

# ENGAGING VOLUNTEERS IN RESEARCH PROJECTS POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 CQUniversity is committed to undertaking research which engages with, and has impact for stakeholders, and which provides environmental, social, economic and cultural benefits for communities. As part of the University's commitment to this engagement, the University is committed to providing citizen science opportunities, where appropriate, for community members to volunteer in the conduct of University research projects.
- 1.2 This policy and procedure aims to assist CQUniversity to assess and manage risks relating to engaging volunteers in research projects, and thereby meet or exceed its obligations under current legislation.

## 2 SCOPE

- 2.1 This policy and procedure applies to all persons volunteering their time and/or services to CQUniversity as well as any employee of the University involved in their supervision.

## 3 POLICY STATEMENT

- 3.1 This policy and procedure sets out the general rules that apply to the engagement of volunteers for research projects at CQUniversity.
- 3.2 The University is required under Work Health and Safety laws and the [National Standards for Volunteer Involvement](#) to ensure the safety of all volunteers engaged in volunteering activities under the auspices of CQUniversity.
- 3.3 The University has a duty to facilitate a positive culture surrounding volunteering, and to ensure effective management systems are in place to support volunteers, ensuring:
  - responsibility for managing volunteers is clearly articulated and supported
  - policies and procedures relating to volunteers are communicated, understood, and implemented by all relevant employees across the University

- the University's risk management processes are applied to the University's volunteer involvement
  - volunteer involvement records are maintained, and
  - processes are in place to manage relationships with partner agencies in collaborative volunteer activities.
- 3.4 Commitment to volunteer involvement will be set through vision, planning and resourcing, and supports the University's strategic direction.
- The University will publicly declare its intent, purpose and commitment to involving volunteers.
  - Volunteer involvement will be planned and designed to contribute directly to the University's purpose, goals and objectives.
  - Resources (including time, funds, equipment and technology) will be allocated for volunteer involvement.
- 3.5 Volunteers must not be used to replace paid workers.

## **4 PROCEDURE**

### **Volunteer responsibilities**

- 4.1 Volunteers must:
- comply with the legal obligations of the University as well as all relevant University policies and procedures
  - submit a Volunteer Registration Form to the Research Supervisor prior to commencing any volunteer activity, and
  - notify the Research Supervisor of any medical and/or any other condition that may affect their ability to safely conduct volunteer activities.

### **Supervisor responsibilities**

- 4.2 Supervisors must:
- prepare a written Information Sheet which clearly sets out their role and activities, the training, resources and supervision to be provided for volunteers during the activity, and how volunteers can access grievance procedures
  - ensure that the Information Sheet is reviewed, and the engagement of volunteers for the activity approved, by the Deputy Dean (Research) before advertising any research volunteer opportunities or engaging volunteers
  - ensure that the Information Sheet will be signed by the Deputy Dean (Research) to signify the approval to engage volunteers for the activity
  - ensure all volunteers complete a Volunteer Registration Form
  - provide a copy of the Information Sheet (including Deputy Dean (Research) approval) to each volunteer, along with a copy of their signed Volunteer Registration Form, and
  - provide appropriate training, resources and supervision for volunteers.

### **Insurance**

- 4.3 Volunteers are not covered by the University's workers compensation insurance and the University does not provide any form of personal accident insurance to them.
- 4.4 The Research Supervisor must ensure all volunteers are fully aware of the Insurance provisions of this policy and procedure prior to commencing any volunteer activities with the University.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Occupational Health and Safety (OHS) Unit will maintain a permanent register of all volunteers and the research activities they have been engaged on.

### Reporting

- 5.2 No additional reporting is required.

### Records management

- 5.3 Employees must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.
- 5.4 Volunteer Registration Forms must be sent to the OHS Unit for inclusion in the Volunteers Register.

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

### Terms and definitions

**Volunteer:** any person that, for the purposes of CQUniversity research projects (research higher degrees and non-research higher degrees), has received approval from the Deputy Dean (Research) to provide time and/or services to the University where no remuneration, either financial or otherwise is provided in compensation for their time/services.

Employees or students of CQUniversity may elect to volunteer to participate in CQUniversity research projects in their own time, as members of the community.

## 7 RELATED LEGISLATION AND DOCUMENTS

AS/NZS 4801:2000 – Occupational Health and Safety Management Systems

[National Standards for Volunteer Involvement](#)

[Occupational Health and Safety Policy](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

Volunteer Registration Form

## 8 FEEDBACK

- 8.1 University employees and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	National OHS Manager
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Amendment Authority and Date	
Notes	

The University acknowledges the guidance provided by Volunteering Australia's [National Standards for Volunteer Involvement](#) in this policy and procedure.