Volunteer Work Health and Safety Minimum Standard

December 2014

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Responsible Officer Executive Director – Human Resources

Approved by Executive Director – Human Resources

Approved and commenced December 2014

Review by November, 2017

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle the Standard supports

| Relevant Legislation, Ordinance, Rule and/or Governance Level Principle the Standard supports |
| Work Health and Safety Act 2012 |
| Work Health and Safety Regulations 2012 |
| Work Health and Safety Policy, 2013 |

Responsible Organisational Unit Work Health and Safety – Human Resources

Volunteer Work Health and Safety Minimum Standard (December 2014) Page 1
1 Executive Summary

The University is committed to ensuring the health and safety of its volunteers.

The University has a duty under the Work Health and Safety Act, 2012 with regard to the health and safety of volunteers whilst they are undertaking work at a University workplace.

2 More Information

Guidance on the application of volunteer work health and safety legislation is available through Safe Work Australia.

Guidance on volunteering and health and safety standards is available through Volunteering Australia.

For further information, contact the Human Resources - WHS Unit

Email: health.safety@utas.edu.au

3 Application

This standard applies to:

- all volunteers engaged by the University, including academic and professional staff, students, alumni and community members.

This standard does not apply to students undertaking:

- unpaid Work Integrated Learning or Professional Experience Placements approved by the University
- any other voluntary work experience with an external volunteer organisation, business or government agency.

Health and safety risk for the above students is managed separately through Professional Experience Placement (PEP) programs and other processes and in consultation with the hosting organisation.

This standard may be used for guidance purposes where, due to the low-risk nature, or short duration of the work, risk is more appropriately and effectively managed through the use of visitor safety controls (for more information see the Visitor Safety Management Procedure).

4 Related Policies, Procedures and Guidelines

The following University policies, procedures and guidelines are referenced in this minimum standard:

- Adjunct, Clinical and Associate Titles Policy, 2016
- Adjunct, Clinical and Associate Titles Procedure, 2016
- Visiting Fellows and Visiting Scholars Program Policy, 2011
- Visiting Fellows and Visiting Scholars Program Procedure, 2011
- Working with Children Policy
- Working with Children Procedure
- Insurance Guidelines, 2013
- Police Records Check (Students) Policy, 2013
- Police Records Check Policy (Staff), 2015
- UTAS Volunteers Programs and Opportunities Booklet

5.1 Volunteer duties

In accordance with Section 28 of the WHS Act, while at work a volunteer as a worker must:

a) take reasonable care for his or her own health and safety and

b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons and

c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the University to allow the University to comply with the Act and

d) co-operate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers.

5.2 University volunteers

Volunteers make a significant contribution to the University through their engagement in a diverse range of services, projects and other activities.

The following are examples of volunteering activities organised and promoted by the University.

- Alumni and Friends

  The UTAS Volunteers Programs and Opportunities Booklet issued by the Alumni Office provides examples of the Community Support Projects and Research Projects opportunities available to Alumni and Friends.

- Adjunct, Clinical and Associate Titles

  These voluntary positions include Adjunct, Clinical and Associate positions. Positions are established for a period of up to three years. Voluntary position holders are not remunerated for their services. Work health and safety requirements are included in the following documents issued by the Division of the Provost:

  - Adjunct, Clinical and Associate Titles Policy
  - Adjunct, Clinical and Associate Titles Procedure.

- Visiting Fellows and Visiting Scholars Program

  The program offers Visiting Fellowships and Scholarships to support short-term visits to the University by academics, scholars and other eminent individuals, normally from outside of Tasmania.

  Work health and safety requirements are included in the following documents issued by the Division of the Provost:
Menzies Research Institute Tasmania

Volunteers make significant contributions to the Institute in a variety of areas and take on many different roles to assist in research and administration.

Academic Units

The University’s Academic Units support a number of volunteer activities. Examples include:
- IMAS - Volunteer Divers
- Zoology - Student Volunteer Researchers

University community

The University community supports a number of volunteer activities. Examples include:
- Student Recruitment and Marketing - Student Ambassador Program
- Student Centre - Community Friends and Network Program (CFNP).

5.3 Volunteer workplaces

A University workplace is a place where work is carried out for the University and includes any place a volunteer (as a worker) goes, or is likely to be while at work.

The University must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person, including volunteers.

Places where volunteers work may include, but are not limited to:
- working from home
- travel in a motor vehicle, vessel or aircraft
- working in the community
- field work, including boating and diving
- working in laboratories, workshops and studios.

5.4 Volunteer work practices

The University Work Health and Safety Committee is responsible for developing, implementing and maintaining the University’s health and safety standards and procedures for volunteers.

Where risk management strategies have been developed for University workers and documented in policies, standards, procedures or work instructions, they are to be applied to volunteers so far as is reasonably practicable and include:
- identifying and responding to health and safety hazards
- reporting and recording of volunteer accidents/injuries
- guidelines for the safe use of equipment
• requirements for engaging in field activities.

