

jawun  
SINCE 2001

**WHS Manual**  
*for* URBAN SECONDEES  
INNER SYDNEY





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## Emergency Procedures

In the event of any emergency or any situation that could develop into an emergency, threatening either the well-being of a secondee or the reputation of your organisation or relationships with communities or business partners, you should take the following steps:

1. Do whatever is necessary to remove yourself and/or others from any current or imminent threat.
2. Contact and seek assistance from local authorities (police, medical or otherwise), as is appropriate

**Always dial 000 for any serious emergency.**

3. When immediate threat or emergency has been dealt with, report the incident to: Brad Cooke, Jawun Regional Director Inner Sydney.
4. If the matter is **urgent**, call your IRO Reporting Manager.

Name	Organisation	Mobile	Email
Susan Yazbeck	Jawun	0403 385 467	<a href="mailto:syazbeck@jawun.org.au">syazbeck@jawun.org.au</a>
Sophie Spry	Jawun (Brad first option)	0418 419 313	<a href="mailto:sspry@jawun.org.au">sspry@jawun.org.au</a>
Shane Phillips	TWA -Redfern	0414 077 631	<a href="mailto:shane@tribalwarrior.org">shane@tribalwarrior.org</a>
Millie Ingram	Wyanga – Redfern	0404 191 699	<a href="mailto:millie@wyanga.org.au">millie@wyanga.org.au</a>
Chris Ingrey	LLALC – La Perouse	0426 842 829	<a href="mailto:CIngrey@laperouse.org.au">CIngrey@laperouse.org.au</a>
Carrine Liddell	Youth Haven – La Perouse	0437 711 071	<a href="mailto:lbyh@bigpond.com">lbyh@bigpond.com</a>

If you are working with any organisation other than the above, please contact your Regional Director. Be guided by the advice of your contact. Please also refer to your secondment brief for details of contacts in regional organisations.

Useful phone numbers:

Organisation	Service	Mobile/Office	Email/Fax
Maroubra Police	Supporting La Perouse	9349 9299	9349 9285
Redfern Police	Supporting Redfern	8303 5199	8303 5333
Gadigal (Koori Radio)	24 hour Radio (93.7FM)	9384 4000	<a href="mailto:info@gadigal.org.au">info@gadigal.org.au</a>
NCIE (gym use)	Sport & Rec centre	9310 1033	<a href="mailto:Rohan.tobler@ncie.org.au">Rohan.tobler@ncie.org.au</a>
La Perouse Land Council	Land and community issues	9311 4282	<a href="mailto:cryan@laperouse.org.au">cryan@laperouse.org.au</a>

## WHS Overview

**You should first observe Jawun policy followed by the normal WHS practices of your employer. If you are concerned, contact the Regional Director or your Project Supervisor.**

Please refer to your employer's insurance guidelines. This document is provided to each secondee and includes:

- Emergency protocols
- Safety information for Inner Sydney

## Potential Hazards (Wildlife)

### **Bush Walking**

On the induction, you will be introduced to a bush walking trail at La Perouse. There are lots of bush walks for varying levels of experience. PLEASE KNOW YOUR LIMITS and choose a walk that you will be able to complete.

- Slip Slop Slap
- Take adequate food and water
- Wear appropriate footwear
- Stay on marked trails
- See previous sections on snakes and spiders

### **Marine Stingers**

During the warmer months marine stingers such as bluebottles and jellyfish may be present in ocean waters.

#### **First aid, if stung by a marine stinger:**

- Don't rub the sting
- Don't apply a pressure bandage
- Treat with ice
- Some people react more strongly to these stings, so urgent medical attention is sometimes needed

### **Snakes**

Watch out for snakes. Though rarely seen, they are always around. If you do see a snake, calmly walk away without disturbing it. Some snakes are more active at night, so always use a torch, wear shoes and watch where you walk. Remember, all native wildlife, including snakes, is protected.

