



SCOUTS VICTORIA

# OCCUPATIONAL HEALTH & SAFETY HANDBOOK



## PURPOSE OF THE OHS HANDBOOK

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This Handbook provides information and references for forms/templates to assist Scouts Victoria employees and volunteers to meet the minimum Occupational Health & Safety (OHS) regulatory compliance requirements.

The handbook is a simplified form of Scouts Australia policies and procedures which form part of the safety management system, therefore this Handbook should be used in conjunction with relevant policies and procedures.

All Scouts Victoria volunteers are required to comply with the organisation's OHS requirements. This Handbook is intended to assist volunteers to comply with these requirements.

## Table of Contents

1	OHS Leadership and Responsibility .....	4
1.1	Scouts OHS Related Policies .....	4
1.2	OHS Responsibilities .....	5
1.3	Bullying and Harassment .....	6
2	Communication and Consultation .....	8
3	Risk Management .....	9
3.1	Emergency Preparedness .....	11
3.2	Specific Scouts Vic Hazards.....	13
3.2.1	Dangerous Goods & Hazardous Substances.....	13
3.2.2	Outdoor Activities.....	15
3.2.3	Driving Scouts Vehicles.....	16
3.2.4	Campsites .....	18
4	Incident and Injury Management.....	20
4.1	First Aid.....	20
4.2	Incident Reporting and Recording.....	21
4.3	Incident Investigation .....	22
5	Plant and Equipment .....	23
5.1	Tag Out and Isolation Procedure.....	25
6	Induction, Training and Awareness.....	26

# 1 OHS LEADERSHIP AND RESPONSIBILITY

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## 1.1 SCOUTS OHS RELATED POLICIES

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<b>Why</b>	<p>Scouts Victoria have several Occupational Health and Safety related policies in place to outline its commitment to the health, safety and well-being of employees, volunteers, members and the public.</p> <p>The following policies can be located on the Scouts Australia website:</p> <ul style="list-style-type: none"><li>• Scouts Australia Policy &amp; Rules;</li><li>• Scouts Australia Policy Statement on Bullying and Harassment; and,</li><li>• National Risk Management System.</li></ul>
<b>What</b>	<p>As a part of their induction, all volunteers are required to read and sign off that they have read and accepted the requirements and expectations of the Scouts health and safety related policies.</p>
<b>When</b>	<ul style="list-style-type: none"><li>• When new volunteers start with Scouts Victoria</li><li>• Every 3 years as a refresher</li><li>• When policies are updated</li></ul>
<b>Forms</b>	<ul style="list-style-type: none"><li>• Application to become an Assistant Leader, Adult Helper, Office Bearer or Rover(refer to Section 6)</li></ul>
<b>References &amp; Further Informatio</b>	<ul style="list-style-type: none"><li>• WorkSafe Victoria</li></ul>

## 1.2 OHS RESPONSIBILITIES

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<b>Why</b>	Under the OHS Act and OHS Regulations, employers, employees and volunteers have responsibilities for the health, safety and wellbeing of themselves and others around them.
<b>What</b>	<p>OHS responsibilities of staff and volunteers are located in the Scouts Australia Policy &amp; Rules and the National Risk Management System.</p> <p>Staff and volunteers must be made aware of their OHS responsibilities prior to undertaking any duties with Scouts Victoria. Staff and volunteers must also undertake e-learning modules called <i>Basic Scoutsafe</i> and <i>WHS &amp; Scouting</i>.</p> <p>The Team Leader is responsible for ensuring each volunteer has been informed of their OHS responsibilities and has undertaken the required training.</p> <p>Records of OHS training will be maintained at the Branch office.</p>
<b>When</b>	<ul style="list-style-type: none"><li>• When new staff or volunteers start with Scouts Victoria</li><li>• Every 3 years as a refresher</li><li>• When OHS responsibilities are updated</li></ul>
<b>Forms</b>	
<b>References &amp; Further Information</b>	<ul style="list-style-type: none"><li>• Scouts Australia Factsheet BCORE WHS-030f.</li><li>• Scouts Australia National Risk Management System 2006.</li><li>• WorkSafe – A Handbook for community services organisations Volunteer Health and Safety V1 October 2008.</li></ul>

## 1.3 BULLYING AND HARASSMENT

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### Why

Scouts Victoria has a zero tolerance of bullying and harassment and strives to maintain a safe and healthy environment for all employees, volunteers and members. This policy outlines how to manage and report bullying and harassing behavior.

### What

#### **What is workplace bullying?**

Bullying has been defined by World Organisation of the Scout Movement (WOSM) as the intimidation or mistreating of weaker people.

Bullying is a form of aggressive and harassing behaviour. This anti-social behaviour occurs across geographic, racial, and socio-economic segments of society. Bullying prevents its targets from enjoying a safe, stress-free living learning, and working environment.

