

# Volunteer Safety Procedure

<b>Purpose</b>	The Volunteer Safety Procedure implements the Health, Safety & Wellbeing Policy to provide practices and a safe environment for Engineers Australia's Volunteers.	
<b>Who should use this document?</b>	This policy applies to 'our people' which includes: <ul style="list-style-type: none"> <li>• Engineers Australia's and Engineering Education Australia employees who shall be collectively referred to as 'employees'</li> <li>• Office Bearers and volunteers</li> <li>• Engineers' Australia contractors, and</li> <li>• Any other person acting on behalf of, or in conjunction with Engineers Australia.</li> </ul>	
<b>Who to contact for more information?</b>	People Team: <a href="mailto:hr@engineersaustralia.org.au">hr@engineersaustralia.org.au</a>	
<b>Related Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• WHS Responsibilities and Legal Requirements Procedure</li> <li>• WHS Induction and Training Procedure</li> <li>• Emergency Management Procedure</li> <li>• WHS Definitions</li> </ul>	
<b>Definitions Table</b>	This section provides a definition of what those mean to ensure everyone is on the same page.	
<b>Date created</b>	<b>Date last updated and approved</b>	<b>Review Date</b>
February 2017	March 2023	March 2026

***This Volunteer Safety Procedure will be reviewed every three years and may be updated over time as we continue to listen to our team members and evolve how we best support you. Any future changes will be clearly communicated and shared with you.***

## Procedure

1. EA recognises the significant contribution of its members. Members who make a contribution to EA on Board, congress, divisions, college boards and various other committees and groups are recognised as volunteer workers for the purposes of the WHS legislation and EA WHS policies. EA recognises that non-members may also make a contribution to EA as external representatives on EA committees. Non-members are also recognised as workers for the purposes of EA WHS policies.
2. While performing work in the capacity of a volunteer worker for EA, relevant statutory requirements relating to equal employment opportunity, work health and safety, anti-discrimination and code of conduct etc. apply.
3. Each volunteer is recorded on a register that should include details such as:
  - a. personal contact details; and
  - b. induction and training provided.
4. Records containing a volunteer's personnel information, are treated as confidential. EA privacy policy applies to all personal information, .
5. Volunteers must be provided with sufficient information, induction, training and supervision, to allow them to perform their work effectively and safely.
6. Volunteers are provided with information regarding their rights and responsibilities, conduct, clear description of work they would undertake and accident insurance cover.
7. All volunteers performing work for EA must undergo a workplace induction which should cover:
  - a. Relevant EA point of contact;
  - b. Work activities and hazards likely to be experienced;
  - c. Facilities e.g. toilets, drinking water, meal rooms, etc.;
  - d. Emergency procedures;
  - e. Security processes;
  - f. Incident and hazard reporting; and
  - g. Consultation process
8. Further training may also be provided, relevant to the work tasks that the volunteer may perform.
9. Supervision arrangements of volunteers must be in line with the nature of the work and the experience/competency of the volunteer.
10. Volunteers should have access to the WHS policy and procedures. Volunteers are to comply with EA policy and procedure relating to WHS.
11. Volunteers must:
  - a. be consulted regarding decisions pertinent to them that could affect their work and/or working environment; and
  - b. made aware of health and safety consultation arrangements at the workplace and how to raise safety issues with an EA employee or EA manager.
12. In the event of an incident, near miss or hazard an incident report form is required to be completed by the Visitor and provided to an EA employee as soon as practical.

13. The procedure will be reviewed in line with:

- a. the required review period;
- b. the current audit program; and
- c. other review triggers such as:
  - i. if it is identified that the process can be improved;
  - ii. if it is identified that the process is deficient;
  - iii. if a request to review a process is made via formal consultation mechanisms; or
  - iv. if a hazard is not adequately controlled due to ineffective process.

## Definitions Table

Term	Definition
<b>Worker</b>	A person who carries out work for Engineers Australia who are employees; unpaid workers, an apprentice or trainee; a student gaining work experience
<b>Volunteer</b>	Refers to persons who are willing and authorised to work for EA on a voluntary basis for no payment or other benefit. A volunteer is a “worker” under WHS law.
<b>Emergency</b>	A significant event which threatens life, property or the environment; including fire, explosion, spills (to land, water, etc), gas leaks (explosives, flammable, toxic), off-site events (road accidents), civil disturbances (riots or bomb threats), natural disasters (earth quake, severe storms, bush fires, floods, mud slides, etc.), terrorist attacks, and chemical, biological and radiological emergencies.

## Revision History and Governance

Date	Version	Revisions
May 2017	V1	
May 2022	V2	
Mar 2023	V3	Updated template, language on EA employees.
<b>Procedure Owner</b>		CEO
<b>Responsible Officer</b>		Group Executive, People & Strategy
<b>Procedure Approved</b>		March 2023
<b>Last updated</b>		March 2023
<b>Who to contact if you have questions or need support</b>		Always talk to your direct manager in the first instance. Contact <a href="#">the People Team</a> if you need additional support.