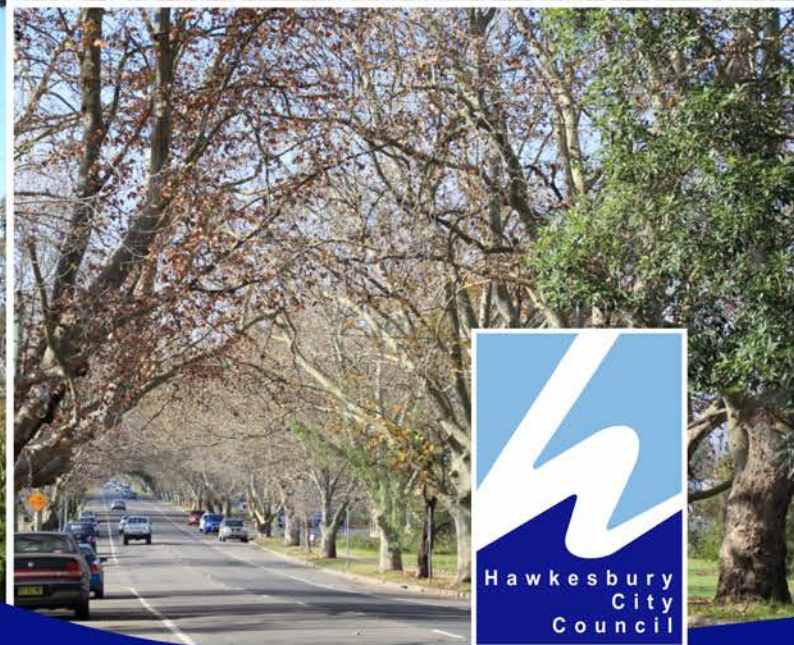


Adopt-A-Road Manual





This document contains important information.
If you do not understand it, contact the
Telephone Interpreter Service on 131 450.



Hawkesbury City Council

Address: 366 George Street
Windsor NSW 2756
Mailing Address: PO Box 146
WINDSOR NSW 2756
Phone: (02) 4560 4444
Fax: (02) 4587 7740
Email: council@hawkesbury.nsw.gov.au
Council Website: www.hawkesbury.nsw.gov.au
Office Hours: Monday to Friday 8:30am-5pm

Table of Contents

Introduction	1
What are the Benefits?	1
Part A	Explanations	2
Section 1	Definitions	2
Section 2	WHS Terms	3
Section 3	Terms.....	3
Section 4	Clean Up Duties.....	3
Section 5	Days and Hours	3
Section 6	Sign Posting.....	4
Section 7	Insurance and Indemnity	4
Section 8	Supervision and Control	4
Section 9	Materials and Equipment	5
Section 10	Clothing and Safety Requirements.....	5
Section 11	Traffic Control or Obstruction	6
Section 12	Clean Up Equipment.....	6
Part B	Safe Work Practice for Volunteers	7
Section 1	Site Safety	7
Section 2	Personal Protective Equipment	7
Section 3	Syringe Disposal and Needle Stick Injury.....	7
Section 4	Needle Stick Injury.....	8
Section 5	Skin Protection.....	8
Protection from the Sun's UV Rays.....	8	
Other Sun Smart tips.....	8	
Section 5	Eye Protection	9
Section 6	Chemicals	9
Section 7	Safe Lifting.....	9
Section 8	First Aid Guide	9
Bleeding.....	9	
Burns	10	
Snake Bite	10	
Spider Bite/Insect Bite	11	
Section 9	General Safety Practice.....	11
Section 10	Alcohol and Drugs Policy.....	12
Section 11	Smoke Free Workplace Policy	12
Section 12	Asbestos	12
Section 13	Responsibilities.....	13
Section 14	Register of Injuries and First-Aid Treatment.....	14
Appendices	Checklist and Forms	15
Adopt-A-Road Checklist	15	
Adopt-A-Road Agreement Form (participant to keep).....	16	
Contact Details	16	
Specified Section of Roadside	16	



Adopt-A-Road Agreement Form (carbon copy).....	17
Contact Details	17
Specified Section of Roadside	17
Participant Register Sheet.....	18



Introduction

Council's "Adopt-a-Road" program is a great opportunity to improve the appearance and safety of roads in the Hawkesbury and enhance the natural beauty for the enjoyment of residents and visitors. Any individual, family or community group can get involved and "Adopt-a-Road" in their local vicinity.

