###### Health and safety fact sheet

This template is:

* used by the Volunteer Coordinator and their team during readiness
* intended to be amended to reflect actual processes used
* intended to have green highlights replaced with required information, and yellow highlights deleted.

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| Important health and safety information |
| Report accidents, incidents, or near misses to: | [name of Volunteer Supervisor, CDEM official, or delegated person] |
| Hazards/risks | [list of general or task-specific hazards or risks] |
| How to manage hazards/risks | [list of recommended techniques, actions, PPE, etc.] |
| Who knows First Aid | [list or people who have first aid certificates or relevant medical expertise (includes the Volunteer Supervisor)] |
| Where to find important items | [locations of emergency exits, first aid kits, phones, PPE, etc.] |
| Scheduled breaks and refreshments | [break times, locations of toilets, where to get fresh water or hot drinks, where to get food if needed] |
| How to look after yourself and others | [e.g. make sure not to work through breaks, drink plenty of water, make sure others are taking breaks, consult with Supervisor if anyone seems to be struggling physically or mentally] |
| Agreement |
| *I agree to:** *wear suitable clothing and any required personal protective equipment*
* *monitor own actions for safety, and look out for the safety of others*
* *use common sense at all times*
* *always report accidents, incidents, or near misses*
* *take breaks and keep hydrated as much as possible*
 |
| **Volunteer signature** |  |
| **Date** |  |