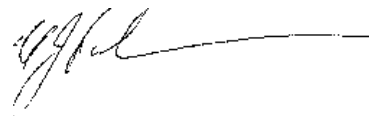


ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LIMITED
DONATION IN KIND NORTHERN REGION
Workplace Safety and Health Management System for COVID-19

Business Name: Rotary Australia World Community Service limited

Division/Group: Donations in Kind Northern Region

Managers' Approval:



.....
George Grant

John Paskin

Approval of Volunteer Representative:

.....
Bren Milsom

Date Completed: 24th August 2020

Date Distributed: 27th August 2020

ACTION TAKEN FOR SAFETY OF VOLUNTEERS AND VISITORS DURING THE COVID-19 PANDEMIC	WHO IS RESPONSIBLE
<p>Checks and Preparation for the Re-opening of Donations in Kind Northern Region:</p> <ul style="list-style-type: none"> • Clean, tidy and disinfect all work areas where workers work in restricted areas such as the area set aside for the sorting and packing of donations • Reorganise work benches in restricted areas such as the areas set aside for the sorting and packing of donations to ensure a minimum of 1.5 metres between each workstation and worker • Establish a clean and disinfected central station for the registration of volunteers, contractors and visitors and recording of donations received • Clean, disinfect and allocate toilet facilities (female toilet upstairs in the house and male toilet downstairs). Each toilet will also serve as a hand washing facility • Clean and disinfect the room adjacent to the area set aside for the sorting and packing of donations. This room will also serve as a hand washing facility 	<p>Volunteer Team</p>

<ul style="list-style-type: none"> • Establish an outdoor facility for morning tea for workers/volunteers attending for loading of containers and general housekeeping on rostered days. Workers/volunteers are requested to be seated during the morning tea break to maintain social distancing. Chairs will be available. • Rearrange the upstairs tearoom to be used by mid-week workers so that chairs are a minimum of 1.5 metres apart 	
<p>Steps Taken to Ensure that Social Distancing Requirements are Complied with:</p> <ul style="list-style-type: none"> • Work benches in restricted areas such as the areas set aside for the sorting and packing of donations are placed to ensure a minimum of 1.5 metres between each workstation and worker. Floors marked for each workstation to define the work area for each worker to ensure a minimum of 1.5 metres between each worker • Hard standing area to be marked to ensure a minimum of 1.5 metres between people waiting to register at the registration desk • Hard standing area to be marked to ensure a minimum of 1.5 metres between people queuing for morning tea at the outdoor facility established for morning tea • Floor to be marked to ensure a minimum of 1.5 metres between people queuing to use the hand washing facility in the room adjacent to the area set aside for the sorting and packing of donations • Signage installed to indicate entry and exit to the area set aside for the sorting and packing of donations • The site supervisor will be responsible to ensure that workers working within the storage shed comply with the social distancing requirements of a minimum of 1.5 metres between workers • The Load master will be responsible to ensure that workers working on the loading of containers comply with the social distancing requirements of a minimum of 1.5 metres between workers. It is mandatory for all works/volunteers to wear a face mask whilst working within confined spaces, particularly when working within a container. • Signage will be installed at the registration area and all work areas advising workers of the importance of social distancing 	<p>Volunteer Team</p>
<p>Steps Taken for the Safety of Volunteers and Visitors:</p> <ul style="list-style-type: none"> • All volunteers will be required to complete the Volunteer Information Form (see Appendix A) • All volunteers will sign in and sign out using the Volunteers Attendance Form kept in the registration area (see Appendix B). All volunteers are to have their temperature taken and recorded alongside their name when filling out the Volunteers Attendance Form. Anyone who records a high temperature will not be allowed access to the site. • All contractors, visitors and people making deliveries will sign in and sign out using the Contractors/Visitors Registration Form kept in the 	<p>Site Supervisor</p>

<p>registration area (see Appendix C). All contractors, visitors and those making deliveries are to have their temperature taken and recorded alongside their name when filling out the Contractors/Visitors Registration Form. Anyone who records a high temperature will not be allowed access to the site.</p> <ul style="list-style-type: none"> • After signing in, all contractors, visitors and those making deliveries will receive directions as to where they should proceed to on site and who they should report to • All those making deliveries will be required to complete the Goods In Form kept in the registration area (see Appendix D) • Hand sanitising and disinfectant stations will be installed in the registration area and all work areas • Numbers on site will be limited in accordance with the requirements as set by the Queensland Government • All volunteers and workers will receive training of the requirements for the safety, health and hygiene of all volunteers and workers as set out in this Work Health and Safety Plan for COVID-19 	
<p>Actions Taken to Comply with Hygiene and Cleaning Requirements:</p> <ul style="list-style-type: none"> • Signs and posters regarding practicing of proper hygiene and hand washing will be displayed at the registration desk, all works areas, toilets and hand washing facilities, and tea rooms • Hand sanitising and disinfectant stations will be maintained at the registration desk, all works areas, toilets and hand washing facilities, and tea rooms • Hand washing facilities and toilet facilities to be cleaned and disinfected at the start of each workday and regularly throughout the day • Work benches in areas set aside for the sorting and packing of donations are to be cleaned and disinfected at the start of each workday and regularly throughout the day • Shared equipment, such as tape dispensers, and regularly touched areas, including parts of the forklifts and pallet jacks, to be cleaned and disinfected at the start of each workday and regularly throughout the day • Areas set aside for the sorting and packing of donations, hand wash facilities, tearoom facilities and toilets will be cleaned, and if required moped, at the end of each workday 	Workers/Volunteers
<p>Management of Deliveries, Contractors and Visitors Attending the Site:</p> <ul style="list-style-type: none"> • All contractors, visitors and people making deliveries will sign in and sign out using the Contractors/Visitors Registration Form kept in the registration area (see Appendix C). All contractors, visitors and those making deliveries are to have their temperature taken and recorded alongside their name when filling out the Contractors/Visitors Registration Form. Anyone who records a high temperature will not be allowed access to the site. 	Site Supervisor

