



Health & Safety Induction

The WikiLeaks Party is committed to the health and safety of all volunteers and to the prevention of illness or injury due to any activities carried out at The WikiLeaks Party.

Health and safety is a shared responsibility. The WikiLeaks Party does not expect or require anyone to attempt any activity that is likely to cause them harm. In turn, you have an obligation to ensure that all activities you undertake are carried out in a safe and efficient manner.

Health and Safety

The primary aim of WHS legislation is to secure the health, safety and wellbeing of all people in a workplace. As a Volunteer or contractor you may not consider The WikiLeaks Party as a workplace. However, you play an integral part in the workplace for The WikiLeaks Party staff and contractors, and therefore WHS legislation also applies to you while volunteering for Wikileaks. WHS laws and regulations specify general requirements that are to be followed to promote self-regulation and create a workplace that is as safe as reasonably practicable. The legislation applies to everyone who may affect the health and safety of others or whose health or safety may be affected because of the workplace, workplace activities, substances being use or specified high risk plant or equipment.

Duty of care

Duty of care is a central concept of WHS legislation. It refers to your legal responsibility to ensure the health, safety and wellbeing of everyone in the workplace. Everyone has a duty of care and this includes The WikiLeaks Party as an entity, all volunteers and contractors.

Duty of care responsibilities can be achieved by taking reasonable actions to eliminate or minimise all possible causes of harm, including incidents, injuries and illnesses.

The WikiLeaks Party will provide you with a safe place to work and learn that is without risks to the health and wellbeing of all persons. In turn, we expect you to take reasonable care for the health and safety of yourself and others. You are also required to cooperate with The WikiLeaks Party by respecting and following any policies and procedures that have been implemented to ensure health and safety.



The WikiLeaks Party obligations

The Work Health and Safety Act 2011 requires The WikiLeaks Party to ensure that the health and safety of all workers and volunteers are not put at risk by the conduct of The WikiLeaks Party activities.

This includes ensuring:

- A safe and healthy environment for work or volunteer;
- Safe plant or equipment and materials to work with;
- Safe use, handling, storage and transport of substances;
- Safe systems of work;
- Information and instruction is to be provided.

Your responsibilities

You also have responsibilities under WHS legislation, which includes taking reasonable care for the health and safety of yourself and others, cooperating with lecturers/tutors and The WikiLeaks Party staff, and respecting any actions taken by The WikiLeaks Party to comply with WHS legislation.

While with the The WikiLeaks Party you must:

- Behave safely at all times;
- Help with keeping The WikiLeaks Party clean and tidy;
- Report any potential or existing hazards;
- Participate in all safety programs and training being implemented;
- Use equipment properly and as instructed.

Are you fit for work?

All The WikiLeaks Party volunteers must ensure that they do not attend in a condition that renders them unfit to perform their duties/tasks, which includes being affected by drugs, alcohol or fatigue.

Volunteers under the influence of drugs or alcohol present a risk to their own health and safety, and that of others at The WikiLeaks Party.

Some medications may also affect an individual's ability to work/study safely, due to negative side effects such as drowsiness.

You should ask your doctor about the side effects of any medication you are taking, particularly any effect it might have on your work or studies.



Potential hazards at The WikiLeaks Party

A hazard is defined as something that has the potential to harm the health, safety and wellbeing of people. If uncontrolled, hazards in the workplace can cause injury and affect the health and safety of you, your fellow volunteers at The WikiLeaks Party.

Everyone plays a part in identifying, reporting, assessing, controlling and monitoring hazards.

Risk management process

Where there is a risk of injury or illness from a hazard, you must take action to make the area safe while ensuring your own safety is not at risk.

A risk management process can be implemented to minimise the risk of hazards in the workplace.

Risk management is a very effective system that enables hazards to be identified, assessed, controlled and documented.

The risk management process consists of the following steps:

- Identifying the hazard;
- Assessing the risks;
- Controlling the hazard;
- Monitoring and reviewing the controls.

Slips, trips and falls

The most common causes of non-fatal injuries are slips, trips, and falls.

Some simple ways to reduce the risk of slips, trips, and falls are to:

- Be aware and on the lookout for potential slip, trip and fall;
- Walk at an appropriate pace;
- Keep your vision clear while carrying large / heavy loads;
- Use the handrails in stairwells;
- Keep walkways clear of bags and personal possessions;
- Step carefully around laptop power cords.



Manual handling

Manual handling tasks include any activity requiring you to use force to lift, lower, push, pull, carry or otherwise move, hold or restrain an object.

Manual handling also includes tasks that require us to maintain a still posture for extended periods, such as sitting and standing.

