



# Personal Details Form

The Otago Peninsula Biodiversity Group (OPBG) has obligations under the Health and Safety in Employment Act (1992) 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.

### Your details

Surname		First name
Address		
Email address		
Home phone number		Mobile phone
Voluntary work (tick all you are engaged in)		Location of work
Community trapping	<input type="checkbox"/>	
Bird monitoring	<input type="checkbox"/>	
Rodent monitoring	<input type="checkbox"/>	
Vegetation monitoring	<input type="checkbox"/>	
Possum Monitoring	<input type="checkbox"/>	
Other (describe)	<input type="checkbox"/>	

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

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

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

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

### Important

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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### Please sign below

Signature	Date
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## Obligations

Under the Health and Safety in Employment Act (1992) 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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