

**ROTARY AUSTRALIA WORLD  
COMMUNITY SERVICE Ltd**

ABN 37 739 341 003



**PROJECT  
VOLUNTEER  
INFORMATION  
MANUAL**

Revised August 2012

# PROJECT VOLUNTEERS

**ROTARY** serves its community through four avenues of SERVICE

1. **CLUB SERVICE**
2. **COMMUNITY SERVICE**
3. **VOCATIONAL SERVICE**
4. **INTERNATIONAL SERVICE**
5. **NEW GENERATIONS SERVICE.**

Putting the fourth avenue (International Service) into motion was a concept evolved by P.D.G. Keith Hopper from the Rotary Club of Inverell N.S.W. in 1964.

Since then, thousands of **Project Volunteers** have travelled to developing countries such as Indonesia, Malaysia, Papua New Guinea, The Solomon Islands, Fiji, Tonga, Vanuatu, Nepal, Cambodia, Thailand, Mongolia, Timor Leste, The Philippines, Western Samoa, Peru, Vietnam and many African Nations.

These volunteers have worked with local people and taught them basic skills whilst helping them build schools, hospitals, health clinics and other essential works.

Without assistance given by Volunteer Team members, many areas would not have the present day facilities required to alleviate problems associated with Health, Hunger and Humanity.

To participate in a **Project Volunteer Team** is a very rewarding experience. Many volunteers have given of their time and expertise on numerous occasions which, in itself, speaks highly of the value of these unique, practical activities sourced by Rotary throughout the Pacific and neighbouring countries.

Each year more than 500 volunteers travel to these developing countries to give assistance.

The **Project Volunteer** program is not restricted to members of Rotary and Rotaract Clubs. Partners and non-Rotarians are most welcome to participate. While Volunteers are required to fund their own costs of travel and living expenses, in some instances, Rotary Clubs or other organisations may provide some assistance. Volunteers must be able to cope with challenging working and living conditions whilst on site. A good sense of humour is a bonus. Most teams usually spend 2 weeks working at a site with the local people and then either return home directly or spend a few days sightseeing.

The Program also provides an excellent opportunity to promote and foster International Understanding, Goodwill and Peace.

The **Project Volunteer** program is an activity of Rotary Australia World Community Service Ltd. (RAWCS Ltd.) a Non Government Aid Organisation registered with AusAID and the Australian Tax Office.

Combined with our other activities:

- D.I.K. (Donations in Kind),
- Safe Sanitation and Water Saves Lives
- Project Funding
- R.A.M. (Rotarians Against Malaria),

RAWCS Ltd. is one of the larger providers of overseas aid in Australia.

Please tell your friends about the program. They too, may be interested enough to...

**VOLUNTEER.....**

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## Welcome

Thank you for volunteering your time and expertise to help our neighbours in developing countries.

To take part in one of Rotary International's Adventures in Service is not only a worthwhile experience but also a memorable and exciting personal journey.

It is a journey that takes you overseas to a foreign and totally different country and a journey which teaches you a little more about yourself. It is a journey with a real and valuable purpose.

As with all journeys preparation is essential.

This **Volunteer Information Manual** has been drawn from experiences and information given by past volunteers and you are asked to read it very carefully.

You may be going into an area which, unfortunately, may have several diseases that can affect your health. Please ensure you follow the recommendations regarding health so that the chances of contracting an illness are kept to a minimum.

If, after you return home, you feel there is a need to include additional information or amend any of the guidelines, please contact your Regional Project Volunteer Coordinator.

Please remember that at ALL times you are ambassadors for **ROTARY** and **AUSTRALIA**

To help you enjoy your time on an overseas project, it is vital that you take certain precautions.

