



ENGADINE & HEATHCOTE ANGLICAN

Volunteers Policy

Biblical Principle

We are called to be wise stewards of that which God has given us (Matt 25:14-30). Such stewardship responsibilities mean we need to ensure the protection of property of the church from damage or loss and to maintain them in a manner which provides a safe and presentable environment for those who use them.

Definitions

For the purpose of Risk Management, a 'volunteer' is described as a 'worker' for the period during which they are providing their services to the parish.

The Responsible Person may also be called the Coordinator, or Risk Management Coordinator, or a Person Conducting a Business or Undertaking (PCBU). The Responsible Person should be a warden, or a person appointed by the wardens.

Responsibilities of Volunteers

The main responsibilities are to:

- i) take care for their own health and safety and not risk the health and safety of others;
- ii) comply with all reasonable instructions, policies, and procedures; and
- iii) report unsafe conditions or incidents to the "Responsible Person", and document any incidents as soon as possible.
- iv) take all reasonable precautions to care for their own safety and the safety of others and not undertake unnecessary or hazardous risks.

Working Bees

All work is to be undertaken under the direction and control of the Responsible Person.

The Responsible Person:

- Will ensure the workplace is safe and free from hazards before work commences and that all tools and equipment used are safe and in good working order.
- Has authority over the work to be undertaken and may intervene where necessary to halt dangerous work or practices or change procedures.

Volunteers:

- Will comply with all reasonable instructions conveyed by the Responsible Person.
- Will wear sensible clothing and footwear whilst undertaking any work on the parish premises.
- Will report any hazards or dangerous work practices to the Responsible Person as soon as they become aware of them.

On completion of the work the Responsible Person will inspect the premises or work site to ensure the work has been completed safely, there are no tools or equipment left and all areas have been secured.

Cleaning

Volunteers:

- Will use only the cleaning products and materials provided in the locked storage area at the parish centres and follow the instructions on the labels.
- Will ensure all cleaning products and materials are sealed and returned to the provided storage area on completion and that the door is properly locked.

- Will report any hazards or dangerous work practices to the Responsible Person as soon as they become aware of them.

Repairs by Qualified Tradespersons who are Parishioners

A number of our parishioners are qualified tradespersons who offer their services to undertake repairs and maintenance to our buildings.

In this capacity, they are deemed a 'volunteer' and are to comply with the Risk Management Policies.

The Responsible Person:

- Should be satisfied that the volunteer has the proper equipment to safely complete the work required.
- Should either attend with the person whilst the work is being undertaken or ensure the person is compliant with the Risk Management Policy.

On completion of the work the volunteer will inspect the premises or work site to ensure the work has been completed safely, there are no tools or equipment left and all areas have been secured.

Lawnmowing and Gardening

Volunteers:

- Will ensure the safety and good working condition of any equipment for the tasks to be completed.
- Will wear sensible clothing and protective equipment.
- Will clean up the area in which they have undertaken the work and dispose of the refuse in the bins provided or transport it offsite for proper disposal, and ensure grounds are safely secured.

On completion of the work the volunteer(s) will inspect the grounds to ensure the work has been completed safely, there are no tools or equipment left and all areas have been safely secured.