Council is responsible for the maintenance of sealed and unsealed roads within the Hawkesbury local government boundaries. The total length of roads is in excess of 1000kms, which include a number of major culverts and bridges.

Generally, two kilometres of road can be adopted for a period of two years. The extent of road length can be reduced to one kilometre for individuals or small groups. Council requests that a minimum of two cleanups for individuals and four cleanups per group be undertaken per year. Council provides an "Adopt-a-Road" kit which includes safety vests, gloves, tongs and rubbish bags.

What are the Benefits?

- Identification and reduction of 'black spot' litter and graffiti areas.
- Care for the local environment.
- Increased awareness and effects of littering.
- Improved safety and attractiveness of our roads.

Individuals/ Groups interested in the program can read the full details which are provided in the Adopt-A-Road Manual. The manual contains information relating to the "Adopt-a-Road" Agreement (Part A) and Safe Work Practice for Volunteers (Part B). Once the "Adopt-a-Road" Agreement form (Appendix 1) is signed, this will formalise a unique environmental partnership with Council.

As well as signing an agreement, the individual or members of groups are required to attend a safety workshop prior to starting their volunteer service. Recognition and promotion is given by way of placing the street name of the participants on a generic Adopt-a-Road sign.

Council has been involved in the worthy program of Adopt a Road since 2002 and is grateful to the groups diligently working together on this program.

Part A Explanations

Section 1 Definitions

For the purpose of this Agreement, the following terms will have the following respective definitions:

- | | | |
|------|--------------------------|---|
| 1.1 | "Agreement" | this agreement |
| 1.2 | "Clean up Duties" | the collection of all litter and discarded materials along the roadside |
| 1.3 | "Council" | the Council of the City of Hawkesbury and includes any authorised employee thereof |
| 1.4 | "Litter" | litter, rubbish, garbage, refuse and any other waste materials collected during Clean up Duties |
| 1.5 | "Participant" | the sponsor or any employee, servant, agent of sub-contractor of the sponsor who participates in Clean up Duties |
| 1.6 | "Administration Officer" | the Council Officer responsible for the administration of the "Adopt-A-Road" program |
| 1.7 | "Roadside" | the shoulder(s) of the roadway or carriageway within the zone, including the areas of land reasonably adjacent thereto, and including any footway alongside such roadway or carriageway |
| 1.8 | "Roadway" | any street or carriageway |
| 1.9 | "Site Supervisor" | the person(s) chosen by the sponsor(s) to supervise the clean up days.
<i>Note: Site supervisors will undergo any occupational health and safety requirements and any other safety codes of practice as the Council may from time to time deem necessary (as outlined in provided booklet - Safe Work practice for volunteers who Adopt-A-Road).</i> |
| 1.10 | "Sign post" | a sign containing the street name nominated by the sponsor |
| 1.11 | "Sponsor" | the person, family or community group defined as the sponsor in the preamble to this Agreement and includes any servant, agent, employee or sub-contractor thereof |
| 1.12 | "You" | You, the sponsor, and "Your" has a corresponding meaning |
| 1.13 | "Zone" | the street/road you have sponsored |

Section 2 WHS Terms

Incident	Any unplanned event resulting in, or having potential for illness, injury loss or damage.
Induction	The process of introducing the contractor or employee to the workplace. This will include defining the scope of works, identifying hazards we are aware of, ensuring the contractor or employee can undertake their work in a safe and professional manner, outlining their responsibilities in relation to council's safety systems and legislative requirements and establishing the basis for a constructive working relationship.
Manual Handling	Means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.
PPE	Personal Protective Equipment

Section 3 Terms

- 3.1 The term of this Agreement is for a period of two years from the date of commencement.
- 3.2 You may end this Agreement at any time by giving one month's written notice to the Council, and the Council may end this Agreement by giving you one month's written notice.
- 3.3 Either party may end this Agreement if the other party breaches any part of this Agreement.