## **PROJECT CONTACTS**

<b>Project Name</b>	
<b>Project No.</b>	
<b>Country</b>	
<b>Proposed dates</b>	
<b>Team Leader</b>	
<b>Address</b>	
<b>Phone No.</b>	
<b>Email</b>	
<b>Other Contacts</b>	

# **PROJECT VOLUNTEER PROGRAM**

## **An Overview**

The Project Volunteer Program (originally known as FAIM, or Fourth Avenue in Motion) encourages Rotarians and non-Rotarians to participate in a variety of “hands-on” projects in developing countries, to enhance and improve local and village facilities.

Teams, under the leadership of a knowledgeable Rotarian, participate in approved projects, usually living on site for 2 to 4 weeks and then either return home directly or spend a few days sightseeing.

This Manual is designed to assist Volunteers to participate in successful, rewarding team visits that result in improved lifestyle for the local inhabitants and spread goodwill to all.

## **The Program – briefly**

1. Officers appointed by RAWCS Ltd approve all registered projects. Assessments have been carried out to determine health, most recent security knowledge, housing, safety, catering and finances prior to the calling for team members.
2. Travel may be organised through reputable agents offering best fare packages.
3. Current Passports are required for all overseas projects and are the responsibility of team members. If necessary, Team Leaders will assist in arrangements for Visas.
4. Volunteer work encompasses many skills – engineering, electrical, plumbing, carpentry, mechanical, painting, administration, computers, catering, teaching and design. Teams of medical, optical and dental professionals are in high demand. A range of less specific tasks are also required for those willing to participate in supportive roles – stores, equipment, carrying, holding, hammering, sawing, sorting and filing.
5. Very often, projects are not completed with one team. Hence there is a need to communicate between past, present and future teams to provide continuity.
6. An important aspect of the program is to involve Nationals at all times. Not only does this provide an ongoing sense of ownership for them, but should also provide encouragement for them to provide the future maintenance of the project.
7. By request, building supplies, medical equipment, clothing, furniture, and other items may be made available through RAWCS Donations in Kind, who may also be able to assist in the shipment of materials given a reasonable time frame.
8. For those unable to assist in providing assistance through active participation on site, yet appreciate the aims of the program, support through cash donations to the “Rotary Australia Overseas Aid Fund” can be of immeasurable benefit to the continuation of the Volunteer projects.

## **Cultural Differences**

Sometime, we tend to be ethnocentric, viewing the world from our perceived positions. This can result in the creation of distorted and often incorrect perceptions of other races and cultures. Most importantly, some of these perceptions, when applied, are not only challenged and rejected by the recipients, but can sometimes lead to unnecessary conflict and even violence.

It is imperative that, as a visitor to another culture, the volunteer takes stock of his/her prejudices and refrains from imposing them on the host culture and its people. It is not a tenable premise that only our Australian culture is true and should be adopted by all. Remember that lack of access to education, training and economic opportunities do not equate to a lack of intelligence and competence.

All members of the team should encourage opportunities to approach people from a basis of respect and dignity, enabling prejudices and assumptions to be replaced with an openness that aims to cultivate friendships between two cultures.

Endeavour to use the terms '*Nationals*' or '*Locals*' when referring to the people from the host country. Other terms can easily offend.

## **Relationships**

Rotary can neither condone nor condemn emotional attraction that may develop between team members. Being in a different environment and in close proximity, the occasion may arise that two people become attracted to one another. It is advised that serious consideration for possible consequences be undertaken before indulging in an intimate relationship while working on a project. Should such a situation eventuate, then please be totally discreet and avoid the public display of such interaction. Be aware also that such relationships can fracture the close working harmony of the team and prejudice the ultimate objective of the project.

## **Travel Documents**

### **PASSPORT**

A current passport is required. If you do not have a passport, visit your local Australia Post Office, obtain an application form, fill it out and return to the Post Office. They will advise the next steps to take. A current passport means a passport that does not expire for a minimum of six months after your planned return flight home.

Take a photocopy of your passport and a spare passport photo with you in case you lose or have your passport stolen.

