Purpose:
The purpose of this procedure is to outline the occupational health and safety (OHS) requirements to be considered prior to, and during volunteer work, including working bees, in Department of Education and Early Childhood Development (DEECD) workplaces.

Scope:
This procedure applies to all Department of Education and Early Childhood Development (DEECD) schools and central and regional offices.

References
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Working with Children Act 2005
- Working with Children Regulations 2006
- School Policy and Advisory Guide
- Education & Training Reform Act 2006
- Accident Compensation Act 1985

Definitions:
eduSafe: The DEECD online hazard and incident reporting and management application, accessible on the intranet. Employees log on using their employee number and password.

Incident: An event that has led to or could have led to an injury. Incidents include near misses, accidents and injuries.

Injury: Physical damage or harm to a person (includes work-related illness). A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

Management OHS Nominee: A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

Medical Treatment: Is defined in the Occupational Health and Safety Act 2004 as treatment by a registered medical practitioner. ‘Treatment’ does not include diagnostic testing or first aid even if this has been provided by a medical practitioner.

Near Miss: A near miss is defined as any occurrence that might have led to an injury or illness to people, danger to health and/or damage to property or the environment.

School Work: Requests made by the Workplace Manager or School Council to carry out activities or functions by parents, other association or body.

Volunteer Worker: A person approved by the Workplace Manager, who without payment or reward, voluntarily engages in school work. Volunteer workers may be community members who assist in working bees, read to students, serve at the canteen or assist during school events such as swimming, athletics carnivals, fetes and other fund-raising activities or in many other capacities.

A person who is acting on a voluntary basis (irrespective of whether the person
Volunteer: A position nominated by the Workplace Manager to oversee the operational aspects of the working bee or approved activity.

Working Bee Co-ordinator: The Manager or Principal responsible for the school, central officer, regional office or other DEECD workplace.

Responsibility

Workplace Manager and/or Management OHS Nominee are responsible for:

- allocating the role of Working Bee Co-ordinator where required to oversee the activities performed during working bees;
- inducting volunteer workers using the Volunteer and Working Bee OHS Induction Checklist prior to working on site;
- ensuring that volunteer workers have current Working with Children Checks where applicable
- familiarising volunteer workers with their environment and the specific hazards they may be potentially exposed to;
- providing appropriate supervision as required while volunteer work is conducted;
- completing relevant Safe Work Method Statement (SWMS) prior to volunteer workers performing high risk tasks;
- providing Safe Work Procedures (SWP) relevant to tasks identified as high risk;
- investigating any hazards identified by volunteers;
- implementing appropriate controls to mitigate risks identified in the workplace.

Employees are responsible for:

- reporting any hazards and non-conformances identified as a result of work being performed by volunteers.

Volunteer Workers are responsible for:

- ensuring they comply with all DEECD specifications, requirements and expectations while performing volunteer work at DEECD schools and workplaces;
- ensuring they have a current Working with Children Check (where applicable);
- following relevant SWP for tasks identified as high risk;
- ensuring they conduct themselves in a safe and healthy manner whilst on DEECD workplaces;
- communicating on a regular basis with the DEECD Workplace Manager and/or Management OHS Nominee;
- raising any issue that is or may become an OHS concern with the Workplace Manager, Management OHS Nominee or Working Bee Co-ordinator.

6. Procedure

6.1 Engaging Volunteer Workers

The Workplace Manager and/or Management OHS Nominee are to ensure that a Working with Children Check (WWC) is obtained by a person working in a voluntary capacity under the following circumstances:

- if the work involves contact with children in connection with one of the 20 listed child-related occupational fields
- if the volunteer work is on a regular basis
- if the volunteer has direct contact with children under 18 years of age and is not directly supervised
- if the volunteer does not qualify for an exemption from the need for a WWC Check.
Detailed information about the WWC Check and application process is available on the Department of Justice website or by phoning the Information Line on 1300 652 879. Note: It is advised that a ‘No Children’ on site policy during working bees is in place. If this is not practicable, then it is advised that careful consideration be given to supervision levels and responsibility and this should be documented in the Safe Work Method Statement.

6.2 Risk Identification
The Workplace Manager and/or Management OHS Nominee are to ensure that a Safe Work Method Statement is completed as per the requirements of the Contractor Management Procedure.

When determining the level of risk of a hazard the Workplace Manager and/or Management OHS Nominee should also consider:

- the systems of work related to the activity;
- the layout and physical conditions of the workplace;
- the range of methods by which the work can be completed;
- the type of hazards involved in the activity
- The competence of persons to undertake the work.

The Workplace Manager and/or Management OHS Nominee should refer to the Working Bee Occupational Health and Safety Guide to ensure relevant health and safety requirements have been considered prior to any volunteer work commencing.

