

CODE OF CONDUCT

I accept this code of conduct when doing work or tasks at The Wetlands Centre

1. Notify the relevant Centre staff member prior to commencing any work to confirm tasks for the day.
2. Any children in your care must be supervised at all times at the Centre due to open water (frog pond and lake) and also wildlife.
3. Ensure the safety of all co-workers and visitors to The Wetlands Centre (eg maintain good housekeeping, and store materials safely and correctly).
4. Follow all instructions given by The Wetlands Centre staff.
5. Comply with all required OHS requirements for the tasks being completed by the employees and/or volunteers.
6. All volunteers please ensure you sign the Daily Sign-on Register for Volunteers prior to working and when finishing for the day. Please ensure you notify the Team Leader when leaving for the day.
7. Use a written Job Hazard Analysis (JHA) for all higher-risk activities (e.g. using augers, whipper snippers or lawn mowers) prior to commencing. Please sign JHA once reviewed and understood. Training will be provided by a team leader during the JHA review process.
8. Avoid working alone but where it is deemed necessary please discuss your actions with Centre staff if safe to do so, please ensure a communication protocol is in place.
9. If you are managing a scope of work (ie team leader) please ensure a Permit is created for any high-risk works involving Working at Heights, Hot Works, Excavation & Penetration and Confined Spaces.
10. All Contractors to have workers' compensation insurance, the necessary licenses, qualifications and training to Supervise the work tasks (for example Trade qualifications Certificate and other tickets).
11. Stop work immediately and report any hazard that is beyond your control for example; a change to the original job that has introduced new unexpected danger.
12. Report any persons who are behaving in an unsafe manner.
13. Don't work in severe or bad weather conditions, which can make working unsafe.
14. Report all incidents/injuries and near-miss incidents to the relevant Centre team member.
15. Make sure the correct plant, substances, tools, and equipment are used for the job you are doing. Make sure they are in good condition. (Correct size, type, and rating). Make sure a Material Safety Data Sheet (MSDS) is available for any hazardous substance brought to and/or used at the Centre.
16. Make sure all electrical equipment has a current inspection test tag. Make sure extension leads are protected from damage and clear of water. Use a Residual Current Device (RCD). Do not use domestic type electrical appliances like multi-outlet devices and double adaptors. Check for existing electrical wiring/cables/overhead lines before commencing work.
17. Make sure ladders are secured, one in four slope, in good condition, extend one metre above the top of the platform or exit point and are of Australian Standards type. Make sure stepladders are used in accordance with manufacturer's instructions.
18. Know the emergency procedure (find out what to do in the event of a fire or other possible emergency, learn where the muster points and how to telephone for help).
19. Keep areas you work in clean and tidy (all unnecessary items, loose/unstable materials and waste safely removed from the work area).

20. Use the correct safety equipment and protective clothing for the job (for example; respiratory, safety glasses, foot and hearing protection, sunscreen, hats, shirts, Danger/Out of service tags, machine guards, RCDs, fire equipment, fall restraints, hard hats, etc).
21. Obey rules, signs, and instructions and only use equipment that you are authorized and trained to use. Make sure scaffolds comply with Occupational Safety and Health Regulations.
22. Use correct manual handling techniques and get help or use mechanical aids for heavy loads (i.e. trolleys or dual lifting). Basic and task-specific safe manual handling practices will be communicated at Prestart Meetings by the Team Leader.
23. In all other instances comply with Occupational Safety and Health Act 1984 and Regulations 1996.
24. If you do not hold a Working with Children Check Card, you agree that you do not have any convictions, circumstances or reasons that might preclude you from working with or near children. If you do have a conviction, circumstances or reasons that might preclude you, please contact the Wetlands Officer directly to advise before starting at the Centre.
25. You agree not to participate if physically impaired on the day or whilst under the influence of drugs and/ or alcohol.
26. You agree not to take drugs and/or alcohol under the day unless pre-approved by The Wetlands Centre.