



## TERMS & CONDITIONS FOR ORGANISATIONS PARTICIPATING IN CITYSERVE

In participating in CityServe as an organisation I understand and accept the following terms and conditions.

1. That I will take every reasonable precaution to ensure the safety of volunteers on my project.
2. That I will complete or work with council on the completion of a risk assessment / toolbox safety talk for the project for all volunteers.
3. I will conduct and have volunteers sign off on the day the toolbox safety talk.
4. The 'Tool Box Talk' will include:
  - Enclosed shoes must be worn on the work site.
  - That volunteers are responsible for taking 'Sun safe' precautions including hat and sunscreen.
  - That volunteers stay hydrated and know where to access water.
  - That volunteers are responsible for their own possessions such as mobile phones and should ensure they are in a secure location.
  - If there are any children participating in your project they must be supervised at all times by their own parent / carer / teacher or guardian.
  - Specific project hazards information for example: slips, trips and falls..
5. No child under 16 years is permitted on the project unless supervised by a parent / guardian.
6. I will provide certificate of currency to Cityserve for my organisations public liability insurance.
7. The project resource is not provided by Cityserve but is liaised between council or the user group (ie. School) that the project is being done for and yourselves as the volunteer organisation.

*If you have any questions about these terms and conditions please contact:*

*Newcastle Region: Rick 0404 038 000 or email [newcastle@cityserve.com.au](mailto:newcastle@cityserve.com.au)*

*Other Regions: The CityServe Contact for that Region*