



### BY-LAW 3 - WORKPLACE HEALTH AND SAFETY

Adopted 23 May 2018

The Isolated Children's Parents' Association of Australia, ICPA (Aust), is a not-for-profit organisation run completely by volunteers. ICPA (Aust) welcomes volunteers from all walks of life regardless of race, age or ability who seek equitable access to educational opportunities for students living in rural and remote Australia.

1. Federal Council endeavours to achieve workspaces that are conducive to preserving the health, safety and well-being of our volunteers.
2. State Councils must review such things as insurance and any duties they have to the health and safety of volunteers on a regular basis.
3. State Councils must ensure they are taking the necessary steps to comply with their own state legislation, to provide a safe environment to work in during fundraising events.
4. Prior to holding any event in the name of ICPA, Branch members are required to contact their State Council for authorisation to hold that event and ensure appropriate insurance cover is held by that State Council.
5. ICPA members should ensure reasonable, practicable measures have been taken to mitigate risks against possible injuries arising from attendance at ICPA meetings, conferences and fundraising events.
6. All volunteers participating at events in the name of ICPA are required to take reasonable steps that support a healthy, safe environment for not only themselves but also for those around them. Volunteers (members or non-members) must:
  - (a) take reasonable care for their own health and safety
  - (b) take reasonable care to ensure they do not affect the health and safety of others
  - (c) carry out tasks in a safe manner
  - (d) follow reasonable work health and safety instructions given to them by the organisation; and
  - (e) co-operate with the reasonable policies and procedures of the organisation that relate to work health and safety.
7. Federal Council meeting procedures are set out in the Federal Council Guidelines booklet. All Councillors should be familiar with and adhere to the information therein.