#### **What is not bullying?**

**Reasonable management action** taken by Leaders or Line Managers to direct and control the way work or activities are carried out is not considered to be workplace bullying if the action is taken in a reasonable and lawful way.

#### **What to do if you see or experience bullying?**

If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue with your Leader or, if you're not comfortable speaking to your Leader about this, then you should speak with another Leader within Scouts.

If you witness unreasonable behaviour you should bring the matter to the attention of your Leader as a matter of urgency.

### **How a bullying report will be dealt with:**

If workplace bullying or unreasonable behaviour is reported or observed, we will take the following steps:

- The responsible Leader will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
- If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made.
- All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
- There will be no victimization of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith will result in disciplinary action.
- The email [stopbullying@scouts.com.au](mailto:stopbullying@scouts.com.au) is for reporting of incidents where the local complaints resolution procedure has been unable to resolve the matter.

### **When**

- Upon commencement as a Volunteer
- As instances of bullying and harassment are identified or reported.

### **Forms**

- Injury, Illness or Incident Report form

### **References & Further Information**

- <http://breakingthecycle.scouts.com.au>

## 2 COMMUNICATION AND CONSULTATION

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<b>Why</b>	<p>To ensure that all Scouts Victoria employees and volunteers are consulted and communicated with on health and safety matters.</p> <p>The goal of consultation is to share knowledge and facilitate information exchange between employers, employees and volunteers regarding OHS matters.</p> <p>Generally, most Scout Groups, Districts and Regions would not be required to establish a safety committee, however health and safety should be a standing agenda item at team meetings.</p>
<b>What</b>	<p>Communication of safety matters will occur through the electronic newsletter, through the relevant page of the Scouts Victoria website and via meetings at all levels of the organisation.</p> <p>Where consultation with Members and volunteers on a safety-related matter is considered appropriate it will be conducted through existing communication mechanisms.</p>
<b>When</b>	<p>Leaders must ensure that consultation is undertaken in the following circumstances:</p> <ul style="list-style-type: none"><li>• When changes that may affect OHS or the welfare of people are proposed to premises such as changes to work practices, plant or substance used e.g. introduction of new plant and equipment;</li><li>• When any risk assessment is conducted or when the risk assessment is reviewed;</li><li>• When decisions are made about actions to control identified risks;</li><li>• When introducing or altering procedures; and,</li><li>• When decisions are made about the adequacy of facilities relating to the welfare of employees.</li></ul>
<b>Forms</b>	<ul style="list-style-type: none"><li>• Team Meeting Minutes template</li></ul>
<b>References &amp; Further Information</b>	<ul style="list-style-type: none"><li>• OHS Act</li><li>• Scouts Australia National WHS Framework.</li></ul>



### 3 RISK MANAGEMENT

**Why**

All Scouts Victoria employees and volunteers have a responsibility to participate in the risk management process. This includes identifying and reporting hazards as well as being involved in the assessment of risks.

Scouts Victoria aims to ensure that employees, volunteers, members and the public are not exposed to uncontrolled hazards and to comply with the Scouts National Risk Management Policy as well as relevant OHS legislation.

**What**

The Risk Management process assists in systematically identifying hazards, assessing risk and identifying and applying controls to minimise loss, damage or harm.

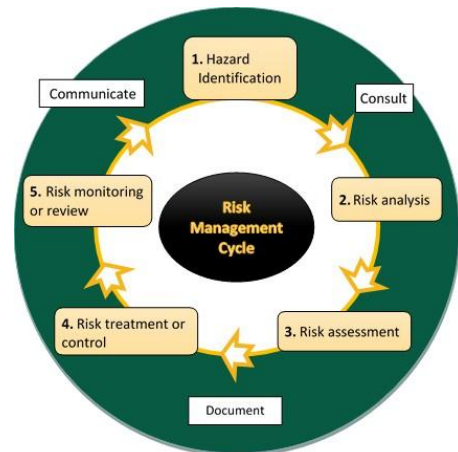
The diagram to the right outlines the Scouts Victoria risk management cycle.

When identifying hazards and assessing risk, Scout Victoria’s employees and volunteers should refer to this cycle and record details on a Risk Assessment template.

Risk Impacts (levels) and Risk Priorities are determined using the Scouts Australia Risk Management tables. Refer to the Scouts Australia Risk Management System in Factsheet BCORE SAFE-0101f to view risk matrix.

Volunteers should refer to the abbreviated risk management tables unless they are working in consultation with a Scouts Risk Practitioner.

Risk Assessment templates are available on the Scouts Victoria website under ‘Adult Forms’.



## When

A risk assessment should be completed when planning activities and should be recorded on the Scouts Victoria Risk Assessment template. This must be documented in the following circumstances:

- Prior to major activities e.g. state events, events including 200 or more participants etc.
- Prior to adventurous activities e.g. higher risk activities like abseiling etc.
- Prior to overnight activities e.g. hikes etc.

