

Checklist for volunteer organisations

If the organisation is covered by WHS laws, this checklist may be used as a guide to assist in complying with WHS duties. You may need to adapt this for your particular circumstances and work environment. When creating a checklist, ensure that the principles of what is reasonably practicable apply (see [Interpretive guideline: How to determine what is reasonably practicable to meet a health and safety duty](#)).

| Question | | Yes | No |
|--|--|-----|----|
| Duties of organisations | | | |
| If you answer 'No' to questions 1-7 or are unsure, the organisation will need to take corrective action to meet WHS duties, so far as is reasonably practicable. | | | |
| 1. | Does the organisation have and keep up-to-date safe work policies, instructions and procedures? | | |
| 2. | Does the organisation tailor and distribute its safe work policies, instructions and procedures? | | |
| 3. | Does the organisation make sure all its volunteers are provided with training, information, instruction or supervision so that they can do their work safely? | | |
| 4. | Does the organisation provide the same protections to its volunteers as its paid workers? | | |
| 5. | Does the organisation consult its volunteers about WHS matters that affect them? | | |
| 6. | Does the organisation provide its volunteers a way to raise WHS matters and make suggestions for WHS practices? | | |
| 7. | Does the organisation consult, cooperate and coordinate with other PCBUs at a shared workplace? | | |
| Officer duties | | | |
| If you answer 'No' to any relevant questions at 8-11, you need to take corrective action to ensure the organisation meets its WHS duties, so far as is reasonably practicable. | | | |
| 8. | Do all officers in the organisation, whether paid or volunteer, know what their duties are under the WHS Act? | | |
| 9. | Do the members of the organisation's board talk about WHS matters, policies, procedures and safe work practices at its meetings? | | |
| Volunteers working from their own or other people's homes | | | |
| 10. | Does the organisation provide its volunteers who work from their home instructions, information and procedures relating to working from home? | | |
| 11. | Does the organisation provide its volunteers who volunteer in other people's homes information about the hazards they may encounter when visiting another person's home including work-based violence? | | |