### **VISA**

For many countries, a visa is necessary. Check with your travel agent for the regulations that apply for the country to which you are travelling. If a visa needs to be issued before departure, complete the application, sign, attach a passport size photo and submit it to the appropriate authority, allowing adequate time for the application to be processed.

## **Air Flights**

All air bookings must be made in consultation with the Project Manager and Team Leader, to coincide with the work on the project, but allowing for any additional period of sightseeing.

It is YOUR responsibility to ensure that you are aware of the final arrangements.

Departure Tax in Australia is included in your airfare costs. In some countries arrival and departure tax will need to be paid at local airports.

Ensure that you keep your passport, visas, air tickets and cash secure at all times.

## Health

Please observe the warnings about maintaining good health in an environment that may differ remarkably from that usually experienced. Much of the following advice comes from medical practitioners in tropical areas, official health departments and returned volunteers.

Read the information and discuss it with your General Practitioner.

### **PERSONAL MEDICATION**

A doctor may not be readily available, so remember to take with you:

Anti-malarial tablets	Prickly heat powder
Anti diarrhoea medication	Panadol
Betadyne antiseptic (or similar)	Non-stick Dressings
Cicatrion powder (invaluable for cuts)	Tweezers (for splinters)
Insect repellent	Sunscreen and sunburn cream
Other personal medication	

### **MALARIA**

Considerable information is available on the care required when living in an area prone to malaria. Discuss the most appropriate anti-malaria treatment available, with your GP.

Remember some anti-malarial tablets are required to be taken for two weeks prior to your departure, while you are out of the country and for four weeks after your return. Again, check with your GP.

Insecticide treated mosquito nets are available and should be considered as part of your travel kit. If you don't get bitten, you won't get malaria.

### **TETANUS, HEPATITIS, TYPHOID, CHOLERA AND POLIO**

Discuss the need for immunisations or boosters, with your GP.

### **WATER**

A safe, potable water supply is something we, in most parts of Australia, take for granted. In developing countries, for good health, it is essential that safe water is not taken for granted, particularly in the bush. If in doubt, **BOIL or STERILISE** is a safe practice. Chlorine tablets are readily available at chemists in Australia.

### **FEVER**

Fever is a warning!! If you develop fever (high temperature) medical advice should be sought immediately.

### **CUTS and ABRASIONS**

All cuts require treatment in the tropics. Treat with an antiseptic and cover with a non-stick dressing to allow the wound to 'breathe'. Do not seal with Band-Aids.

## **National Policy on Tax Deductibility of Donations by Project Volunteers**

In the past, RAWCS offered project volunteers an avenue to access tax deductibility for expenses that are incurred when **volunteering** on any RAWCS project.

Recently, the RAWCS Board conducted a review of donations made to the Overseas Aid Fund and is of the opinion, that, when an arrangement is made to incur expenses for the benefit of the donor, donations do not qualify for tax deductibility under the current taxation laws.

The Board is seeking further clarification, but in the meantime, has directed that, from 1 July 2012, RAWCS cease issuing tax deductible receipts for donations where the donor seeks to derive any form of benefit from the donation.

## **Volunteer Insurance**

Volunteers are covered for travel insurance that may include recreation/holiday travel to a maximum of 90 days by Rotary Australia Group Accident & Travel Insurance Cover (currently ACE Insurance Limited - Policy number -04FX004340). This coverage is arranged by the Regional RAWCS Project Volunteer Coordinators.

All volunteers must give a reasonable time to the RAWCS Project compared to the recreation/holiday component of their travel before their Regional Volunteer Coordinator will approve the insurance coverage. If the Regional Coordinator refuses insurance coverage then the volunteer must purchase their own insurance policy and provide their RAWCS Regional Project Volunteer Coordinator with a copy of their policy before departure.

**The maximum coverage of 90 days must not be exceeded by any volunteer.**

Any RAWCS volunteer remaining overseas longer than 90 days must purchase their own insurance policy and provide their RAWCS Regional Project Volunteer Coordinator with a copy of their policy before departure.