All employees and volunteers should be alert to potential hazards during their normal activities.

Formal hazard identification processes e.g. site or workplace inspections should be carried out on a regular basis at all workplaces and campsites. This should also be undertaken as part of the risk management plan for major activities.

In addition, risk assessments are to be completed:

- When high risk hazards are identified e.g. hazards with a high potential for harm or damage (refer Scouts Australia Risk Management System in Factsheet BCORE SAFE-0101f);
- Following an incident; and,
- Following a significant change of procedure / activity / equipment.

## Forms

- Risk Assessment template

## References & Further Information

- Scouts Australia Risk Management System Factsheet BCORE SAFE-0101f
- Scouts Australia Risk Management Framework

## 3.1 EMERGENCY PREPAREDNESS

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### Why

Every effort should be made to ensure emergencies do not occur on sites or at activities. If they do occur then a planned approach is required to ensure the emergency is well managed.

Emergency preparedness reduces the likelihood and consequence of harm being caused to people or property.

This section does not detail the response to emergency situations but rather provides guidance on measures that can be taken to prevent or minimise the negative effects of an emergency.

### What

#### **Off Site Activities**

Consideration should be given to emergency planning for off-site activities including:

- Emergency contact details for both Emergency Services and Member's emergency contact details;
- Emergency response equipment; and,
- Bushfire risks / weather conditions.

#### **Essential safety measures**

Essential services equipment (fire services, electrical safety measures, emergency response systems etc.) at Scouts Victoria premises must be checked using the Essential Safety Measures Checklist.

#### **Checking of emergency response equipment**

Emergency response equipment must be checked and where necessary tested e.g. torches, alarms etc.

#### **Trial emergency evacuations**

Emergency evacuation trials must be carried out at workplaces, campsites and for major activities to ensure emergency procedures are effective as well as to allow Scouts Victoria personnel to practice and hone emergency procedures. Details of any trials conducted must be recorded.

#### **Emergency contact details**

Emergency contact details must be current. Staff and volunteers should review and update contact details for:

- Emergency Services;
- Scouts Victoria employees and volunteers; and,
- Youth Member's and their next of kin.

**When**

- When planning activities off site.
- Regular checking and testing of emergency response equipment in accordance with the relevant Australian Standard.
- Trial evacuations of workplaces should be conducted every 12 months.
- Update emergency contact details at least every 6 months.

**Forms**

- Scouts Victoria Essential Safety Measures Checklist
- Emergency contacts lists

**References &  
Further  
Information**

- Scouts Victoria Emergency Response Plan

## 3.2 SPECIFIC SCOUTS VIC HAZARDS

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### 3.2.1 Dangerous Goods & Hazardous Substances

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#### Why

To comply with relevant OHS and Dangerous Goods legislation.

To protect all employees, volunteers, members and the public against potential exposure to hazardous substances and dangerous goods.

The use of substances and materials classed as a Hazardous Substance and the transport and storage of Dangerous Goods may present risks to the health and safety of people.

#### What

##### **Hazardous Substances**

A Hazardous Substance is a substance that has short and/or long term health effects for humans. It is defined under the Victorian OHS Regulations as a substance that meets the criteria for a hazardous substance set out in the Approved Criteria for Classifying Hazardous Substances. A substance classified as hazardous will have a statement on the Safety Data Sheet indicating "Classified as Hazardous".

##### **Dangerous Goods**

Dangerous goods are substances that have dangerous physical effects e.g. explosive, flammable, corrosive etc.

You can identify a dangerous goods substance by a dangerous goods class label on the container (class diamond) or you can refer to the Safety Data Sheet under the "Transport" section.

The legislative requirements for Hazardous Substances and Dangerous Goods do not apply to items that are purchased from a retail store e.g. cleaning products.

##### **Safety Data Sheets (SDS's)**

SDS's must be available for all Dangerous Goods and Hazardous Substances used at Scouts Victoria sites including halls, campsites, storage facilities and offices, but not including any products which come in retail packaging. Employees and volunteers should be familiar with the location and contents of SDS's for the products they use.

The SDS's must be accessible to all employees, volunteers and emergency services personnel.

##### **Purchasing New Chemical Products**

The introduction of any new chemical products, other than those which come in retail packaging, must be reviewed and approved by the relevant Commissioner.

All chemicals must be assessed prior to ordering or purchasing and in consultation with staff members or volunteers who may be required to handle the product.

##### **Labelling of containers**

All chemical containers of Hazardous Substances / Dangerous Goods must be labelled. Where products are decanted into smaller containers which will be used to store that chemical, those containers must be labelled.

### **Safe Storage and Separation**

Some chemicals are not compatible with each other and react when they come into contact with each other. Proper separation of these chemicals is therefore required.

