

# Southland District Council Volunteer Induction

**Thank you for your contribution!**

<b>COUNCIL REPRESENTATIVE</b>			
<b>VOLUNTEER NAME</b> (individual or representative of a group) Does this group have at least one paid staff member? Y/N			
<b>PHONE</b> (preferred)		<b>PHONE</b> (alternative)	
<b>ADDRESS</b>			
<b>EMAIL</b>			
<b>EMERGENCY CONTACT PERSON</b> (name, address and phone number)			
<b>VOLUNTEER ACTIVITY TYPE</b> (circle all relevant options)		graffiti removal/ pest control/ lawns/ cleaning/ working bee/ student nurse/ gardening/ rubbish removal/ other:	
<b>LOCATION OF PROJECT</b>			
<b>INDUCTION – VOLUNTEER(S) PROVIDED AN OVERVIEW OF</b>			
<input type="checkbox"/>	Southland District Council Health and Safety Policy		
<input type="checkbox"/>	Hazards and controls, including: <ul style="list-style-type: none"> <li>hazards the volunteer(s) may encounter or create – refer to task specific and location specific hazard registers (as relevant)</li> <li>controls for those hazards</li> <li>how to report a new hazard</li> <li>playing an eyes and ears role</li> </ul>		
<input type="checkbox"/>	Council contact person(s) / person(s) to report to and contact centre number 0800 732 732		
<input type="checkbox"/>	Site/location access, signing in/out, security, toilets, meal rooms (as relevant)		
<input type="checkbox"/>	Restrictions on hours of work (eg not at night, or limit of xx hours as relevant)		
<input type="checkbox"/>	Incident reporting and investigation procedures – including the reporting of all accidents, near misses, unsafe acts and unsafe equipment		
<input type="checkbox"/>	Site/location emergency procedures, including evacuation assembly point, first aiders, location of emergency equipment (first aid kit/ fire extinguisher/ spill kit/ cellphone, radio or other means of communication)		
I acknowledge that the above information has been received and understood. I acknowledge that I must follow all relevant Southland District Council health and safety policies and procedures to ensure the safety of myself and others around me.			
<b>VOLUNTEER SIGNATURE</b>		<b>DATE</b>	
I acknowledge that the induction is complete – please sign and date.			
<b>COUNCIL EMPLOYEE NAME</b>			
<b>SIGNATURE</b>		<b>DATE</b>	

If there is more than one volunteer involved in this application and induction record their details below.

<b>VOLUNTEER NAME</b>	<b>PHONE</b> (Preferred)	<b>EMERGENCY CONTACT PERSON</b> (Name and phone number)	<b>SIGNED</b>

## Volunteers FAQs

### Are you a volunteer?

You are a volunteer if you do work that you don't receive payment or reward for. You may be reimbursed for out-of-pocket expenses, for example, you may be reimbursed for your petrol expenses if your volunteer work requires you to drive.

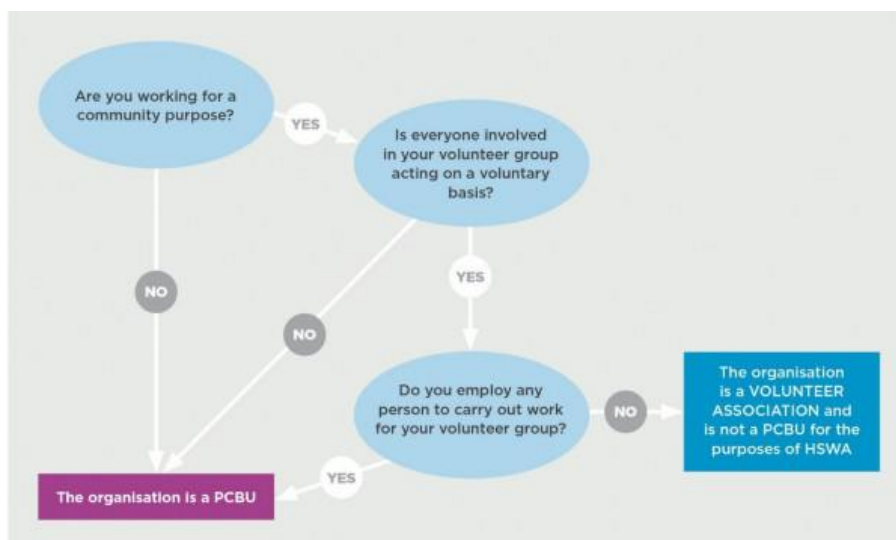
### Are you a volunteer worker?

Some volunteers are classified as volunteer workers and are treated as 'workers' under HSWA (except for worker engagement, participation and representation purposes).

You are a volunteer worker if:

- you are doing work for a PCBU that has knowledge you are doing the work or has given consent for you to do the work
- you work for the PCBU on an ongoing and regular basis (ongoing and regular means anything more than a one-time only event)
- the work is an integral part of the business or undertaking
- the work is not:
  - participating in fund raising
  - assisting with sports or recreation for an educational institute sports club or recreation club
  - assisting with activities for an educational institute outside its premises or
  - providing care for another person in the volunteer's home.

### Is your group a PCBU or volunteer association?



If your group pays a minimum of one person (even part-time) for work then they are automatically considered a PCBU. The responsibilities of a PCBU are as below. Council will engage your group as a PCBU/ contractor and it will be required the group will follow Council's engaging contractor principles.

If your group is a volunteer association you do not fall under HSWA 2015, you may still have ethical, legal and social responsibilities to each other's safety and the safety of the public. Although not covered by

HSWA, 2015 the group should actively take steps to protect the health and safety of those affected by their activities, their volunteers and their reputation/ funding. Council will work with these groups to have an agreement around work and a Health and Safety Plan.

### What are your responsibilities?

If you're a volunteer you must take reasonable care of your own safety and take care not to do anything which could harm another person. You should follow all reasonable safety instructions given to you by the PCBU, so that they can comply with their obligations under HSWA and its regulations (these are the duties of other persons at workplaces).

If you are a volunteer worker, you have the same health and safety duties as paid workers. In addition to the duties above you must also co-operate with any reasonable health and safety policy or procedure of the PCBU, as long as this has been notified to you.

A PCBU must ensure, so far as is reasonably practicable, ensure the health and safety of:

- workers who work for the PCBU, while the workers are at work in the business or undertaking
- workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.

A PCBU must also ensure, so far as is reasonably practicable, that the health and safety of other people is not put at risk from work carried out as part of the business or undertaking. This duty is owed to volunteers who are not volunteer workers.

A PCBU must ensure, so far as is reasonably practicable, that volunteer workers have:

- a work environment that is free from risks to health and safety (this can include risks of physical harm such as injuries and ill health and risks to your psychological health)
- safe equipment, structures and systems of work
- safe use, handling, and storage of plant, substances and structures
- adequate and accessible welfare facilities such as toilets, drinking water, washing and eating facilities
- the necessary information, training, instruction, or supervision to do the work safely (example it may be necessary for you to receive an induction, personal protective equipment, emergency plans, support dealing with clients who may have challenging behaviours)
- the monitoring of worker health (where relevant) and the exposures at the workplace, for the purpose of assessing the effectiveness of controls.

### Can you be prosecuted?

You could be prosecuted if you fail to meet a duty as a volunteer or volunteer worker.

For further information: <https://www.worksafe.govt.nz/managing-health-and-safety/getting-started/understanding-the-law/volunteers/information-for-volunteers/>