

Volunteers - Occupational Health and Safety Policy – Bass Coast Specialist School

Scope:

This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces.

DET Occupational Health and Safety (OHS) Commitment and Principles:

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

Policy Objectives:

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying with relevant legislation, DET procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- strengthening leadership capability and accountability for OHS across DET
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.

DET employees, visitors, volunteers and contractors are required to:

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.

1. Purpose

The purpose of this procedure is to outline the [Occupational Health and Safety \(OHS\)](#) requirements in Department of Education and Training (DET) workplaces for [volunteer workers](#). This procedure should be read in conjunction with the [Volunteer Workers Policy](#).

2. Scope

This procedure applies to all DET workplaces, including schools and central and regional offices.

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3. Procedure

A volunteer within this procedure includes an individual who is acting on a voluntary basis, irrespective of whether they incur out-of-pocket expenses. Depending on the activities being undertaken by the volunteer, they may require a [Working with Children check](#), certain qualifications, or insurances.

3.1 Engaging volunteer workers

The [Workplace Manager](#) and/or [Management OHS Nominee](#) are to determine the types of works to be undertaken by volunteer workers and assess the level of risk associated with the works. Examples types of volunteer work includes:

- Parent assisting in a classroom
- Gardening/landscaping
- Painting
- Clean-up of grounds
- School fetes
- Theatre performances or presentation days
- School excursions
- School camps

The **Workplace Manager** and/or **Management OHS Nominee** are **not to engage a volunteer worker for any high risk tasks**, including:

- [confined space](#) entry
- demolition works
- hazardous [manual handling](#)
- [hot works](#) (e.g. welding)
- powered mobile [plant](#) (e.g. forklift)
- removal or disturbance of asbestos
- temporary supports for structural alterations
- tilt-up or precast concrete
- trenches or shafts deeper than one and half metres
- use of explosives
- use of [Hazardous Substances and Dangerous Goods](#)
- working at height (two metres or more)
- works in tunnels
- Work that is in, on or near:
 - artificial temperature extremes (e.g. work in an operating cool room or freezer)
 - chemical, fuel or refrigerant lines
 - contaminated or flammable atmospheres
 - electrical installations or services
 - pressurised gas distribution mains or piping
 - roads
 - telecommunications towers
 - water/liquids that pose a drowning risk

If works are to be carried out that meet this criteria please see the [Contractor OHS Management Procedure](#).

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3.2 Volunteer management risk controls

The **Workplace Manager** and/or **Management OHS Nominee** are to identify the [hazards](#) associated with the task, assess the level of risk using the [Risk Assessment Template](#) or equivalent, and implement relevant risk controls. Based on the task, and level of risk, a [Safe Work Procedure \(SWP\)](#) may need to be developed. All volunteer workers undertaking the task are to be trained in the contents of the SWP.

3.3 Testing and tagging of electrical equipment

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure all electrical equipment brought onto site has been tested and tagged prior to use, see [Testing and Tagging of Electrical Equipment Procedure](#).

3.4 Use of powered equipment

The **Workplace Manager** and/or **Management OHS Nominee** are to train the volunteer working in the relevant Safe Work Procedure, and observe them use the item of equipment to deem them competent, see [Plant and Equipment Management Procedure](#).

Volunteer workers are not to use any items of restricted plant in the table below:

- Rip Saw (Table Saw, Bench Saw)
- Band Saw
- Docking Saw (Cross-Cut Saw, Radial Arm Saw)
- Triton Work Centre
- Portable Circular Saw
- Circular Saw Table
- Slide Compound Mitre Saw & Compound Mitre Saw
- Reciprocating Saw
- Guillotine (Powered or manually-operated)
- Panel Saw
- Grinder (Pedestal or Bench)
- Buzzer (Surface Planer)
- Thicknesser
- Spindle Moulder
- Power Wood Shaper
- Portable Planer
- Metal Cut-off Saw
- Table Inverted Router
- Portable Plunge Router (unsecured) i.e. without template or guide fence