6.3 Risk Control
The Workplace Manager and/or Management OHS Nominee in consultation with the Working Bee-Coordinator, HSR and employees and volunteer workers are to ensure suitable controls, as outlined in the Contractor Management Procedure are selected and implemented.

The Workplace Manager and/or Management OHS Nominee are to ensure volunteer workers are supervised and deemed competent to complete tasks they will be undertaking as part of their risk mitigation plan including use of power tools such as a chainsaw where applicable.

Certain high risk activities should not be undertaken by volunteers unless they are suitably qualified or experienced including:

- Confined Space Work
- Hot Work/welding
- Working at Heights (above 2m)
- Electrical Work
- Restricted Plant – Refer to the OHS Hazard Guide - Technology

The Workplace Manager and/or Management OHS Nominee are to ensure that potential health and safety risks are minimised if not eliminated. This includes the development and implementation of relevant SWMS and SWP for high risk tasks.

6.4 Incident Reporting
All incidents, hazards and near misses that occur in DEECD workplaces must be reported as soon as possible onto eduSafe under ‘incidents’. Where an injury occurs to a visitor or volunteer while undertaking supervised school excursions/activities outside DEECD premises, it must be reported immediately to the Workplace Manager and/or Management Nominee. The incident details must be entered onto eduSafe.

7. Permit to Work
The Workplace Manager and/or Management OHS Nominee are to ensure relevant OHS procedures and Permits to Work are applied prior to conducting the following work:

- Hot Work
- Working at Heights
- Confined Space.

All Permits to Work must be signed by the Workplace Manager and/or Management OHS Nominee as per the Contractor Management Procedure.

8. Volunteer Work Involving Asbestos Containing Materials (ACM)
The Workplace Manager and/or Management OHS Nominee should refer to the most recent Division 5 Asbestos Audit Report and current Asbestos Register to ensure ACM are identified prior to any work commencing. Appropriate controls must be implemented to prevent any exposure to asbestos fibres. Incidents and/or hazards in DEECD workplaces involving ACM must be reported to DTZ via the Asbestos Customer Call Centre on 1300 133 468. The workplace must also log the incident in eduSafe and contact DEECD’s OHS Advisory Service on 1300 074 715 if OHS advice or information is required.

9. Volunteer Work Involving Plant and Equipment
The Workplace Manager and/or Management OHS Nominee are to ensure that all volunteer workers have been deemed competent to use items of plant or equipment and are familiar with site specific Safe Work Procedures.
The Workplace Manager and/or Management OHS Nominee are also to ensure that operators are supervised during use and appropriate Personal Protective Equipment (PPE) is worn at all times.

Note: Electrically-powered items of plant and equipment brought into DEECD workplaces must be tested and tagged prior to use.

10. Volunteer Work / Working Bee OHS Induction Checklist
The Workplace Manager and/or Management OHS Nominee are to ensure all persons performing volunteer work in DEECD schools and workplaces complete the Volunteer Work / Working Bee OHS Induction Checklist prior to commencing work on site. Inductions are valid for 12 months for volunteers undertaking regular volunteer work (e.g. reading in classrooms). Inductions for working bee volunteers are valid only for the duration of the working bee for which the induction was completed.

11. Sign in / Sign out
The Workplace Manager and/or Management OHS Nominee are to ensure volunteer workers have been signed in and provided with a visitors pass. The visitors pass must be worn at all times whilst on the DEECD workplace or site.
On completion of the work, volunteer workers are to be signed out in the visitor book prior to leaving the site.

12. WorkSafe
The DEECD WorkSafe insurance policy covers volunteer workers on school properties. Volunteer workers are covered by DEECD’s Workers Compensation policy if they suffer personal injury in the course of engaging in school work or when travelling to or from the place where the school work is to occur.
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 DEECD workplaces in good faith is well protected against any legal action by others.

13. Tungamah Primary School will have a working bee scheduled for each Sunday before the start of each term and the first Sunday after the end of Term 4. This is to ensure that no build-up of grass or other flammable substances can occur.
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<tr>
<th><strong>Date Implemented</strong></th>
<th>March 2014</th>
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<tbody>
<tr>
<td><strong>Author</strong></td>
<td>Christine Purcell</td>
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<tr>
<td><strong>Approved By</strong></td>
<td>School Council</td>
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<td><strong>Approval Authority (Signature &amp; Date)</strong></td>
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<td><strong>Date Reviewed</strong></td>
<td>March 2014</td>
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<tr>
<td><strong>Responsible for Review</strong></td>
<td>Principal</td>
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<tr>
<td><strong>Review Date</strong></td>
<td>March 2016</td>
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| **References**       | • DEECD Anaphylaxis Policy  
                       • DEECD Health Support Planning Policy |