

PWS208

DAILY SIGN ON REGISTER FOR VOLUNTEER GROUPS / ONE-OFF EVENTS

DATE:	PROJECT (NUMBER AND NAME):
REGION/DISTRICT:	

By signing, I state that I have read and agree with the statements below:

I understand that:

- I am covered under the Department's Personal Accident Insurance for the day and hours stated below.
 NB: For insurance reasons, only persons aged 13 years and older can be registered as volunteers (if under 16, they must be supervised by parents or guardian).
- I must work within the scope of the tasks designated and available for this project

I state that:

- I am not receiving worker's compensation or sick leave and I will not participate in any activity that may aggravate a known physical injury or impairment.
- I confirm that I have received and acknowledge Parks and Wildlife's Code of Conduct and Volunteer Health and Safety induction (copies available on request).
- I permit Parks and Wildlife to use my image for non-commercial training or promotional purposes (please indicate otherwise below when signing).

(NB: International volunteers are <u>not</u> covered by the Department's insurance, therefore must have their own travel insurance policy – please attach a copy)

PRINT NAME	DOB	ADDRESS / email	START TIME	END TIME	TOTAL HOURS	SIGNATURE

Return to: Helen Grimm, Volunteer Manager Bibbulmun Track Foundation

Email: volunteer@bibbulmuntrack.org.au





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HEALTH AND SAFETY INDUCTION CHECKLIST - To be completed by Project supervisor prior to commencing volunteer work (supervisor may be a delegated volunteer).

The checklist below is for use by supervisors to ensure volunteers are aware of potential hazards and understand department policies and guidelines. This must be completed prior to volunteers undertaking work for the department.

Use the induction information and volunteer handbook to assist you in completing this checklist.

The volunteer health and safety induction information is available at: https://www.dpaw.wa.gov.au/get-involved

Return to: Helen Grimm, Volunteer Manager

Email: volunteer@bibbulmuntrack.org.au

Bibbulmun Track Foundation

Have the volunteers been shown the following local information?	Yes	No	NA
Location of sign-in/out book			
Emergency exits, assembly areas and safety zones			
Evacuation plans and procedures			
Location of first aid kit/s			
Parks and Wildlife contacts			
Have the volunteers received the following induction information?			
Roles and responsibilities			
Workplace health and safety policy			
Alcohol and other drugs			
Smoking			
Wellbeing support			
Insurance			
Risk management process			
Reporting hazards, near-misses and incidents			
Work Site Sign-In			
Training, licences and certification requirements			
PPE			
Trip hazards			
Signage			
Manual tasks			
Working outdoors, sun safety and hydration			
Working alone procedures, including check-in times			
Hazardous substances			
Vehicle pre-start check and set-up			
Program-Specific Checks			
Have copies of applicable training, licenses and certifications been obtained?			
Is a Job Safety Analysis required? If yes, has it been completed?			
Additional Information			
By signing, I confirm that the volunteers listed above have received the Department's volunteer health and			d that
information and have been made aware of potential hazards in the workplace and how to control them effer I am responsible for ensuring completion of the induction is recorded. Project supervisor may be a delegate			u mai
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Project Supervisor (Print Name):			
	Date:		
Signature of Project Supervisor:	Date:		