

Goulburn Club Volunteer/Casual Employee Details & Agreement

Name:.....Member No:.....

Address:.....

Home Tel No:.....Mobile:Tel No.....

Email:

In Emergency contact.....Relationship.....

Home Tel No:.....Mobile No:.....

Do you have any medical condition which could need management or could limit the work you undertake? Yes / No (delete one)

If Yes, provide details:

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☐ I agree that I need to be aware of any hazards associated with my volunteering activities at the Goulburn Club and that I need to be familiar with the Building Emergency Procedures.

☐ I understand that in the event of a building emergency (e.g. fire or bomb threat) the most senior staff will become the CHIEF WARDEN and other volunteers will be deputised as DEPUTY WARDENS.

☐ I will carefully read the Building Emergency Procedures, available in the bar, and on-line on the club's web site goulburnclub.com.au/Volunteers/WHS, ask any questions I may have, and attend Building Emergency training sessions if I am available.

☐ I will carefully read the *Manual Handling, Use of Fire Extinguishers and Electrical Cord Inspection SOP/SWMS* - available in the bar, and on-line on the club's web site at goulburnclub.com.au/Volunteers/WHS and if I work behind the bar the *Working Behind the Bar SOP*.

☐ I will NOT change beer kegs unless I have read, and been shown, the *Changing Beer Kegs method* statement.

☐ I will carefully read the SOP/SWMS applicable to any other of my work functions

☐ If I am not sure of any procedure during the course of my work I will ask for additional instruction.

☐ I agree that safety in the work place is my number one priority and I will adhere to the Club's rules and safe work methods.

☐ I have received the Goulburn Club Staff Handbook.

Signed:..... Date.....