

## Emanuel Synagogue Volunteer Declaration Form

I, \_\_\_\_\_ (full name) agree that I will ensure, to the best of my ability, to follow the guidelines below (cross out irrelevant sections):

### **Face-to-face contact / visits:**

- To not accept any gifts, monetary or otherwise, from recipients, unless they are to be delivered to the Emanuel Synagogue office as a donation from the recipient.
- When visiting a person in a private home as a volunteer of Emanuel Synagogue, to either:
  - Arrange to visit the person when at least one family member or friend is present.
  - OR
  - Conduct the visit with another volunteer or a member of our clergy.

I understand that these procedures are to protect my safety and the safety of the recipient.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Transport:**

- To provide Emanuel Synagogue with a coloured photocopy of my driver's licence upon joining as a volunteer, and when it is renewed.
- To ensure that my vehicle is roadworthy and that registration is current and valid.
- To notify the volunteer coordinator if my driver's licence and/or vehicle registration is no longer valid.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please turn over for food handling policy.**

**Food Handling (based on the FSANZ – Food Safety Standard 3.2.2 \*):**

- To take all reasonable precautions to make sure the food I handle is safe and suitable to be consumed.
- As a volunteer, to not prepare or handle food if I have a contagious disease or if I am suffering gastric symptoms such as diarrhoea or vomiting.
- To wash and dry my hands thoroughly before handling food and after handling raw foods, as well as at any other time when there might be a risk of spreading germs (for example: after going to the toilet, sneezing, coughing, eating, drinking and touching the hair, scalp or body).
- To cover any sores, scratches etc. with a waterproof bandage or dressing.
- To cover coughs and sneezes with a tissue or my arm. To avoid using my hands and turn away from others and food if I cough or sneeze.
- To dispose of tissues immediately in a rubbish bin.
- To ensure that clothing (including aprons) are clean.
- To ensure that I don't handle food unnecessarily.
- To ensure that I do not smoke around food or food surfaces.
- To ensure that benches are kept clean.
- To avoid cross contamination by thoroughly washing and drying my hands, and by washing any utensils used after handling raw foods.
- When washing my hands, to use warm, running water and soap, rubbing over all areas of the hands, including fingers, thumbs and backs of hands. I will dry my hands thoroughly using a single-use paper towel.
- To use alcohol based hand rubs if needed, but I understand they don't work as well if I have dirt on my hands.
- If I choose to use gloves, they must be exchanged for a new pair or disposed of at any time when you would normally wash your hands; for example, after handling raw food, using the toilet, coughing, sneezing, using a tissue or handkerchief, touching the hair, scalp or body, or if they are torn.
- To cool hot food out of the fridge for 30 minutes before placing it in the fridge.
- When delivering food, to make sure that the transit time is as short as possible.
- When delivering food, to give the recipient written instructions on storing and reheating the food, if required.
- To provide a list of ingredients with food that I or a member of my household has prepared.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\* see <https://www.health.gov.au/.../Food%20Safety%20Fact%20Sheet.pdf>