

Health and Safety - Annual Appeal Volunteers

Thank you so much for generously volunteering for SPCA Annual Appeal! Your health and safety is important to us, please carefully read and take note of these key guidelines.

1. Outdoor Environment

Please make sure you dress to the weather conditions. We recommend you bring a water bottle and wear sunscreen if you are collecting outside.

2. Collecting with pets

Many fundraising volunteers enjoy bringing their pets with them collect. Please only bring your pet if they are fully vaccinated, socialised and well-mannered, and enjoy meeting lots of new people. Your pet's welfare is our primary concern, so please be aware of their behaviour and body language at all times. If you sense that they are feeling stressed or uncomfortable, either take a break or take them home. Contact your SPCA supervisor if you need to leave early.

3. SPCA Brand

Please wear your SPCA collectors bib during your shift. We ask that you please do not smoke when you are fundraising for SPCA.

If you are approached by the media, please ask them to contact SPCA directly. We ask that you do not discuss any SPCA matters with the media. Please direct anyone with questions to our website: www.spcan.z

4. Interactions with the public

As a fundraising volunteer you should maintain a professional and polite approach. Please respect that not everyone will want or be able to donate. If you are confronted with aggression, remain polite and calm. Withdraw yourself from the situation and report the incident to your SPCA supervisor.

5. Theft

We advise you collect with another person. If you witness someone stealing, do not approach them. Take note of all identifying details (car registration if relevant) and advise your SPCA supervisor as soon as possible. They will contact police if appropriate.

6. Emergencies and Incidents

In any emergency situation, your safety is priority, then the safety of others. If you find yourself in any situation that is an emergency or you do not feel safe, please get assistance to help you resolve this and contact your SPCA supervisor as soon as possible. If you cannot get through to them call Lucie on 021 182 0241. **If there is an immediate risk to you or others around you, call 111.**

Purpose

As a PCBU (Person Conducting a Business or Undertaking) that manages or controls a workplace, we are committed to providing and maintaining a safe and healthy work environment for our employees, visitors, and all people using our premises as a workplace.

We acknowledge that the Board and Senior Leadership team have ultimate responsibility for health and safety in the workplace, and will therefore have specific health and safety KPI's to be measured against our annual business plan. We will also ensure they regularly review our safe systems of work and strive for continuous improvement.

Scope

This policy statement applies to all SPCA workers and board members.

1. Our Commitment

- 1.1. To comply with appropriate legislation, regulations and codes of practice
- 1.2. To provide and maintain a work environment that is without risks to health and safety
- 1.3. To provide and maintain adequate facilities, safe plant and structures, and ensure the safe use, handling and storage of plant, structures and substances
- 1.4. To provide and maintain safe systems of work
- 1.5. To provide information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety
- 1.6. To monitor the health of workers and the conditions at the workplace
- 1.7. To engage with workers in the development and review of health and safety policies and procedures
- 1.8. To ensure reporting of all incidents, risks and near hits as soon as possible, including notifiable incidents being reported to the regulator
- 1.9. To support the safe and early return to work of injured employees
- 1.10. To instil a culture of safety in the workplace

2. Our People

- 2.1. Must take reasonable care of their own health and safety, and that what they do or do not do does not adversely affect the health and safety of other persons
- 2.2. Must ensure that they co-operate with any reasonable workplace health and safety policy or procedure
- 2.3. Must ensure that they comply, so far as reasonably able, with any reasonable instruction given by the PCBU.

"We believe that every task can be done safely, and that safety is everyone's responsibility"

				
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