

# Volunteer Safety Procedure

## (Individual) Volunteer Registration

Any pre-existing health condition(s) which this activity may affect, will need to be communicated to the activity team leader. Further information is only related to health management while on site and nothing else.

### 1. Personal information

Volunteer name:

Address:

Suburb:  Postcode:

Telephone (H)  Telephone (M)

Email:

#### Preferred method of contact (for activity information)

Email  Post  Phone  Best time to call

If you are under the age of 18, this registration must be co-signed by a parent or guardian (see over).

### 2. Emergency contact

Name  Relationship

Telephone (H):  Telephone (M):

### 3. Skills/experience/qualifications

Do you have any specialised skills, experience or qualifications? E.g. First Aid Certificate:

Yes  No

If YES, please provide information:

### 4. Medical information

Do you have any health/medical issues that may affect your participation?

Yes  No

**Management for pre-existing injury or medical condition**

How serious is the medical/injury condition(s) if aggravated?

Not serious, can be self-managed

Could require medical treatment

Could require hospitalisation

Potentially life threatening

What actions, situations or triggers need to be avoided on site?

What is the on-site emergency plan if aggravation occurs?

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**5. Conditions of participation as a DEW volunteer**

I understand and agree with the following that refers to my participation:-

- I will comply with the Department of Environment and Water (DEW) policies, procedures and lawful reasonable instructions as determined by DEW staff. Failure to comply may lead to DEW terminating my involvement with the Department.
- I will comply with DEW’s Work Health and Safety requirements and risk management procedures.
- I will comply with reasonable directions/instructions from either a DEW approved ‘volunteer activity team leader’ or DEW staff while involved in DEW business.
- I will respect the safety and well-being, rights and property of others associated with the activity, and will conduct myself appropriately while involved in DEW business.
- I will not use social media outlets in a manner that denigrates the S.A. Government, DEW staff and/or other individuals.
- Photographs and/or videos taken of me at an activity may be used by DEW for promotional purposes. If I do not wish my photo to be taken at an activity I will convey this to the ‘volunteer activity team leader’ or DEW staff member on the day.
- I understand that I may be required to have a ‘national police check’ or ‘working with children screening check’ for some specific DEW activities.

Name

Signature

Date

Co-signature  
(Parent/Guardian):

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DEW officer

Signature

Date

Comments