LPG cylinders must be stored outside and in an upright position and secured by chain or caged.

### **Safe Handling**

Those handling Hazardous Substances and Dangerous Goods must be provided instruction in the safe handling of the products they are required to use as a part of their role.

All chemicals must be stored in appropriate facilities in accordance with the SDS requirements.

Areas where hazardous chemicals are stored must be secured to prevent access by unauthorised persons. All areas must ensure that only a minimum quantity and range of chemical are stored appropriate to their needs.

### **Risk Assessment**

Scouts Victoria are responsible for identifying hazards and assessing risks associated with the storage and handling of Dangerous Goods and/or Hazardous Substance. This is completed using the Risk Management worksheets.

If you identify any hazards relating to chemicals you have a responsibility to report it to your line manager.

### **When**

- When storing or handling products classed or defined as a Dangerous Good or Hazardous Substance.
- When introducing new chemical product that is classed as a dangerous goods / hazardous substances to sites/operations.

### **Forms**

- Risk Register, Risk Treatment Plan and Risk Management Plan worksheets (ACORE SAFE-020w).

### **References & Further Information**

- AS 4332 2004 Storage and Handling of gases in cylinders – LPG.
- Scouts Victoria Gas Bottle Storage Policy
- WorkSafe Victoria

### 3.2.2 Outdoor Activities

<b>Why</b>	<p>Extreme weather events can impact significantly on the health and safety of employees, volunteers and members during activities. In most circumstances this risk will be managed as part of the standard preparation for an activity</p> <p>Ultraviolet radiation (sun exposure) can also have a significant impact when spending time outdoors.</p>
<b>What</b>	<p>Scouts Victoria employees and volunteers are responsible for giving due consideration to extreme weather events prior to activities and events, including:</p> <ul style="list-style-type: none"><li>• Extremes of temperature;</li><li>• Potential for flooding;</li><li>• Extreme wind;</li><li>• Hail storms;</li><li>• Lightning;</li><li>• Ultraviolet radiation; and</li><li>• Bush fire conditions.</li></ul> <p>Leaders must modify outdoor activities where the risks from extreme weather conditions cannot be adequately managed as part of the preparations.</p> <p>Leaders are responsible for ensuring personal protection measures are used when employees, volunteers or members are engaged in outdoor activities e.g. provision of shade where there is none, wearing appropriate protective or thermal clothing, eye protection, sunscreen (SPF30 or more) and hats.</p> <p>Leaders should also ensure that exposure to direct sunlight during peak UV radiation periods is avoided.</p> <p>For a list of items to consider refer to the Extreme Weather Events Policy.</p> <p>Leaders must obtain authorisation to proceed, from the Leader In Charge, if extreme weather conditions are forecast for an activity.</p>
<b>When</b>	<p>It is the responsibility of Leaders and all employees and volunteers to ascertain the forecast weather conditions and take them into account when planning outdoor activities.</p> <p>The Leader must cancel, reschedule or relocate a Scouting activity if the activity is to take place where:</p> <ul style="list-style-type: none"><li>• An extreme weather event warning or advice is issued by a Government authority;</li><li>• An extreme weather warning or advice is given by the Government which recommends not travelling to the area; or</li><li>• A fire danger rating of “Extreme” or “Code Red” is declared.</li></ul>
<b>Forms</b>	<ul style="list-style-type: none"><li>• Risk Register template / Risk Assessment Plan</li></ul>
<b>References &amp; Further Information</b>	<ul style="list-style-type: none"><li>• Scouts Victoria Extreme Weather Events Policy</li><li>• Scouts Victoria Sun Protection Policy</li><li>• The Cancer Council of Victoria ‘Sun Smart’ website</li></ul>