## **Lifestyle Issues**

### **ROLES AND RESPONSIBILITIES**

While Rotary cannot control the behaviour of team members, it is expected that all members will treat each other with the utmost respect during the period they are working together. It is hoped that the period will be one of camaraderie and an expansion of the Rotary family as team members may be from several different parts of Australia. If conflict arises, please defer to the team leader for resolution. Avoid exacerbating the situation by attempting to resolve the issue if it becomes too emotional. If the team leader is unable to resolve the issue with the parties involved, the project coordinator or assistant project coordinators are available and should be consulted without hesitation.

The success of the team depends on working together and maintaining the team synergy. Avoid splitting the team by creating a we/they atmosphere or planning activities that forcibly exclude certain members.

### **FAREWELL**

It is a requirement for the Team Leader and/or Project Manager to brief each team before departure and also to farewell each team, wherever possible. You will be advised of the date and venue for the briefing.

## **MAIL**

If you thought that mail in Australia was slow, in some countries, mail moves at a veritable crawl, if at all. Please advise your family and friends that they should not be concerned if they do not receive any mail from you.

## **READING MATTER**

It is suggested that you take some reading matter with you. Australian newspapers and magazines are always welcomed by people already at the site. A pack of playing cards is a great standby. Do not take any publication which could be offensive to the community in which you will be living.

## **CLOTHING**

There is a separate clothing sheet attached. Many past teams, having worn old clothing and footwear at the work site, have given these to the locals, when leaving the site. People with experience in the tropics advise that volunteers should be dressed modestly at **ALL** times. You also need to have clothing to protect from the sun and insects (mosquitoes in particular).

## **SECURITY**

Any large town or city in any part of the world can be a dangerous place, particularly if you are foolish enough to wander around after dark. The old rule of common sense applies.

## **LIQUOR**

Two words: **RESTRAINT** and **DISCRETION**.

On some sites, alcohol is strictly forbidden and you are expected to respect local customs. On others, permits are required to take alcohol with you.

If you are staying overnight at any Church, Missionary or other guest house, please remember these places are **NOT** hotels. Be cautious about drinking alcoholic liquor or using offensive language while you are staying there. Check with your Team Leader as to the best approach to any social drinking.

## **DRIVING**

In some overseas countries driving conditions are much more hazardous than they look, not so much from speeding traffic, but from the unexpected nature of peculiar hazards on the road, people appearing out of nowhere, animals wandering the roads and pedestrian indifference. Therefore, it is recommended, that you **DO NOT DRIVE** a vehicle.

It's not difficult, particularly in provincial towns, to hire a vehicle and driver. If at all possible, use a known and reliable national. If it's absolutely necessary, always..... **DRIVE WITH EXTREME CARE**.

## **PRESENTS**

In the past, many team members have taken quantities of sweets (preferably individually wrapped varieties e.g. Minties) (chocolates definitely a NO-NO), balloons, etc, to give to the children at the work site, but you do not really have to bribe people to win friends amongst the kids. The friendliness and delightful curiosity of the village children is one of the great rewards for having joined a RAWCS Volunteer Team. Frisbees are great fun, take along a few. All children enjoy balls; deflate them and take a pump. Children's books, suitable to the age of the children where you will be working, are always appreciated. Photographs of you and your home and family are always well received.

## **PERSONAL GIFTS**

Maybe you would like to take a few small personal gifts that you may wish to give to some of the Nationals who have helped you, not only on the job, but personally.

The following are some suggestions: rulers, pencils, ballpoint pens, tennis balls, first aid equipment, T shirts. These can be distributed at the end of the visit.

## **MONEY**

You can obtain information on exchange rates for various countries from your bank before you depart.

Make sure you take some local currency with you if you can purchase it in Australia. Give the bank plenty of time to arrange it for you or purchase it from the Foreign Exchange Booth at the International Departure Lounge.

You will need sufficient ready cash if you are staying overnight in the point of arrival for such things as taxis, meals, sighting, etc. Again check with your team leader about these extras.

