

F. Risk Analysis Checklist

The volunteering activity should not expose your employees to an unreasonable level of risk. See Volunteering Australia's *Insurance and Risk Management for Corporate Volunteers* for a comprehensive overview of the rights and responsibilities of all parties involved. This is available on our website www.volunteeringaustralia.org

However here is a simple checklist of factors to consider to ensure the safety and protection of your staff while they volunteer:

- ✓ The not-for-profit has public liability insurance to cover any damages to property or injury to others caused by your employees while they are volunteering.
- ✓ The not-for-profit follows sound OH&S practices and provides adequate supervision of your staff while they volunteer.
- ✓ A site visit conducted by a representative from the business determines that the risks are minimal.
- ✓ If working outdoors sunscreen and water are made available.
- ✓ If employees are given paid leave, it has been verified with your insurers that you are able to extend workers' compensation insurance to them. Also talk to your insurer about professional indemnity issues. It may be inappropriate for volunteers to give professional advice.
- ✓ Volunteers receive any guidelines from the not-for-profit about how they expect them to behave while volunteering.