



STUDENT AMBASSADOR LEADERSHIP PROGRAM



Community Organisation OHS Form

This form must be completed by Host Organisation and returned to SALP by the Student Ambassador.

Ambassador's Name:

Dear Community Organisation Representative,
 Thank you for agreeing to host a University of Melbourne Student Ambassador as a volunteer.
 The University's Student Ambassador Leadership Program (SALP) aims to promote volunteerism and civic responsibilities with students completing a minimum of 40 hours volunteer service with a non-profit organisation.

For more information on SALP, please visit our website at: <http://www.services.unimelb.edu.au/live/salp>

Please note that while students enrolled at The University of Melbourne have personal accident and injury cover, they are not covered under WorkCover (unless employed by you) so this form should be completed, signed and returned to the participating Student Ambassador.

The University's Obligations	The Community Organisation's Obligations
<ul style="list-style-type: none"> Provide experienced staff to guide and support the student during the course of the volunteer work if required. 	<ul style="list-style-type: none"> Acknowledge the student's right to use their volunteer work to complement their studies.
<ul style="list-style-type: none"> Ensure that only skilled and/or interested students undertake volunteer work. 	<ul style="list-style-type: none"> Provide adequate public liability insurance
<ul style="list-style-type: none"> Provide briefing to the student which includes all relevant matters prior to undertaking volunteer work. 	<ul style="list-style-type: none"> To complete and sign Safety Checklist and Agreement below.
<ul style="list-style-type: none"> To comply with, and ensure the student complies with, any confidentiality obligations expected by you. 	<ul style="list-style-type: none"> Provide a contact/coordinator to supervise the students in their volunteer duties, and to whom the student can refer any workplace issues.
<ul style="list-style-type: none"> Provide insurance cover for our students. Further details are available from the following website: http://www.unimelb.edu.au/insurance/students/index.html 	<ul style="list-style-type: none"> Provide a safe working place and any necessary or relevant induction to the student/s prior to their volunteering on your premises.

Please answer YES or NO by ticking the appropriate column

	Y	N
Do you have a safety strategy operating in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Will appropriate on-site induction and/or training be provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are there instructions for local emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Are safe working conditions available?	<input type="checkbox"/>	<input type="checkbox"/>
Will adequate supervision be provided to the student ensure a safe environment?	<input type="checkbox"/>	<input type="checkbox"/>

If your organisation does not have a safety strategy in place, please ensure that the following occurs:

- Personal protective equipment will be supplied, if required.
- Possible risks associated with the volunteer work to be undertaken, and ways in which these risks can be minimised have been identified.
- Adequate supervision is provided to the student to ensure a safe working environment.

Please indicate that you accept these terms and conditions by signing this form.

The University of Melbourne Student Insurance cover will not apply until this document is completed signed and returned to the Student Ambassador Leadership Program.

Name (print) Title/Position

Telephone:..... Email address:.....

Organisation.....

Signature: Date/...../.....

With best wishes, Rita Manassis - Manager, Student Leadership Programs

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SALP OFFICE USE ONLY: Received: ___/___/___ Processed by: _____ Date: ___/___/___