



VOLUNTEER POLICY

1. INTENT

To detail Sydney Uni Sport & Fitness' policy in relation to volunteers.

2. SCOPE

This Policy applies to all persons who volunteer at Sydney Uni Sport & Fitness (**Volunteers**), including, but not limited to, honorary coaches, those volunteers who are provided with a stipend and other volunteers such as those attending to equipment, barbeques and canteen duties.

For the purposes of this Policy, a reference to a 'Club Official' is a reference to a representative of the club for whom the Volunteer provides their services.

3. POLICY

Sydney Uni Sport & Fitness has many dedicated Volunteers performing a range of services and seeks to protect their health and safety in the performance of those services.

To that end, Sydney Uni Sport & Fitness approaches the health and safety of Volunteers in the same way it approaches the health and safety of others, such as its employees.

This means that, where relevant and applicable, Sydney Uni Sport & Fitness' work health and safety system (which includes all work health and safety policies, The Hub, training aids and other information disseminated by Sydney Uni Sport & Fitness) will apply to Volunteers.

Volunteer induction

Human Resources will provide Volunteers an information pack which outlines:

1. how to access Sydney Uni Sport & Fitness' work health and safety system;
2. information about relevant health and safety policies;
3. tasks and boundaries of their role (this may be done in writing or verbally);
4. information about what risks may arise;
5. who to contact if they have any health and safety concerns and how to report any health and safety hazards and risks; and
6. arrangements for debriefing or counselling after an incident.

Volunteers and training

Sydney Uni Sport & Fitness recognises that Volunteers will often need experience to perform their role safely. To that end, Sydney Uni Sport & Fitness will provide Volunteers with information, instruction or if necessary, training (which is reasonably practicable).

Duties of Volunteers



Volunteers have a duty to:

1. take reasonable care for their own health and safety;
2. take reasonable care that their conduct does not adversely affect the health and safety of others;
3. comply with any reasonable instruction issued by Sydney Uni Sport & Fitness (or by and managers and/or Club Officials on behalf of Sydney Uni Sport & Fitness); and
4. co-operate with any reasonable policy or procedure relating to health and safety in the workplace.

Volunteers raising work health and safety issues

Often, Sydney Uni Sport & Fitness' policies will refer to 'Workers' (which usually includes Volunteers) contacting their manager to discuss health and safety issues. In circumstances where a Volunteer does not have a direct manager or Club Official to whom they may report health and safety issues, health and safety issues should be referred to the High Performance Coordinator and/or at the Club Development and AUS Coordinator at Sydney Uni Sport & Fitness.

A Volunteer also has a right to raise matters with Sydney Uni Sport & Fitness' Work Health and Safety Committee.

Volunteer directors and officers

Volunteers who are 'officers' for the purposes of the Work Health and Safety Act 2011 (NSW) must exercise due diligence to ensure that Sydney Uni Sport & Fitness complies with its duties. For further information about when a person will be an 'officer', please contact Human Resources.

4. RELATED POLICIES, PROCEDURES AND FORMS

Consultation Procedure Travel Policy

5. ABOUT THIS POLICY

Subject	Volunteers
Authorised by	Chief Executive Officer
Contact	Human Resources
Version	1.0
Commencement	01 January 2020
Next review	01 July 2021



Sydney Uni
SPORT & FITNESS

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