Section 4 Clean Up Duties

- 4.1 A minimum of two cleanups for individuals and four cleanups per group be undertaken per year.
- 4.2 You must stack all the bags full of litter in a convenient location(s) as previously arranged with Council, on the shoulder of the roadway but clear of any vehicular, pedestrian or cycling traffic.
- 4.3 All participants must, wherever possible during Clean-Up Duties, walk and work in a direction facing the flow of traffic.
- 4.4 No participant shall during Clean-Up Duties walk on any travelling carriageway except for the express purpose of crossing over that carriageway by the shortest route possible. No work is to be undertaken within 1.2 metres of the edge of the road.
- 4.5 No participant shall perform Clean-Up Duties on any median strip of any roadway.

Section 5 Days and Hours

- 5.1 You will provide Council's Infrastructure Administrative Assistant a schedule of proposed dates on which you intend to undertake Clean-Up Duties in the first year with this Agreement. The schedule for the second 12 months will be provided to Council after the first ten months.
- 5.2 You shall ensure that Clean-Up Duties are only undertaken during clearly visible daylight conditions. You will not undertake a Clean Up in rain or foggy conditions, or before dawn or after dusk.

Section 6 Sign Posting


- 6.1 Council will erect no more than one signpost for each side of the road for which you provide Clean-Up Duties. The signpost shall be erected on the roadside generally at the commencement of the zone, but in any event in such location as the Council may determine in its absolute discretion.
- 6.2 You should provide the street name (for the appropriate section of road) you wish to have on the signpost.
- 6.3 Any name and/or logo other than the street name is not permitted on the sign post.
- 6.4 Council shall be responsible for the maintenance and upkeep of any signpost erected by them under this Agreement.

Section 7 Insurance and Indemnity

- 7.1 Individuals/ groups not incorporated.
 - a) Individuals/ groups, that are not incorporated or auspiced by an incorporated organisation, will be covered by Council's Volunteer Insurances.
 - b) You will need to provide Council's Infrastructure Administrative Assistant with a list of participating members (names, ages, addresses, and contact numbers) in writing with this Agreement. Please provide any additions/amendments to this list in writing.
- 7.2 Incorporated groups.
 - a) Groups Incorporated as an Association, Groups auspiced by a group incorporated as an Association must extend their insurances to cover these Clean-Up activities, prior to the date of commencement. Public Liability Insurance cover of no less than \$10,000,000.00 will be needed to cover these activities.
 - b) Your insurances must also include full cover and indemnify Council and its employees, servants and agents and You and Your employees, servants and agents in respect of any claim brought by any person for any loss, damage or injury arising from or as a consequence of the performance of this Agreement by You or Your employees, servants or agents.
 - c) You will provide Council with a copy of your insurances and incorporation information as relevant with this agreement.
 - d) You must pay all insurance premiums on or before the due date and keep the insurance current during the whole term of this Agreement. You must also produce evidence to the Council that the insurance is current, whenever the Council asks for it.

Section 8 Supervision and Control

- 8.1 Your group will appoint a supervisor to ensure that all participants are instructed in safety issues, as outlined in Part B of this Manual; Safe Work Practice for Volunteers. Your group supervisor will ensure that each participant understands all sections of the manual before any Clean-Up activities are carried out.
- 8.2 Your appointed group supervisor will ensure that the Clean-Up activities undertaken do not create a danger to the people involved in the Clean-Up activities or to the general public.

