

Nambucca Valley Council Volunteer Committee Safe Work Guide



Committee members must undertake Council's Work Health and Safety (WHS) and Volunteer Induction training before commencing any works at Council facilities. This can be booked through Council's Community Development Officer.

As in any workplace, it is also expected that all volunteers take responsibility for their own safety and the safety of others.

Committee members and volunteers should not provide unpaid labour to a contractor delivering a service on Council land unless they are covered by the Committee's or contractor's own insurance policies and arrangements.

Introduction

Community Volunteers contribute greatly to the way their neighbourhoods look and feel, and this partnership is highly valued by Council.

Members of the community take pride in their local facilities and Committee members or other members of the community may volunteer to undertake basic maintenance works at a Council owned facility. The Committee delivering the works has a duty of care to provide a safe working environment at the same standard of health and safety that would be expected of a paid contractor or employee working on site.

Committees are responsible for ensuring all volunteers are safe and are working safely.

Nambucca Valley Council 2023

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Works and tasks that can be undertaken by Committees and Volunteers

Making it safe

Works can be done by Committee members and Volunteers when the appropriate WHS is considered and in place for:

- ✓ Working at heights - works or tasks must be less than 2 metres from ground level
- ✓ Safe manual handling and lifting
- ✓ Storing, managing and using any chemicals
- ✓ Clear Safe Working Procedures (SWP)
- ✓ Committee member or Volunteers must not undertake any high risk works. (see definition of high risk works. Page 7)
- ✓ Suppling appropriate Personal Protective Equipment (PPE) for example, goggles, appropriate footwear, masks, gloves. Hi-vis clothing etc.
- ✓ Ensuring any equipment used is appropriate for the task, in good working order, safe and stored and operated as recommended by the manufacturer.
- ✓ Providing appliances and materials that are safe and free of risks or hazards for the user and the general public
- ✓ Using appliances and equipment within relevant environmental health laws and regulations (Commercial white goods should be discussed with Council before buying)
- ✓ Ensuring WHS and Risk Management regulations are followed prior and during any works
- ✓ Ensuring any electrical equipment is tested and tagged in accordance with AS/NZ 3012 and 3760, by an approved contractor

For further information and advice on working safely see:

Safe work procedures

www.safework.nsw.gov.au

Dial before you dig

www.1100.com.au

Working with Children check

<https://ocg.nsw.gov.au/working-children-check>

Key Council areas to contact for information:

Community Development Officer

Safety Officer

Works and tasks that cannot be undertaken by Committees and Volunteers

High risk tasks must be reported to or discussed with Council, undertaken by approved suppliers or contractors and require Owners Consent prior to any works starting.

How do I report a problem to Council?

Any structural changes, risks, hazards, repairs, modifications, installation or replacements should be reported to Council as per the service or lease agreement entered into between Council and the Committee.

Contact Council Customer Service on (02) 6568 2555 or visit the Administration Centre for information.

Who are Approved Contractors?

An approved contractor is a supplier that has been approved by Council to undertake works for Council and has demonstrated compliance to the minimum WHS requirements.

Council's approved suppliers list of contractors is constantly changing and is regularly updated so check with Council's Community Development Officer to confirm whether a contractor is listed before starting any works requiring a contractor.

What to know when using approved contractors

The Committee should ensure that any contractors undertaking works on site:

- Are listed by Council as an approved contractor and therefore have undertaken Council's supplier approval requirements.
- Have provided the Committee with documented safe work procedures for any tasks to be done that could be hazardous or contain a risk to an individual or property. A Safe Work Method Statement (SWMS) is a list of jobs relevant to 'high risk' works and how they will be performed safely (Page 7: Provides a list of works considered high risk for your information. If you are unsure contact Council to discuss)
- Have undertaken and followed the safety controls and measures as supplied with the SWMS while on site.

A General Guide to Electrical Testing and Tagging Intervals

AS/NZS 3012:2019 and AS/NZS 3760:2022 are an electrical safety standards in Australia that specifies the generally observed safety inspection and maintenance standards.

