

WHS023 Volunteer Management

Legal Application: WHS Act 2011 s.19 contains the primary duty of a 'person conducting a business or undertaking' (PCBU) to ensure so far as is reasonably practicable the health and safety of workers and others in the workplace. The definition of a 'worker' includes volunteers.

Note: Unpaid Volunteers are not covered under your Workers Compensation Policy with Club Employers Mutual. However, you still need to make sure that volunteers and work experience students have a safe working environment. This is known as 'duty of care' (s.19) under WHS Act 2011. A separate insurance policy should be taken out to cover these workers.

Purpose

To ensure the work undertaken by all volunteers working for the Club is assessed, procedures are put in place to ensure safe work, training is provided and volunteers are managed to ensure they work safely.

Scope

This procedure applies to all volunteers and the Club managers are responsible for their management.

Responsibilities

Management is responsible to:

- train, supervise and monitor of the volunteers working on behalf of the Club
- assess jobs undertaken by volunteers to determine safe methods of work
- provide safe equipment and personal protective equipment
- a sign in /out process or other method of recording when and where volunteers are working
- ensure adequate consultation takes place with volunteers.

Volunteers are responsible to:

- work in accordance with the Club procedures
- report any hazards to management
- report incidents or accidents immediately.

Workers are responsible to:

- support management with any activities or initiatives involving volunteers.

Procedures

- New volunteers are registered with the club and any qualifications or limitation noted.
- Volunteers are provided with general induction training relevant to their roles where necessary. This training is recorded in the ClubsWHS system.
- Volunteers will work with Club staff to identify assess and control any risks inherent in the tasks they perform.
- Volunteers receive specific training for their roles where relevant and are provided with any Personal protective equipment as required.
- Volunteers follow a sign in /out or other notification process when working.
- Depending on the nature of the work undertaken volunteers may be supervised by Club staff.
- Where work is undertaken off Club premises the standard procedures will still apply.
- If an incident occurs the volunteer will notify Club Management immediately.
- Any incident involving volunteers will be investigated in consultation with the volunteers.