

HS010

Volunteer Approval Request Form



UNSW
A U S T R A L I A

Note: Before completing this form please see over page for **WORK RESTRICTIONS**.

Name(s) of Volunteer(s)

[Please print surname, followed by first name]

Date of Volunteer Work

From _____ to _____
From _____ to _____
From _____ to _____
From _____ to _____

Complete details below:

Field trip

Risk Management Form/s completed

RMF or Activity ref #'s _____

Mode of Travel:

UNSW vehicle

as Passenger

as Driver

Licence #.....

UNSW boat

as Passenger

as Driver

Licence #.....

OTHER

Private vehicle

Air

Boat

Lab work

Risk Assessment Form/s completed

RMF or Activity ref #'s _____

Brief description stating nature of work and location.

Applicant: _____

[Please print]

Applicant's signature: _____

Supervisor: _____

[Please print]

Supervisor's signature: _____

Supervisor's best contact (ph): _____

The research projects are an essential part of ongoing research which forms an important part of our activities and brings benefits to the University in the form of publications, research reputation and service to the community. I have discussed the requirements and use of volunteers with the relevant staff and approve of their proposed use.

APPROVED: _____

DATE: _____

Head of School, Centre

HS010

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WORK RESTRICTIONS FOR VOLUNTEERS

Volunteers are NOT PERMITTED to work unsupervised.

Work with hazardous materials is not encouraged but is not banned. Such work is subject to the same conditions and standards that apply to staff and students.

These include:

- prior risk assessment;
- provision of appropriate protective equipment;
- provision of appropriate supervision;
- provision of appropriate training/instruction of the volunteer.

Volunteers are permitted to drive University road vehicles and University boats subject to the same licence conditions as apply to students.

Volunteers are covered by the University's Public Liability and Personal Accident Insurance provided that they have been officially approved.

Students are deemed to retain their student status by the University from enrolment for one session to the end of the re-enrolment period of the next session (i.e. the second week of session). Consequently, there is no requirement for continuing students to be registered as volunteers so that they maintain their status and rights as members of the University community (e.g. during the Christmas break between completion of third year and re-enrolment for fourth year/Honours).

It is not strictly necessary for continuing students to be registered as volunteers. They should, however, be registered if the volunteer work is not closely related to their past or future course work.

The School will require non-continuing students, who have completed Honours or Postgraduate degrees/awards but wish to complete some research before departure, to apply for volunteer status regardless of how brief this additional period is expected to be.

Guidance for form users:

This form is to request approval to engage volunteers, and/or other persons not formally associated with or employed by UNSW, to work on UNSW approved research and teaching activities.

The Applicant is the person seeking approval and permission to recruit volunteers to assist with a project. This person may be the project leader but can also be a person working under the supervision of the project leader e.g. co-researcher, post grad or honours student. Volunteers can only be used with the supervisor's knowledge and permission.

The Supervisor is the project leader. If the project leader is also the Applicant, then print "supervisor" in the space for the Applicants name.

Contact information for the supervisor is required in case further information is required by the Head of School prior to approval.

The Applicant must list any relevant risk management document reference numbers so these may be cross checked by the safety officer or other relevant personnel.