

University of South Australia



**Workers Compensation Insurance Guideline
For Staff who Participate in
Volunteer Work**

September 2019

PURPOSE:

To provide worker's compensation insurance information for circumstances where people perform work that is not within their position description and is described as volunteer work or other voluntary activity.

SCOPE:

The guideline includes UniSA staff volunteering in the following situations:

1. UniSA graduation ceremonies
2. Open day events
3. Tour Down Under
4. Vice Chancellor Cup
5. Fund raising events
6. Sports or social events
7. Marketing events

PRINCIPLES

1. The voluntary work is authorised by a line manager responsible for the associated work or activity.
2. Consideration has been given to risk and any identified hazards have been managed.

Event	Insurance	Comments
Graduation ceremonies	All staff are covered by UniSA's worker's compensation because the duties are associated with University core business.	While it is not a requirement to seek approval from a line manager as a courtesy an employee should advise their supervisor.
Open day	All staff are covered by UniSA's worker's compensation because the duties are associated with University core business.	Staff should advise the organising unit if they require any adjustments to the environment to enable them to participate.
Tour Down Under	Staff are not covered by worker's compensation as the Tour is not out of or in the course of UniSA business. The exception is if the staff participate at the direction of their manager or if they are part of the organising unit.	Staff participating in the race are responsible for their own preparation and getting to and from the location.
VC Cup	The staff involvement in VC Cup activities will be covered under our Journey policy if they take place during an authorised meal break. Participating in VC Cup activities in other times outside of this are not covered.	This has been confirmed by our insurer.
Fund raising	Staff are generally not covered by worker's compensation	Unless part of the key responsibilities of the role – Coordinator: Student Volunteering or in a supervisory capacity at a fundraising/volunteering event. If the fundraising activity is undertaken due to manager's direction, then this may be covered. See below re sports or social events.
Sports or social events	Participation by staff is generally not covered by worker's compensation	The Return to Work Act 2014 does not cover sporting or social events unless participation is undertaken at the direction or request of the University. The factual circumstances of any claim will be considered if a claim is made and only at that time will a decision be made as to whether any injury sustained at a sports or social event is compensable.
Marketing events	All staff are covered by UniSA's worker's compensation because the duties are associated with University core business.	

Please contact Associate Director: Wellbeing and Employee Benefits with any questions
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