- 
- 8.3 Your appointed supervisor must remove from the performance of any Clean-Up Duties any participant who is guilty of misconduct, incompetence, negligence or is acting in a reckless or dangerous manner or who appears to have, immediately prior to commencing any Clean-Up Duties, consumed alcohol or drugs, or who consumes alcohol or drugs whilst performing Clean-Up Duties.
- 8.4 Any accident/incident or near miss must be reported to Council's Infrastructure Administrative Assistant.

Section 9 Materials and Equipment

- 9.1 Prior to the first organised Clean-Up day, Council will arrange the availability of those items listed in Section 12 - "Clean-Up Equipment", to be available for collection by you at either Council's Works Depot, Old Sackville Road, Wilberforce, or Council's Administration Building at 366 George Street, Windsor.
- 9.2 Any consumable items will be replaced on an as needs basis.

Section 10 Clothing and Safety Requirements

- 10.1 All participants must, prior to commencing any Clean-Up Duties, be trained by the Site Supervisor in any occupational health and safety requirements and any other safety codes of practice as the Council may from time to time deem necessary (as outlined in Part B of this Manual; Safe Work Practice for Volunteers). Each participant is to receive a copy of this manual. The Site Supervisor shall not permit any person who has not undergone such training to participate in any Clean-Up Duties.
- 10.2 All participants must wear safe footwear, (preferably leather shoes or boots) and appropriate safety clothing including long pants and long sleeve shirts. All such clothing will be easily visible light colours.
- 10.3 All participants must also wear a fluorescent vest, a pair of cotton gloves and sunscreen of sun protection factor SPF 30+, together with a hat which has been approved by the Cancer Council of New South Wales.
- 10.4 No person who is less than 12 years of age shall be allowed to participate in any Clean-Up activities. Persons aged between the ages of 12 and 16 years must be under constant adult supervision.
- 10.5 Participants shall void any materials or object/s which are reasonably believed to be potentially hazardous including any unknown powders, chemicals, weapons, sharp objects or dead animals. In the event that any participant discovers a potentially hazardous material or object during Clean-Up Duties, the participant shall immediately notify their Site Supervisor or Council's Infrastructure Administrative Assistant.

Section 11 Traffic Control or Obstruction

- 11.1 You must not permit any interference or obstruction to vehicular, pedestrian or cycling traffic on any roadway.
- 11.2 The vehicle of any person participating in Clean-Up Duties must be legally parked and located off the roadway.
- 11.3 You must keep clear of any road edge by a minimum 1.2 metres and no work can be undertaken within this exclusion zone.

Section 12 Clean Up Equipment

Quantity	Item
One per person	Fluorescent safety vest
One per person	Pair of cotton gloves
One per group	Adopt-A-Road Manual
One per person	Hats/caps
One per group	Tongs
One per group	Sharps container
One per group	Sunscreen – SPF 30+
One per group	Incident log report form
One per group	First Aid Kit (basic) Class C
One per group	Quantity of litter bags
One per person	Glasses

Part B Safe Work Practice for Volunteers

Ring 000 For Emergencies such as Police, Fire, Ambulance

Section 1 Site Safety

- Be aware of traffic conditions
- Always face oncoming traffic
- Do not work within 1.2 metres of the carriage way

Section 2 Personal Protective Equipment

A range of personal protective equipment has been provided for your protection:

- UV cream and hats for protection from the sun
- safety sunglasses to protect eyes from glare or projectiles such as loose stones thrown up by traffic
- tongs to pick up litter and sharps
- gloves to protect the hands
- safety vests.

If any problems occur with the use of Personal Protective Equipment contact Council's Infrastructure Administrative Assistant during business hours on (02) 4560 4409.