It is also suggested that you wear a money belt, as this is much safer than having money or documents in your hip pocket.

## **HOSPITALITY**

Please do not expect personal assistance from Rotary Clubs in the recipient countries. These clubs are small in numbers and see many volunteers passing through.

However, please MAKE-UP if you can, and in particular, where possible at meetings of the sponsor Rotary Club. Both Rotarian and non-Rotarians will be made most welcome at the regular meetings. Endeavour to inform the club of your intended visit as catering is always critical with small clubs.

## **EMERGENCIES**

Please make sure your family knows whom to contact, both in Australia and in the recipient country. Some sites are NOT contactable by telephone. If your family needs to contact you while you are away, please advise them to do it through your Regional Project Volunteer Coordinator.

## **FRUSTRATIONS**

This is a difficult subject, but it is one that is ever present in developing countries. Supply and transport of materials is a difficult problem. Remember the people, with whom you will be coming into contact, are constantly living with this problem.

If you think that your time is being wasted through delays, the lack of equipment and declining support from the local community, then please exercise patience and look to inventive strategies.

**IMPATIENCE SOLVES ABSOLUTELY NOTHING.... BE TOLERANT.**

## **PHOTOGRAPHS**

At least one member of the team should take responsibility of providing photographs for the Regional Project Volunteer Coordinator for use in further promotion of RAWCS projects.

Protect your camera, particularly from humidity if you are in the tropics.

## **LANGUAGE**

Wherever you go you will find that some English is spoken by a few. The locals will probably try to teach you some of their language. If you listen carefully you can pick it up quite easily.

## **HARD PHYSICAL EXERCISE**

This may be the biggest cause for you to worry about, particularly for those not used to working in the tropics. Do not try to outpace the youngest or fittest member of the team or any of the locals, who are used to the climate.

A higher than usual intake of sugar and salt (Glucodin) can assist in reducing heat exhaustion. Drink plenty of fluids. It is important to seek out pure water for drinking, bearing in mind that water storages are not always considered hygienic. The boiling of water and use of sterilising tablets should be considered. Eat only cooked vegetables and peel fresh fruit before eating. Establish an important habit of always washing well before taking meals.

## **HOME AGAIN**

Should there be any signs of fever during the first weeks after you return home, contact your General Practitioner. Please advise your team leader of any illness that has developed; he/she will contact other team members, as one of them may also need medical treatment.

## **RAWCS VOLUNTEER APPLICATION FORMS**

- 1) At least 1 month before the team departs, all orders for RAWCS shirts and badges must be placed with the Regional Project Volunteer Coordinator.
- 2) Volunteers must fill out all parts of the Project Volunteer Application and return it to the TEAM Leader, at least 18 days before departure – .

Volunteer Application Form (VAP)

Part 1 (pages 1 and 2) – Volunteer Proposal – to be signed by the Volunteer and the President of the Sponsor Club

Part 2 – Volunteer Agreement – to be signed by the Volunteer and Project Manager or Team Leader

Part 3 – Volunteer Release and Waiver of Liability – to be signed by the Volunteer and a witness

Part 4 – Medical Certificate – to be signed by the Volunteer and a Doctor.

*If a Volunteer is under 18 years of age the forms must also be signed by a Parent or Guardian*

*Volunteers must conform with the policy of Rotary International and RAWCS on the protection of children and the laws of the state. Full details can be found in the RAWCS Manual – Youth Abuse and Harassment Prevention Policy.*

*When a project involves children under 18 years of age, a Volunteer is required to submit the Volunteer Information required by the state of residence – details are available from your Regional Coordinator.*

- 3) At least 14 days before the team departs, the Team Leader, after collecting each Project Application Form and ensuring that all details are complete and all pages are signed by the relevant people, forwards all forms to the Regional Project Volunteer Coordinator.
- 4) At least 14 days before the team departs, the Risk Management Assessment, should be completed and forwarded to the Regional Project Volunteer Coordinator.
- 5) Team Leader Report Forms and Time Sheets need to be sent to the District RAWCS Chairperson & Regional Volunteer Coordinator within 14 days of a team returning home.
- 6) Project Manager Annual Report Forms for all currently registered projects are required to be sent to the Regional Coordinator and National Volunteer Coordinator by 31<sup>st</sup> July each year. Failure to do so may mean that your project might cease to be registered as a RAWCS project.

