

“In Safe Hands” Toolkit NSW Workshops 2013

“In Safe Hands” is a Safety Management System designed for community groups in practical conservation.

The content and processes have been adapted from Conservation Volunteers Australia's own system which is based on our 30 years of knowledge and experience in managing volunteers in practical conservation.

The toolkit has been updated in 2013 and includes reference to recent changes in legislation.

Workshops for Landcare and other community groups in NSW have been made possible through funding from the NSW Government's Landcare Support Program. There is no cost to workshop participants.

Conservation Volunteers will conduct training in the practical use of the In Safe Hands Toolkit. A series of 8 workshops will be delivered across NSW.



Queanbeyan “In Safe Hands” Workshop

R B Smith Community Centre – Jim Snow Room
(opposite Council)

Tuesday May 28: 9am – 1pm (includes morning tea)

Numbers are limited. Please register to attend by emailing:

Jai Cooper - NSW Trainer, Conservation Volunteers
jai.cooper@conservationvolunteers.com.au

In your email, please indicate location of the workshop you are attending.

An electronic copy of the In Safe Hands Training Toolkit will be provided by return email.

Feedback from earlier workshops:

“Great materials and workshop”

“Need to have more of these workshops... to all Landcare networks and groups”

“Good to see WHS in a real Landcare setting”

Enquiries to Drew English: 0407 869 989 or denglish@cva.org.au



Department of
Primary Industries



In Safe Hands Training Content

“In Safe Hands” workshops are delivered face-to-face at a location suitable to community networks. Our training activities include a structured program of small group activities, safety scenarios, use of safety documentation, presentations and discussions. Student feedback is collected at the conclusion of workshops. Ongoing improvement of our training capacity has contributed to making In Safe Hands a highly effective tool for volunteers in our field.

Key “In Safe Hands” training elements:

- **Key Element 1 – Safety management in community groups is important**
 - Accidents/incidents do occur in volunteer organisations
 - Volunteer organisations are accountable for incidents that occur
 - The likely occurrence of an incident can be eliminated or reduced
 - If an incident occurs, the severity of an incident can be reduced
- **Key Element 2 – The Work Health and Safety legislation**
 - PCBU – meaning within WHS legislation
 - Volunteers are workers under the WHS legislation
 - Requirements of a volunteer organisation under the WHS legislation
 - Resources available to support volunteer organisations with WHS legislation matters
- **Key Element 3 – In Safe Hands Toolkit Policy and procedures**
 - Rationale for having safety policy and procedures
 - Development of ISH policy and procedures
 - Implementation of policy and procedures
 - Managing the change in safety culture
- **Key Element 4 – Conducting a Risk Assessment**
 - Principles of a Risk Assessment
 - Hierarchy of control measures
 - Identifying ‘hazards’, ‘risks’ and ‘controls’
 - Using ‘safety prompts’
 - Acceptable / unacceptable risk evaluation
- **Key Element 5 – Emergency response planning**
 - Importance of ER plan
 - Essential aspects of a ER plan
- **Key Element 6 – Safety management and documentation**
 - Importance of documentation and accuracy
 - Record management
 - Accident / incident reporting