



BUDERIM HISTORICAL SOCIETY INC.

HEALTH AND SAFETY PLAN

Purpose:

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. Lessees provide a copy of their organisation's Certificate of Currency.

Emergency (Police, Ambulance, Fire Brigade) contact number is readily accessible in case of suspicious /threatening behaviour, bomb threat, sudden severe illness or fire.

CCTV monitoring is operational.

Accident/incident notification procedure is documented and details:

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

'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 Brigade 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 the building and meet in the designated Emergency Assembly Area on the lawn outside the fence at the rear of Pioneer Cottage, between the Cottage and Vise House. 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.



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Electrical Safety

Safety switches are installed.

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

Access to buildings

Gates, handicapped parking bay, 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 and ramp.

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 identify hazards to ensure prompt remediation.

Disaster Preparedness Plan (eg fire, cyclone, severe storm)

Please refer to the BHS Disaster Preparedness Plan.

Hazardous substances

Are identified, listed and stored securely in a box attached to the Toilet Block wall.

Provision for Information /training

Individuals responsible for Health and Safety have undergone training.

Plan is read and signed by all volunteer staff annually. (See attached Sheet).

Fire and Evacuation training is conducted annually for volunteers.

May, 2015, Revised May, 2017, April, 2018, April 2019