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# Health, Safety and Wellbeing Policy Volunteers

## Document control

Managed by	Responsible position	Contact person
Community Engagement	Volunteers Manager	Ruby Nelson-Will
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## Revision record

Date	Version	Revision description

# Policy Statement

At Beyond Blue, we are committed to creating a healthy and safe work environment for employees, volunteers, service providers and visitors.

We recognise the link between the health, safety and wellbeing of our people and the successful delivery of our Mission and Vision. Consistent with our organisational values, Beyond Blue will work proactively to promote the physical and mental health and wellbeing of our people, prevent injury and illness and strive to continually improve our health, safety and wellbeing performance.

To deliver on this commitment, Beyond Blue will:

- provide and maintain a healthy and safe workplace in compliance with all relevant health and safety laws that prevent injury and illness through health promotion, prevention and early intervention
- adopt a risk management approach to health, safety and wellbeing management
- provide relevant resources, information, instruction and training to our people so that they can safely undertake the duties they are asked to perform
- enable opportunities for effective consultation with our people about health, safety and wellbeing issues that impact on them
- establish measurable objectives and targets each year designed to continually improve health, safety and wellbeing at Beyond Blue
- communicate this Health, Safety and Wellbeing policy to our people, volunteers and interested stakeholders.

To support Beyond Blue's commitment, our staff and volunteers will:

- treat everyone in line with the organisational values – respect, enthusiasm, innovation, integrity, collaboration, and excellence
- report hazards and incidents that they are aware of in the workplace
- ensure they work in a manner that does not harm their own health and safety and the health and safety of others
- comply with this Health, Safety and Wellbeing policy and [any other related policy or procedure](#)
- follow any reasonable instruction related to the management of health, safety and wellbeing risks.

## Incident Reporting

In the case of an incident where an injury has resulted during a volunteer activity, appropriate steps must be taken by staff and volunteers in the first instance to provide first aid, arrange for attendance of emergency services, and isolate the scene to prevent further injury.

The volunteer supervisor must be notified. The supervisor will enter the incident into Beyond Blue's risk and incident management system.

The relevant team will investigate the incident and will follow up with the volunteer involved as required.