



AUSTRALIAN REFUGEE VOLUNTEERS INC

WORK HEALTH & SAFETY POLICY

SCOPE AND PURPOSE

This policy applies to: Australian Refugee Volunteers Inc (ARV) Program and Camp ICs, Committee members, Executive Committee, Training Manager/s, and general volunteers. It is the responsibility of program/team ICs to ensure that the rest of their team is aware of and familiar with this policy.

Purpose: The purpose of this policy is to outline ARV's commitment to the health & safety of all our volunteers and clients; to remove or reduce risks to the health & safety of volunteers and clients; and to ensure all ARV activities are conducted safely. ARV reserves the right to amend this policy at its discretion, and will notify those to whom it applies of amendments.

POLICY & RESPONSIBILITIES

On Admin & Training Days:

- The **Committee** is responsible for providing and maintaining a safe working environment for ARV volunteers, as well as facilities for volunteer welfare, and being able to provide information, supervision and instruction to ensure volunteers are safe from injury and health risks.
- The **ARV Presidents** are the primary work health and safety (WH&S) Officers, in their absence the **Vice Presidents**, and in their absence the **Secretary & Treasurer**. See below for specific responsibilities for WH&S Officers.
- The **Training Manager** for the day must outline the emergency procedures with the new recruits in training, including where the First Aid Kit is located, who the First Aid Officer is, who the emergency point of contact is, where the alarms are located, where the emergency exits are, and where the emergency meeting point is.

On Program Days & Camps:

- The **Program/Camp IC/s** are responsible for providing and maintaining a safe working environment for ARV volunteers and clients, as well as facilities for volunteer and client welfare, and being able to provide information, supervision and instruction to ensure volunteers and clients are safe from injury and health risks.
- The **Program/Camp IC/s** are the WH&S Officer/s responsible for WH&S matters pertaining to volunteers as well as clients. There should ideally be two WH&S Officers present at Programs/Camps, and in the absence of one or both Program/Camp IC/s (or if there is only one IC), then the Program Manager or other manager as agreed is a backup WH&S Officer. See below for specific responsibilities for WH&S Officers.
- The **Program/Camp IC/s** must outline the emergency procedures with volunteers in the volunteer briefing, including who the First Aid Officer is and where the First Aid



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Kit is located, who the emergency point of contact is, where the emergency exits are, and where the emergency meeting point is.

- If a program is taking place somewhere where there is higher than normal risk of harm, such as a beach, a Risk Assessment Record must be completed on or before the admin day prior to the Program. These forms must be filed on the Google Drive.

All WH&S Officers (Admin days, Programs and Camps):

- The **WH&S officers** must be aware of emergency procedures at the relevant venue/s at which they are responsible, and they are the designated persons to contact emergency services, and ensure emergency exit routes and meeting points are adhered to, unless they are incapacitated.
- The **WH&S Officers** are responsible for ensuring there is at least one First Aid certified person at every Admin day, Program or Camp, who is a designated First Aid Officer. This may or may not be the same person as the WH&S Officer. A register of first aid trained volunteers (including the date of training) should be maintained in the Google Drive. If a program/camp admin team does not have a certified First Aid Officer, it is the IC/s responsibility to speak to the ARV Presidents to arrange training.
- The **WH&S Officers** and the **First Aid Officers** are responsible for ensuring compliance with the *ARV First Aid, Accident and Incident Policy*, including ensuring there is a fully stocked First Aid Kit present at every Admin Day/Program/Camp, and that Incident Report Forms are completed as required.
- The **WH&S Officers** must include any WH&S issues that arise on program days or camps in their program debriefs, and WH&S issues that arise on either program or admin days or camps, must be recorded in the WH&S folder. A template incident report form is accessible via the Google Drive and should be completed by the WH&S Officer in respect of any substantial or serious incidents.

Volunteer responsibility:

- **Volunteers** are responsible for ensuring their own health & safety, as well that of those around them. It is also each volunteer's responsibility to comply with any reasonable directions given for health and safety by the WH&S Officers.
- **Volunteers** must report any potential hazards and/or risks to health and safety, as well as any incidents that occur on program or admin days.



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VERSION HISTORY

Versions	Date	Drafted/reviewed by
Version 1	September 2015	Cassandra Braslin, co-Vice President
Version 2	September 2016	Kiri Libbesson, co-Vice President

RELATED DOCUMENTS

- ARV First Aid, Accident and Incident Policy
- ARV Risk Assessment Record and Risk Assessment Matrix
- First Aid Register
- Incident report form
- ARV Extreme Weather Policy and Procedure