Section 3 Syringe Disposal and Needle Stick Injury

- Location / Disposal of Syringes and Needles
- Avoid needle stick injuries by not placing hands anywhere where they cannot be clearly seen, e.g. full garbage bins, behind cisterns, toilet bowls, etc...
- Do NOT attempt to recap or replace cover over the used needle.
- Do NOT attempt to break, bend or render needle useless.
- Do NOT pick up needles with your hands. Collect needles by using a hands free technique with tongs - available from the Depot store.
- Pick syringes up from the blunt end (as far away from the needle as possible) and dispose of into a yellow sharps waste container.
- At all times treat the process as extremely IMPORTANT, as careless lapses could cause LIFE threatening injuries.
- For disposal: return full sharps waste containers to Council's Depot.

**For further information contact NSW Needlestick Injury Hotline - 1800 804 823
(free-call, 24 hours a day, 7 days a week)**

Section 4 Needle Stick Injury

If a needle stick injury occurs, the following procedures are recommended:

- encourage bleeding from the wound by squeezing and where possible wash the area with soap and water
- in the event of a needle stick injury go directly to Hawkesbury Hospital, Corner of Day and Macquarie Streets, Windsor, to seek medical advice for clinical assessment including blood tests for HIV, Hepatitis and Tetanus
- report and document incident to all of the following: Supervisor / Manager and Risk Manager
- report any subsequent illness that may develop to your Supervisor and Risk Manager.

Section 5 Skin Protection

Protection from the Sun's UV Rays

Australia has the highest rate of skin cancer in the world. About two in three people who grow up here will develop some form of skin cancer before the age of 70, and more than 1600 Australians die from melanoma each year - the most dangerous form of skin cancer.

The major cause of skin cancer is exposure to UV radiation from the sun and other sources, such as solariums.

But the good news is that skin cancer is almost totally preventable and that most skin cancers can be cured if found and treated early.

Cancer Council recommends you protect yourself in five ways:

1. slip on clothing that covers your arms and legs
2. slap on a broad brimmed or legionnaires hat
3. slop on 30+, broad-spectrum sunscreen
4. seek shade
5. slide on wrap-around sunglasses.

Always look at the label and follow the manufactures instructions but Sunscreen must be applied generously, rubbed in lightly and used with other forms of sun protection (shade, clothing, hats). Apply sunscreen 20 minutes before going outside to allow it to bind to your skin for maximum effectiveness, then reapply every two hours in case it has wiped or washed off.

Other Sun Smart tips

- Try where possible to work in the cooler parts of the day, i.e. before 10am or after 2pm.
- Choose clothing that covers as much skin as possible, made of tightly woven fabric and is a dark colour.

For further details on being Sun Smart visit
www.cancercouncil.com.au/sunsmart.

Section 6 Eye Protection

You only have two eyes, so protect them:

- safety sun glasses have been provided with your kit
- eye protection must be worn when picking up litter as there is danger from flying objects, glare, dust, etc.

Section 7 Chemicals

If you find a container with chemicals of any sort, by the side of the road, do not touch or approach the container.

Call 000, ask for the fire brigade (Fire and Rescue NSW) then ask for HAZMAT:

- chemicals can come in a variety of forms for example, liquids, powders etc.
- watch out for acids in batteries.
- do not place chemicals or batteries in rubbish bags.
- inform Council's Administration Officer if you find these items.

Section 8 Safe Lifting

- BEND YOUR KNEES.
- Keep your back straight.
- Lift with the strong leg and thigh muscles.
- Keep the load close to the body.
- Don't twist while lifting.
- Feet apart for balance.
- Use mechanical aids where appropriate, e.g. tongs to avoid bending.
- Ask a workmate to assist you to lift heavy or awkward loads.

Section 9 First Aid Guide

Bleeding

As serious bleeding may be life-threatening, it is essential to act immediately.

Apply direct pressure to the wound and surrounding skin, using a sterile dressing and bulky pad if available. DO NOT allow the casualty to bleed to death while waiting for sterile dressings or pads. Improvise with a clean folded cloth (e.g., a handkerchief or tea towel). Retain the dressing and pad in a position with a firm bandage.