Where not managed through existing health and safety controls, the Organisational Unit is to develop and implement risk management strategies for specific volunteer risks, for example security measures for volunteers involved in work activities outside the University’s premises, or outside normal working hours.

5.5 Medical Disclosure and Authorisation Form.

Where participating in driving, field activities, laboratory, workshop, or studio work, the volunteer is to complete the relevant medical disclosure:

• For driving activities, refer to the Safe Driving of Vehicles Minimum Standard
• For field activities, refer to the Field Activity Minimum Standard
• For laboratories, workshops and studios refer to the Working Safely in Laboratories Workshops and Studios Minimum Standard.

5.6 Volunteers working with vulnerable people

There is an increased duty of care where volunteers engaged by the University may come into contact with, or are required to work with; children, the elderly, or other vulnerable people.

Any Organisational Unit that engages volunteers who may work with vulnerable people is to ensure appropriate registration, training, induction, supervision is provided and that there is a clear process for volunteers and others to raise concerns.

Volunteers working on University activities involving children are required to possess a Working with Children Registration with the exception of University members engaging in normal University activities with enrolled students, in compliance with the University’s Working with Children Policy and in accordance with the Registration to Work with Vulnerable People Act 2013 (Tas) or the Child Protection (Working with Children) Act 2012 (NSW) and the Registration to Work with Vulnerable People Regulations 2014.

Depending on the nature of the duties and responsibilities to be undertaken, a police record and reference check may also be required. The Police Records Check (Students) Policy and the Police Records Check Policy (Staff) extends to volunteers and honorary appointees.

A Police Records Check is not required where an appointed volunteer is the holder of a recognised professional registration such as a health professional registered by the Australian Health Practitioners Regulation Agency, or a teaching professional registered by the Teachers Registration Board and in accordance with the Teacher’s Registration Act 2000.

5.7 Consultation

The University is required to consult with its volunteers so far as is reasonably practicable.
The Organisational Unit engaging one or more volunteers is responsible for developing and implementing processes for consulting with their volunteer workers.

Consultation may include the involvement of an elected Health Safety Representative where appropriate.

5.8 Induction and training

Each Organisational Unit is to ensure that volunteers:

- are informed of their rights and responsibilities
- complete the appropriate volunteer checklist or nomination form
- undertake a comprehensive health and safety induction (either paper based, MyLO or a WHS Online Induction)
- receive any specialised induction and training in relation to risks associated with their volunteer duties
- understand and are able to appropriately respond to matters concerning their health and safety.

Where licences or certificates are required such as for driving, high risk work, diving and boating, then evidence of compliance is to be provided and recorded.

Induction and training records are to be kept by the Organisational Unit for each volunteer.

5.9 Volunteer Checklist and Induction

5.9.1 Volunteer worker (Eg. Project, Work Experience, Events)

Volunteer workers (including project based volunteers, secondary school work experience students and volunteers who assist with events or exhibitions) are to complete the Volunteer Worker Checklist.

This checklist is completed prior to the volunteer commencing work and should be reviewed annually.

The volunteer is to advise their Supervisor of any changes to their status that could impact on their health and safety while undertaking volunteer work.

Note, Organisational Units may maintain modified versions of the checklist or use a Field Work database system to manage their volunteers.

5.9.2 Adjunct, Clinical and Associate Titles

The Adjunct, Clinical and Associate Titles and Renewal Form is to be completed on initial appointment and at renewal of the appointment (3 year term).

The Officer of the Organisational Unit must ensure that an adequate Work Health and Safety induction is provided to the Adjunct, Clinical and or Associate Title holder.

The appointee is to advise the University of any changes to their status that could impact on their health and safety during the term of their appointment.
5.9.3 Visiting Fellows and Visiting Scholars

Where a Visiting Fellow or Visiting Scholar is in receipt of travel, accommodation, living or incidental expenses, there is no employment relationship and the person is a volunteer.

The Visiting Fellows & Visiting Scholars Checklist is to be completed on initial application. The Officer of the Organisational Unit must ensure that an adequate Work Health and Safety induction is provided to the Visiting Fellow or Visiting Scholar.

The appointee is to advise the University of any changes to their status that could impact on their health and safety during the term of their appointment.

5.10 Insurance

Workers’ Compensation

Volunteers are not covered by Workers Compensation insurance in activities associated with their voluntary position.

Personal Accident Insurance

Volunteers are covered by Personal Accident Insurance in accordance with the University’s Insurance Guidelines.

In accordance with the Insurance Guidelines Personal Accident insurance is “on the lives of voluntary workers, including honorary research associates, clinical teachers, CRC research fellows, consultants, visiting scholars, guest lecturers, examiners, artists in residence, panel advisors, reviewers and the like whilst engaged in activities on behalf of the insured including travelling to and from such business”.

Note: An age limit of 80 years applies to Personal Accident Insurance. A sliding scale based on age also applies to the Schedule of Benefits commencing at 66 years. Refer to the Insurance Guidelines for further information.

