

Health & Safety Policy

Policy Overview

Share the Dignity is committed to maintaining and promoting an environment where everyone is able to complete their volunteer work in a safe and healthy manner. This commitment extends to those otherwise impacted by our charity operations. This policy provides general guidance to people volunteering for Share the Dignity and outlines the responsibility everyone has to ensure health and safety and what to do if you see or suspect a hazard or safety concern.

Share the Dignity will comply with relevant health and safety legislation.

Who this policy applies to

This policy applies to all volunteers of Share the Dignity in Australia.

When this policy applies

This policy applies at all times when a person is representing Share the Dignity, or volunteering on behalf of Share the Dignity, whether on our premises or off-site. Off-site volunteering includes volunteers working from home, at business collection points, charity locations, storage facilities or any other location where they are carrying out their duties.

It applies to after hours and off-site activities and functions that are organised by Share the Dignity, or which are attended on behalf of Share the Dignity. This includes team events, charity fundraisers and celebrations and corporate sponsor entertainment.

1.0 Policy

1.1 Share the Dignity strives to maintain and promote a safe and healthy environment for our volunteers.

This includes:

- Complying with all relevant health and safety legislation
- Encouraging volunteers to contribute to the discussion regarding health and safety
- Providing necessary information and lawful instruction where relevant
- Review health and safety policies and procedures where applicable to ensure they remain appropriate and current

Everyone is expected to:

- make health and safety a priority;
- accept responsibility for your own health and safety;
- Ensure, as far as reasonably practicable, that you do not put at risk your own health and safety or that of other volunteers, or the public;
- comply with directions on volunteer health and safety;
- familiarise yourself with charity volunteer health and safety procedures and ensure they are



"No woman should suffer the indignity of choosing between eating or buying sanitary products"

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followed;

- keep up-to-date with relevant volunteer health and safety procedures;
- share information about volunteer hazards and how to minimise risks to volunteer health and safety;
- report a volunteer health and safety incident to your Manager or Rochelle Courtenay as soon as possible;

1.2 Manager Responsibilities

Managers have additional expectations under this policy. They are expected to be proactive on volunteer health and safety matters and report any hazards or near misses to Rochelle Courtenay as soon as reasonably possible.

2.0 Policy Breaches and Possible Outcomes

Share the Dignity does not pre-empt outcomes or action as a result of breaches of this policy. Share the Dignity will consider appropriate action at the time. Possible outcomes include termination of the volunteer relationship.

3.0 How to report a Safety Concern or Hazard

When faced with a safety concern or hazard, first assess the situation to ensure you are safe. If you are located in a premise with specific safety procedures, please follow those procedures if safe and reasonable to do so (for example, evacuation procedures). If you require help, please contact your Manager. If you require emergency assistance, please dial 000 as soon as it is safe to do so.

Volunteers are required to report all safety concerns, hazards or incidents, including any "near misses" to Share the Dignity as soon as reasonably practicable. To make a report, please speak with your Manager in the first instance or Rochelle Courtenay. You may be required to provide your report in writing. Please ensure you take note of and provide:

- The date, time and your location,
- All the details that you can about the concern or hazard,
- The names of any witnesses (if applicable) and;
- Any suggestions you have for corrective action

Share the Dignity is confident we will be able to work together to resolve any health and safety issues. However, volunteers are able to seek external advice from an authority such as Safe Work Australia or as relevant in their state or territory.

5.0 Questions

If you have any questions about this policy, please ensure you speak with your Manager.