SCHOOL OF LIFE AND ENVIRONMENTAL SCIENCES

PROCEDURE FOR VOLUNTEERS

AIM:

This Procedure details the process of appointing volunteers in the School of Life and Environmental Sciences (SOLES). It applies to all volunteers in the Science Road Precinct, G08 and D17 Charles Perkins Centre Research & Education Hub (The Hub) that are part of SOLES.

PROCESS:

General comment: There are currently a number of processes in place for appointing volunteers in SOLES, depending on the affiliation of the primary supervisor. Please select the process appropriate for your affiliation.

Process 1: This applies for all volunteers with a primary supervisor from ex-SOBS (Science Road Precinct or The Hub). The process has to be completed before the start of the volunteer work.


2. Once completed and submitted, a letter will be created automatically. This must be emailed to soles.ea@sydney.edu.au for signing by the Head of School or their delegated authority.

3. A scanned copy of the signed letter will be sent to the primary supervisor, SOLES HR (soles.hr@sydney.edu.au) and the Safety Officer (Michael Joseph; michael.joseph@sydney.edu.au). The primary supervisor is to forward the letter to the volunteer.

4. Before commencing work, the volunteer has to complete the local WHS induction form and Hazard assessment form with their supervisor and a signed and completed copy must be emailed to the Safety Officer. The forms can be found at https://intranet.sydney.edu.au/science/soles/whs.html

5. Note: additional approval for Fieldwork and Fieldtrips may be required. https://intranet.sydney.edu.au/science/soles/whs.html#fieldwork

Process 2: This applies for all volunteers with a primary supervisor from ex-SMB (G08 and The Hub). It has to be completed before the start of the volunteer work.

1. Complete the online registration form at https://docs.google.com/forms/d/1pmNhHGOA5NxBNLkVxgVonnUrmxTMUvWlvWbOnhehAkg/viewform?edit_requested=true. All fields must be filled in.

2. Once completed and submitted, a letter will be created and signed by the Head of School or their delegated authority.

3. A scanned copy of the signed letter will be sent to the primary supervisor, the volunteer, SOLES HR (soles.hr@sydney.edu.au) and the Safety Officer.

4. Before commencing work, the volunteer has to complete the Local WHS Induction Form and Hazard Assessment Form with their supervisor and a signed and completed copy must be emailed to the Safety Officer (Dianne Fisher; dianne.fisher@sydney.edu.au). The forms can be found at https://intranet.sydney.edu.au/science/soles/whs.html.

5. Note: additional approval for Fieldwork and Fieldtrips may be required. https://intranet.sydney.edu.au/science/soles/whs.html#fieldwork
Date adopted: 18.4.2016

Approved by: Prof. Iain Young, Head of School

Related documents: List here documents related to the provisions, in the following order.

- Local WHS induction Form
- Hazard Assessment Form
- Information sheet for volunteers
- Procedures and Guidelines for Fieldwork and Fieldtrips