



Croquet Victoria

**Community
Correctional Service
Workers Policy**

Adopted: 12th August 2010



The Victorian Croquet Association (VCA) has the responsibility to provide a safe environment for all people on community service orders assigned to the Victorian Croquet Centre (VCC). This policy details responsibilities of, and steps to be followed by, VCA and assigned workers.

VCA: -

- is to appoint a supervisor to be present at all times that workers are at the VCC.
- is to provide a well stocked First Aid Kit.
- is to provide safety equipment ie: gloves, ear muffs.
- is to provide tea, coffee and designated smoking area.
- is to send workers away if, in unforeseen circumstances, there is no supervisor on site.

Supervisor: -

- must hold an Current First Aid Certificate
- is responsible to ensure that the Equipment Shed is locked at all times when workers are present.
- is responsible to supervise the workers at all times that they are within the VCC grounds, including lunch, tea & coffee breaks, if applicable.
- is responsible for providing the workers with an induction of the use of equipment and for ensuring that workers sign the Community Work skills matrix.
- is responsible for checking all tools have been put back in the tool shed.
- is responsible for checking all equipment has been cleaned ie lawn mower has been cleaned from grit, mud and grass clippings.

Workers:

- must sign in and sign off the attendance sheet provided by the Community Correction Services (CCS).
- must read and sign the Community Work tool skills matrix.
- must be able to use the following tools lawn mower, gloves, wheel barrow, shovels, rakes, brooms.
- must ensure that all equipment is returned to the Tool Shed after use.
- must clean all equipment after use ie: Lawn Mower.
- must use designated smoking area/s.
- must not enter the Maintenance Shed.

This policy will be reviewed annually to ensure it remains relevant to the needs of both the VCA and the community service workers assigned to the Victorian Croquet Centre.