

## **Occupational Health and Safety (OH&S) information for auction helpers**

### **AUCTION FUN – ONE MAN’S TRASH IS ANOTHER’S TREASURE!**

**Woolgoolga Rotary Auction of used household goods takes place the 1st Saturday of every month except January.** Location is the Rotary shed behind the CWA, next to the RSL club in Beach St (parking available behind the RSL club). Smaller items are on sale in the shed from 10.30am and larger items are on display. The auction of those larger items begins at 1pm sharp. In case of heavy rain the auction is postponed until the following Saturday (phone 0401 022 951 to check/confirm if travelling to attend).

**Community groups who will be beneficiaries of the Woolgoolga Rotary Auction assist Rotary members who are also volunteering on the day of the Auction.**

### ***Important things to know about Auction Day***

#### **Your activity may include:**

- Assisting Rotarians with pick ups of used goods
- Moving furniture and other goods for sale from the Rotary ‘shed’ onto the grassed area outside
- Helping to unpack and display goods inside the shed
- Assisting with outside sales at the side of the Rotary ‘shed’
- Helping unpack the ute and carrying goods onto the outside grassed area
- Assisting with moving goods and furniture as they are auctioned to make more space

#### **Other Important points**

- Child Protection is a Rotary Policy and supervision of the students will be provided by both male and female Rotarians to ensure the safety and care of the students
- Please wear closed in shoes (not thongs) or sandals (running shoes or boots are ideal)
- Wear old clothing that covers your abdomen and clothing that is not easily torn; wear a ‘Rotary Helper’ safety vest
- Apply sunscreen to exposed skin BEFORE you leave home
- Wear a broad brimmed hat and if required bring sturdy gloves for lifting (gardening gloves will be fine)
- Sign IN when you arrive and sign OUT when you leave (book in shed) in order to be covered by Rotary Insurance
- Drink plenty of water on the day to ensure that you are well hydrated. Water, tea and coffee and soft drinks are made available FREE for all helpers (kitchen nook fridge in shed)
- Lunch (sausage sandwich) is available FREE to all helpers as a thankyou, available from the CWA stall on site
- Home made cakes and biscuits are available for sale from the CWA ladies on site
- Toilet facilities are available in the CWA building
- First Aid facilities are available from the Rotary shed (several Rotarians are accredited to provide First Aid)
- Please talk to any Rotary member (in a blue shirt) if you require assistance, direction or advice

### **Safe Manual Handling Principles**

***Please Note: Rotary members are relying on their helpers to assist with manual handling***

Assisting as a Rotary Helper means that you will be required to assist with lifting and carrying furniture and other goods. If you have a bad back or other medical condition that prohibits you from lifting perhaps this is not the appropriate time to assist Rotary. Please discuss this with your teacher.

If you notice a hazard please speak immediately to a Rotary member so the hazard can be identified and eliminated.

Please use hand trolleys that are available and do not attempt to lift anything that is too heavy or bulky for you – ask for assistance or ask someone else to do the job.

Manual handling injuries can include:

- back pain
- muscle strain
- joint injuries
- hernia
- stress fractures
- spinal injury

Your health and safety and the health and safety of the community members attending the Rotary shed and Auction is paramount to us.

**Please read 'Manual Handling Tips': University of Technology Sydney**  
[www.safetyandwellbeing.uts.edu.au](http://www.safetyandwellbeing.uts.edu.au)

**Enjoy your day and sincere thanks for your assistance from the members of the Rotary Club of Woolgoolga.**