



WHS MANUAL

WHS Manual Introduction

Under the WHS regulations all staff/volunteers need to receive training in their job functions regarding the WHS issues of their activities. The WHS manual gives training procedures and a record of training undertaken.

The Manual Contains:

1. Volunteer/Casual Employee Details Form

To be filled in by ALL volunteers – Contains *details including next of kin in case we need to contact anyone in case of an emergency.*

2. Safe Work Method Statements

- This is a register of Safe Work Methods applicable to work that may be carried out by our volunteers.
- A register of Volunteers/Casual Staff who have completed training in the SWMS

3. Material Safety Data Sheets

- This is a register of Material Data Sheets relating to hazardous chemicals in use at the Goulburn Club.

4. Risk Management

WHS requires regular inspections of premises to identify hazards. Identified hazards should be fixed.

- A checklist is provided as a basis for these inspections.
- An incident report is included.

5. Template WHS Committee agenda

6. Includes a training/induction register, where staff sign off on training received.

7. Includes a record of any staff meetings