### 3.2.3 Driving Scouts Vehicles

<b>Why</b>	<p>To ensure that all vehicles owned or used by Scouts Victoria are driven safely in order to prevent any road or vehicle incidents.</p> <p>To ensure all Scouts Victoria owned or hired vehicles and employee / volunteer vehicles driven while undertaking Scouts Victoria activities are safe and compliant with OHS and Road Safety regulations.</p>
<b>What</b>	<p><b>Journey Management Plans</b></p> <p>Journeys of long duration need to be given consideration and a plan set in place to manage the risks around fatigue, adequate breaks and vehicle safety.</p> <p><b>Emergency response</b></p> <p>Emergency contacts and details should be readily available either in hard copy form or saved in mobile phones. This includes preferred roadside service / towing providers.</p> <p><b>Vehicle pre-use check</b></p> <p>All vehicles must be checked and maintained in accordance with the manufacturer's instructions.</p> <p>Any defects identified via the pre-use checks which may present a risk to safety must be reported to the Executive Manager.</p> <p>If the vehicle cannot be safely used, it must be taken out of service immediately.</p> <p>Leaders who use their own vehicles to transport other leaders and/or members must ensure those vehicles are roadworthy and insured.</p> <p><b>Vehicle incidents / offences.</b></p> <p>It is the employee's or volunteer's responsibility to immediately report any traffic or vehicle incidents or offences to their supervisor if they occur in a Scouts Victoria vehicle. An incident report must also be submitted for accidents within 48 hours.</p> <p>Scouts Victoria employees or volunteers who commit a traffic offence such as speeding, failing to obey traffic signs and signals, using a mobile telephone or failing a drug or blood alcohol test whilst driving on Scouts Victoria business are responsible for any penalties incurred because of the offence. If an offence is incurred for driving while on duty, employees or volunteers may also be subject to disciplinary action.</p> <p><b>Licensing and training</b></p> <p>All drivers must hold a current and valid license for the vehicle they are driving while driving for Scouts Victoria.</p> <p>A copy of the driver's license of each employee or volunteer who drives a Scouts Victoria vehicle must be sighted by their Leader. In such cases it is the employee's or volunteer's responsibility to inform their line manager/group leader of a suspended, cancelled or expired license.</p>
<b>When</b>	<ul style="list-style-type: none"><li>• Pre-use or pre-journey checks</li><li>• Journey management plans for travel of long duration.</li></ul>



**Forms**

- Emergency Contacts Lists for vehicles
- Incident Report form

**References  
& Further  
Information**

- Scouts Victoria Vehicle Policy
- WorkSafe Victoria

### 3.2.4 Campsites

<b>Why</b>	<p>To ensure that the use of campsites does not pose a risk to the health or safety of employees, volunteers, members and the public.</p> <p>Specific risks may be posed using fixed activities in campsites such as ziplines, abseiling towers, waterslides, ropes courses and other infrastructure used for adventurous activities.</p> <p>Many Scouts Victoria campsites are in naturally forested areas where risks may arise from falling trees or branches.</p>
<b>What</b>	<p>Fixed Activities are structures permanently affixed to the ground for use as recreational activities and include, but are not limited to abseil towers, ropes courses, aerial runways etc.</p> <p>Campsite managers should ensure regular vegetation inspections are undertaken and that vegetation risk management plans are implemented to minimise any risks to campsite users.</p> <p><b>New Fixed Activities</b></p> <p>New fixed activities must be designed by an external competent person and meet relevant Australian Standards prior to installation.</p> <p>Records of its compliance/safe design must be kept with the campsite property records.</p> <p>New fixed activities should be subject to a final safety check/pre-use check prior to commissioning.</p> <p><b>Existing Fixed Activities</b></p> <p>All existing fixed activities must be inspected referencing the appropriate Australian Standard/industry standard or manufacturer’s instructions. Inspections must be completed by an externally competent person on an annual basis. Reports of the inspection must be kept in the campsite property records.</p> <p><b>Sub Standards, Faults or Defects</b></p> <p>If a fixed activity does not meet relevant Australian Standards or a fault or defect is identified, the activity must be immediately isolated (refer to Tag Out and Isolation Procedure) while the issue is rectified.</p> <p>If the issue cannot be rectified the fixed activity should be dismantled as soon as possible.</p>
<b>When</b>	<ul style="list-style-type: none"><li>• Prior to any campsite events or activities</li><li>• On a regular and systematic basis</li></ul>
<b>Forms</b>	<ul style="list-style-type: none"><li>• Vegetation Inspection checklist</li><li>• Vegetation Risk Management Plan</li><li>• Fixed Activity checklist/Inspection (refer to Australian Standards or manufacturer’s instructions)</li></ul> <p>All records for fixed activities must be maintained for a minimum of 2 years.</p>

**References  
& Further  
Information**

- WorkSafe Victoria
- Fixed Activity Structures Policy

## 4 INCIDENT AND INJURY MANAGEMENT

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### 4.1 FIRST AID

<b>Why</b>	Scouts Victoria recognises the importance of providing suitable first aid facilities and appropriately trained First Aid Officers to assist in minimising the initial effects or emergency treatment and life support for people suffering injury or illness.
<b>What</b>	<p><b>First Aid Kits</b></p> <p>Fully fitted kits are to be located within easy access to First Aid Officers.</p> <p>Kits must be suitable for the level and nature of first aid that is likely to be applied, including:</p> <ul style="list-style-type: none"><li>• Personal Kits;</li><li>• Patrol Kits;</li><li>• Group Kits (Scout Halls): or</li><li>• Office Kits (workplaces)</li></ul> <p>A list of minimum kit contents can be located in the “Info Book”.</p> <p>All first aid kits must be appropriately labelled for easy identification.</p> <p>Responsibility for the kits rests with the First Aid Officers and this includes maintenance of hygiene and supplies.</p> <p>Emergency telephone numbers (internal and external emergency services) will be posted at the kits (nearest medical clinic, hospital, ambulance and any other relevant numbers).</p> <p><b>Trained First Aid Officers</b></p> <p>All nominated First Aider Officers must complete an accredited Level 2 course.</p> <p>First Aider Officers qualifications must be current and a record of this is to be recorded on the Extranet.</p> <p>The names of all relevant First Aid Officers will be posted on notice board(s) or at the First Aid Kits.</p>
<b>When</b>	<ul style="list-style-type: none"><li>• First Aid Kit contents are to be checked as per the check list on an annual basis.</li><li>• First Aid Training is to be completed every 3 years to maintain accreditation.</li></ul>
<b>Forms</b>	<ul style="list-style-type: none"><li>• First Aid Kit Contents list</li></ul>
<b>References &amp; Further Information</b>	<ul style="list-style-type: none"><li>• Code of Practice for First Aid in the workplace</li><li>• OHS Regulations</li></ul>

