

# Volunteers and Health and Safety

WHS-PRO-INFO-004c

**This information sheet provides information about volunteers and health and safety requirements only under the Work Health and Safety Act 2011.**

James Cook University has specific obligations under the *Work Health and Safety Act* with regard to the health and safety of volunteers whilst they are undertaking work at a University workplace.

Under the Work Health and Safety Act 2011 definition, a person is a worker if the person carries out work in any capacity for the University and includes working as a volunteer.

A **volunteer** is a person who is acting on a voluntary basis for the University (irrespective if the person receives out of pocket expenses).

A **workplace** is any location for the purpose of work, study or research that is conducted by JCU staff, postgraduate and undergraduate students and volunteers at various sites which are on-campus and off-campus. This includes urban, rural (terrestrial), freshwater or marine locations.

In accordance with Section 28 of the *Work Health and Safety Act 2011*

- identifying and responding to health and safety hazards for any activities undertaken and recorded through the risk assessment using RiskWare
- reporting and recording of volunteer accidents/injuries using RiskWare
- guidelines for the safe use of equipment
- Induction and Training
- Identifying minimum qualifications/skill level required to conduct activities undertaken
- Requirements for engaging in field activities including boating and diving and including volunteers' details in these systems

Where not managed through existing health and safety controls, areas must develop and implement risk management strategies for specific volunteer risks, for example for fieldtrips or events; or security measures for volunteers involved in work activities outside normal working hours.

## Induction and Training

Each business unit needs to ensure that

## Insurance

- Volunteers (unpaid) are not considered 'workers' for workers' compensation purposes, as per the Workers' Compensation and Rehabilitation Act 2003. The University has in place a group personal accident policy for volunteer workers conducting authorised University activities.

For further information, please contact the University's Risk Management Team on 07 318 18 18 or email [risk@twins.edu.au](mailto:risk@twins.edu.au) or [twins@twins.edu.au](mailto:twins@twins.edu.au)

# Volunteer Register Example (suggestion only)

An example of a volunteer register of volunteers that have been engaged.

Full Name	Contact Details phone and address	Emergency Contact Details	Division/College/Business Unit
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