



# PROCEDURE

## WHS Responsibilities



Issued with the authority of the  
Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
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# WHS Responsibilities

## Table of Contents

1	Purpose.....	3
2	Responsibilities.....	3
	Volunteers, professional paid staff (“Workers”).....	3
	Managers and leaders.....	4
3	Other position holders.....	4
	Board of Directors and other Officers.....	4
	Head of Risk.....	4
	Head of Marketing and Communications.....	5
4	Records & References.....	5
5	Associated forms.....	5
6	Appendices.....	5

# 1 Purpose

This procedure describes the health and safety responsibilities at Scouts NSW and it applies to employed staff, volunteers and other position-holders. Collectively, these individuals are called “workers”.

# 2 Responsibilities

## Volunteers, professional paid staff (“Workers”)

Scouts Australia NSW is a volunteer organisation that has paid workers and subsequently, has responsibilities under WHS laws.

Volunteers are called workers in the WHS Act and have the same WHS obligations as professional paid staff when performing activities defined as “work”. Workers also include work experience students, labour hire, consultants and contractors.

Even when not performing *work*, volunteers should follow this advice in order to fulfil their duty of care towards youth and fellow volunteers. *The Essential Guide to Work Health and Safety for Volunteers*, issued by SafeWork Australia, provides the following information:

Under the WHS Act, as a worker (or volunteer) you must:

- take reasonable care for your own health and safety
- take reasonable care to ensure you don’t affect the health and safety of others
- carry out your tasks in a safe way
- follow the reasonable policies and procedures of the organisation that relate to work, health and safety.

Essentially, what is reasonable care would be what a reasonable person would do in the circumstances considering things like:

- your knowledge
- your role
- your skills and the resources available to you
- your qualifications
- the information that you have
- the consequences to health and safety of a failure to act in the circumstances.

Other ways of making sure you take reasonable care are:

- carrying out health and safety activities within the role you have been assigned
- not carrying out activities that you do not have the skills to undertake
- not doing anything that would seem to be unsafe.

## Managers and leaders

In addition to their responsibilities as workers, managers and leaders have additional responsibilities in WHS, regardless of whether they are paid or unpaid.

Although their positions may not be specified as *officers*, managers can influence workplace safety. Therefore, managers are responsible for ensuring that the requirements of the various WHS Procedures, Leader Support Guides, Operations and Information (O&I), ScoutSafe training modules etc are implemented within the scope of their responsibility.

## 3 Other position holders

### Board of Directors and other Officers

Volunteers and paid workers who participate in making, decisions that affect the whole or a substantial part of the organization they volunteer or work for may be seen as Officers under the WHS Act. Officers of Scouts NSW are nominated in the [POL06 WHS Policy and Framework](#).

Officers must exercise due diligence to ensure that the organisation complies with its health and safety duties and that the organisation has appropriate systems of work in place to actively monitor and evaluate health and safety management within the organisation.

The Board of Directors is responsible for ensuring that appropriate WHS resources are available and for taking steps to secure additional or alternative resources (personnel or committees) as required. Review of resources takes place through regular activities such as monthly Board WHS reports, performance appraisals etc.

The publication *The Essential Guide to Work Health and Safety for Volunteers*, issued by *SafeWork Australia*; provides more information about the responsibilities of officers at volunteer organisations. A link is available on the Scouts NSW website.

The board is supported by, and receives advice from, suitably qualified internal position holders including Head of Risk and other position holders & committees as appropriate. Where additional advice or expertise is required, the Board may elect to seek temporary resources from outside of the organisation to assist with continuous improvement of WHS.

### Head of Risk

The Head of Risk is responsible for developing and maintaining the WHS framework in line with the relevant WHS legislation, monitoring WHS performance and preparation of reports for the Board of Directors.

Head of Risk must be suitably qualified and experienced in Work Health and Safety, to be assessed at time of recruitment. The role is detailed in the respective Position Description.

Head of Risk is also responsible to provide relevant communications in collaboration with Head of Marketing & Communications.

## Head of Marketing and Communications

The Head of Marketing and Communications supports WHS communications to employed staff and volunteers via channels such as Leader Bulletins and the Scouts NSW website in collaboration with the Head of Risk.

## 4 Records & References

- WHS Volunteers Guide (Safe Work Australia)
- Scouts NSW WHS Procedures
- Position Description (Head of Risk)

## 5 Associated forms

- Nil

## 6 Appendices

- Nil