

VOLUNTEER'S AGREEMENT

1. Whilst Nexus Primary Health (Nexus) has 'Duty of Care' obligations to its volunteers, volunteers also have 'Duty of Care' obligations to themselves and Nexus.
2. Volunteers must observe the following Health and Safety (H & S) responsibilities:
 - a. Ensure that work is carried out in accordance with H&S requirements and standards; in order to prevent or reduce work-related injuries and illnesses;
 - b. Comply with all reasonable instructions and procedures from the Supervisor and use such equipment, protective clothing and other items provided by Nexus in the interests of health and safety;
 - c. Work in a manner which does not wilfully or negligently place at risk the health or safety of any person including themselves;
 - d. Report to the Supervisor any potential situation that they believe may constitute a hazard to the health and safety of volunteers, employees, clients or any visitor to Nexus;
 - e. Report to the Supervisor any workplace incident, accident or other occurrence that has happened as a result of their volunteering activities at Nexus and complete the necessary reporting documentation as soon as is practicable;
 - f. Fully disclose to Nexus any pre-existing illness or injury that may jeopardise their ability to perform tasks as described in the position description
3. Volunteers are covered by Nexus' Public Liability Insurance provided they do not make false or misleading disclosures regarding any pre-existing injuries or diseases they may have.
4. Any information about individual clients that volunteers become aware of through the course of their volunteer work will remain confidential and will not be divulged by the volunteer to any other person, unless the information places the client at risk. In this situation the volunteer will report the information to their Supervisor as soon as possible.
5. Where the volunteer is concerned about the welfare of any client, they have a duty of care to notify their Supervisor as soon as possible.
6. The volunteer acknowledges that the role of a volunteer is to work with and support paid staff.
7. The volunteer position is supervised by staff of Nexus and the volunteer will receive direction from staff in respect of their duties.
8. The volunteer freely agrees to work without compensation or money.
9. The volunteer's work standard will be to the best of their ability.

10. Volunteers are aware that:

- a. any information about them provided to Nexus will be stored securely and will only be accessed by their Supervisor or the Human Resources department.
- b. The volunteer will be required to undertake a National Police Check and three-yearly renewals, the cost of which is payable by Nexus.
- c. If they are driving Nexus vehicles or their own vehicle as part of any volunteering duties, they will be required to provide a copy of their current Victorian Drivers Licence and inform Nexus if the conditions on their licence change during their period as a volunteer, e.g. licence suspension or cancellation.
- d. Volunteers are responsible for having adequate motor vehicle insurance as Nexus will not cover them for any damage caused to their vehicle, another vehicle or property as a result of the use of their vehicle in undertaking volunteering duties.

11. I have received, read and understood the Volunteers Position Description which details the tasks required of me.

12. I agree to abide by this Volunteer's Agreement.

Signed: _____

Date: _____

Print Name _____

Address: _____