



**WOMEN OF COLOUR AUSTRALIA**  
Championing Australia's Women of Colour

## Health and Safety Policy

### Introduction

Women of Colour Australia (WoCA) is committed to preventing, identifying and managing Work, Health and Safety hazards that may arise in a volunteer's work.

### Purpose

The primary purpose of this policy is to ensure that volunteers are aware of their responsibilities in relation to health and safety and understand the actions WoCA will take to preserve the safety and wellbeing of volunteers and the WoCA community.

### Policy

For the volunteers' safety and the safety of others, volunteers need to be aware of Occupational Health and Safety procedures. It will be an individual volunteer's responsibility to undertake tasks in accordance with any safety guidelines they are given. Volunteers should not place themselves or other persons at risk while undertaking activities related to WoCA's work.

### *WoCA's Commitment*

The organisation will:

- Model good health, safety and wellbeing practices and provide resources to manage health, safety and wellbeing.
- Consult with volunteers on matters of health, safety and wellbeing.

- Resolve identified health, safety and wellbeing risks.
- Monitor and improve on health, safety and wellbeing management.
- Monitor health, safety and wellbeing performance.

### *Looking After Yourself*

Staying healthy while volunteering is important. There are a variety of ways a volunteer can ensure they feel up to the task. These include making sure they look after themselves both at work and at home. The following are a few tips and suggestions for volunteers:

- Ensure they are in the right volunteer role.
- Establish their personal priorities.
- Avoid over commitment of their time.
- Move on or change roles when the volunteer role is no longer fulfilling.
- Accept that there are some things they may not be able to change.
- Seek help from others when they need it.
- If the volunteer role is stressful, debrief with the volunteer coordinator. It may not be the right role for them.
- Don't be afraid to take time off from the role if they are sick or need a break.

### *Responsibilities*

Depending on the nature of the activity, the responsibilities of the volunteer may include the following:

- Being aware of and following the approved risk management procedures for activities.
- Following the directions of the person in charge of the activity.
- Using any equipment in accordance with correct procedures.
- Bringing to the attention of the appropriate person any matter which could affect the safe undertaking of the activity.
- Reporting to the appropriate person as soon as practical any incidents or near misses which relate to health and safety of the volunteer activity.

In many instances, volunteers undertake virtual volunteering where they are using the internet, offsite from the organisation, to perform a range of tasks for WoCA.

These activities include:

- Researching
- Creating web pages or managing social media accounts
- Providing marketing support
- Editing or writing proposals, press releases, newsletter articles, etc.
- Database support
- Providing legal, business or any other expertise
- Online mentoring or moderating
- Managing other online volunteers

When working for WoCA in a remote capacity, volunteers should utilise the Work from Home Checklist (provided at the end of this policy) to eliminate or manage risks to their health and safety. This checklist will help virtual volunteers to:

- Review their workstation
- Understand the importance of taking regular breaks
- Realise that additional support is available

### *Incidents*

If a volunteer is involved in any accident or incident or incur an injury, while undertaking their volunteer role at WoCA, they must immediately notify their volunteer coordinator or the volunteer manager.

If you are unsure as to whether something counts as an incident, injury or potential hazard, please ask your volunteer coordinator or the volunteer manager. It is best to act on the side of caution.

### **COVID Specific Policies**

Volunteers are under no obligation to continue to volunteer if they do not feel comfortable doing so.

In organising events or programs that are in person, WoCA and its volunteers must take into

consideration vulnerable individuals such as:

- People who are older or elderly (because of their lower immune systems, people over the age of 70 are more likely to get very sick with COVID-19).
- People who have pre-existing medical conditions (underlying illness makes people more likely to become very sick with COVID-19, including those with diabetes, chronic lung disease, kidney failure and people with low or suppressed immune systems).

If a volunteer or attendee of the event falls into such a group of people, it is important for you/them to consider if it is safe to attend.

### *Requirements*

At indoor events, individuals must (when required by law):

- Practise social distancing of 1 person per 2 metres squared and 1.5m apart
- Practise hand hygiene
- Wear a mask at all times
- Provide evidence of vaccination status
- Check in

At indoor events, WoCA will (when required by law):

- Enforce social distancing
- Provide available spare masks for attendees
- Provide present hand sanitisers for attendees
- Have signage to ensure attendees are fully informed and adhere to the COVID guidelines
- Have a sign-in sheet to ensure attendees are vaccinated and accounted for

At outdoor events, individuals must (when required by law):

- Practise social distancing of 1 person per 2 metres squared and 1.5m apart
- Practise good hand hygiene
- Wear a mask unless consuming food, drinks or medicine
- Provide evidence of vaccination status

- Check-in

At outdoor events, WoCA will (when required by law):

- Enforce social distancing
- Have available spare masks for attendees
- Have present hand sanitizers for attendees
- Have a sign-in process to ensure attendees are vaccinated and accounted for

Volunteers, attendees and staff should not attend an in-person event where they are feeling unwell.

### Volunteering from Home Checklist

Please utilise this checklist to assess whether your home workstation is safe. This is not a prescriptive checklist. For any question answered with a 'no', regard should be given to whether any adjustments may be required to ensure that the volunteer is working safely.

No.	Question	Yes/No	Adjustments Required
	<b>Workstation</b>		
1.	Is the workstation size adequate for the tasks to be performed?		
2.	Is there adequate leg space to allow free leg movement under the workstation?		
3.	Is a footrest available?		
4.	Are the most frequently used items within easy reach from the seated position?		
5.	Are cables stowed out of the way?		
	<b>Chair</b>		
6.	Is the chair fully adjustable?		
7.	Does the chair move freely?		
8.	Is there adequate lumbar support?		

	<b>Computer, Screen and Keyboard</b>		
9.	Is the screen approximately arm's length from the user?		
10.	Is there adequate space to use the keyboard in front of the screen?		
11.	Can the screen be adjusted (tilted up and down)?		
	<b>Mouse</b>		
12.	Is the mouse used on a mouse pad?		
13.	Is the mouse on the same height surface as the keyboard?		
14.	Can the mouse be used on either side?		
	<b>Other Equipment</b>		
15.	Are documents easy to read and manipulate?		
16.	Is a headset required?		
17.	Is there adequate storage space?		
	<b>Environment</b>		
18.	Is there adequate lighting for the tasks being performed?		
19.	Can glare be controlled by window coverings?		
20.	Is the room temperature, humidity and air flow comfortable heating and cooling as required?		
	<b>Other Considerations</b>		
21.	Is the floor space free from tripping hazards?		
22.	Is there a functioning smoke detector in the house?		
23.	Is there safe access and exit provided?		