



VOLUNTEER TERMS

Medical conditions

Please advise the supervisor if there has been any change to your medical situation on the day of the event

Criminal Convictions/Police Vet Policy

MTSCT is committed to provide a safe environment for everyone we work and associate with. Furthermore, under the Children's Act 2014, we have a special duty to protect and care for children under the age of 18. MTSCT will conduct police vets for volunteers from time to time to ensure we comply with our obligations under the Children's Act 2014 and to check that information given to us by volunteers is correct. By clicking the box below you declare that you have never made a child feel unsafe in your presence. By clicking the box below you confirm that you do not have any criminal convictions relating to sexual offence, offence relating to children or act of violence. By clicking the box below you further consent to a police vet if requested by MTSCT. This information remains strictly confidential. Please note that you are obliged to disclose any new or pending criminal charges that relate to the above to MTSCT."

Drug and Alcohol Policy

By signing this form you agree to abide by MTSCT's drug and alcohol policy which includes not being under the influence of drugs or alcohol when involved in MTSCT safety sensitive activities and public events.

Privacy

We collect personal information from you in order to ensure your own Health and Safety and the safety of others when participating in an EMR activity. If you choose to withhold information from EMR you may not be able to participate in any EMR activity (f.ex. medical information). We will share this information with MTSCT staff where deemed necessary for H&S purposes. By signing this form you agree to the MTSCT privacy statement which is found on our [website](#).

For more information, including about why we are collecting this information and who will receive the information, please ask to see a copy of our privacy statement or go to www.emr.org.nz

Code of Conduct

By signing this form you agree to abide by the [MTSCT Code of Conduct](#) which can be found on our website or in the EMR beach box/registration.

Induction

MTSCT requires all staff and volunteers to comply with our Safety Management Systems, policies and SOPs found on our programme websites. On the day volunteers will be inducted into the SMS and relevant SOP for the day, including access to the relevant site specific RAMS form/s or event plans and guide checklists for the site and given a verbal Health and Safety briefing from the supervisor, including (but not limited to) the identification of potential risks and management strategies. Volunteers will be verbally briefed about the work to be undertaken and potential hazards, location of first aid, facilities and emergency procedures on the commencement of every activity. Site familiarisation is undertaken and relevant issues explained wherever these arise.

Volunteer responsibilities

- ☒ Take reasonable care of your own health and safety,
- ☒ Take reasonable care that what you do or don't do doesn't adversely affect the health and safety of others,
- ☒ Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- ☒ Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.

Volunteer requirements

- Tools such as a camera should be able to be stowed away (hands free) to allow complete focus on supervision - priority is supervision
- Dependants that attend with volunteer snorkel guides must stay on the beach, unless independent confident snorkeler
- Competency for high risk activities requires the ability to assist MTSCT leader on the management of the group in water in normal and emergency situations

Risk disclosure - snorkelling (if applicable)

I hereby acknowledge the risks associated with snorkelling. I understand that the EMR programme will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards.

Complaints

Refer to our complaints policy on our website. Health and safety feedback and/or comments can also be submitted via our programme websites www.emr.org.nz & www.whitebaitconnection.co.nz