Elevate the affected part, where possible.



Watch for signs of shock and unconsciousness and manage accordingly.

Call medical aid urgently.

Minor wounds should be cleansed using soap and water or a diluted antiseptic solution. Apply a clean dressing (preferably sterile and non-adherent) to the wound. Seek medical aid, particularly if the wound is deep and dirty.

**Do not remove objects which are impaled in the wound
Pad around the wound as well as the object and seek medical aid**

Burns

Remove DANGER or casualty.

Smother burning clothing with a blanket or use cold water. When possible, remove any hot clothing quickly.

COOL the injured area under cold, gently running water until the part returns to normal body temperature. This may take up to ten minutes.

COVER the injured area with a sterile or clean non-adherent dressing.

**Do not apply lotions, ointments or oily dressings
Do not prick blisters
Seek medical aid**

Snake Bite

The correct first aid for snake bite is very simple. The aim is to slow the circulation, particularly around the bitten area, so that the venom has the least possible opportunity to do its work before the victim gets to medical aid:

- apply a crepe bandage over the point of the bite; then down the limb to the fingers or toes; then up the limb as far as possible
- immobilise the limb if broken
- bring help to the casualty
- try to identify the type of snake in order to assist the experts to identify the correct serum. Do not follow the snake into shrubs -you may also be bitten
- if the snake has been killed take it along to the hospital.



Spider Bite/Insect Bite

Similar First Aid for Snake Bite then seek Medical Advice

- Try to identify spider/insect.
- If bitten by a Funnel Web Spider, or if known to be an allergic person, treat as for snake bites.
- If stung by a bee or bitten by an ant, scorpion, centipede or Red Back Spider, apply a cold compress or ice pack over the bite site. Elevate and support injured point.
- If stung by a bee and the barb is still embedded in the skin, brush or scrape it off sideways. DO NOT pull the barb or squeeze the poison sac because this will force the remaining poison into the skin.

Section 10 General Safety Practice

ALWAYS

- Wear safety sun glasses, sturdy shoes, a safety vest and other bright coloured clothing.
- Face oncoming traffic and stay alert.
- Keep your group together, pace yourselves, take breaks, and drink plenty of liquids.
- Watch for holes, obstacles and hill side slopes.
- Be alert for snakes, stinging weeds, and biting or stinging insects.
- Supervise children during the clean up.
- Car pool to the pick-up site to keep the number of vehicles on the road side to a minimum.
- Complete a site review to identify any particular hazards and discuss control measures prior to commencing activities.

NEVER

- Play around or do anything to distract passing drivers or other volunteers.
- Pick up hazardous objects, dead animals, or sharp edged objects.
- Pick up litter on bridges or construction sites.
- Bring children under the age of 12 to the site.
- Consume alcohol or drugs before or during the clean up.
- Pick up litter on the carriageway or on a median strip.
- Work during peak travel times or during inclement weather.
- Work after dark.



Section 11 Alcohol and Drugs Policy

Council is committed to providing a drug and alcohol free workplace:

- employees and contractors shall not possess, consume or be under the effects of alcohol or drugs whilst at work (the focus of this policy is drug and alcohol dependence, which affects the work performance of the individual)
- disciplinary action will be taken if a breach of this policy occurs.

Section 12 Smoke Free Workplace Policy

In the interest of good health and a safe working environment:

- all Council vehicles, including plant, are smoke free
- all Council offices and buildings, including covered verandas and within 10m from any Council building, are smoke free
- there are to be no smoke breaks for any staff.

Section 13 Asbestos

Asbestos is an air borne fibre that can present serious health risks to people exposed to it. If you suspect that a worksite you are at may contain asbestos, discontinue any and all work activity, restrict any public access to the site and inform your Supervisor immediately.