Description	Equipment including Class 1, Class II equipment, cord sets, cord extension sets and powerboards
Fixed wood work / metal work /automotive / maintenance equipment	6 months
Portable wood work / metal work / automotive / maintenance equipment	6 months
Portable science equipment	12 months
Portable art / photography / ceramic equipment	12 months
Fixed kitchen / canteen / food equipment	5 years
Portable kitchens / canteen / food equipment	12 months
Desktop computers	5 years
Laptop computers	12 months
Photo copiers	5 years
Directional lighting in theatre room	5 years
Classroom	12 months
General office	12 months

What is Owners Consent?

The Owners Consent process provides approval for works and requirements for any job on Council properties and facilities. Owners Consent must be received prior to any works starting.

Information on Owners Consent can be found on Council's Website at:
<https://www.nambucca.nsw.gov.au/Development>.

Council Access

Council must be able to access all areas of a Council facility at any time to respond to emergencies and undertake Essential Service Audits.

It is recommended a Committee member who has undertaken Council's WHS and Volunteer Induction would be best placed to attend Council audits of facilities when possible.

What is considered "high risk"?

High risk works cannot not be undertaken by Committees and Volunteers. These include works involving:

- A risk of a person falling more than 2 metres
- Telecommunication towers
- Demolition
- Removal or disturbance of asbestos
- Structural alterations that require temporary support to prevent collapse
- Confined spaces
- Trench or shaft if excavated depth is more than 1.5 Metres
- A tunnel
- The use of explosives
- On or near pressurised gas distribution or pipes
- On or near chemical, fuel or refrigerant lines
- On or near energised electrical installations or flammable atmosphere
- Tilt-up or precast concrete
- On or adjacent to roadways or railways used by road or rail traffic
- Workplaces where there are artificial extremes in temperature
- In, over or adjacent to water or other liquids where there is a risk of drowning
- Diving

General Works

Bookings and administration
General cleaning
Garbage removal
Graffiti removal
Pest control
Syringes and sharps

Signs
Telephones and intercoms
Security systems
Keys and locks

What can be undertaken

- ✓ Inspections and monitoring
- ✓ Waste and litter removal
- ✓ General removal of graffiti (graffiti on Council facilities should be reported to Council)
- ✓ Action to keep facilities free from rodents, pests and vermin
- ✓ General cleaning and tasks
- ✓ Keep signs in good condition and in clear sight
- ✓ Bookings and administration

What cannot be undertaken

- ✗ Clean-up of potential hazardous chemicals
- ✗ Removal of hazardous material and waste e.g. Asbestos removal
- ✗ Remove or exterminate pests
- ✗ Removing sharps and syringes
- ✗ Replacing keys – all keys to Council facilities need to be logged and signed out, any replacement keys will be charged to the key holder

Repair, replace or install:

- ✗ Signs
- ✗ Telephones or intercoms
- ✗ Locks
- ✗ Security systems
- ✗ Works that require the use of equipment such as tractors, heavy vehicles or earth moving machinery

Key Council areas to contact for information:

Assets Team
Community Development Officer (approved contractors list)
Development and Environment Team

Surrounds

Car park
Fences and gates
Line marking
Paving and paths
Water tanks

Retaining walls and outdoor steps etc
Shade sails
Synthetic surfaces and turf
Playgrounds and play equipment

What can be undertaken

- ✓ General cleaning and litter removal
- ✓ General maintenance of fences and gates with hand-held tools
- ✓ Replace or refresh line markings
- ✓ Cleaning and general maintenance with hand held tools or equipment

What cannot be undertaken

Repairs, replacement or installation of:

- ✗ Car park, paving and paths
- ✗ Fences and gates
- ✗ Structures or structural maintenance
- ✗ Playgrounds and play equipment
- ✗ Retaining walls and outdoor steps
- ✗ Shade sails
- ✗ Synthetic surfaces or turf
- ✗ Water tanks

Key Council areas to contact for information:

Assets Team
Community Development Officer (approved
contractors list)
Development and Environment Team

Facilities and Amenities

Public toilets and amenities
Personal hygiene services
Emergency exits
Appliances and equipment
Structural works and facility improvements
Cupboards, bench tops, shelving and storage
Electrical works and fittings
Plumbing and drainage
Air conditioning and heating
Furniture, curtains, drapes and blinds
Doors
General equipment and fixtures
Committee property

Hot water systems
Decorating and styling
Painting works
Storage
White goods
Windows and glazing (inc. plate glass)
Gutter, eaves and awnings
Public use facilities – bbq's, playground equipment, sports field fixtures, drinking fountains etc.

