

VOLUNTEERS MUST READ THIS BEFORE COMMENCING WORK

NORTHERN REGION DONATIONS IN KIND SAFETY INDUCTION

- 1. PRIOR TO COMMENCING WORK, ALL VOLUNTEERS SHOULD FAMILIARISE THEMSELVES WITH THE EVACUATION PLAN IN CASE OF FIRE OR DISASTER.**
- 2. ALL VOLUNTEERS ARE TO SIGN IN ON THE ATTENDANCE SHEET PRIOR TO COMMENCING WORK AND SIGN OUT PRIOR TO LEAVING THE SITE.**
- 3. ALL VOLUNTEERS WORKING ON THIS SITE MUST TAKE RESPONSIBILITY FOR SAFETY. THINK BEFORE YOU ACT AND ENSURE THAT THE SAFETY OF ALL VOLUNTEERS AND VISITORS IN ATTENDANCE ARE GIVEN TOP PRIORITY.**
- 4. NO CHILDREN UNDER 16 YEARS OF AGE OR ANIMALS ARE ALLOWED ON THESE PREMISES WHILE VOLUNTEERS ARE WORKING OR MACHINERY IS IN USE.**
- 5. VOLUNTEERS SHOULD WEAR APPROPRIATE CLOTHING AND FOOTWEAR TO PROTECT THEMSELVES AGAINST INJURY.**
- 6. ALL VOLUNTEERS MUST FOLLOW INSTRUCTIONS OF THE SUPERVISORS ON SITE AND ANY VOLUNTEER NOT FOLLOWING THESE INSTRUCTIONS OR ADHERING TO THE REQUIREMENTS OF THE SITE'S WORKPLACE SAFETY & HEALTH MANAGEMENT SYSTEM WILL BE REQUESTED TO LEAVE THE SITE**
- 7. FORK LIFT TRUCKS ARE IN USE ON THESE PREMISES AND VOLUNTEERS SHOULD BE AWARE OF APPROACHING VEHICLES AT ALL TIMES. SELECTED VOLUNTEERS SHOULD TAKE RESPONSIBILITY OF INFORMING OTHER WORKERS WHEN VEHICLES ARE APPROACHING.**
- 8. AVOID STACKING GOODS IN AN UNSTABLE MANNER, EITHER ON PALETS OR WITHIN THE SHIPPING CONTAINER. THE COLLAPSE OF AN UNSTABLE STACK CAN CAUSE SERIOUS INJURY.**
- 9. OPERATORS OF POWER TOOLS AND OTHER MACHINERY MUST WEAR APPROPRIATE SAFETY EQUIPMENT.**
- 10. MOST BACK INJURIES OCCUR THROUGH LIFTING LOADS INCORRECTLY. VOLUNTEERS SHOULD FAMILIARISE THEMSELVES WITH THE CORRECT METHOD OF LIFTING LOADS BY READING THE APPROPRIATE SAFETY POSTER.**
- 11. VOLUNTEERS SHOULD FAMILIARISE THEMSELVES WITH ALL OF THE AVAILABLE SAFETY POSTERS AND OBEY ALL SAFETY SIGNS AT ALL TIMES.**
- 12. ALL ACCIDENTS SHOULD BE REPORTED IMMEDIATELY TO THE SUPERVISOR IN CHARGE OF THE SITE AT THE TIME OF THE ACCIDENT AND FILE AN ACCIDENT REPORT FORM.**
- 13. ANY VOLUNTEER WHO HAS A CONCERN WITH REGARDS TO A SAFETY ISSUE ON THIS SITE SHOULD REPORT THEIR CONCERN TO THE SITE SUPERVISOR AND COMPLETE THE APPROPRIATE FORM.**