



Preparing a safety plan

You as the Host are responsible for the safety of all the volunteers on the day. Make sure that you follow all the rules of the extra hands program to ensure that you minimize the risk of an accident.

However **when an accident does occur:**

- Ensure the safety of self and others.
- Secure the accident site.
- Administer first aid.
- Ring 000 or 112 if using a mobile phone.
- Details given over the phone about the accident should include the location of the accident, who is injured, what's happened, the number of people injured and the type of assistance required.
- Contact the extra hands Office (0419529807)

After help has arrived:

- Find out where the ambulance is going.
- Clear the site.
- Contact extra hands

After the event has passed:

- Report it to extra hands office.
- Debrief self and other volunteers.
- Be available for next of kin communications.
- Review of incident recommendation.
- Deal with insurance issues.

Resources:

- Implement the risk assessment of every extra hands event to minimize the risk to volunteers.
- Ensure that there is a first aid trained person on site
- Ensure that there is a first aid kit on site.
- Incident report form (download from website or a hard copy will be in your Host Pack).
- Emergency contact list (download from web site prior to day)

Emergency Phone numbers:

Emergency 000 (police, Ambulance, Fire) if using a **mobile call 112**.
extra hands office: **0419529807**.



If an extra hands member sustains an injury while undertaking work authorised by extra hands they are eligible to submit a claim to extra hands's insurer. In the event of an accident or injury to a volunteer the following steps apply:

- 1) Request an Pre-claim Form from the extra hands office or download it from the web and return completed to the extra hands Office. **Provision of the Pre-claim form does not imply any acceptance of liability or responsibility on the part of extra hands.**
- 2) Extra hands will then forward the insurer's Incident Report Form to the claimant. **Provision of this report form does not imply any acceptance of liability or responsibility on the part of the insurer.**
- 3) The completed Incident Report Form must be returned to the extra hands Office by the claimant. The extra hands Office will forward the form to the insurer along with the extra hands Pre-Claim Form.
- 4) The insurance company will then deal with the claim, as it judges appropriate according to its processes.

NOTE 1: Notification to the insurer must be completed within 30 days of the accident hands Procedures Manual or fact sheets were not carried out leading up to the time of the accident/injury, it is probable the project will be deemed as not meeting the requirements of the insurance policy.



In an event of an accident or emergency call 000 (or 112 if using a mobile)

Southern Region

Royal Hobart	48 Liverpool Street, Hobart	62228303
St Helens (Private)	186 Macquarie Street, Hobart	62216444
St Johns (Private)	30 Cascades Road, Hobart	62234444
Calvary (Private)	Augusta Rd, Lenah Valley	62785333
Hobart Private	Argyle St, Hobart	62143000
Esperance Multi Purpose Centre	Chapman Ave, Dover	62981599
Huon District Hospital	Main Road, Franklin	62663201
Midlands Multi Purpose Centre	13 Church St Oatlands	62545030
New Norfolk Hospital	Richmond St , New Norfolk	62612888
Ouse District Hospital	6896 Lyell Highway, Ouse	62871310

Northern Region

Launceston General Hospital	Charles St, Launceston	63487111
St Lukes (private)	24 Lyttleton St, Launceston	63353333
Campbell Town District Hospital	High St, Campbell Town	63811234
Deloraine District Hospital	East Barrack St, Deloraine	63622495
Flinders Island District Hospital	Davies St, Whitemark	63592122
George Town District Hospital	Anne St, George Town	63803620
St Helens District Hospital	Circassion St, St Helens	63745222
Scottsdale N E Soldiers Hospital	Cameron Street, Scottsdale	63525522
West Tamar Health	Bolton St, Beaconsfield	63811104

North West Region

North West Regional Hospital	Brickport Rd, Burnie	64306666
North West Private Hospital	Brickport Rd, Burnie	64318811
Smithton District Hospital	74 Brittons Rd, Smithton	64521351
King Island Hospital	South Rd, Currie	64621311
West Coast District Hospital	McNamara St, Queenstown	64713300
Mersey Community Hospital	Bass Highway, La Trobe	64265111