These forms can all be downloaded from the RAWCS website: [www.rawcs.com.au](http://www.rawcs.com.au)

**RAWCS VOLUNTEERS – BUILDERS OF INTERNATIONAL GOODWILL**

## PERSONAL REQUIREMENTS

1. Luggage Allowance is 20 kg per person unless otherwise advised.
2. Pillows, blankets and food may be provided by the recipient organisation, sometimes for a moderate charge. Your Team Leader will make enquiries and advise if pillows, blankets or camping gear, need to be taken with you and what arrangements have been made for food.
3. Take your favourite hammer, pencils, tape measure, ruler, slim taper files, flat files, square, sandpaper, etc. Consider leaving those you do not need, for the next team or for a local to use.
4. Please sharpen any site tools before you leave so the following team does not waste time doing the sharpening.
5. A copy of Customs Regulations may be obtained in Australia, at your departure point.
6. If you observe the precautions and take all reasonable care you will have a very rewarding trip. On your return spread the good word among your friends and your local Rotary Club.

## CLOTHING AND PERSONAL REQUIREMENTS

All clothing should be drip dry.

### **MEN:** Suggestions

- Three sets of work clothes, with a preference for shorts and long sleeved shirts; long socks, some may prefer long trousers
- One pair of long trousers and long sleeve shirt for evening wear and insect protection
- One jumper (nights can get cold in many areas)
- Handkerchiefs
- Three sets of underwear
- Pyjamas
- Boots -- it becomes very wet and muddy at times
- Lightweight socks
- One lightweight nylon or plastic raincoat
- Canvas hat
- Shaving gear

### **WOMEN:** Suggestions

- Three sets of underwear
- Four or five cotton frocks or trousers and shirts (including at least one with long sleeves)
- Jumper or cardigan for evenings
- Shoes and sandals
- Nylon or plastic raincoat
- Canvas or towelling hat

*Note 1 – Short shorts and bikinis are **not** recommended*

*Note 2 - Care needs to be taken of the requirements of a different culture. In some countries, all garments must have long sleeves and head scarves must be worn.*

### **EVERYONE:**

Some of these items may be provided by the recipient organisation, however, to be sure, you are asked to be adequately prepared for any contingency.

- Two towels
- Two single sheets or one double sheet
- Knife, fork, spoon, teaspoon
- Simple medical / first aid requirements
- Camera, spare batteries and films (where applicable)
- Two tea-towels
- Two pillowcases
- Small frypan, plate, bowl, cup
- Good quality torch and spare batteries

## **OCCUPATIONAL HEALTH AND SAFETY**

### **Responsibility**

Rotary leaders at club, district and organisation level are expected to implement health and safety procedures for all activities undertaken by ensuring that:

(a) All participants are :

- \* aware of and comply with all statutory health and safety requirements;
- \* provided with adequate training to discharge their statutory responsibilities;
- \* provided with training and supervision to enable them to carry out their tasks in a safe manner.

(b) All non participants are :

- \* provided with adequate information in regard to health and safety requirements;
- \* kept away from areas of potential hazard.

(c) All incidents or accidents, bodily injuries, including minor injuries, site related illness, chemical spills, property damage, dangerous occurrences, or near miss incidents are reported to the Team Leader and investigated promptly.

Details of the incident, those involved and witness statement must be recorded and maintained in the district/club/organisation files; the necessary corrective action initiated and, where required, the appropriate reporting action taken. No one should attempt to treat an ailment on his/her own.