Public Liability

Public liability cover is provided for voluntary position holders acting within the scope of the activities authorised by the University and who are under the direct control and supervision of the University.

5.11 Declaration

All volunteers must complete a declaration before the commencement of work.

Refer to either the:

- Volunteer Worker Checklist or
- Adjunct, Clinical and Associate Titles Nomination and Renewal Form or
- Visiting Fellows & Visiting Scholars Checklist.
6 Responsibilities

**Organisational Unit head**
- Ensure the effective management of volunteer health and safety risk within the Organisational Unit;
- Monitor compliance with the requirements of this Minimum Standard;
- Support the University’s WHS Strategic Plan with respect to volunteer health, safety and wellbeing.

**Voluntary Position/Title Holder**
- Voluntary position holders must take reasonable care for their own and other peoples’ health and safety and they must comply with any reasonable University workplace health and safety instructions, policies and procedures.

**Work Health and Safety Committee**
- Coordinate the approach to volunteer health and safety within the University;
- Review the University’s WHS Strategic Plan with respect to volunteer health, safety and wellbeing;
- Oversee policy and procedure development and implementation associated with volunteer health and safety;
- Review volunteer health and safety practices and initiatives in the university sector nationally.

**Work Health and Safety Unit**
- Provide advice and make recommendations to the Work Health and Safety Committee on volunteer health and safety matters;
- Monitor volunteer health and safety performance, including the review of reported hazards, incidents and injuries;
- Confirm effective consultation is undertaken with volunteers with regard to health and safety matters.

7 Glossary

<table>
<thead>
<tr>
<th>Term / acronym</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
</tr>
<tr>
<td>Adjunct Clinical and Associate Title holder</td>
<td>Voluntary positions include visiting, adjunct, clinical and associate positions and are established for a period of up to three years. Voluntary title holders are not remunerated for their services. See: <a href="#">Adjunct, Clinical and Associate Titles Policy and Procedure</a></td>
</tr>
</tbody>
</table>
| College | (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure  
(b) the University College |
| Executive Dean | Means:  
(a) the Executive Dean of the relevant College, or |
(b) in relation to the University College, the Principal of the University College

Means the head of the relevant Academic Unit

Members of Council, Executive Dean, Head of Academic Unit, Heads of Divisions and Sections and Members of IMAS, Menzies and AMC Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Act.

College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

Regulated activity is defined under the Registration to Work with Vulnerable People Regulations 2014.

The Visiting Fellowships and Visiting Scholarships program offers support to short-term visits to the University by academics, scholars and other eminent individuals, normally from outside of Tasmania. See: Visiting Fellows and Visiting Scholars Program Policy and Procedure.

A volunteer is a person working without payment for the University, but who may receive out of pocket expenses.

A workplace is any place where a University volunteer may undertake voluntary work approved by the University.

Vulnerable people are as defined in the Registration to Work with Vulnerable People Act 2013 as children under the age of eighteen years and adults who through their circumstances need or wish to access a regulated activity or service. In particular, this refers to people with physical, intellectual, or psychiatric disabilities and older people. See: Working with Children Policy and Procedure.

Worker includes employees, contractors, students and volunteers undertaking work at a university workplace in accordance with Section 28 of the Act.

<table>
<thead>
<tr>
<th>Current Version</th>
<th>Version 1</th>
<th>Volunteer Work Health and Safety Minimum Standard; Approved December 2014</th>
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<tbody>
<tr>
<td>Version 2</td>
<td>Volunteer Work Health and Safety Minimum Standard amended to reflect correct terminology and new process for Adjunct, Clinical and Associate Title Holder and Working with Children Policy 2016; approved by A/Executive Director, Human Resources January, 2017</td>
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<tr>
<td>Version 3</td>
<td>Volunteer Work Health and Safety Minimum Standard (current document); approved December 2014, amended in December 2017 to reflect academic structures and nomenclature.</td>
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</table>
Volunteer Nomination and Approval Process

**Project Based Volunteer**

- **Approved project**
  - Project Risk Assessment completed
  - Part 2 Volunteer Checklist completed

- **Application**
  - Volunteer Details provided in Part 1 Volunteer Checklist

- **Induction**
  - Part 3 Volunteer Checklist completed

- **Declaration**
  - Part 4 Declaration signed
  - Declaration witnessed

- **Review**
  - Application reviewed

- **Approval**
  - Approval of application
  - To HR for filing

**Title-holder Volunteer (Adjunct, Clinical, Associate)**

- **Nomination**
  - Nomination and Renewal form completed

- **Submit Nomination**
  - Nomination approved

- **Offer Accepted**
  - Letter of Offer sent
  - Letter of Offer signed

- **Notification**
  - Nominee notified
  - To HR for filing

**Visiting Fellow / Scholar Volunteer**

- **Proposed Program of Work**
  - Form to Provost

- **Nomination**
  - Form to Provost

- **Submit nomination**
  - Nomination to Provost
  - Prepared program of work

- **Invitation**
  - Formal invitation and acceptance

- **Induction**
  - Nominee