

BARK NZ – Volunteer Application Form



Date of application: _____

Name: _____

Address: _____

Contact number: _____

Email: _____

Which area are you interested in volunteering in? (Please circle)

- Building Awareness aRound K9's
- Tag the tails (exercise program)
- Tales with tails (reading program)
- Time with tails (compassion program)
- Community education (weekend events)
- Fundraising
- Administration

How many hours a week are you available to volunteer? _____

Which day(s) are you available to volunteer? (Please circle)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

What interests you about BARK NZ? _____

How do you think you could contribute to BARK NZ? _____

Will you be using a dog to volunteer? (Please circle)

- Yes
- No

Is it your own dog? (Please circle)

- Yes
- No

Dog's name? _____

Age: _____

Registered Breed: _____

Is the dog:

- currently registered? (provide registration #) _____
- current with vaccinations? _____
- de-sexed? _____

Is the dog okay with? (Please circle what the dog is okay with)

- Children
- Strangers
- Cats
- Small animals

Is there any information we might need to know that would affect your ability to work with children? If so, please provide details? _____

Do you have any conditions (medical or otherwise) that may affect your ability to fulfil any duties? If so, please provide details?

Do you currently volunteer for any other organisations? If so please list: _____

Have you ever been asked to leave a position? (paid or voluntary) If so, where and under what circumstances? _____

Please provide contact details for two character referees:

1) _____

2) _____

Please provide details for an emergency contact person: _____

NB: Please return post to: BARK NZ C/- 737 Scenic Drive, Henderson Valley, Auckland 0612

Attached (tick): Application form Volunteer agreement
 MOJ form with ID Health and safety document

Building Awareness aRound K9's

As a BARK NZ volunteer I agree to:

- abide by and support the philosophy, policies, and guidelines of the organisation
- act in the best interests of the organisation
- maintain confidentiality
- abide by safety and risk management requirements
- carry out the tasks outlined in the Role Description
- attend on agreed times and days
- participate in orientation, meetings, and training as required
- maintain a record of my volunteer hours and ensure that information is given/posted the volunteer co-ordinator
- raise any matters of concern with the volunteer co-ordinator or organisation director
- use a warranted, registered and insured vehicle when driving for the organisation
- Notify the organisation of loss of license or driving related charges immediately

BARK NZ agrees to:

- provide information about the organisation
- provide orientation, support, training and supervision
- provide opportunities for input into the organisational plan and evaluation
- reimburse for pre-approved expenses only
- acknowledge and recognise the contribution of volunteers to the organisation

Volunteer's name _____

Volunteer's signature _____ Date _____

Volunteer Co-ordinator's name _____

Volunteer Co-ordinator's signature _____ Date _____

Web: www.bark.org.nz

Mob: 021 0250 0630

Facebook: www.facebook.com/Bark.org.nz

Email: bark@bark.org.nz

Building Awareness aRound K9's

BARK NZ - HEALTH AND SAFETY GUIDELINES

BARK NZ has prepared the following guidelines to highlight health and safety issues associated with volunteering. The guidelines, which aim to promote safety and prevent accidents/injuries among volunteers, cover volunteering risk factors, responsibilities and useful contacts.

The number of BARK NZ initiatives involving volunteers in New Zealand is growing and regardless of the type of BARK NZ programme, all volunteering activities have health and safety issues that must be addressed.

The following guidelines are relevant to the key parties involved in BARK NZ volunteering, including the host community organisation, BARK NZ and individual volunteers.

As in any volunteer work, all BARK NZ volunteering projects involve health and safety considerations. There are additional factors to be aware of such as the encountering unfamiliar types of environments and not being aware of potential hazards.

Many volunteers are familiar with their own pets, however volunteering comes with additional requirements in terms of appropriate experience or training. These factors need to be taken into account when assessing the health and safety requirements for volunteer work.

As noted in the introduction, there are three key stakeholders who may be involved in BARK NZ volunteering initiatives (community organisation, volunteers and BARK NZ).

In New Zealand the Health and Safety in Employment Act sets out responsibilities for work environment is safe and work practices are carried out safely.