### **Orientation to Work Environment**

All volunteers receive an orientation on the tasks to be performed both at home and upon arrival at the project site. Individual task assignment is based on both professional and physical abilities. A plumber would only be assigned to the plumbing if there is plumbing to be done and he/she has agreed to perform those assigned task. A volunteer dentist might find himself painting and so on. Women work alongside the men performing varied tasks as required.

Please note that women volunteers are not automatically assigned kitchen duties. All volunteers share equally in the performance of tasks related to the Project.

### **Drugs and Alcohol Consumption**

If a volunteer is taking any medication which causes side effects or adversely affect alertness or balance or sense of judgement or in any way, he/she is to notify team leader immediately and should refrain from activities whereby he/she could cause injury to others.

The consumption of alcohol or hallucinatory substances (kava) while at the site is strictly forbidden. Individuals using such substances not only risk his/her welfare and that of those around but also could give cause to being asked to leave the team and return to Australia.

### **Discrimination**

All volunteers are asked to respect the differences of others. No one individual may be singled out because of sex, race, colour, creed or nationality. Any form of sexual harassment is not tolerated. If there are any matters pertaining to discrimination they should be brought to the attention of the team leader, immediately and then, if deemed serious enough by the team leader the Regional Project Volunteer Coordinator must be notified.

### **Grounds for Immediate Return Home**

Although the likelihood of being asked to leave the team is remote, nonetheless, there are grounds for dismissal if a volunteer is found to be aggressive, verbally abusive, consuming drugs, alcohol on site or sexually abusing team members or locals. As the Rotary insurance does not cover a volunteer once dismissed from the team, that volunteer will be escorted to the airport to catch the next available flight home and will have to pay any additional costs involved.

### **Tool and Equipment Handling**

Although basic tools may be available, a specialist volunteer may be asked to bring personal tools. It is imperative that all volunteers receive an orientation to safe tool handling, especially those who have no experiences working with tools. A demonstration is essential, especially for hammers, saws and all power tools. Also, when using existing equipment on site, check and insure that they are working properly and that all leads are properly insulated. Existing ladders, if old and unstable, could become fall hazards, so they need to be properly checked before using them. It's good practice to have another volunteer stabilise a ladder when someone is climbing or descending. An inexperienced volunteer who feels uncomfortable using a specific tool should make it clear to the team leader that he/she either needs more training or would prefer to be assigned to another task. Improvised and modified equipment should have the approval of the team leader before usage.

### **Personal Protective Equipment**

It is imperative that the volunteer is not exposed to easily preventable hazards, e.g. using a hammer without eye protection, a power saw would require eye protection, ear protection and possibly gloves. The team leader should do a risk assessment of each volunteer's work related tasks.

## **RISK MANAGEMENT**

Rotary has a duty of care to its members and in certain circumstances, to members of the public and must make reasonable endeavours to ensure due diligence with respect to public safety. Statutory obligations and the common-law duty of care apply to all Rotarians, Rotary Clubs and other Rotary organisations in the conduct of any activity undertaken by them.

Therefore the primary objectives of a risk assessment are to:

#### **Identify**

Each major or significant task or activity associated with the work is itemised and the hazards and potential consequences associated with each task are identified.

#### **Assess**

A primary goal should be to eliminate hazards associated with tasks and activities, which have a hazard rating of 1, 2, or 3. These should be a major focus of the risk assessment.

## Hazard Rating Table

	LIKELIHOOD OF OCCURRENCE			
<b>WHAT DAMAGE COULD IT CAUSE?</b>	Very Likely could happen any time	Likely could happen sometime	Unlikely could happen but only rarely	Very unlikely could happen but probably never will
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

There are two aspects to determining a hazard rating. The first step is determining how severely a hazard could damage someone. Decide if the hazard could:

- Kill or cause permanent disability or ill health;
- Cause long term illness or serious injury;
- Cause someone to need medical attention and be off work for several days;
- Cause someone to need first aid.