## 4.2 INCIDENT REPORTING AND RECORDING

<b>Why</b>	<p>Incidents must be reported so that all hazards can be identified and appropriately managed.</p> <p>Serious incidents are required to be reported to Scouts Victoria and the safety authorities within a specific timeframe.</p>
<b>What</b>	<p><b>Scouts Reportable Incidents</b></p> <p>Reportable Incident include, but are not limited to, any of the following during an official Scouting activity/event:</p> <ul style="list-style-type: none"><li>• Misconduct – sexual offense, bullying, harassment including verbal and physical of other Leaders, youth or public;</li><li>• Serious negligence;</li><li>• Behaviour which endangers others;</li><li>• Striking or violence against a youth member, Leader or member of the public;</li><li>• Alcohol or drug misuse;</li><li>• Any injury, illness or circumstance which requires medical intervention;</li><li>• Death of a member; and,</li><li>• Emergencies including lost members, motor vehicle accidents.</li></ul> <p>These incidents may also require a Scouts Victoria Incident Audit to be undertaken if considered necessary by the Executive Manager.</p> <p><b>WorkSafe Notifiable Incidents</b></p> <p>There may be instances where incidents also meet the Incident Notification requirements for WorkSafe. The Executive Manager or their delegate is responsible for determining if an incident is reportable to WorkSafe and for reporting incidents to WorkSafe.</p>
<b>When</b>	<ul style="list-style-type: none"><li>• All incidents must be recorded on a Scouts Victoria Injury, Illness or Incident Report form within 48 hours of the incident occurring.</li></ul> <p><b>Scouts Reportable Incidents</b></p> <ul style="list-style-type: none"><li>• Serious Incidents are considered “Reportable Incidents” and must be immediately notified to Scouts Victoria on the 24 hour Emergency Line in addition to completing an Injury, Illness or Incident Report form.</li></ul> <p><b>WorkSafe Notifiable Incidents</b></p> <ul style="list-style-type: none"><li>• These incidents must be reported to WorkSafe by the Executive Manager immediately by phone and within 48 hours by form.</li></ul>
<b>Forms</b>	<ul style="list-style-type: none"><li>• Scouts Victoria Injury, Illness or Incident Report form</li><li>• WorkSafe Incident Notification form</li></ul>
<b>References &amp; Further Information</b>	<ul style="list-style-type: none"><li>• <a href="http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/incident-notification">http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/incident-notification</a> .</li><li>• Scouts Incident Audit Procedure.</li></ul>

## 4.3 INCIDENT INVESTIGATION

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<b>Why</b>	<p>Incident Audits or incident investigations allow Scouts Victoria to identify root causes that led to an incident occurring. By putting in place controls or remedial actions for the root causes, Scouts Victoria can prevent similar incidents from occurring again.</p> <p>Lessons learned can also be shared among the Scouts community.</p> <p>Audits may lead to a review of existing Scouts Victoria policies, procedures or guidelines.</p>
<b>What</b>	<p>The Leader in charge of an activity or team of staff/volunteers will review the incident and report on causes and initiatives undertaken to prevent reoccurrence.</p> <p>For more serious incidents, the Executive Manager may appoint an Incident Audit Panel to investigate and provide a report with recommendations for preventative action.</p> <p>Leaders In Charge of an activity or team of staff/volunteers are encouraged to complete an informal investigation for minor to medium severity incidents.</p> <p>Informal investigations are completed using the 5 why's technique (or similar technique) and can be completed by one or more Scouts Victoria employees or volunteers.</p> <p>5 Why's is a process where asking "why" the event happened five times assists in determining the root cause of an incident. For Example:</p> <ol style="list-style-type: none"><li>1. Why did the person fall over? Because the floor was slippery.</li><li>2. Why was the floor slippery? Because the equipment was leaking.</li><li>3. Why was it leaking? Because it had not been maintained properly.</li><li>4. Why had it not been maintained properly? Because there was no maintenance procedure in place.</li></ol> <p>Details of the root cause and corresponding corrective actions taken should be recorded on the Injury Illness or Incident Report Form.</p>
<b>When</b>	<ul style="list-style-type: none"><li>• After any incident; or,</li><li>• When directed by the Executive Manager, Chief Commissioner or BEC Chair</li></ul>
<b>Forms</b>	<ul style="list-style-type: none"><li>• Injury, Illness and Incident Report form</li></ul>
<b>References &amp; Further Information</b>	<ul style="list-style-type: none"><li>• Scouts Victoria Incident Audit Procedure</li><li>• WorkSafe Victoria</li><li>• Scouts Victoria Info Book</li></ul>

