

Volunteer and Public Liability Insurance Briefing



Planet Ark Public Liability Insurance:

- Planet Ark Environmental Foundation has Public Liability Insurance (PLI).
- In relation to National Tree Day, PLI is there to protect the public from injury caused by the actions of volunteer tree planters. For example, the jogger who sustains personal injury after tripping over a shovel left on the ground/pathway by a volunteer participating at a planting site.
- Volunteers are no longer (generally) covered by Public Liability Insurance, prompting a need for some sort of volunteer insurance coverage.

Planet Ark Volunteer Insurance Information for Participants in National Tree Day:

- National Tree Day (NTD) is a volunteer event, which each year sees up to 350,000 volunteers planting at approximately 4000 locations around Australia.
- Whilst Planet Ark are under no legal obligation to provide volunteer insurance, 'Voluntary Workers Personal Accident Cover' has been organised for Tree Day participants as follows:

The Essentials:

- Planet Ark has arranged volunteer insurance cover for all National Tree Day and Schools Tree Day participants in 2011. This cover extends **year round for any registered National Tree Day activity** and is valid only if the '**Volunteer Registration Form**' as described below is completed. The **activity must also be registered** with Planet Ark as a National Tree Day event. This can be completed online at treeday.planetark.org
- This insurance policy includes cover for death and disability and personal injury.
- For this cover to be effective each participant (including the site coordinator themselves) must sign in on the petition-style 'Volunteer Registration Form'. These forms should be supplied at each Tree Day site by the Site Coordinator. 'Volunteer Registration Forms' for children under 18 years of age must be signed by their parent or guardian. The form is available from the Tree Day website at treeday.planetark.org/forms

National Tree Day is organised by Planet Ark in partnership with Toyota Australia



Volunteer and Public Liability Insurance Briefing



A Special Note About Schools:

- Students whose names appear on the class role do not need to complete a Volunteer Registration form, this is only required for any additional participants that are not recorded on the class role.
- Planet Ark **do not require** you to send in the class role, only the Volunteer Registration forms for additional participants.

Safety and Accidents:

- The site coordinator should ensure that the planting site is as safe as possible to minimise the risk of any injury occurring
- Where possible the site coordinator should hold a first aid certificate or have a nominated qualified first aider on site and must have at least a basic first aid kit available to treat any injuries that may occur.
- Any injuries that do occur must be documented on an '**Accident/ Incident Report Form**' and reported to Planet Ark as soon as possible. 'Accident/ Incident Report Forms' are available from the website at treeday.planetark.org/forms, or by calling the National Tree Day Hotline on 1300 88 5000.

Additional copies of this information can be downloaded from treeday.planetark.org/insurance

National Tree Day is organised by Planet Ark in partnership with Toyota Australia

