



# WH&S

Adopted March 2014  
Review March 2017

## WH&S Policy

The primary duty of our organisation includes ensuring, so far as is reasonably practicable:

- the provision and maintenance of a work environment without risks to health and safety
- the provision and maintenance of safe plant and structures and safe systems of work
- the safe use, handling and storage of plant, structures and substances
- the provision of adequate facilities for the welfare at work of workers, including volunteers, for example toilets, first aid facilities, and
- the provision of information, training and instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from their work.

The process of eliminating or minimising health and safety risks is called risk management and involves four steps:

1. identifying hazards – find out what could cause harm
2. assess the risks if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
3. control risks – implement the most effective control measure that is reasonably practicable in the circumstances, and
4. review control measures – to ensure they are working as planned

Volunteer workers must be provided with information, training, instruction or supervision so they can carry out their work safely. Training and information should be tailored to the type of work your volunteers do and where they work.

Volunteer workers also have health and safety duties to:

- take reasonable care for their own health and safety
- take reasonable care to ensure they don't affect the health and safety of other people, for example, other volunteers, members of the public or clients they may be assisting
- comply, so far as they are reasonably able, with any reasonable instruction that is given to them by your organisation, and
- co-operate with any reasonable policy or procedure that your organisation has provided to them.

Essentially what is reasonable care and what is expected of workers is what a reasonable person would do in the circumstances having regards to things like:

- their knowledge
- their role
- their skills and the resources available to them
- their qualifications
- the information that they have, and
- the consequences to health and safety of a failure to act in the circumstances.



## WH&S

Exercising due diligence as an officer means that officers must take reasonable steps to:

- continuously learn about and keep up to date with work health and safety matters
- have an understanding of the nature of the work the organisation does and stay aware of the risks workers and volunteers may face when working for the organisation
- ensure and verify that the organisation has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety
- ensure and verify the organisation has processes in place for communicating and considering information regarding work health and safety and responding to that information, and
- ensure and verify the organisation has, and implements, processes for complying with any duties and requirements under work health and safety (WHS) law.

## Checklist

1. Does your organisation have and keep up to date safe work policies, instructions and procedures?
2. Does your organisation tailor and distribute its safe work policies, instructions and procedures?
3. Does your organisation make sure all its volunteers are provided with training, information, instruction and supervision so that they can do their work safely?
4. Does your organisation provide the same protections to its volunteers as its paid workers?
5. Does your organisation consult its volunteers about work health and safety matters that affect them?
6. Does your organisation provide its volunteers a way to raise work health and safety matters and make suggestions for work health and safety practices?
7. Does your organisation tell its volunteers about what to do and who to tell if something goes wrong while they are volunteering?
8. Has your organisation identified who are its officers, paid or volunteer?
9. Do all officers in your organisation know what their duties are under the Work Health and Safety (WHS) Act?
10. Do the members of your organisation's board talk about work health and safety matters, policies, procedures and safe work practices at its meetings
11. Does your organisation provide its volunteers who work from their home instructions, information and procedures relating to working from home?
12. Does your organisation provide its volunteers who volunteer in other people's homes information about the hazards they may encounter when visiting another person's home?