

**POLICY & PROCEDURES DOCUMENT**

**POLICY TITLE:** HOURS OF DUTY POLICY

**POLICY NUMBER:** 6.3

**POLICY STATEMENT:**

*The Lyell McEwin Regional Volunteer Association is committed to ensuring the safety of all its workforce through the development of clear guidelines surrounding working hours and conditions.*

**EXPECTED OUTCOMES:**

1. All volunteers are clear about the number of hours and shifts they are safely able to work
2. Minimisation of the risk of exploitation of volunteer workers
3. Clearly documented protocols for completing additional shifts
4. Minimisation of Risk Management issues due to fatigue etc

**PROCEDURES (To implement Policy)**

1. The ***maximum number of hours*** which can be worked by any volunteer on any one shift shall be nine (9) hours
2. The ***maximum number of days (or part days)*** that volunteers shall be on site each week shall be three (3), unless specific arrangements have been made with the Area Manager or Executive Officer
3. ***No volunteer shall work a period greater than 5 hours*** before being required to take at least a half an hour meal break
4. Volunteers shall ***only complete shifts which have been approved*** and rostered / requested by the Area Manager. Volunteers wishing to work additional shifts shall gain permission from the Area Manager *prior* to arriving for the shift
5. Where volunteers have been approved to work longer hours than those stipulated above, a note shall be made in their personnel file in the database

Policy adopted by Board of Governance: 18<sup>th</sup> April 2001  
Last reviewed June 2011