



## OPERATIONAL CIRCULAR 77/2019

File: D12378

December 2019

### VOLUNTEERING AND FITNESS FOR DUTY

Volunteering in emergency services is extremely important and DFES recognises the strong commitment and vital role volunteers play in servicing their communities.

Volunteers have a duty of care to themselves, their crew and to the wider community to ensure they can safely conduct their volunteering duties. This includes being fully fit to attend incidents and disclose any illness, injury, or condition (including any medication taken) which may impact on their ability to safely carry out tasks and/or could result in further injury or illness.

Volunteers are reminded that they are required to disclose any change in their medical capacity. For example, if you have been certified by a medical practitioner with restricted capacity or unfit for any reason, such as:

- Illness, injury, disability or condition not related to any insurance coverage;
- Workers' Compensation Claim;
- Personal Accident Claim;
- Motor Vehicle Injury Claim;
- Income Protection or Disability Claim; or
- Department of Veteran's Affairs / Defence Claims.

This disclosure should be made to Brigade, Group and Unit leaders, who will notify DFES officers for noting of the information in the Record Management System. Notification shall be made on each and every occasion whenever medical capacity is affected. **This is particularly important in times of deployment, in order to fully assess a volunteer's suitability to be deployed to an inter/intrastate emergency to assist other communities and agencies.** A medical clearance may be required by volunteers prior to recommencing any operational duties.

#### Key Message

Volunteers must inform their BGU Leader when they have been certified with reduced or complete incapacity for any condition, illness or injury as this incapacity may affect their ability to safely operate as a volunteer in an emergency situation.

[SAP 1.1.B – Injury/Illness/Death](#)

**CRAIG WATERS**  
**DEPUTY COMMISSIONER OPERATIONS**

Target Audience: All DFES and Local Government volunteers and their managers.				
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O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
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Page 1 of 1	Dec 2019	Dec 2020	Jonathan.Broomhall@dfes.wa.gov.au	