UNSW SYDNEY

School of Medical Sciences

VOLUNTEER APPROVAL REQUEST

Before completing this form please see next page for WORK RESTRICTIONS FOR VOLUNTEERS

Name of Volunteer: _____

Please print

Period of Volunteer work from: DD/MM/YYYY to DD/MM/YYYY (See next page for limitations)

Contact Phone Number: _____

Emergency contact details: _____

Please print

Nature of work and location:

For laboratory work, a *HS049 Laboratory Induction and Authorisation* form must be completed

Standard laboratory access hours are from 8:00am to 6:00pm, Monday-Friday.
If access is required outside of these hours, approval must also be obtained via the After-hours approval form (HS703).

Applicant: _____ Applicant's signature: _____

Please print

Supervisor: _____ Supervisor's signature: _____

Please print

Ext. No: _____ Email: _____

The research projects are an essential part of ongoing research which forms an important part of our activities and brings benefits to the university in the form of publications, research reputation and service to the community. I have discussed the requirements and use of volunteers with the relevant staff and approve of their proposed use.

Approved:

_____

Head of School of Medical Sciences

Date: _____

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WORK RESTRICTIONS FOR VOLUNTEERS

Volunteers are NOT PERMITTED to work unsupervised, unless continuing* from an unsupervised role in the same location.

(* for example, a postgraduate student who has submitted their thesis and requires laboratory access to conduct additional experiments)

The maximum period for volunteer work is 6 months for completing UNSW PhD students, and 3 months for all other volunteers.

Work with hazardous substances is not encouraged but is not banned. Such work is subject to the same conditions and standards that apply to staff and students. These include:

- prior risk assessment;
- provision of appropriate protective equipment;
- provision of appropriate supervision;
- provision of appropriate training/instruction of the volunteer.

Volunteers are covered by the University's Public Liability and Personal Accident Insurance if they have been officially approved by the School.

Training requirement:

The volunteer should complete the Health, Safety & Environment Training courses available through myUNSW. (See HS006 ***HSE Induction Form*** for details).

Supervisors must complete the HS049 ***Laboratory Induction and Authorisation*** form before the volunteer is granted access to the lab.

Non-continuing students who have previously worked in the lab should already have completed these requirements.

Students are deemed to retain their student status by the University from enrolment for one session to the end of the re-enrolment period of the next session (i.e. the second week of session). Consequently, there is no requirement for continuing students to be registered as volunteers so that they maintain their status and rights as members of the University community (e.g. during the Christmas break between completion of third year and re-enrolment for fourth year/Honours).

The School will require non-continuing students, who have completed Honours or Postgraduate degrees/awards but wish to complete some research before departure, to apply for volunteer status regardless of how brief this additional period is expected to be.

Relevant documents:

- HS414 Visitors to UNSW Facilities Guideline
- HS006 Health, Safety & Environment Induction Form
- HS049 Laboratory/Workshop Induction
- OSA02 UNSW IT Online Access form (usually not required for non-continuing HDR students, who will have zID/email access until 84 days after their thesis has been *accepted*.)
- C25 (Lowy) and/or C27 (Wallace Wurth) Staff Access Application Form