

OPBG Volunteer Registration Form

The Otago Peninsula Biodiversity Group (OPBG) has obligations under the Health and Safety at Work Act 2015 to provide for the health and safety of its volunteers. The OPBG needs to know who its volunteers are, what voluntary work they do and where they do it. Volunteers are asked to complete the personal details requested below so that the OPBG can maintain a register of volunteers including their names, the type(s) of work they have volunteered to undertake, their contact details and details of who to contact should an emergency occur. The latter information will be kept confidential and used only if an emergency situation occurs.

1.1 Personal Details

Surname	First name
Address	
Email	
Home phone number	Mobile phone

1.2 Someone local whom you authorize OPBG to contact in an emergency

Surname	First name
Relationship	
Address	Email
Home phone number	Mobile phone number
Place of work	
Work address	
	Work phone number

1.3 Next of kin whom you authorize OPBG to contact in an emergency

Surname	First name
Relationship	
Address	Email
Home phone number	Mobile phone number
Place of work	
Work address	
	Work phone number

1.4 Medical Conditions

In the event of an emergency, do you have any medical condition or allergy that you authorize the OPBG to notify medical personnel attending? Please specify below.

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1.5 Availability

Please indicate your preferred day(s) for volunteer work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

1.6 Volunteer Work

Please indicate below which type of volunteer activities you are interested in.

Type of Volunteer Activity	
Possum Monitoring	
Bird Monitoring	
Vegetation monitoring	
Rodent Monitoring	
Community Trapping	
Other activities	
Preferred location of work (on the peninsula)	

1.7 Obligations

Under the Health and Safety at Work Act 2015 the OPBG has a duty of care to provide for the health and safety of its volunteers. The OPBG has identified the hazards associated with the different tasks volunteers undertake and provides volunteers with the appropriate health and safety plans.

Volunteers also have an obligation to keep themselves safe while undertaking work for the OPBG. Following are the responsibilities of volunteers:

- Advise someone of your whereabouts and time of return
- Wear appropriate clothing for the task
- Allow sufficient time for the task
- Take a mobile phone in case of an emergency
- Keep an eye on the weather and postpone the work if need be
- Do not undertake work that is unsafe or beyond your capability

As a volunteer, you are responsible for taking all practicable steps to ensure your own safety and the safety of any others working with you.

I acknowledge that there are risks associated with voluntary work undertaken for the OPBG. I have read and understand the health and safety plan(s) provided by OPBG and confirm that I have been given appropriate training for my voluntary work.

Please sign below

Signature	Date
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Registration Checklist:

- 1.1 Personal Details completed
- 1.2 Next of Kin Details completed
- 1.3 Medical Conditions
- 1.4 Volunteer Work
- 1.5 Availability
- 1.6 Volunteer Obligations

Thank you for registering as a volunteer for OPBG – we look forward to working with you.