

University of Tasmania

VOLUNTEER CHECKLIST



This form is to be completed by all persons who wish to undertake voluntary projects with the University of Tasmania. The volunteer, in association with the relevant Supervisor, must complete this form before any work is commenced.

Name of volunteer			
Address			
Telephone No.		Mobile No.	
Emergency Contact		Telephone No.	

Project Information:

Budget Centre				
Project Title				
Supervisor				
Period of Project	From		To	
Location of Project				
Description of Project				

Has the volunteer been fully briefed in relation to all aspects of the project? **YES/NO**

Medical Procedures:

If the volunteer is participating in a field trip, then please complete Medical Disclosure and Authorisation Form. Refer to http://www.admin.utas.edu.au/hr/ohs/pol_proc/field.pdf

For other voluntary work:

Does the volunteer have a pre-existing medical condition or injury that would preclude him/her from carrying out all of the duties of the position? **YES/NO**

If the answer to the above question was **YES**, please provide details of the condition

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Is the volunteer on any medication that could affect the operation of the project? **YES/NO**
Supervisor to be advised of any medication volunteers are taking before they are allowed to undertake the project.

If the answer to the above question was **YES**, please provide details of the condition

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If a volunteer is injured or has an accident during the operation of the project he/she must report it immediately to his/her Supervisor. All injuries/accidents to be formally recorded by the Supervisor on appropriate University of Tasmania Accident/Incident Report forms.

Facilities and Equipment to be used by Volunteer (eg: Laboratories, boats, FRV Challenger, computers, workshop equipment, field equipment etc.)

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Has the volunteer used the above equipment before? **YES/NO**

If the answer is **YES**, what experience does the volunteer have (Supervisor to verify evidence of experience, if appropriate):

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If the answer is **NO**, what training needs to be undertaken before the volunteer can use, operate, or take part in the project:

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Safety Checklist: (To be completed by Supervisor and volunteer. If the answer to any of the following questions 1 to 6 is **NO** then a brief explanation is to be provided)

Has the volunteer been made aware of:

1. The University of Tasmania's Occupational Health and Safety policies and procedures? **YES/NO** Refer to http://www.admin.utas.edu.au/hr/ohs/pol_proc/index.html
 2. All Risk Assessments relating to the project? **YES/NO**
 3. Safety Issues relating to project: **YES/NO**
 4. Has safety equipment been issued to the volunteer? **YES/NO**
 5. Does the volunteer understand how to use and operate the safety equipment? **YES/NO**
 6. Does the volunteer understand what action to take in the case of an emergency developing while doing the work? **YES/NO**
 7. Does the volunteer have to drive to and from the project? **YES/NO** If Yes, complete Driver Medical Disclosure Form and read Driving Authorised Vehicles Policy. Refer to http://www.admin.utas.edu.au/hr/ohs/pol_proc/driving.pdf If the volunteer is using a private vehicle, then the University's Personal Accident Insurance Policy may not cover him/her.
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General Conditions:

The volunteer must be advised that he/she is not covered by Workers Compensation Insurance as he/she is not an employee of the University of Tasmania. However, volunteers may be covered under the University's Personal Accident Insurance Policy for injuries sustained whilst involved in authorised activities.

- Volunteers will not receive any remuneration for volunteer work.
- Volunteers must not sub-contract work to any other person.
- Volunteers must obey all reasonable requests made by the Supervisor. If a dispute arises, the volunteer should discuss the issue with the Head of School to which the project relates.
- Volunteers are to be supervised at all times, unless the Supervisor and volunteer are satisfied that the volunteer is capable of safely working alone.
- Volunteers must comply with all security and office regulations in place at the location of the project.
- Volunteer workers shall not represent themselves as employees of the University of Tasmania.
- The University of Tasmania may terminate volunteer work projects at its sole discretion.

Declaration:

I acknowledge that I have read and understand this document in relation to volunteer work projects in authorised activities on behalf of the University of Tasmania. I am required to abide by the Ordinances and Rules of the University of Tasmania. That in the event of an injury which may entitle me to make a claim under the Personal Accident policy, I am responsible for providing all relevant details/documentation relating to the injury so as to facilitate the claims process. I have completed all sections of the document with my Supervisor and I declare that to the best of my knowledge the information given in this form is complete and true.

Volunteer's name:

Volunteer's signature: Date:.....

*** Alternative if the Volunteer is under 18 years of age**

Signature of Parent/Guardian:..... Date:.....

Signature of Supervisor:..... Date:.....
