



# KEEPING SAFE

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Can Assist is committed to ensuring our volunteers/members are working in environments that preserve their health, safety and general wellbeing.

**IN THIS SECTION:**

Role Descriptions • Risk Identification • Reporting, Hazard Control & Monitoring • Training & Feedback • Harassment, Bullying & Discrimination  
Volunteer/ Members Responsibilities • Checklists • Associated Documents • Documentation • Compliance

# KEEPING SAFE

## Can Assist Policy and Guidelines

Can Assist has a duty of care under the Work Health and Safety Act 2011 to ensure the health and safety of volunteers and other workers. Volunteers working in the branches are now considered 'workers' for Can Assist and therefore have the same duties and responsibilities under the Act as paid staff.

These guidelines provide you with information on how to best ensure your safety and the safety of others. The aim of the guidelines is to provide clear steps to follow which demonstrate compliance with the Act and ensures our volunteers/members are engaged in satisfying and meaningful work in a healthy and safe environment.

## Role Descriptions

To ensure volunteers/members are clear on their role and responsibilities, especially in relation to working safe, role descriptions have been developed for executive roles which clearly state the expectation and responsibilities of their roles.

## Risk Identification

Can Assist has identified the common risks volunteers/members face when they meet and attend fundraising activities. Guidelines and checklists have been developed for you to follow in order to eliminate, control or minimise harm while attending your work for Can Assist.

## Reporting, Hazard Control & Monitoring

Can Assist will monitor accidents or incidents centrally. You have a responsibility to report accidents or incidents to Sydney as soon as practical.

## Training & Feedback

Can Assist will provide training to volunteers/members in executive roles to assist them with their responsibilities to ensure volunteers are working safe. Branch Presidents are required to attend Keeping Safe training.

Can Assist will keep you updated as to Keeping Safe practices via our usual communication methods such as email, our website and Branching Out.

Your feedback matters. If you identify a risk or issue during your work for Can Assist contact either your branch executive or the Sydney office.

Can Assist will consult with branches when developing working safe procedures to ensure our working safe processes truly reflect your needs and responds to actual hazards.

## **Harassment, Bullying and Discrimination**

Bullying and harassment can create an intimidating, hostile, offensive and unsafe environment. Bullying and harassment behaviours are unacceptable both legally and ethically. These behaviours can create the risk of Can Assist being seen as an organisation that has a culture of bullying and harassment.

Other forms of behaviour, such as 'targeting' a volunteer/member or staff, victimisation and continued unfair treatment directed towards a particular volunteer/member or staff by another, may also be deemed as harassment, even though it does not fit within the strict definition of the Anti-Discrimination Act.

Harassment is not always intended – acts of behaviour that are funny or don't mean much to one person may hurt or offend another.

All harassment, which is sexual or sex-based, racist or relates to a person's marital status, disability, age, pregnancy or homosexuality, transgender (trans-sexuality) or carer responsibility is against State and Federal anti-discrimination law and may be an offence under the Crimes Act.

In the event a volunteer/member feels they have been bullied or harassed, or witnessed bullying or harassment, they should contact the Branch & Community Development Manager for a confidential discussion.

## **Volunteer Responsibilities**

A volunteer has the same Work Health and Safety duties as a worker. This includes:

- Taking reasonable care for their own health and safety
- Taking reasonable care for the health and safety of others
- Complying with any reasonable instruction by Can Assist
- Cooperating with any reasonable policies and procedures of Can Assist

Work Health and Safety is the responsibility of all workers within Can Assist. Branches are encouraged to report any safety matters to the Sydney office and to have those matters addressed adequately. As a volunteer/member you should discuss any safety concerns with the branch executive or the Branch and Community Development Manager in the first instance.

## **Keeping Safe Process**

Can Assist understands that there is a need for a 'common sense' approach to keeping safe, however, we must be able to demonstrate in the event of a serious accident that Can Assist has provided reasonable safety processes for our volunteers/members.

Can Assist has been careful to develop the following process based on what is reasonable for volunteers/members with limited time, while based on the requirements of the Work Health Safety Act 2011. The Keeping Safe process has been developed in consultation with branches and paid staff. The process will be regularly monitored and reviewed to ensure it is meeting the requirements of the Act and the needs of volunteers/members.

## **Branch Meetings**

During branch meetings ***Keeping Safe must be a standard item on the agenda***, for example, just as Correspondence In should be a standard item on the agenda. This will allow volunteers/members in your branch to raise any concerns or issues related to their safety or the safety of others. The minutes from the branch meeting must be sent to the Sydney office.

## **Checklists**

These are basic checklists to ***assist you to be mindful of the risks around you*** - the checklists have been based on the risks which are common to branches based on a sample of small, medium and large branches which is reassessed annually. However, your feedback is always encouraged to ensure the checklists remain relevant.

### *Quarterly Checklist*

Safety checklists have been developed based on the common venues where you meet. Branch members will need to complete ***the Checklist every three months, or if the regular meeting place changes***.

### *Event Checklist*

The event checklists should be ***completed at the commencement of all events***. It is a quick and easy to use tool which will assist in alerting you and others to potential hazards which can be eliminated or minimised before the event commences. The activity areas in the checklist have been based on common fundraising activities. Not all areas in the checklist will apply to every event, for example, use of a barbeque. In this case the person(s) completing the checklist simply write not applicable or N/A.

Both the Quarterly and Event checklists should be filed by the branch and made available should it be requested. Branches are encouraged to file checklists for 12 months from the date the checklist was completed.

## **Reporting an Accident or Incident**

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| Accidents or incidents will need to be <b><i>reported as soon as possible to the Sydney office</i></b> . |
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After an accident or incident you or a branch executive should call the Sydney office. You will be required to provide the date of the accident or incident and a description of what took place and what was done.

Sydney will record the accident or incident and the Branch and Community Development Manager will follow up based on the severity of the accident or incident as to what can be done to eliminate or reduce further accidents or incidents of a similar nature in the future.

If an accident or incident is serious it may be a notifiable incident under the Work Health & Safety Act. The Sydney office will be required to report the accident or incident to WorkCover NSW.

In the event of a serious accident or incident, you must notify the relevant authorities by calling 000. Report the accident or incident as soon as possible to Sydney Office.

The Sydney office will monitor accidents or incidents to identify any trends which will need to be addressed.

### **Associated Documents**

- ✓ Role Descriptions
- ✓ Keeping safe monthly meeting agenda item
- ✓ Quarterly Checklist for common meeting areas
- ✓ Event Checklist

### **Documentation**

Documentation is important. The documents listed above are an important part of how your branch runs, the documents also provide a ***record of Keeping Safe practices in the event of a serious incident and an investigation is required.***

### **Internal Documents (Sydney Office Only)**

- Volunteer Accident Incident Log
- Volunteer Risk Profile
- Volunteer Consultation Training Log
- Risk Analysis and Control Matrix
- Risk Assessment Sheet
- Branch Risk Register

### **Compliance**

Can Assist has a legal responsibility to ensure our volunteers/members are working in safe and healthy environments. As volunteers/members, you have a responsibility to comply with reasonable policy and instruction from Can Assist. Members/ volunteers who do not follow the Keeping Safe process may be subject to warnings, dismissal or loss of membership depending upon the nature and scale of the breach.