

# FRIENDS of GEELONG BOTANIC GARDENS INC.

ABN: 21 699 253 561 INC NO. A13509G



## WORKING ALONE POLICY

Volunteers should try to avoid working alone while volunteering at Geelong Botanic Gardens [GBG]. They should be aware of their own security at all times.

### IF IT IS NECESSARY TO WORK ALONE THE FOLLOWING PROCEDURES APPLY TO ALL VOLUNTEERS

- If applicable, gates and external doors should be locked.
- When working alone at FGBG volunteers should carry a mobile phone, charged and turned on.
- The *City of Greater Geelong After Hours Roster Grid* is in the Office and Growers' area.
- To call for help from GBG staff each volunteer should put into their mobile phone the following numbers:
  - **Office -hours:**
    - Friends Office (10.00am - 1.00pm weekdays) **5222 6053**
  - **After-hours:**
    - GBG Duty staff **0473 051 664**
    - City of Geelong **5272 5272**
- GBG staff may be available on site on weekends from 7.30 am until 11.00 am.
- Volunteers should not work alone when managing cash.
- Should a volunteer be accosted and asked to hand over money it should be given immediately.
- If managing difficult members of the public speak calmly and quietly and try to engage the attention of another volunteer to assist. If necessary, or you feel threatened, use your phone to dial 000 and call for police assistance.
- Report incidents / near misses / safety issues to the GBG Office or an OHS representative as soon as possible.

### IF IT IS NECESSARY FOR VOLUNTEERS TO WORK ALONE IN THE NURSERY [INCLUDING ROSTERED WATERING DUTIES]

- check in and out with desk staff in the GBG office when open
- sign in and out in the Friends Nursery sign-in book in the Growers' shed
- lock the Nursery gate and refer to the emergency contacts list in the Growers' shed if necessary
- wear correct PPE – protective footwear, long sleeves, hat, sun protection - as outlined in the SOP document
- do not work after 4.15pm on weekdays
- be aware that the rear carpark closes at 4.15pm on weekdays
- on weekends/public holidays, when possible, work between 7.30am and 11.00am when a GBG staff member is on duty