



ABN 37 739 341 003

PROJECT VOLUNTEER INFORMATION MANUAL

Revised September 2017

PROJECT VOLUNTEERS

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

1. **CLUB SERVICE**
2. **COMMUNITY SERVICE**
3. **VOCA TIONAL 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 around the world. 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 the assistance given by RAWCS Volunteer Teams, many developing country communities would not have the 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. This speaks highly of the value of these unique, practical activities planned and resourced by sponsoring Australian Rotary Clubs to developing countries*

Each year more than 1000 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 usually required to fund their own costs of travel, accommodation and living expenses, in some instances, Rotary Clubs or other organisations may provide some assistance. In many locations volunteers must be able to cope with challenging work 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 the Australian Charities & Not-for-Profits Commission (ACNC) and the Australian Tax Office (ATO).*

Our volunteers work overseas on Rotary Australia Overseas Aid Fund (RAOAF) projects in developing countries. Our other activities are:

- *Rotary Australia Trust Fund*
- *Rotary Australia Benevolent Society (RABS)*
- *Rotary Australia Compassionate Grants (RACG)*
- *Rotary Australia Disaster Relief (RADF)*
- *Rotary Australia Developed Countries Disaster Fund (DCDF)*
- *Donations in Kind (DIK)*
- *Project Funding*
- *Rotarians Against Malaria (RAM)*
- *Safe Water and Sanitation Saves Lives (SWSSL)*

In 2015-16 RAWCS Ltd. was listed as the tenth largest provider of Overseas Aid from Australia.

*Please tell your friends about RAWCS. 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**

PROJECT CONTACTS

Project Name	
Project No.	
Country	
Project Manager	
Proposed dates	
Team Leader	
Email Address	
Phone No.	
Mobile No.	
Other Contacts	

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 community and village facilities.

Teams, under the leadership of a knowledgeable Rotarian Project Manager and Team Leader, 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 by the Project Manager to determine health, most recent security knowledge, housing, safety, catering and finances prior to the calling for team members.
2. Travel may be organised by Team Leaders through reputable agents offering best fare packages.
3. Current Passports with at least 6 month's validity at date of departure 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 by active participation on a team, but who appreciate the aims of the program, we welcome support of the project by cash donations to the “Rotary Australia Overseas Aid Fund”. This can be of immeasurable benefit to the continuation of the Volunteer projects.
9. All Donations to the Rotary Australia Overseas Aid Fund, for an approved RAWCS project, are recognised by the issue of tax deductible receipts.

Cultural Differences

Some time 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 Team Leader as well as 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 this information and discuss it with your General Practitioner (GP).

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
Cicatrin 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.

Policy on Volunteer Travel and Accommodation Costs

Project Managers and their Project Committee shall not allow arrangements in any form that allow for free travel or accommodation for themselves to administer the project. In no way can any RAWCS administrator be seen as benefiting from their position.

This includes knowingly, allowing donors who receive a tax-deductible receipt for their donation to then receive a benefit from their donation by way of their cost of travel, accommodation or food while working on the project.

Where a Project Committee requires employees or volunteers who have made NO donation to RAWCS Ltd. online donation facility, the airfares, accommodation and food can be paid for from funds held in their RAWCS project account. **They must be able to ensure that none of those personnel have made a donation to the project.**

This also includes arrangements with airlines to purchase multiple tickets for teams to receive and accumulate free air tickets for use by the Project Committee. Breaches of this policy may result in the project being suspended or deregistered.

Sponsoring Rotary Clubs or Districts are encouraged to accept the role of administering funds provided by the volunteer for payment of their airfares, other travel, accommodation and food requirements that cannot be deposited into the RAWCS Online Donation facility. **These funds cannot receive receipts that provide tax deductibility.**

Policy on the Distribution of Donated Goods (Australia & Overseas)

All Project Managers and Project Committees have a responsibility to honour the intent of goods that are donated in Australia for charitable purposes.

RAWCS does not and will not condone the misappropriation or on-selling of the donated goods either in Australia or other countries for personal gain or to other organisations for commercial profit.

The donated goods must be distributed for community and personal use at no charge or fee by the organisation or the Rotary Club receiving them.

Due diligence must be undertaken to ensure that beneficiaries distribute the donated goods in accordance with the charitable intent. Breaches of this policy may result in the project being suspended or deregistered.

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 Chubb Insurance Limited - Policy number - 04PO003900). 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. The recreational/holiday component must not exceed 60 days.

If the Regional Coordinator refuses insurance coverage or the Volunteer requires additional 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 manager or deputy project manager 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, sight-seeing 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 attend any local Rotary Club meeting and 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 Project Manager and 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 Team Leader to use in the Team Report, used for promotion of RAWCS projects.

Protect your camera or phone, 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.

HOW TO REGISTER AS A RAWCS VOLUNTEER

Each volunteer will need to supply the Project Manager or Team Leader:

- A private email address that cannot be used by any other RAWCS volunteer.
- Your full name as it appears in your passport.
- The given name you prefer to be known as.
- Your occupation or previous occupation if retired
- Estimate of the airfare, travel, accommodation and food costs for the trip

All RAWCS Volunteers must leave from and return to a place of residence in Australia to be eligible to be covered by the Rotary Australia Travel Insurance.

When volunteers have completed their online registration documentation they are emailed a copy of the [Travel Insurance Policy Summary](#) and the [Chubb Assistance Card](#) that gives details of how to contact the Insurance Company in an emergency and to make a claim if required, through your sponsoring Rotary District Insurance Officer.

For a complete explanation about how to register and complete the online documentation please click on this link - [Volunteer](#)

For a PowerPoint Presentation on how a volunteer completes their registration please click on the link below:

[How a volunteer registers their details](#)

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
- Boots -- it becomes very wet and muddy at times
- Lightweight socks
- 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
- Boots, shoes or sandals
- Nylon or plastic raincoat
- Tissues

*Note1 – 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.

- Pyjamas
- One lightweight nylon or plastic raincoat
- Canvas or towelling hat
- Towel
- Two single sheets or one double sheet
- One pillowcase
- One tea-towel
- Knife, fork, spoon, teaspoon
- Small frypan, plate, bowl, cup
- Simple medical / first aid requirements
- Camera/mobile phone, spare batteries and films (where applicable)
- 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, reported in the Team Leaders Report 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 injure to others.

The consumption of alcohol or halucinary 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			
WHAT DAMAGE COULD IT CAUSE?	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 the Team Leader or Project Manager 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.

DatePrepared by

References:

www.smartraveller.gov.au

For information on conditions within a country.

<http://rawcs.org.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 <http://rawcs.org.au/> or from your Regional Project Volunteer Coordinator

Project Volunteer Information Manual : Revised September 2017. Outlines the preparations, duties, concerns and issues for people considering joining a Project Volunteer project

Team Leaders Information Manual : Revised September 2017. Offers advice and instruction to Team Leaders preparing teams for overseas work projects

District Chairperson Information Manual : Revised in September 2017. Outlines the duties and responsibilities of the District Chairperson

Regional Project Volunteer Coordinator Manual : Revised in September 2017. Outlines the duties and responsibilities of the Regional Project Volunteer Coordinator

RAWCS Policy on Youth Abuse and Harassment : April 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 ?**