<ul style="list-style-type: none"> • After signing in, all contractors, visitors and those making deliveries will receive directions as to where they should proceed to on site and who they should report to • All those making deliveries will be required to complete the Goods In Form kept in the registration area (see Appendix D) 	
<p>Reviewing and Monitoring of Work Health and Safety Compliance:</p> <ul style="list-style-type: none"> • Weekly discussions will be held with the regular workers and volunteers to ensure that the measures in place are effective and identify any new critical risks due to changes in work practices and what new risk controls are required 	Site Supervisor

APPENDIX A



DONATIONS IN KIND

(An activity of Rotary Australia World Community Service Limited)
ACN: 003 444 284

NORTHERN REGION

Volunteer Information Form

Donations in Kind (DIK) Facility: 23-25 Mary Street, Kingston Qld 4114

RAWCS Donations in Kind Northern Region values the Health, Safety and Welfare of all our Volunteers.

As part of our Workplace Safety and Health Management System, we need to establish a register of volunteers to be used in case of a medical emergency or accident. All information supplied in this Form will be used for this purpose only.

Prior to working at the DIK Facility, all volunteers must provide the following information and complete formal Safety Induction Training by reading the Safety Induction Sheet and following the instructions of the DIK representative in charge on that day of attendance. Each Volunteer will only be required to complete this training once a year.

Volunteer's Name

Phone No. Mob No.

Address:

Volunteer's Rotary Club (for Rotarians)

Name of Organisation (for Non-Rotarians)

Contact Person details in Case of Emergency

Name

Phone No. Mob. No.

Do you hold a First Aid Certificate? Y/N Name of organization.....

Do you hold a forklift license? Y/N If yes License No

Do you have a prior Medical Condition: Y/N Details:

Signed:

Volunteer..... Date.....

Note: This information will remain on the Register until such time as notification from the Volunteer of any change of the above details or a request from the Volunteer to remove his details from the Register.



**ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LTD
NORTHERN REGION DONATIONS IN KIND
VOLUNTEER ATTENDANCE SHEET**



Volunteers should indicate whether they hold a FIRST AID CERTIFICATE and that they have read the SAFETY INDUCTION

Date:	Name:	Club:	Status			Start:	Finish:	Signature:	Do you have a FIRST AID CERTIFICATE	Have you read the SAFETY INDUCTION
			Rotarian	Partner	Friend					
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX C



**Rotary Australia World Community Service Limited
 Donations in Kind Northern Region
 CONTRACTORS/VISITORS REGISTER**

Date	Name	Business/Organisation	Mob/Phone	Time In	Time Out	Contractors Only			
						Public Liability Insurance		WHS Training	
						Yes	No	Yes	No

APPENDIX D



**Rotary Australia World Community Service Ltd
Donations in Kind Northern Region
DONATED GOODS RECEIPT REGISTER**

Item 1: Total Received: Date of Delivery:
 Item 2: Total Received: Delivered by:
 Item 3: Total Received: Donor:
 Item 4: Total Received:

The Following Only to be Completed for Goods Destined for a Specific Destination:

Destination: Recipient:
 Recipient's Contact: Contact Ph/Email:

Item 1: Total Received: Date of Delivery:
 Item 2: Total Received: Delivered by:
 Item 3: Total Received: Donor:
 Item 4: Total Received:

The Following Only to be Completed for Goods Destined for a Specific Destination:

Destination: Recipient:
 Recipient's Contact: Contact Ph/Email:

Item 1: Total Received: Date of Delivery:
 Item 2: Total Received: Delivered by:
 Item 3: Total Received: Donor:
 Item 4: Total Received:

The Following Only to be Completed for Goods Destined for a Specific Destination:

Destination: Recipient:
 Recipient's Contact: Contact Ph/Email:

Item 1: Total Received: Date of Delivery:
 Item 2: Total Received: Delivered by:
 Item 3: Total Received: Donor:
 Item 4: Total Received:

The Following Only to be Completed for Goods Destined for a Specific Destination:

Destination: Recipient:
 Recipient's Contact: Contact Ph/Email:

Item 1: Total Received: Date of Delivery:
 Item 2: Total Received: Delivered by:
 Item 3: Total Received: Donor:
 Item 4: Total Received:

The Following Only to be Completed for Goods Destined for a Specific Destination:

Destination: Recipient:
 Recipient's Contact: Contact Ph/Email: