

FACT SHEET: INFORMATION FOR VOLUNTEERS

Voices of Bennelong Inc. values our volunteers and we will provide you with:

- an induction session and any training necessary for your volunteer role
- a safe working environment
- respect for your privacy, including keeping your private information confidential
- insurance to cover you for your volunteer work.

Laws to protect volunteers

In NSW there are laws to protect people doing voluntary work in community organisations from civil liability (e.g. being sued for negligence) in specific circumstances.

To make sure you are covered by these laws, you must:

- only do the task(s) you have been asked (“authorised”) to perform
- follow any instructions you have been given by your Volunteer Supervisor
- not do volunteer work if you are affected by drugs or alcohol.

If you are unsure whether a task is authorised, please ask an officer or member of Voices of Bennelong.

Health and safety

Safety is a priority for Voices of Bennelong. Under the NSW *Work Health and Safety Act* and other laws, Voices of Bennelong has a duty of care to minimise risks to everyone affected by its activities, including volunteers.

As a volunteer, you have WHS duties too. You must:

- take reasonable care for your own health and safety
- take reasonable care for the health and safety of other people
- tell Voices of Bennelong if you have any concerns about your fitness to do the work we have asked you to do
- tell Voices of Bennelong of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers or the location
- comply with any reasonable instructions by Voices of Bennelong
- comply with reasonable policies and procedures of Voices of Bennelong.

Insurance

Voices of Bennelong is committed to providing adequate insurance cover for volunteers while you are doing voluntary work for us.

We maintain Volunteer Insurance, Public & Products Liability Insurance and Association Liability Insurance. All volunteers aged under 85 years are insured.

To make sure you are covered, you must:

- only do the task(s) you have been asked (“authorised”) to perform
- follow instructions you have been given by Voices of Bennelong.

Our insurance is unlikely to cover you if you:

- take actions beyond the scope of your volunteer role or without appropriate authority or permission from Voices of Bennelong
- undertake any criminal activity (including criminal charges arising out of driving incidents)
- perform any dishonest or reckless activities
- incur a loss as a result of self-inflicted injury, the use of alcohol or drugs, mental illness, pregnancy and childbirth or a pre-existing condition.

There are also limitations on some benefits. If you would like to view a full copy of our insurance policy, please contact us at voicesofbennelong@gmail.com.