

Off campus activities Volunteer information sheet

SCHOOL/DEPARTMENT OF _____

Details of Volunteer

Name: _____

Address: _____

Phone: _____

Emergency Contact

Name: _____

Relationship: _____ Phone: _____

Address: _____

Details of activity

Date(s): _____

Location(s): _____

Monash student/staff member present (name): _____

Declaration: I have volunteered to accompany the Monash University student/staff member named above on the activity as specified. I have been informed of the risks involved in doing this work and have read the risk assessment. I have been informed of the risk controls that have been implemented and I agree that I will comply with the risk control measures to the best of my ability. I have read and will comply with the following university policies, procedures & guidelines:

Conduct and Compliance policies:

- Unacceptable behaviour in the workplace
- Staff/student relationships

OHS procedures & guidelines:

- Off-campus activities procedure
- Guidelines for management of alcohol and other drug issues amongst staff and students

Monash University student charter

Monash University discrimination and harassment grievance procedures

Signature: _____

Date: _____

The information on this form is collected for the primary purpose of enabling you to undertake the field activity. Your personal information may be disclosed to a third party involved in the activity and in the event of an emergency. You have a right to access personal information that Monash holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash University Privacy Officer on 9902 9589.