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| <input type="checkbox"/> | Emergency Response – what arrangements are in place for emergency response and what is expected of the volunteer (<i>e.g. immediately evacuate to a specific assembly area</i>) | |
| <input type="checkbox"/> | Injury or hazard recording – how does the volunteer notify of any injury, hazard or near miss experienced or witnessed | |
| <input type="checkbox"/> | Risk assessment for the work involved – has a risk assessment been completed, what hazards were identified and what has been, or is to be, done to control the risk of injury | |
| <input type="checkbox"/> | Instruction / training on completing required tasks safely has been provided – written or verbal | |
| <input type="checkbox"/> | Tools, personal protection equipment and other items required to complete tasks safely are available as needed | |

QUESTIONS ABOUT THIS FORM

| In person to: | Email: | Contact VU Social Work Field Education: |
|-------------------------------|--|--|
| Field Education Coordinators | sw.placements@vu.edu.au | Phone +61 3 9919 9541 |
| Social Work Unit | | Email sw.placements@vu.edu.au |
| Building G, Room 350 | | Web www.vu.edu.au |
| Footscray Park Campus | | |
| Melbourne, Victoria Australia | | |

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