Section 14 Responsibilities

Responsible Officer	Responsibility
Site Supervisor	
	Lead review of site prior to work commencing
	Ensure all participants are inducted to the site using the Adopt A Road Manual to assist
	Ensure no children under 12 years of age are on site and any children between 12 and 16 are adequately supervised
	Ensure any accident/incident is recorded and Council is informed
	Ensuring no work is undertaken within the 1.2 metres exclusion zone of the carriageway
	Ensure all participants have been issued with Personal Protective Equipment (PPE) and it is being correctly used
	There is a qualified first aid team member available at all times
	Ensuring that mobile phone communication is available.
First Aid Officer	
	Ensuring a first aid kit (minimum class C) is available and contents are current
	Providing first point of treatment for any injuries sustained
	Making themselves aware of any allergies that volunteers may have.
Volunteers	
	Appropriate use of PPE
	Reporting any accident/incident to the Team Leader
	Adequately supervising children under their care
	Working towards the traffic
	Not working within the 1.2 metres exclusion zone from the carriageway
	Complying with instructions from the Team Leader
	Notifying the Team Leader of any dangerous goods or hazardous substances that they may encounter



Appendices Checklist and Forms

Adopt-A-Road Checklist

- Have you read through the Adopt-A-Road Manual and in particular the Safe Work Practice for Volunteers Section of the Manual?
- Have you provided a schedule of Clean Up days for the first 12 months?
- Have you provided a map/list of places you will stack litter bags for collection by Council? (For example; the intersection of Terrace Road and Wire Lane, North Richmond).
- Have you provided the Street name(s) you want on the signposts?
- If you are a family or Non-incorporated group, please fill in the Participant Register Sheet at the back of this Manual.
- If you are an incorporated organization or Auspiced by an incorporated organization, please provide details of incorporation and/or relevant insurances, including your public liability insurance.

Have you provided the following signed forms:

- The Adopt-A-Road Agreement Form(s) (Depending on the number of Roads you wish to adopt).
- Participants Register Sheet

Adopt-A-Road Agreement Form (participant to keep)

Contact Details

Contact Name	<input type="text"/>		
Group Name	<input type="text"/>		
Address	<input type="text"/>		
Contact telephone	BH <input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

Specified Section of Roadside

Road name	<input type="text"/>
Suburb/Town	<input type="text"/>
Section of Road	From: <input type="text"/>
	<input type="text"/>
	To: <input type="text"/>
	<input type="text"/>

This agreement is made between Hawkesbury City Council, 366 George Street, Windsor

And
Name of individual/Group

of
Address

I have read the Adopt-A-Road Manual and agree with the requirements within this document in particular Part B of the Manual; Safe Work Practice for Volunteers. The sponsor has offered to collect and remove litter and be responsible for the cleanliness and maintenance of a specified section of roadside.

Name of duly authorised official or representative

Signature Date

Name of Witness (Council Officer)

Signature Date

Adopt-A-Road Agreement Form (carbon copy)

Contact Details

Contact Name	<input type="text"/>		
Group Name	<input type="text"/>		
Address	<input type="text"/>		
Contact telephone	BH <input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

Specified Section of Roadside

Road name	<input type="text"/>
Suburb/Town	<input type="text"/>
Section of Road	From: <input type="text"/>
	<input type="text"/>
	To: <input type="text"/>

This agreement is made between Hawkesbury City Council, 366 George Street, Windsor

And
Name of individual/Group

of
Address

I have read the Adopt-A-Road Manual and agree with the requirements within this document in particular Part B of the Manual; Safe Work Practice for Volunteers. The sponsor has offered to collect and remove litter and be responsible for the cleanliness and maintenance of a specified section of roadside.

Name of duly authorised official or representative

Signature Date

Name of Witness (Council Officer)

Signature Date



Participant Register Sheet

Please note that by signing this register you agree that you have read the Adopt-A-Road Manual and agree with the requirements within this document in particular Part B of the Manual; Safe Work Practice for Volunteers.

Name of Road

Full Name	Age	Address	Contact Number	Signature

