Volunteer OHS Management Procedure

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Purpose:

The purpose of this procedure is to outline the Occupational Health and Safety (OHS) requirements in Department of Education and Training (the Department) workplaces for [volunteers](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx). This procedure should be read in conjunction with the [Volunteers in Schools Policy](https://www2.education.vic.gov.au/pal/volunteers/policy).

Scope:

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

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](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx), certain qualifications, or insurances and provide current COVID-19 vaccination information

* 1. **Engaging volunteers**

The[Workplace Manager](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) and/or [Management OHS Nominee](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) are to determine the types of works to be undertaken by volunteers and assess the level of risk associated with the works. Examples of the type 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.
  1. **COVID-19 vaccination requirements**

COVID-19 vaccination requirements apply to all Department workplaces under the COVID-19 Mandatory Vaccination directions issued by the Victorian Chief Health Officer (vaccination directions).

The workplace manager and/or the management OHS nominee have obligations to ensure that people performing work in department workplaces have received COVID-19 vaccinations when attending on site or are medically excepted persons with respect to COVID-19 vaccinations.

For further information refer to the [COVID-19 Vaccinations – Visitors and Volunteers on School Grounds Policy.](https://www2.education.vic.gov.au/pal/covid-19-vaccinations-visitors-volunteers/policy)

* 1. **High risk tasks**

The workplace manager and/or the management OHS nominee must ensure that the following high-risk tasks should not normally be undertaken by volunteers unless there are exceptional circumstances, and the volunteers are competent to undertake the tasks. If the workplace manager and/or the management OHS nominee approve these tasks being undertaken by volunteers, then Section 3.5 of the *Contractor OHS Management* Proceduremust be followed for any of the following high-risk tasks:

* 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
* works in tunnels
* working at heights (two metres or more)
* Work that is in, on or nearby:
  + 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.

3.4 Volunteers working where there is a potential to fall two metres of more

The workplace manager and/or the management OHS nominee are to ensure that volunteers working where there is a potential to fall two metres or more, are trained in the competency-based Work Safely at Heights Training Course (RIIWHS204E).

The workplace manager and/or the management OHS nominee are to ensure that volunteers also supply a *Safe Work Method Statement (SWMS*) or equivalent for any tasks where there is the potential to fall two metres or more, as mandated by the Department.

If the proposed work requires a SWMS, the works cannot proceed until the workplace manager and/or the management OHS nominee has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS will be required if scope of works change.

The workplace manager is to retain a copy of the completed SWMS and maintain on file.

1. **Risk management**

The workplace manager and/or the management OHS nomineeare to identify the risk associated with the task, assess the level of risk using the *Risk Assessment Template* or equivalent, refer to the Risk Management Procedure for directions and implement relevant risk controls.

Based on the task, and level of risk, a *Safe Work Procedure (SWP)* may need to be developed. All volunteers undertaking the task(s) are to be trained in the contents of the SWP by a competent person.

# 4.1 Use of powered equipment

The workplace manager and/or the management OHS nominee are to ensure that volunteers working with any of the listed restricted plant or equipment below, have been trained or have equivalent industry experience in the use of the item of restricted plant or equipment.

| **Restricted items of plant table:** | |
| --- | --- |
| * 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) | * 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 * Panel Saw |

The workplace manager and/or the management OHS nominee are to ensure that volunteers have been provided with completed risk assessments and Safe Work Procedures for each item of restricted plant or equipment, as per the requirements of the *OHS Risk Management Procedure* and *Plant and Equipment Management Procedure*.

The workplace manager and/or the management OHS nominee are to ensure that all volunteers have been deemed competent to use items of restricted plant or equipment and are familiar with site specific Risk Management Forms and Safe Work Procedures.

# 4.2 Testing and tagging of electrical equipment

The workplace manager and/or the 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.*

5 Volunteer OHS induction

The workplace managerand/orthe management OHS nominee (e.g.,facilities manager)are to induct all volunteers using the *Volunteer OHS Induction Checklist.*

If an equivalent template to the Volunteer OHS Induction Checklist is utilised, it must include the following information as a minimum:

* current COVID-19 vaccination information
* Health, Safety and Wellbeing Policy
* OHS 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 OHS Induction Handbook* can be used to assist in providing guidance on school specific and Department OHS requirements to volunteers.

5.1 Sign in and sign out

As part of the volunteer OHS induction process the workplace Manager and/or the management nominee are to inform all volunteers, prior to the commencement of any works or services, they are 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.

