



# ECU Student Guild

## AMBULANCE TRANSPORTATION COST POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Occupational Health & Safety
<b>POLICY TITLE</b>	<b>Ambulance Transportation Cost Policy</b>
<b>POLICY OWNER</b>	Operations Manager

## Contents

<b>1. INTENT</b>	3
<b>2. ORGANISATIONAL SCOPE</b>	3
<b>3. DEFINITIONS</b>	3
<b>4. OVERVIEW</b>	3
<b>5. POLICY</b>	4
<b>6. RELATED DOCUMENTS</b>	4
<b>7. CONTACT INFORMATION</b>	5
<b>8. APPROVAL HISTORY</b>	5

## 1. INTENT

- 1.1. This policy sets out how the Guild will support Employees and Volunteers that are taken ill whilst engaged in duties on behalf of the Guild where immediate medical support is required.

## 2. ORGANISATIONAL SCOPE

- 2.1. The Ambulance Transportation Cost Policy applies to all Edith Cowan University Employees, volunteers.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
- 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **The Guild** means Edith Cowan University Student Guild.
- 3.7. **Ambulance Transportation Costs** mean any costs associated with the transport of an Employee or Volunteer to a Western Australian Hospital.
- 3.8. **Senate** means the duly elected student representatives of the Guild.
- 3.9. **Volunteer** means any individual engaged with the Guild on a voluntary basis and includes Senators.

## 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.

- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 4.4. All Guild policies will be reviewed annually.

## 5. POLICY

- 5.1. The Guild recognises that some Employees and Volunteers may refuse the calling of an ambulance where they present with high or urgent medical needs due to the cost of Ambulance services and transport to hospital, particularly where private health insurance is not held.
- 5.2. The Guild, as a responsible Employer and in an effort to mitigate the occupational health and safety risk of such occurrences will pay the costs of an Ambulance to a Western Australian Hospital.
- 5.3. Ambulance support and transportation costs will only be supported by the Guild in the following circumstances:
- 5.3.1. Where a valid invoice is presented within 60 days of the event.
- 5.3.2. Where the Employee or Volunteer does not hold appropriate Private Health Insurance with Ambulance cover.
- 5.3.3. For transportation to any Public Hospital in Western Australia as recommended by the St John's Ambulance at the time of support.
- 5.3.4. Where a medical event necessitates the action based on the advice of a trained first aider or on the recommendation of a Triple Zero (000) operative.
- 5.4. Ambulance Transportation Costs will not be paid, under any circumstances, where Employees or Volunteers are not engaged in Guild related activities.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	•
<b>Related Procedure</b>	•
<b>Other Related Documents</b>	•
<b>Related Legislation</b>	•

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	23/08/2021
<b>Original Motion</b>	SM2108/03
<b>Revision History</b>	
<b>Revised by</b>	
<b>Next Revision Date</b>	July 2022