**VOLUNTEER WORKER APPLICATION
AND SAFETY INDUCTION**

Joel and Andrea Little

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**CONTACT DETAILS**

|  |  |
| --- | --- |
| Last name | First name |
| Date of birth  | Note: min 18 years unless supervised. See below |
| Address |
| Suburb | Postcode |
| Mobile | Email |

**EMERGENCY CONTACT DETAILS** (List your supervising parent or guardian if under the age of 18)

|  |  |
| --- | --- |
| Name | Phone |

**PLEASE NOTE**

All volunteers must be at least 18 years of age at the date of joining. Volunteers over the age of 13 are permitted when under the direct supervision of a parent or guardian. Please complete a form for both the child and their supervisor.

**ACTIVITIES**

You don't need special skills\* to volunteer, just be happy to help out, share a story or a laugh and have an interest in the Aussie bush and its animals. Activities may include:

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| --- | --- | --- | --- |
| Tree planting & watering | Weeding | Bush regeneration | Gardening |
| Walking trail maintenance | Removing old farm fencing | General land management | Fire management |
| Building new enclosures | Maintaining animal enclosures | Building nest boxes | Building animal enrichment items |
| Wildlife surveys | Feeding the animals | Animal husbandry | Environment surveys |

\***Please note**: Though we don't expect everyone to have special skills, we do expect that you have a reasonable level of fitness so that you can participate in activities like weeding, tree planting, removing fencing etc. Conmurra is situated on a hill so there will be times where some walking or hiking is involved. Animal husbandry (feeding and handling) can only be conducted under direct supervision so will not be on offer all the time. It is expected that volunteers who want to work directly with the animals will have some prior experience or training in a zoo, wildlife park, vet, pound or animal boarding facility.

**VOLUNTEER EXPECTATIONS**

We acknowledge that you are giving your time to support our cause here at Conmurra, however to ensure you and the animals are kept safe, we ask that you:

* Provide us with information about you that may have an impact upon your ability to participate in certain activities;
* Comply with instructions or training in relation to working in and around animals, when using tools and equipment, and when moving around the sanctuary;
* Let us know if you have any concerns about activities, about the actions of other volunteers or us, and to report any unsafe behaviour, injuries, incidents, near misses or any other concerns you may have, so that they can be dealt with appropriately.

**MEDICAL**

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| --- | --- |
| Do you suffer from any medical conditions or take medication that may affect your ability to undertake volunteer activities which may be labour intensive?List activities that you can undertake safely (see page 1.):………………………………………………………………………………………………………………………………………………………………………………….. | Yes / No |
| Do you suffer from any severe allergies, including bee stings or insect stings or bites or pollen or dust allergies which may cause a severe reaction which requires medical intervention or medication?Provide details: ……………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………… | Yes / No |
| Do you have any phobias such as fear of snakes, spiders or heights which may impact your ability to participate in activities?Provide details: ……………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………… | Yes / No |

**GENERAL WORK HEALTH AND SAFETY INDUCTION**

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| --- | --- |
| Please read the below information regarding potential hazards and the appropriate procedures in case of an incident or emergency. Please initial when you have read and understood each section.  | **Initial** |
| **Required conduct and behaviour*** Always work in a safe manner
* Be mindful or those around you, especially when using tools or equipment
* Do not rush, take risks or participate in unsafe activities
* Please keep a mobile phone on you at all times in case of emergency
* Leave gates as they are found
* Close animal enclosures gates after you enter or exit
* Report any concerns or issues to management as soon as possible
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| **Hazard identification*** Bites and stings - Snakes, spiders, scorpions, wasps, ants, bees, bee hives ACTION: watch where you are walking / placing hands, sitting; wear appropriate clothing, shoes and gloves.
* Slips, trips, falls, scrapes, and pokes ACTION: watch where you are walking, stay on paths, do not climb rocks, boulders or trees, stay away from cliff edges, be aware of overhanging branches, wear appropriate clothing and shoes.
* Tools and equipment ACTION: only use tools you have experience with and are capable of using. Wear PPE, maintain a 3m gap to others when swinging tools such as hoes.
* Sun, wind, rain, cold or dehydrationACTION: wear clothing appropriate for the weather, wear sunscreen and a hat, drink plenty of water. Cease activities if very hot or windy.
* Falling branches in heavy wind or hot days ACTION: avoid walking under trees or cease activities if unsafe
* Dingoes may try to escape or may react unexpectedlyACTION: do not enter the enclosure unless permitted to do so and dingoes are in the holding pen. Do not attempt to pat or handle dingoes. Follow the instruction of management at all times.
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| **Using tools and equipment*** Practice good manual handling
* Only use what you have been trained in – ask if unsure
* Only use tools in good working condition
* Wear appropriate PPE – gloves, boots, eye and ear protection
* Maintain a 3m distance when using swinging tools (i.e mattocks or hoes)
* Ensure warmed up before use, take breaks
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| **Working in enclosures*** Do not enter unless permitted to do so
* Only open one gate at a time
* Ensure gates are closed and locked after use
* Do not handle animals unless permitted to do so
* Dingoes – do not enter unless under supervision and animals are enclosed in holding pens. See hazard identification above
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| **Hygiene*** Wear latex gloves when handling food
* Wear latex gloves when cleaning enclosures
* Wear latex gloves when handling animals
* Wash hands well immediately before and after working with animals
* Dispose of waste into bins or burial (animal waste only)
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| **First aid*** If injured, seek medical assistance
* Advise management – 0415 386 134, or 000 if urgent
* Report incident to management once the matter is addressed
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| **Amenities*** Toilets and handwashing are available in the homestead
* First aid kit, sunscreen and insect repellent are supplied
* Please bring your own personal items or toiletries
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| **Extreme heat / Total fire ban days**Activities will be cancelled if there is, or forecast to be:* Temperatures exceeding 35°C
* A Total Fire Ban Day
* Imminent risk of severe storm conditions including strong winds or lightning
* A Severe, Extreme or Catastrophic Fire Danger Rating
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| **Bushfire or other emergency**In an emergency, our plan is to leave early:* Assemble at the homestead car park
* Ensure that all volunteers are accounted for
* Advise management that you are leaving.
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**EMERGENCY SERVICES**

Direct emergency services to :

**Address**: Conmurra, 49 Timber Ridge Road, Walang
**Nearest cross road**: Great Western Highway
**Distance from Bathurst**: 20km, turn right at the RMS message board
**Driveway**: take the middle driveway and follow the Conmurra signs for approximately 900m.

 **VOLUNTEER AGREEMENT**

I agreed that I have been provided with and understand the above information and will comply with instructions and within the expectations of my time at Conmurra. I acknowledge that I am responsible for my own actions and safety particular when I am undertaking activities without supervision. I certify I have provided accurate information in relation to my health and fitness and emergency contacts.

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| --- | --- |
| Volunteer signature | Date |