#### **First aid, if bitten by a snake:**

- Stay still and put pressure on the bite area with a firm bandage (like a sprained ankle).
- Splint the whole area to immobilise it, if possible
- Don't elevate the affected limb
- Move as little as possible
- Seek medical attention

### **Spiders**

Though rarely seen, there are dangerous spiders in Inner Sydney. Species to note are Sydney Funnel Web, Redback, Trapdoor, White Tail and Wolf. **The Funnel Web is the one to be most aware of.** Funnel webs are most active at night and in the warmer months. Always use a torch, wear shoes and watch where you walk. They like moist areas (leaf litter, logs, swimming pools, anywhere water will be trapped).

#### **First aid, if bitten by a spider (funnel web only):**

- Stay still and put pressure on the bite area with a firm bandage (like a sprained ankle)
- Splint the whole area to immobilise it, if possible.
- Don't elevate the affected limb and move as little as possible
- Seek medical attention

**First aid, if bitten by a spider (redback and others):**

- Stay still and apply ICE PACK to affected area
- Do not splint or bandage the area – this increases the pain at the site and makes the patient move!
- Don't elevate the affected limb
- Move as little as possible
- Seek medical attention

**Potential Hazards (Environment)****Traffic**

The streets can be dangerous when walking in the Inner Sydney region, especially in Redfern. Always obey the signs, and cross main streets at marked crossings.

**Waterways**

La Perouse has beautiful beaches. Swimming and fishing are the main recreations. They are also the main causes of drowning.

- Beaches and bays (near La Perouse) DO NOT have lifeguards. They are fairly safe; however it's best to swim with company. Sharks are also in the area from time to time.
- The Eastern Suburbs is also lined with beaches from Malabar to Sydney Harbour. Please swim between the flags if you do use the beaches within this footprint. Rips can be lethal.
- Rock Fishing. Not recommended. Stick to the sand if you want to throw a line.

**Heat related illness**

The risk of heat related illness can be reduced by observing precautions to avoid overheating and dehydration. Light, loose-fitting clothes will allow perspiration to evaporate and cool the body. Wide-brimmed hats in light colours help prevent the sun from warming the head and neck. Vents on a hat will help cool the head, as will sweatbands wetted with cool water. Strenuous exercise should be avoided during daylight hours in hot weather, as should remaining in confined spaces (such as automobiles) without air-conditioning or adequate ventilation.

In hot weather, people need to drink plenty of cool liquids to replace fluids from sweating. Thirst is not a reliable sign that a person needs fluids. You should:

- Known signs/symptoms of heat related illnesses
- Block out direct sun and other heat sources
- Drink fluids often, and before you are thirsty. In extremely hot conditions you may need to drink one litre of water per hour!
- Keep a significant amount of water in the car in case your break down
- Wear light-weight, light coloured & loose-fitting clothes
- Avoid beverages containing alcohol or caffeine
- Limit strenuous outdoor activity
- Wear 30+ sunscreen at all times

**First aid, for heat related illness:****Heat rash** (looks like small red pimples or blisters):

- Move to a cooler, less humid environment. Keep the affected area dry

**Heat cramps** (usually in abdomen, arms or legs):

- Stop activity and rest in a cool place
- Drink clear juice or a low sugar sports drink
- Seek medical attention if cramps continue for more than one hour

**Heat exhaustion** (sweating, paleness, muscle cramps, dizziness, headache, nausea or fainting):

- Attempt to cool with cool shower, bath or sponge and rest
- Give cool non-alcoholic drinks. Move to air-conditioning if possible

*Note : If symptoms are severe and / do not reduce or the person has high blood pressure, **get medical assistance.***

**Heat stroke** (body temp rises dramatically but skin is usually dry and red, rapid pulse, throbbing headache, dizziness and nausea):

- Call emergency help immediately
- Whilst waiting, get person to cool place
- Immerse person's whole body in cool water
- Do not give person any drinks

**Sunburn** (skin redness, blisters, fever):

- Cool shower.
- Use soap to remove oils.
- Cover blisters with dry, sterile dressings and seek medical attention.

### **Activities undertaken by secondees outside of Jawun organised activities**

Secondees will from time to time indulge in activities over weekends and after work hours. In these circumstances, these activities are undertaken at the secondees own risk, and a Release and Indemnity Agreement is signed by the secondee to that effect.