Volunteers must sign in prior to entering the school premises and a visitor’s pass is to be issued and worn by the volunteer at all times while remaining on school premises.

On completion of their work, volunteers must sign out when leaving the school site.

The workplace manager and/or their management OHS nomineemust inform all volunteers to report to a designated point / school representative, to sign in, and be issued with a name badge when undertaking work outside of school premises (e.g., camp, excursion etc.).

5.2 Working with children checks

A [Working with Children Check](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) (WWCC) is not mandatory for all volunteers. The workplacemanager and/or the management OHS nominee should determine whether a WWCC is required based on the nature of the work, and the type of contact the volunteer will have with children.

A WWCC 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., helping in music lessons, cooking demonstrations or sports coaching).

6 Supervision

The workplace manager and/or management OHS nominee are to retain a general supervisory power over general work undertaken by volunteers. This may be by performing regular check-ins with the volunteers or setting expectations.

7 Workers’ Compensation Insurance Policy

The Department’s workers’ compensation insurance policy covers volunteers on and off Department premises (e.g., school excursions). Volunteers are covered by the Department’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.

8 Hazard, incident and injury reporting

The workplace manager and/or the management OHS nominee are to ensure all hazards, incidents and injuries are reported on [eduSafe Plus](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fedusafeplus.educationapps.vic.gov.au%2F%3FcompanyCode%3DDEECD&data=04%7C01%7CZuhaib.Mohamed%40education.vic.gov.au%7C6448ecc49cb44b96269308d98c76e7ac%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C637695264589638293%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HgY5ycb%2FBbUOLrVJetEynkaApGMGMc%2BELbJ%2B58qaqzw%3D&reserved=0) (login required) and investigated as per the [Reporting and Managing School Incidents (Including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy).

9 Record keeping

The workplace manager and/or the management OHS nominee must ensure the following records are maintained in relation to volunteer OHS management:

* copy of the volunteer(s):
  + current COVID-19 vaccination information
  + Working with Children Check (if applicable)
  + Safe Work Method Statement (SWMS) or equivalent completed template if high-risk work was undertaken
* completed Volunteer OHS Induction Checklist(s)
* school specific Volunteer OHS Induction Handbook
* records of volunteer completing the Work Safely at Heights Training Course (RIIWHS204E).
* minutes of meetings/communications (where applicable)
* copies of all sign in and sign out sheets for volunteers that have come on site.

10 Defined terms

All terms defined by the Department are hyperlinked to the Department’s [Defined Health and Safety Terms](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) website.

11 Related references

* [Occupational Health and Safety Act 2004 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004)
* [Occupational Health and Safety Regulations 2017 (Vic)](https://www.legislation.vic.gov.au/in-force/statutory-rules/occupational-health-and-safety-regulations-2017)
* [Worker Screening Act 2020 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/worker-screening-act-2020)
* [Worker Screening Regulations 2021 (Vic)](https://www.legislation.vic.gov.au/in-force/statutory-rules/worker-screening-regulations-2021)
* [Workplace Injury, Rehabilitation and Compensation Act 2013](https://www.legislation.vic.gov.au/in-force/acts/workplace-injury-rehabilitation-and-compensation-act-2013/041)

12 Related documentation

* [Chemical Management](https://www2.education.vic.gov.au/pal/chemical-management/policy)
* [Contractor OHS Management](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy)
* [COVID-19 Vaccinations – Visitors and Volunteers on School Grounds](https://www2.education.vic.gov.au/pal/covid-19-vaccinations-visitors-volunteers/policy)
* [OHS Management System (OHSMS) Overview — Employee health, Safety and Wellbeing](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/policy)
* [OHS Risk Management](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy)
* [Plant and Equipment Management](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy)
* [Testing and Tagging of Electrical Equipment](https://www2.education.vic.gov.au/pal/testing-and-tagging-electrical-equipment/policy)
* [Volunteers in Schools](https://www2.education.vic.gov.au/pal/volunteers/policy)

13 Further assistance

Further information, advice is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@education.vic.gov.au](mailto:safety@education.vic.gov.au).

This includes the Regional OHS Support Officers, based across the state (three per region), to provide direct support to schools with general OHS matters, management of the OHS Management System and OHS audit process.

**Regional Supports**

Contact details for your regional OHS supports are found under [Useful OHS contacts for schools](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/useful-contacts-schools).

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