

# Volunteer Safety Procedures

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## 1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

## 2. Purpose

These procedures outline the requirements for workplace health and safety for people undertaking volunteer work for the University to ensure the University meets its duty of care under WHS legislation.

## 3. Scope

- a. These procedures apply to volunteers at all University workplaces, unless some other agreement is in place to cover the same health and safety requirements as these procedures (e.g. academic status holders).
- b. These procedures do not apply to:
  - i. students undertaking activities required as part of their course or normal study (including placements)
  - ii. students undertaking roles at the University for which they receive financial compensation which cannot be considered a true honorarium<sup>1</sup>
  - iii. people undertaking work experience at the University
  - iv. Academic Status holders, who are covered under other engagement processes.

## 4. Definitions

Volunteer
A person who willingly provides their time to undertake an activity for the University on a voluntary basis, without payment or financial reward. <sup>2</sup>

<sup>1</sup> True honorarium as defined in the Volunteers Protection Regulation 2019

<sup>2</sup> Volunteers may receive reimbursement for out-of-pocket expenses or a true honorarium.

	<p>This includes:</p> <ul style="list-style-type: none"> <li>• University staff volunteering in their own time for University activities which are not related to their paid work.</li> <li>• students undertaking voluntary work that is not relevant to their normal course or study.</li> <li>• members of the public volunteering in University activities.</li> </ul>
<b>Volunteer supervisor</b>	University staff member who engages a volunteer and/or supervises their work.

## 5. Engaging volunteers

- Potential volunteers must complete the Volunteer Engagement Form (for volunteer work not involving field trips) or the Field Trip Volunteer Engagement Form (for volunteers participating in field trips) and sign the declaration in the form.
- A potential volunteer who does not sign the declaration must not be allowed to volunteer.
- Volunteers who are under 18 years of age must have a parent or guardian sign.
- Volunteer work and applications must be approved by the volunteer's supervisor.
- Where volunteers are involved in high-risk activities the documentation must also be authorised by the relevant College Dean/Portfolio Director.

## 6. Screening checks

- Volunteer supervisors must determine whether a potential volunteer will be undertaking activities which require a current screening check.
- Volunteers undertaking work which involves, or may involve, children, people with disabilities and/or vulnerable people must undertake the relevant [SA Government](#) or [NT Government](#) checks:
  - Working with Children Check
  - Vulnerable person-related employment check
  - Aged care sector employment check
- Volunteer supervisors must sight the necessary clearances before the voluntary activities commence.

## 7. Induction and training

Volunteer supervisors must ensure that volunteers under their supervision:

- have a local [WHS induction](#), including emergency details and role responsibilities
- are appropriately supervised
- are introduced to key staff and other volunteers
- are given information and training to enable them to undertake their work safely without creating risks to themselves or other people
- have clear communication regarding expectations and limits of their volunteer role.

## 8. Supervision

- a. Volunteer supervisors must ensure volunteers are appropriately supervised and supported (including after hours or in isolated areas) to allow volunteers to safely undertake their roles and responsibilities.
- b. Expectations and limits of volunteer's roles must be clearly communicated.

## 9. Risk management

- a. Health and safety risks must be managed in accordance with the [WHS Risk Management Procedures](#).
- b. Volunteer supervisors must ensure that:
  - i. hazards associated with the volunteer work are identified, risk assessed, and hazard controls are implemented, including where necessary providing personal protective equipment
  - ii. risk control measures for the volunteer work are periodically reviewed and updated to maintain their effectiveness
  - iii. information around potential hazards and controls are communicated to volunteers
  - iv. volunteers must be provided with safe work procedures or equivalent to allow them to perform their task in a safe manner.

## 10. Reporting incidents/accidents

- a. Incidents or accidents involving volunteers must be reported in [FlinSafe](#) in accordance with the [Accident, Incident and Hazard Reporting and Investigation Procedures](#).
- b. Volunteers are to be provided with the same post-incident debriefing and support that would be provided to staff or students.

## 11. Record keeping

Colleges/Portfolios who engage volunteers must keep the following records:

- a. completed volunteer engagement forms
- b. local WHS induction forms and any training records
- c. risk assessment and any safe work procedure documentation for the volunteer work.

## 12. Responsibilities

<b>College Vice-President and Executive Deans and Portfolio Heads</b>	a. Ensure that these procedures are implemented in their College/Portfolio.
<b>College Deans / Portfolios Directors</b>	b. Sign off on high-risk volunteer work as required.
<b>Managers and supervisors</b>	c. Implement these procedures in their area of responsibility, including ensuring that volunteer records are maintained.
<b>Volunteer supervisors</b>	d. Inform volunteers of all health and safety requirements relevant to the tasks associated with the volunteer's work. e. Induct, instruct and, as required, train, volunteers.

	<p>f. Provide the level of supervision required for volunteers to undertake their work safely.</p> <p>g. Ensure records are kept.</p>
<b>Volunteers</b>	<p>h. Take reasonable care for their own health and safety.</p> <p>i. Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.</p> <p>j. Comply with reasonable instructions that are given by the University.</p> <p>k. Comply with procedures of the University relating to health and safety at the workplace.</p> <p>l. Meet the conditions set out in the signed Volunteer Engagement Form.</p>

### 13. Related documents

[WHS Risk Management Procedures](#)

Code of Practice – [How to manage work health and safety risks](#)

[Volunteers Protection Act 2001](#)

[Volunteers Protection Regulation 2019](#)

### 14. Forms

[Volunteer Engagement Form](#)

[Field Trip Volunteer Engagement Form](#)

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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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