



VOLUNTEERING AUSTRALIA SAMPLE POLICY

ACCIDENTS AND INCIDENTS

Policy statement

In accordance with Occupational Health and Safety principles, and insurance requirements, any volunteer staff involved in an accident or emergency whilst performing an activity on behalf of Volunteering Australia will notify his/her Team Leader as soon as possible and complete the appropriate form/s.

Date reviewed : In Progress

Procedures

- 1 On commencement, volunteers will be required to provide Volunteering Australia with information of past illnesses/injury which may impact on their volunteering duties. Emergency contact names and telephone numbers will also be provided.
- 2 The injured volunteer will be offered first aid by Volunteering Australia first aid officers and on their recommendation medical assistance will be sought. All medical records of expenses incurred and medical certificates must be kept by the volunteer for insurance purposes. Volunteering Australia will report the injury to the insurance company within two days of the event.
- 3 Any accident, illness or emergency experienced by the volunteer during the course of their work for Volunteering Australia, however minor, must be reported as soon as possible to a Team Leader. An Incident Report must be completed.
- 4 Once the volunteer has completed the Incident Report, the Team Leader will need to ensure that all sections are completed.
- 5 A *Register of Injuries* file is maintained by Volunteering Australia in accordance with current Occupational Health and Safety legislation. This register contains copies of the Incident Report forms (including name of person injured, cause and nature of injury and date of entry) for every accident occurring to staff on the Volunteering Australia premises, or whilst performing tasks for Volunteering Australia.
- 6 It will be the responsibility of the OHS officer, in conjunction with the appropriate Team Leader, to fully investigate the cause of the accident or incident and document suggested courses of action to prevent a similar occurrence. The OHS officer will inform all staff of any resulting changes to procedure.
- 7 Volunteering Australia will provide information and assistance to an injured volunteer in order to lodge an insurance claim.

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