

## 2.18

### ADMINISTRATION POLICIES

<b>POLICY NO:</b>	<b>2.18</b>
<b>DELEGATION NO:</b>	<b>2.20</b>
<b>POLICY:</b>	<b>Volunteer Policy</b>

#### 2.18 Volunteer Policy

The Shire of Donnybrook-Balingup values the contribution and enthusiasm of the community and recognises its responsibility to provide an environment where volunteers, working on Shire projects, are not exposed to hazards.

This Volunteer Policy endeavours to minimise the risk and potential of accident or injury to voluntary workers through the implementation of some basic control measures, being;

1. Council will maintain a register of Shire volunteers to ensure:
  - That individuals are covered under the Shire's personal accident insurance policy during their time of work, and
  - That any injuries to a third party, resulting from work carried out by volunteers working on Shire projects, are covered by the Shire's public liability insurance provided that they have complied with responsibilities described in the Volunteers Policy.
2. Council will provide a brief induction for volunteers when they begin their voluntary tasks to advise of any safe working and emergency procedures and identify any hidden hazards. This induction may be given by a volunteer who has been suitably trained and is authorised to provide such training.

Volunteers are expected to adhere to any such procedures and to keep an attendance record of the date, duration and location of works.

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<b>Adopted:</b>	<i>22 February 2006; 14<sup>th</sup> June 2006</i>
<b>Reviewed:</b>	<i>7<sup>th</sup> April 2008</i>
<b>Amended:</b>	<i>27 January 2010</i>

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## **PROCESS**

Shire insurance only provides cover for volunteers working on Council approved projects. Appendix 1 describes the process and forms to be used to manage one-off activities (eg events) and projects over an extended period (eg HACC).

## **VOLUNTEER INDUCTION**

To minimise the risk and potential of accident and/or injury to voluntary workers, volunteers are required to undertake a short induction session before commencing any works. A copy of the “Safety and Health Induction for Volunteers” is at Appendix 2.

## **GENERAL CONDITIONS (APPLICABLE TO ALL VOLUNTEERS)**

A copy of the Volunteers Policy will be given to all volunteers as part of the induction process. In addition to specific conditions contained within the induction, all volunteers are to be made aware of the following requirements;

### **Building Maintenance**

Prior written approval from the Shire is required for any building maintenance work to be undertaken by volunteers. The Shire will advise the volunteers :

- If the work requires a licensed operator (eg electrical work, plumbing, asbestos removal) or requiring special skills (eg tree lopping, scaffolding, roof maintenance or replacement, working at heights, chemical spraying). Work that requires a licensed operator is not to be undertaken by a volunteer.
- Excavation work, to ensure that underground cables and services are not disrupted.
- Hazards particular to a building (presence of asbestos, lead based paint, any power outlets where a portable residual current device is required).

### **Personal Protective Equipment**

Volunteers are required to wear suitable clothing when performing maintenance work such as enclosed footwear, and sun protection if working outdoors. Personal Protective Equipment is to be supplied by the Project Manager and/or the individual volunteers.

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## **Supervision of Children**

Children should be closely supervised, and it may not be appropriate for children to be present at volunteer activities where hazards are not easily controlled.

## **Working Alone**

Volunteers should consider their personal safety when working alone. If possible they should advise a friend or partner of their location, and approximate time of return. Alternatively, volunteers can contact the Shire office during regular business hours, to advise of the location of their voluntary work, and approximate finishing time. The volunteer should then contact the Shire when they have finished their activities. If the volunteer has not contacted the Shire within 30 mins of their expected completion time, the Shire will attempt to contact the volunteer by phone, or will travel to their last known location to ensure the volunteer's safety.

## **First Aid/Record of Injury**

Project Managers are responsible for ensuring that suitable First Aid resources are available.

*Volunteers are required to advise the Shire (Manager Finance & Administration), by telephone or in person, of any incidents resulting in personal injury or property damage, as soon as it is practicable.*

## **DOCUMENTATION**

### **Volunteer Register**

The volunteer is required to provide the following information for inclusion on the Volunteer Register (Appendix 1-1 or 1-3) in order for Council to affect personal accident insurance coverage:

- Name
- Address
- Age (range)
- Health/illness constraints
- Duties
- Next of Kin contact in case of emergency

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<b>Reviewed:</b>	7 <sup>th</sup> April 2008
<b>Amended:</b>	27 January 2010

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Volunteers between the ages of 16 and 90 are covered under Council's personal accident insurance policy, however Council will endeavour to seek approval from Local Government Insurance Services for insurance cover for volunteers outside of this age group. Should the request be denied, voluntary workers outside of the approved age group will not be permitted to undertake work.

### **Induction**

A "Safety & Health Induction for Volunteers" (Appendix 2) is to be completed for all volunteers. Training is to be supplied by either a member of Shire staff or a suitably trained volunteer.

### **Attendance Records**

Volunteers are required to log their attendance by completing Appendix 1-2. This record is to be submitted to the Shire on quarterly (end of March, June, September and December).

### **PERIODIC REVIEW**

The following review process will be undertaken by the Community Economic Development Officer quarterly (at the end of March, June, September and December):

- Contact all Managers with responsibility for volunteers, and obtain updated Volunteer Registers.
- Ensure that Safety & Health Induction check-sheets have been completed for all new volunteers.
- Update list of volunteers approved to conduct training.

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