



Workplace Health and Safety

ADEA Volunteers Working from Home Policy

Changes in 2016 to the [Workplace Health and Safety Act 2011](#) means that ADEA, along with all other organisations, now have to consider volunteers within the definitions of this Act, who undertake work for ADEA in their home. This means there are responsibilities for both ADEA and ADEA volunteers.

As part of this responsibility, we ask that all ADEA volunteers carefully read the information in this document and the guidelines, [Essential Guide to Work Health & Safety for Volunteers](#). This is also available on the ADEA [Volunteers page](#) updated and new information will also be added to the website from time to time.

Once you are satisfied, please sign the declaration at the end of this document that you have read and understood work, health and safety for you as an ADEA volunteer.

Definitions

Person conducting a business or undertaking (PCBU) – a person conducting a business or undertaking alone or with others, whether or not for profit or gain. A PCBU can be a sole trader (for example a self-employed person), each partner within a partnership, company, unincorporated association or government department of public authority (including a municipal council).

Volunteer

Under the WHS Act, you are a volunteer if you are working without payment or financial reward (but you may be receiving out-of-pocket expenses) for an organisation that also engages paid workers.

Workplace Health and Safety (WHS) Act – Coverage

The WHS Act covers:

- People who carry out work in any capacity for a PCBU including employees, contractors, subcontractors, self-employed persons, outworkers, apprentices and trainees, work experience students and **volunteers** who carry out work.
- Other people at a workplace like visitors and customers at a workplace.

Workplace Health and Safety in the Home– What is expected of ADEA

As a PCBU, the Workplace Health and Safety Act requires ADEA to ensure, *so far as is reasonably practicable* the health and safety of its employees and volunteers working from home.

As ADEA do not own, control or manage the place that you are working from we have a limited ability to ensure your health and safety when undertaking volunteer work at home. We therefore, request that as a volunteer, you understand your responsibilities under this Act.

ADEA will provide updated and new information about WHS as it is available. The ADEA [Volunteers page](#) will provide this information and volunteers will be notified when this page is updated.

The page will also contain the ADEA WHS policy.

Workplace Health and Safety in the Home– What is expected of the Volunteer

As a volunteer you may carry out work for an organisation from your own home. If this is the case, you still have a duty as a volunteer worker under the WHS Act when carrying out your volunteer work.

As a volunteer for ADEA, you are required to:

- 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 work health and safety instructions given to you by the organisation you volunteer for
- co-operate with the reasonable policies and procedures of the organisation you volunteer for that relate to work health and safety
- report workplace incidences while undertaking that work in the home, to the ADEA CEO, ceo@adea.com.au within 48 hours
- inform ADEA of any potential hazards that may impact on you in your home while undertaking ADEA work.

If you are doing volunteer work at your home and other volunteers will be working there with you, you also need to make sure your home is safe for them to come into. This is the same common law day to day duty you have with any visitor who comes to your home.