To reduce the risk of injury, please remember to:

- Be cautious when moving and lifting objects;
- Adjust equipment to your physical dimensions;
- Work at the appropriate level and height;
- Exercise, eat well, and take periodic stretch breaks.

Exercises and stretching

If you are doing any task for a long period of time you should change your posture, take short breaks (1-2 minute stretch breaks every 20-30 minutes), and do some simple stretches to avoid repetitive strain related injuries.

Try simple stretches or variations to your posture such as:

- Getting up from your desk and walking to get some water;
- Simple eye exercises, especially if you are looking at a computer screen all day;
- Squatting down, lifting the knees, or doing some side stretches;
- Stretching your arms above your head;
- Stretching out your fingers and wrists.

Electrical hazards

Electrical equipment and appliances have the potential to cause serious shock, burns and electrocution.

The most common electrical hazards are:

- Overloaded power sockets;
- Unsafe equipment and defective cords;
- Incorrectly placed equipment.

Any damaged or faulty The WikiLeaks Party equipment should be immediately reported to an appropriate member of staff.



Chemical hazards

Chemicals have the potential to harm people, property, and the environment if used and stored incorrectly. The WikiLeaks Party aims to eliminate or minimise the risks associated with hazardous chemicals.

If you are expected to handle hazardous chemicals you will receive training in:

- The MSDS for the hazardous chemical;
- The hazards associated with the chemical;
- Eliminating or minimising exposure to the chemical;
- The use of the chemical;
- The use of the appropriate personal protective equipment;
- The procedure to be followed in the event of contamination by a hazardous chemical;
- The safe disposal of hazardous chemicals.

Sun and heat safety awareness

Exposure to solar UV radiation has the potential to cause sunburn, long term illness, and injury. You can reduce your exposure by:

- Minimising your time in the sun;
- Wearing protective clothing and items;
- Applying sunscreen;
- Utilising shade

Heat stress occurs when heat is absorbed by the body faster than the body can cool down. You should not ignore the symptoms of heat stress, as serious illness or death can result.

To prevent heat stress from occurring, remember to cover up, use sunscreen, wear protective clothing and items, drink plenty of water and take regular rest breaks in the shade.



Hygiene

Good hygiene can reduce the risk of health hazards. By following some simple guidelines you can prevent spreading or contracting viruses or diseases such as the flu or a cold.

It is important to practice good hygiene even if you have no symptoms as you may be infectious before symptoms occur.

Discrimination, harassment and bullying

The WikiLeaks Party recognises the right of all workers and volunteers to work in an environment where everyone is treated with fairness, equity, dignity, courtesy and respect, and which is free from all forms of discrimination, harassment and bullying.

Discrimination, harassment and bullying in any form will not be tolerated. For more information about The WikiLeaks Party's commitment, refer to the The WikiLeaks Party Discrimination and Harassment Policy. If you feel that you are the victim of discrimination or harassment you can make a complaint to The WikiLeaks Party. There are several options for dealing with complaints of discrimination and harassment. For further information on managing discrimination and harassment, please see The WikiLeaks Party's Grievance Policy in the Volunteer Pack.

Personal safety

Follow these basic safety tips:

- Stick to well-lit pathways;
- Avoid dimly-lit or isolated parts
- Don't fundraise alone, walk with a group. Inform family / friends of where you are and when you are expected home;
- If you are unable to find a park when you arrive, move your car closer during the day when it is still light.
- If you don't know the area well ask local shopkeepers if the area is generally safe.

Reporting hazards and incidents

Where there is a risk of injury or illness from a hazard, you must take action to make the area safe while ensuring your own safety is not at risk.

For more serious matters you should notify the WHS Officer and complete an Incident Report Form:

- Identification of hazards;
- Incidents;
- Near misses;
- Injuries/illnesses.



Emergency situations

In any emergency situation the most important thing is to be prepared. You should be aware of your responsibilities in an emergency, as well as those around you who can provide help and guidance in such situations.

If you discover an emergency you should:

- If appropriate call emergency services and ask for the fire brigade, police or ambulance;
- Report the emergency to a member of staff to action internal emergency procedures;
- Inform other individuals to keep away;
- Remove any persons from danger, if it is safe to do so;
- Suppress the emergency yourself, if it is safe to do so.

Summary

Throughout this briefing we have covered the basics of health and safety including WHS legislation and responsibilities, common hazards you might encounter at The WikiLeaks Party and emergency procedures.

Health and safety is a key objective at The WikiLeaks Party, and no person is expected to do anything that could cause injury or harm to themselves or others.

We hope that you will be a proactive member of the The WikiLeaks Party community and encourage a healthy and safe environment for everyone.