## 5 PLANT AND EQUIPMENT

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### Why

Plant and equipment can pose a hazard to its users if it is used incorrectly, is not in good working order or incorrect plant or equipment is used.

Scouts Victoria and its employees and volunteers are responsible for the inspection, testing, maintenance and safe use of all plant and equipment.

- Plant includes any plant item that requires a license or accredited competency assessment to operate the item e.g. forklifts, elevated work platforms over 11m, tractors, lifts etc.
- Equipment includes any portable powered equipment that is operated using electricity or combustion motor e.g. compressors, lawn mowers, ATV's, generators, log splitters, electrical leads or power boards etc. It also includes all manually operated tools.

### What

#### Plant

Regular maintenance/inspection/checks must be carried out on the plant to ensure it is safe to operate e.g. pre-use checklists. Where possible refer to the manufacturer's instructions for items that must be checked.

Maintenance must be carried out by a qualified technician and records of the maintenance maintained either on file or in a log book.

If any damage or faults are identified, it should be recorded, reported to the leader and if of a serious safety nature (i.e. could harm someone if operated) the plant must be tagged out and isolated until repairs are undertaken.

#### Electrical Equipment

Maintain a list of all electrical equipment located on the property.

Ensure all electrical equipment is tested and tagged by a qualified electrician or competent Electrical Tester, and maintained within test date.

A register of electrical testing and tagging must be maintained for all equipment.

Equipment that fails its test must be tagged (refer to section 5.1 Tag Out and Isolation) removed from service to be either repaired or made unusable.

### When

- Regular visual checks of all electrical equipment used
- Inspection and checking prior to use
- Periodic testing of building safety switches
- Portable safety switches or RCD's must be tested at least every 6 months
- Electrical testing:
  - new equipment (including those brought in by others) within 12 months of first use.
  - Portable equipment every 12 months.
  - Plugged in appliances every 2 years.
  - Equipment subject to heavy or repeated use, every 6 months.

### Forms

- Electrical Equipment Register
- Pre-use checklist

**References  
& Further  
Information**

- Scouts Victoria Electrical Equipment Policy
- Victorian Code of Practice for Plant



