

Belair Jean Bonython Kindergarten

VOLUNTEER POLICY

This DECD Centre has an Occupational Health, Safety and Welfare Policy which requires that all VOLUNTEERS to this site must:

1	Report to the Director or delegate on arrival and departure.	
2	Sign the visitor's book on arrival and departure	
3	Wear an identification badge when working for more than one day.	
4	Be given instruction about issues that may affect them whilst on site: *Worksite hazard *Emergency evacuation *Smoking policy *First Aid	
5	Request a copy of the asbestos register and information concerning any hazard/s specific to the defined work area.	
6	Take reasonable care of the health and safety of yourself and of others who may be affected by your acts or omissions.	
7	Not recklessly or intentionally interfere with or misuse anything provided in the interests of health and safety.	
8	Supply and use appropriate equipment in the correct manner, following consultation with the Director.	
9	While on site, maintain the work area in a well kept and orderly condition and leave the area neat & tidy.	
10	Report immediately to the Director or delegate, any unsafe condition or equipment which may be hazardous to you in assessing your work area or undertaking your work on this site.	
11	Report to the Director or delegate, any injury sustained as soon as it becomes apparent.	
12	Ensure that you are not, by consumption of alcohol or any other drug, in such a state as to endanger your own safety at work or the safety of any other person at the worksite.	
13	All information about children & families and staff at this centre must remain strictly confidential, in line with privacy principles.	

A failure to comply with the legal requirements, specific instruction related to health and safety, or the work site's health and safety policies & procedures, and privacy disclosure principles will result in immediate removal from the premises, and such other action as may be appropriate.

NB: Acceptance of this contract signifies that you have read this statement and agree to abide by the conditions expressed therein.

Worker: _____
(Print)

Signature: _____

Director
(or Nominee): _____

Date: _____