



BUDERIM HISTORICAL SOCIETY

HEALTH AND SAFETY PLAN

To provide and maintain a safe environment for visitors, volunteers and staff who work or access the buildings and grounds of Pioneer Cottage (incl. Slab Hut and Toilet Block) and Vise House.

Aim:

To provide details of safety measures to ensure, as far as is reasonably practicable, the health and safety of persons utilising these buildings and grounds.

Categories:

Personal Safety

Accident insurance is provided for volunteers and visitors.

Emergency (Police, Ambulance, Fire Brigade) contact number is readily accessible in case of suspicious /threatening behaviour, bomb threat, sudden severe illness or fire. An Emergency Response Checklist is available next to telephones and posted near entry for external users of Vise House.

CCTV monitoring is operational.

Accident/incident notification procedure is documented:

- Who to contact
- Where to access an Incident/Accident form
- What to document
- Where to locate first aid equipment
- Management of incident and prevention strategies.

The risk management plan for the COVID-19 is implemented according to Queensland Government requirements and reviewed monthly to provide a safe working environment for volunteers.

'No Smoking' signs are clearly visible at each entrance gate.

Fire Safety

Fire exits are marked.

Evacuation Signs and Diagrams are clearly visible.

Volunteers and staff know what to do in case of fire, able to locate fire extinguishers and operate same.

Equipment is checked by Fire Service 6 monthly.

Emergency Assembly Area is clearly identified.

Please refer to separate Fire and Evacuation Plans for procedures for Pioneer Cottage and Vise House.

Evacuation procedure

Person on duty ensures all volunteers visitors and workers have removed themselves from Pioneer Cottage and meet at the designated Emergency Assembly Area on the lawn outside the fence at the rear of Pioneer Cottage, between the Cottage and Vise House. Likewise, if Vise House is to be evacuated, those occupying the building delegate a person to take charge. A head count is to be undertaken at the Assembly Point.

In the event of a bomb threat, do NOT evacuate to the Emergency Assembly Area but to an alternate safe location decided by the person in charge. A 'Bomb threat' checklist is available near the telephones in both Pioneer Cottage and Vise House for volunteers to use.

Electrical Safety

Safety switches are installed.

Safety switches are checked by an electrician annually.

Extension cords, power boards are used only when necessary, with preventive measures in place to avoid trips and falls.

Access to buildings

Gates, parking bay for disabled visitors, ramp and doors are free from obstruction.

Garden hoses are stored to prevent a tripping hazard

There are railings on all internal and external stairs.

Hazard/Risk identification and Management

Safety inspections are:

- carried out 4 monthly,
- documented, and
- outcomes reported to the Management Committee for resolution.

Volunteers are encouraged to notify an identified hazard either recording in the message book or if urgent, the Health & Safety Officer to ensure prompt remediation.

Queensland Government guidelines for management of the COVID-19 pandemic are implemented and reviewed monthly by the BHS Management.

Disaster Preparedness Plan (e.g. fire, cyclone, severe storm)

Please refer to the BHS Disaster Preparedness Plan.

Hazardous substances

Are stored securely in a box attached to the Toilet Block wall.

Provision for Information /training

The Health and Safety Officer has undergone training.

The Health & Safety Plan is read and signed by all volunteer staff each year.

Fire and Evacuation training is conducted annually for volunteers and included in the induction process for new volunteers.

A checklist for likely emergency responses is provided for volunteers.

The garden shredder is only to be operated by John Nichols. He will supervise and deem competent any other volunteer before they use the shredder.