



Australian Government

**jobactive**  
work for the dole

## Health and safety for Work for the Dole Activities— information for host organisations

Work for the Dole is part of jobactive. It is a work experience program which places job seekers in activities where they can gain skills, experience and confidence to move from welfare to work while giving back to their community.

The health and safety of Work for the Dole participants is important.

### What are my work health and safety responsibilities?

As the host of a Work for the Dole Activity, you have the same responsibilities as you would ordinarily do for your employees, volunteers or members of the public. For your Work for the Dole participants you must ensure that your workplace and the activity they carry out meet all work health and safety obligations under relevant legislation and program requirements.

As the host of a Work for the Dole Activity, you must:

- comply with your state or territory's work health and safety laws
- ensure the health and safety of Work for the Dole participants
- take all reasonable care to avoid the risk of harm to participants and others
- provide appropriate instruction, training and supervision
- provide adequate facilities and equipment, such as drinking water, shade, toilets, and personal protective equipment (if required)
- advise Work for the Dole participants to follow any instructions and work systems you have in place, including reporting hazards to their supervisors as soon as they see them

- ensure Work for the Dole participants know what to do and who to talk to if they have a concern
- respond appropriately to all work health and safety accidents and incidents
- immediately report any accident or incident to your jobactive provider
- keep information and records about work safety, including incident reports and training records as required by law
- work collaboratively with jobactive providers in relation to risk assessments and other safety related matters.

### Who else is involved in workplace health and safety for my Work for the Dole Activity?

jobactive providers and participants all play a role in ensuring activities are safe. For example:

- your jobactive provider will conduct a risk assessment for your activity. This will identify risks of the activity and the steps to be taken to address them
- jobactive providers will conduct a risk assessment for each participant they refer to you
- jobactive providers are required to notify the Department of Jobs and Small Business (the department) and its insurers within 24 hours of any incident or near miss involving a Work for the Dole Activity
- participants should take reasonable care to avoid harm to themselves and others.

## Do I need insurance?

Host organisations must hold current and appropriate insurance to cover any risks associated with the Work for the Dole Activity. It is recommended that, at a minimum, host organisations have public liability insurance, with a limit of indemnity of at least \$10 million for each and every occurrence and any other insurances as required by law.

The Australian Government has purchased personal accident insurance and combined public and/or products liability insurance to cover job seekers participating in Work for the Dole Activities.

The personal accident policy is not a workers' compensation policy. Participants in Work for the Dole Activities do not generally qualify for workers' compensation.

For Work for the Dole - Community Support Projects, the Australian Government has also purchased insurance coverage for owners and land lease holders of private property and farms to cover situations where their own public liability insurance does not provide cover for participants.

## What happens if there is an incident on my Work for the Dole Activity?

You must inform the relevant jobactive provider immediately if there is an incident or near miss involving a Work for the Dole participant, an employee delivering or supervising the activity or a member of the public.

Under work health and safety law, you are required to notify your Work Health and Safety Regulator of all notifiable incidents that occur in your workplace. A 'notifiable incident' varies across jurisdictions and includes an incident resulting in someone's death or causing a serious injury or illness, or a dangerous incident that is the direct result of a work environment or work-related activity. You must make yourself aware of the requirements of your jurisdiction.

## What do I need to do if a participant is injured?

If a Work for the Dole participant is injured, you must:

- provide assistance to them and notify any emergency services, if appropriate to do so
- advise the participant to seek medical advice from a legally qualified and registered medical practitioner as soon as possible after sustaining an injury
- immediately record all details (no matter how trivial it may seem at the time) of the incident (location/time) and any witnesses
- immediately notify the relevant jobactive provider who will inform the department and the insurer (do not contact the Government's insurer directly)
- advise your own insurer as appropriate.

## What do I need to do if someone else is injured or their property is damaged during an activity?

You must:

- provide assistance to the injured person and notify any emergency services, if appropriate to do so
- take all reasonable steps, following an accident or loss, to protect any person or property from any further injury, loss or damage
- not admit liability, enter into discussions with third parties, or make any statement implying fault or accepting responsibility. To do otherwise may prejudice your claim with the Insurers whose responsibility is to accept or reject liability
- immediately record all details (no matter how trivial it may seem at the time) of the incident (location/time), any third party who has or may have sustained injury, loss or damage, and any witnesses to the accident or loss
- immediately notify the jobactive provider who will inform the department and the insurers.

### **Want more information?**

- Contact your jobactive provider
- Go to [www.jobs.gov.au/work-dole](http://www.jobs.gov.au/work-dole)
- Call the Employment Services Information Line on 13 62 68\*

### **Do you need help with this fact sheet?**

If you need an interpreter, please call the Translating and Interpreting Service (TIS) on 131 450\* and ask for the Employment Services Information Line on 13 62 68\*.

If you are deaf, or have a hearing or speech impairment you can use the National Relay Service. For more information, visit [www.relayservice.gov.au](http://www.relayservice.gov.au).

*\* Note that call charges apply for calls to '13' numbers from mobile phones*