



# Volunteer Position Description

College/Division:	
Faculty/School/Centre:	
Department/Unit:	
Position Title:	
Classification:	Volunteer
Position No:	
Responsible to:	

## Purpose Statement:

Role or project overview and purpose, and how it relates to the organisation's mission and other projects.

Refers to hours of service performed for an organisation for "civic, charitable, or humanitarian reasons, without receipt of compensation." When volunteering the main benefit goes to the community or cause, not the organisation. Please see the ANU+ procedures for definition between volunteers, internships and paid work.

## Key Responsibilities:

Define the volunteer role in terms of what the volunteer is responsible for achieving.

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- Comply with all ANU policies and procedures, and particularly those relating to work health and safety and equal opportunity
- Be familiar with, and committed to, the University's [equity and diversity](#) policies

## Skills, Experiences & Attributes:

Please identify desired for this role.

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## Benefits for the Volunteer:

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## Benefits for the Community (or Organisation):

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**Training Requirements:**

Induction, trainings, certifications, etc.

**Time Commitment:**

Best practice for volunteering dictates that a volunteer role should not exceed 16 hours per week on a long-term basis. Please specify hours as well as start and end date.

<b>Supervisor/Delegate Name:</b>		<b>Signature &amp; Date:</b>	
<b>Volunteer Name:</b>			

**References:**

[Designing Volunteer Roles and Position Descriptions, Toolkit](#)

[ANU+ Procedure](#)



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
organising events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supervisor/Delegate Name:</b>				<b>Date:</b>	