What can be undertaken

- ✓ Empty and clean grease traps each year
- ✓ Repair or replace curtains and drapes
- ✓ General maintenance of doors, fly screens and security grills
- ✓ Keep emergency exits clear
- ✓ Supply appliances and non-fixed equipment. *For example white goods, clocks, computers, portable heaters, general office equipment and small appliances etc. (Non-fixed commercial or industrial appliances should be discussed with council prior to buying)*
- ✓ Repair and replace furniture, it must be suitable for its purpose and safe for users

Can do the following provided it is removable and appropriate to the use of the facility:

- ✓ Decorate and style the facility
 - ✓ Provide portable storage containers
 - ✓ General litter removal
- General cleaning of:
- ✓ Public toilets and amenities
 - ✓ Floors and floor covering (mats and rugs)
 - ✓ Blinds, curtains and drapes
 - ✓ Fly screens and security grills
 - ✓ Council supplied white goods and appliances
 - ✓ Windows and glass fittings
 - ✓ Public use facilities such as bbq's
- An approved supplier can be hired by the committee to provide:
- ✓ Commercial cleaning
 - ✓ Personal hygiene services

What cannot be undertaken

- ✗ Purchase, repair, replace or install fixed equipment and appliances
 - ✗ Make structural change to the facility for example add extensions or upgrade kitchens
 - ✗ Install curtains or drapes
 - ✗ Any painting works (interior and exterior).
- Maintain, repair, replace or install:
- ✗ Public toilets or amenities
 - ✗ Doors
 - ✗ Floors
 - ✗ Emergency exits and signs
 - ✗ Electrical wiring, electrical fittings or electrical appliances
 - ✗ Plumbing or plumbing fixtures
 - ✗ Drainage
 - ✗ Air conditioning
- ✗ Heating
 - ✗ Cupboards or shelving
 - ✗ Storage spaces including sheds
 - ✗ Bench tops
 - ✗ Blinds
 - ✗ Fly screen and security grills
 - ✗ Hot water systems
 - ✗ Council supplied white goods
 - ✗ Windows or glass fittings
 - ✗ Gutters or eaves
 - ✗ Public use facilities such as bbq's and drinking fountains

Key Council areas to contact for information:

Assets Team

Community Development Officer (approved contractors list)

Green space and Gardens

Garden beds
Grassed areas
Landscaping
Trees and weed control

What can be undertaken

General maintenance of grounds using hand held garden tools, hand propelled mowers and brush cutters this includes:

- ✓ Garden beds
- ✓ Grassed areas
- ✓ Weed control

What cannot be undertaken

- ✗ Use of chainsaws to remove any fixtures, planting or trees etc
- ✗ Tree maintenance, removal or planting (contact Council's Green Space Co-ordinator)
- ✗ Large scale weed spraying and control
- ✗ Damage or remove any native plants including grasses, shrubs and trees (for advice on identifying native plants contact Council's Green Space Co-ordinator)
- ✗ Repair, replace or install garden beds or grassed areas

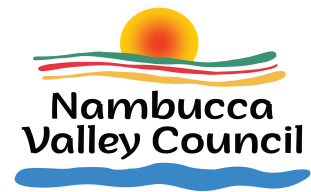
Repair, replace or install landscaping, including:

- ✗ Fixed furniture
- ✗ Bollards
- ✗ Irrigation works
- ✗ New plantings
- ✗ Signs

Key Council areas to contact for information:

Assets Team
Community Development Officer (approved contractors list)
Development and Environment Team
Green Space Co-ordinator

Note: using large scale lawn mowing equipment or machinery needs to be authorised by Council prior to works starting



Nambucca Valley Council Key Contact

Community Development Officer

Phone: (02) 6568 2555

Website: www.nambucca.nsw.gov.au

Email: council@nambucca.nsw.gov.au

After hours emergencies: 1800 26 27 28

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