## 5.1 TAG OUT AND ISOLATION PROCEDURE

<b>Why</b>	To prevent people coming into contact with live or harmful sources of energy from plant and equipment.														
<b>What</b>	<p>All hazards and energy sources must be isolated or prevented from activating or releasing during cleaning and maintenance on any mechanical or electrical equipment, confined spaces, hydraulics or air operated equipment.</p> <p>Faulty equipment must be Tagged with an “OUT OF SERVICE” tag, and where required Locked Out (any locking device padlock, zip tie, locked housing etc), to prevent unplanned energy release.</p> <p><b>Isolation:</b></p> <p>The disconnection and separation of all energy (including stored) from equipment to prevent the possibility of inadvertent starting of the whole or partial part of that equipment.</p> <table border="1" data-bbox="422 724 1453 1207"> <thead> <tr> <th data-bbox="422 724 698 756">Types of Energy</th> <th data-bbox="698 724 1453 756">Examples of isolation</th> </tr> </thead> <tbody> <tr> <td data-bbox="422 756 698 840"> <ul style="list-style-type: none"> <li>Electrical</li> </ul> </td> <td data-bbox="698 756 1453 840"> <ul style="list-style-type: none"> <li>Isolating all electrical power supply to the plant or equipment.</li> </ul> </td> </tr> <tr> <td data-bbox="422 840 698 934"> <ul style="list-style-type: none"> <li>Hydraulic / Pneumatic</li> </ul> </td> <td data-bbox="698 840 1453 934"> <ul style="list-style-type: none"> <li>Draining or bleeding hydraulic and/or airlines to remove pressure.</li> </ul> </td> </tr> <tr> <td data-bbox="422 934 698 997"> <ul style="list-style-type: none"> <li>Gravity</li> </ul> </td> <td data-bbox="698 934 1453 997"> <ul style="list-style-type: none"> <li>Blocking or preventing items that may fall.</li> </ul> </td> </tr> <tr> <td data-bbox="422 997 698 1039"> <ul style="list-style-type: none"> <li>Spring Energy</li> </ul> </td> <td data-bbox="698 997 1453 1039"> <ul style="list-style-type: none"> <li>Releasing or blocking spring energy.</li> </ul> </td> </tr> <tr> <td data-bbox="422 1039 698 1123"> <ul style="list-style-type: none"> <li>Chemical</li> </ul> </td> <td data-bbox="698 1039 1453 1123"> <ul style="list-style-type: none"> <li>Ensuring chemicals are contained and cannot leak, spray or otherwise be released from their containment.</li> </ul> </td> </tr> <tr> <td data-bbox="422 1123 698 1207"> <ul style="list-style-type: none"> <li>Heat</li> </ul> </td> <td data-bbox="698 1123 1453 1207"> <ul style="list-style-type: none"> <li>Preventing contact with any items of plant or equipment that generate heat.</li> </ul> </td> </tr> </tbody> </table> <p><b>Out-of-service Tags:</b></p> <p>Out-of-service tags are yellow and black, bearing the label “Caution” and / or “Out of Service”.</p> <p>Out of Service Tags are placed for the protection of the general public or plant and are to be left attached to the plant/equipment until the fault is repaired.</p> <p>Once the fault is repaired, <b>ONLY a competent person may remove the tag</b> and return the plant/equipment to service.</p>	Types of Energy	Examples of isolation	<ul style="list-style-type: none"> <li>Electrical</li> </ul>	<ul style="list-style-type: none"> <li>Isolating all electrical power supply to the plant or equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Hydraulic / Pneumatic</li> </ul>	<ul style="list-style-type: none"> <li>Draining or bleeding hydraulic and/or airlines to remove pressure.</li> </ul>	<ul style="list-style-type: none"> <li>Gravity</li> </ul>	<ul style="list-style-type: none"> <li>Blocking or preventing items that may fall.</li> </ul>	<ul style="list-style-type: none"> <li>Spring Energy</li> </ul>	<ul style="list-style-type: none"> <li>Releasing or blocking spring energy.</li> </ul>	<ul style="list-style-type: none"> <li>Chemical</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring chemicals are contained and cannot leak, spray or otherwise be released from their containment.</li> </ul>	<ul style="list-style-type: none"> <li>Heat</li> </ul>	<ul style="list-style-type: none"> <li>Preventing contact with any items of plant or equipment that generate heat.</li> </ul>
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<b>When</b>	<ul style="list-style-type: none"> <li>When carrying out maintenance, servicing, repair, installation, decommissioning, inspection or cleaning of plant, equipment or electrically energized systems.</li> <li>When faulty or unsafe plant and equipment is identified.</li> </ul>														
<b>Forms</b>	<ul style="list-style-type: none"> <li>Out of Service Tags</li> </ul>														
<b>References &amp; Further Information</b>	<ul style="list-style-type: none"> <li>OHS Regulations</li> </ul>														

## 6 INDUCTION, TRAINING AND AWARENESS

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<b>Why</b>	<p>OHS legislation requires that employees and volunteers be trained in the safety components of the procedures they are required to follow to ensure they can perform their role safely.</p> <p>There is also a requirement for refresher training to be provided. Refresher training ensures that employees and volunteers knowledge remains current. The frequency of refresher training will be dependent on the type of training.</p> <p>There are times when employee and volunteer awareness of safety policy, issues, hazards or topics also need to be recorded.</p>
<b>What</b>	<p><b>Induction</b></p> <p>All employees must be inducted on their first day. Volunteer Leaders must complete an In-Service Program and Technical Skills Program during their training period. Completion of these requirements will be recorded on employee files and volunteer Extranet records.</p> <p><b>Training</b></p> <p>It is the Leader’s responsibility to identify what training needs to be provided to employees and volunteers depending on their role. Training provided should be recorded on their training record. A training record only proves that the trainee has attended the training, it does not demonstrate that they are competent.</p> <p>It is also the Leader’s responsibility to ensure that refresher training is carried out as per Scouts Victoria requirements.</p> <p><b>Competency Assessments</b></p> <p>Competency assessments are different to a training record as a competency assessment demonstrates that the employee or volunteer has a certain level of knowledge or skill and that they are deemed ‘competent’ to carry out the nominated task.</p> <p><b>Awareness Sign Off</b></p> <p>In certain circumstances employees and volunteers will be required to acknowledge that they have received safety training or information.</p>
<b>When</b>	<ul style="list-style-type: none"><li>• On or before the first day of employment</li><li>• When new tasks are introduced</li><li>• As per identified refresher requirements</li><li>• When signing off on policies/procedures or safety information</li></ul>
<b>Forms</b>	<ul style="list-style-type: none"><li>• Leader Training Application form (this can be used for new or refresher training)</li></ul>
<b>References &amp; Further Information</b>	<ul style="list-style-type: none"><li>• WorkSafe Victoria</li></ul>