The second aspect in determining a hazard rating is likelihood. That is, deciding whether damage from a hazard is likely to be that bad. What is the likelihood of this happening?

- 'very likely' (ie. it could happen anytime)
- 'likely' (ie. it could happen sometime)
- 'unlikely' (ie. it could happen but only rarely) or it is
- 'very unlikely' (ie. it could happen but probably never will)

After you have decided on how severely the hazard could hurt and the likelihood of the damage from the hazard being that bad, select the corresponding number in the Hazard Rating table on the previous page. Record this number under 'Hazard Rating' in the team leader's diary or logbook.

**Controls**

The most effective way of controlling hazards is to eliminate them altogether; for example, use a different and less dangerous piece of equipment or technique.

Other less effective ways of managing hazards include safer chemicals, changing work methods and using Personal Protective Equipment (PPE).

Permanent solutions, like removing the hazard altogether, are better than temporary ones and wherever possible the most effective permanent solution should be sought.

**Risk Assessment**

The sample form provided is to be used as a guide only. The Risk Assessment form is to be completed with the volunteer to assist Rotary Volunteers in the identifying and assessing risks associated with all tasks to be completed. The controls determined must be fully understood by each volunteer and where applicable demonstrated clearly. The volunteer is required to sign, by way of acknowledging, each sheet associated with their tasks.

**Rotary Hazard Identification, Analysis and Control**  
**(Use separate form for each hazard)**

1. Describe the potential hazard or danger.
  
2. Who could be affected by the hazard or danger?
  
3. How could they be affected?
  
4. Has the potential hazard or danger occurred previously? If 'yes' then detail when and how, with consequent outcomes.
  
5. Has the potential hazard or danger occurred previously? If 'yes' then detail when and how with consequent outcomes.
  
6. What is the likelihood of the potential hazard or danger occurring now or in the future?
  
7. What action / steps can be taken to:
  - a. remove or eliminate the hazard or danger?
  
  - b. isolate the source of danger or hazard?
  
  - c. reduce the likelihood of repetition?
  
  - d. reduce the seriousness of the impact if it happens again?
  
8. If the hazard or danger cannot be removed or eliminated, will the steps being taken to reduce the likelihood of occurrence or the seriousness of the result, reduce the risk to an acceptable level?
  
9. If the risk has not been reduced to an acceptable level and the activity is to continue, it is essential that the District Insurance Officer be advised in order to obtain prior agreement from the Insurer. Failure to do so could invalidate the insurance cover for the activity.

Date .....Prepared by .....

### **References:**

[www.smartraveller.gov.au](http://www.smartraveller.gov.au)

For information on conditions within a country.

[www.rawcs.com.au](http://www.rawcs.com.au)

For information on Volunteers and Funding Projects and all forms

### **REFERENCE MATERIALS**

The following materials are available, for your information and assistance, on the RAWCS website [www.rawcs.com.au](http://www.rawcs.com.au) or from your Regional Project Volunteer Coordinator

**Project Volunteer Information Manual** : Revised August 2012. Outlines the preparations, duties, concerns and issues for people considering joining a Project Volunteer project

**Team Leaders Information Manual** : Revised August 2012. Offers advice and instruction to Team Leaders preparing teams for overseas work projects

**District Chairperson Information Manual** : Revised in August 2012. Outlines the duties and responsibilities of the District Chairperson

**Regional Project Volunteer Coordinator Manual** : Revised in August 2012. Outlines the duties and responsibilities of the Regional Project Volunteer Coordinator

**RAWCS Policy on Youth Abuse and Harassment** : August 2012. Outlines the policy of Rotary International and RAWCS.

## **THE FOUR WAY TEST**

**Of the things we think, say and do**

- 1. Is it the TRUTH ?**
- 2. Is it FAIR to all concerned ?**
- 3. Will it build GOODWILL and BETTER FRIENDSHIP ?**
- 4. Will it be BENEFICIAL to all concerned ?**