3.5 Volunteer worker OHS Induction

The **Workplace Manager** and/or **Management OHS Nominee** and/or **Facilities Manager** are to induct all volunteer workers using the [Volunteer Worker OHS Induction Checklist](#), or equivalent template including information on:

- OHS policies, procedures and requirements
- emergency procedures
- asbestos management processes
- hazardous substance and/or dangerous goods management processes
- [hazard](#) and [incident](#) reporting
- [first aid](#) and infection control procedures
- [Personal Protective Equipment](#) (PPE)
- security and access
- expected behaviour/conduct while on site

The [Volunteer Worker OHS Induction](#) Handbook used to assist in providing guidance on school specific and DET OHS requirements to volunteer workers.

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3.6 Sign in / sign out

3.6.1 Volunteer workers undertaking works on DET Premises

The **Workplace Manager** and/or **Management Nominee** are to inform all volunteer workers, prior to the commencement of any works or services, to report to the general office upon arrival at the school. This requirement is to be indicated on signage located at all entrances to the school. Volunteer workers must sign in/out and a visitor's pass is to be issued and worn at all times while remaining on DET premises.

3.6.2 Volunteer workers undertaking work outside of a DET Premises

The **Workplace Manager** and/or **Management OHS Nominee** are to inform all volunteer workers to report to a designated point/workplace representative, to sign in, and be issued with a name badge when undertaking work outside of a DET premises (e.g. camp, excursion etc.)

3.7 Working with Children Check

The **Workplace Manager** should determine whether a [Working with Children Check](#) (WWC) is required based on the nature of the work, and the type of contact the volunteer worker will have with children. A WWC is not mandatory for all volunteers working at DET schools. A WWC Check may be required if the work is child related, and involves, or is likely to involve, regular and direct contact with a child; where the contact is not directly supervised by another employee (e.g. music lessons, cooking demonstrations or sports coaching).

4. Supervision

The **Workplace Manager** and/or **Management OHS Nominee** are to retain a general supervisory power over general work undertaken by a volunteer worker.

5.

Workers' Compensation Insurance Policy

DET's [workers' compensation insurance policy](#) covers volunteer workers on and off DET premises (e.g. school excursions). Volunteer workers are covered by DET's Workers Compensation policy if they suffer personal injury in the course of engaging in school work.

Volunteers undertaking school work on behalf of, and with the approval of the School Council or Workplace Manager are indemnified as to their personal liability in similar terms to teachers. In essence, a person who organises or participates in volunteer work at DET workplaces in good faith is well protected against any legal action by others.

6. Incident reporting

The **Workplace Manager** is to ensure all hazards, [incidents](#) and injuries are reported on [eduSafe](#).

7. Defined terms

All terms defined by the DET are hyperlinked to the [DET Defined Health, Safety Terms](#) website. Defined roles will appear in bold.

8. Related documentation

[Contractor OHS Management Procedure](#)

[Plant and Equipment Management Procedure](#)

[Risk Assessment Template](#)

[Safe Work Procedure](#)

[Testing and Tagging of Electrical Equipment Procedure](#)

[Volunteer Worker OHS Induction Checklist](#)

9. Version control

Version	Section Amended	Amendment	Date Created	Author
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2	All	<p>Change to title of document from Volunteer Work and Working Bee Procedure to Volunteer Worker OHS Management Procedure.</p> <p>Addition of references to Volunteer Worker Policy.</p> <p>Removal of Permit to Work requirements for:</p> <ul style="list-style-type: none"> • Working at height • Hot Work • Asbestos Related Works <p>Removal of responsibilities section, with information incorporated into content on procedure.</p> <p>Removal of definitions section, replaced with hyperlinks to the defined terms website.</p> <p>Clarification on types of tasks volunteer workers are not permitted to undertake.</p> <p>Clarification on supervision requirements.</p>	March 2016	ESWB

Ratified School CouncilDate: 18/06/2018

Reviewed