All organisations that involve volunteers have a general duty of care under the Act to provide for the safety of their volunteers. This duty of care requires organisations to consider and put in place plans for dealing with safety arrangements appropriate for the kinds of activities being undertaken by the volunteers.

While the Act only stipulates responsibilities for ongoing regular volunteers working all volunteers should be actively encouraged to recognise they have responsibilities to ensure their own safety and the safety of those they are working with when taking part in an employee/group volunteering activity.

In the case of group BARK NZ volunteer projects which are short term and not ongoing, the host organisation will have the general duty of care responsibility. If the host organisation has paid volunteers involved on a regular ongoing basis then the legally enforceable requirements of the Act are likely to apply.

In general, where a volunteer suffers and injury as a result of an accident while volunteering, ACC would regard the injury as a non-work injury. However, there are some situations where a volunteering project might be considered work-related. This is explained in more detail on the next page.

All volunteers have ACC coverage in the event suffering an injury as a result of an accident providing the terms of the legislation are met.

In many situations, if a volunteer has an accident while volunteering they will not be in an employed work situation and ACC will not regard the injury as a work related accident. This means that if an injured volunteer required absence from paid work as a result of the accident, the employer would not be required to pay wages for the first week of absence. Sick leave or other leave could be taken instead. If the absence is more than a week the person would be eligible for ACC weekly compensation after the first week, providing the legislation conditions are met.

ACC has made clear this is not a formal legal opinion and that each claim would be considered on the circumstances of the particular claim at the time.

While the main responsibility for health and safety of volunteers lies with the host organisation, ensuring a safe and enjoyable volunteer working environment requires the engagement of all the key stakeholders and should include the following strategies;

Follow the health and safety key principles (See Appendix 2.) to ensure the safe workplace for the employee volunteers.

Review the tasks to be undertaken and assess the skills needed, the equipment to be used and what orientation/training the volunteer team might need before starting their work.

It is important to ensure that the volunteer or community group volunteers have the necessary skills to carry out their assignment and/or are given adequate training in what they will be doing and how to carry out the work safely. Their work might also require supervision.

If at any time it becomes evident a team member will not be able to do the assigned task(s) safely or has a health condition that might be aggravated by taking part, that volunteer should be assigned other duties.

Any accident or near-miss incident will need to be recorded for the volunteer by obtaining information from the injured person and witnesses, inspecting the equipment and checking the volunteering environment.

The incident should be reported to the BARK NZ representative or co-volunteer of the injured volunteer and used to try to prevent future similar incidents occurring.

BARK NZ will obtain a full briefing from the host organisation on the tasks, health and safety issues, safety hazards, tools/equipment/training/safety gear requirements, evacuation procedures and any specific instructions that participating volunteers should be given before starting the project.

BARK NZ will complete an agreement with the host organisation which covers the details listed above.

BARK NZ will endeavour to ensure that sufficient volunteers are available at a host organisation.

VOLUNTEERS

Whether or not the project is organised by or on behalf of BARK NZ, each volunteer should make him/herself aware of any skill requirements and the health and safety issues involved in the volunteering activities.

Each person should make their own decision on whether or not to become involved in a volunteer project and consider their existing health conditions, e.g. asthma if involved in painting inside a building.

Provide information to the BARK NZ team leader and/or host organisation on emergency contact numbers.

Follow the health and safety instructions of the host organisation supervisor or group team leader and take note of emergency procedures.

Respect the host organisation's rules, codes of conduct and site policies.

If the volunteer does not feel confident or is too tired to complete the task, inform the BARK NZ representative/supervisor.

If the volunteer identifies a new hazard immediately inform the BARK NZ representative/supervisor and/or group team leader and keep safe until the hazard is managed.

Do not undertake any volunteering work that has not been safety assessed.

Follow the instructions of the site supervisor. If he/she is not available, act in the best possible way to protect yourself and the others from the ongoing hazard.

Volunteer's name _____

Volunteer's signature _____ Date _____

Volunteer Co-ordinator's name _____

Volunteer Co-ordinator's signature _____ Date _____

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