) _____ Date: _____

Feedback to person involved Date: _____

This report remains strictly confidential and will be held by the Bellarine Training and Community Hub Inc.

OCEAN GROVE NEIGHBOURHOOD CENTRE
 1 JOHN DORY DRIVE OCEAN GROVE, VIC 3226
EVACUATION DIAGRAM



Primary Assembly Area
 at Car Park cnr of John
 Dory & Marin Drive



SITE PLAN

FLOOR PLAN



KEY CONTACTS

000 : Police, Fire, Ambulance

SITE CONTACTS :

IN AN EMERGENCY

Whilst Emergencies differ, **RACE** provide generic response principles for most situations

- R** Remove People from Danger
- A** Alert People and 000 to emergency
- C** Control / Confirm the Problem
- E** Evacuate all others to a safe place

Follow instructions of Chief Warden or emergency agencies, do not re-enter until they say so.

LEGEND

- | | | | |
|--|----------------------------------|--|---------------|
| | DEFIBRILLATOR | | FIRE BLANKET |
| | SWITCH BOARD | | EXIT |
| | ESS SERVICE BOX | | PATH TO EXIT |
| | FIRST AID KIT | | EXIT PATHWAYS |
| | FIRE HYDRANT | | ASSEMBLY AREA |
| | FIRE HOSE REEL | | |
| | FIRE EXTINGUISHER DRY CHEM | | |
| | FIRE EXTINGUISHER CARBON DIOXIDE | | |
| | CO2 | | |

MAP NUMBER: 4

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