

HR30 Volunteer Engagement Policy

Application of the Policy

This Policy applies to all employees.

Scope

Through project delivery the Organisation may engage volunteers to undertake work for projects. In the circumstance where an Employee wishes to engage volunteers under a project where the Organisation is responsible for the engagement and management of the volunteers, the Employee must meet with the EO, HR Manager/Officer, to discuss the requirements around engaging volunteers.

The considerations to discussed may include:

- Work health and safety requirements; PPE, induction, safe work procedures, vaccination requirements;
- Training required;
- Required documentation for paperwork eg. Registrations, volunteer information forms;
- the Organisation's insurance inclusions and exclusions;
- Any other considerations relevant to individual projects.

This discussion should take place during the planning stages to ensure outcomes are implemented in the project.