

# Checklist: Volunteer HSW Induction

<b>School/Workplace:</b>	
<b>Name:</b>	
<b>Activity:</b>	

General WHS Induction	Provided
First Aid Procedures	<input type="checkbox"/> Yes
Location of First Aid Rooms/Kit, Names of First Aid Officer(s)	<input type="checkbox"/> Yes
Hazard Reporting, Incident and near misses – please report to your supervisor	<input type="checkbox"/> Yes
Risk Management – Follow any Risk assessments, Safe work practices, Safe operating procedures, Safe work instructions applicable to your volunteering work and Fact Sheets	<input type="checkbox"/> Yes
Traffic Management Plan	<input type="checkbox"/> Yes
Emergency and Lockdown Procedures	<input type="checkbox"/> Yes
General Information – Staff Amenities	<input type="checkbox"/> Yes
Volunteer Statement of Responsibility	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
WHS Training Requirements (tick when completed)	Completed
Complete Code of Conduct for Volunteers and Other Personnel Training	<input type="checkbox"/> Yes
Job Specific Induction (tick when completed)	Completed
Task specific Safe Work Procedures have been provided and explained (e.g. use of plant and equipment) e.g Grounds, ITD, Science, Home Ec, Visual Arts, Tuckshop	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Task specific requirements for safety risk management have been provided and explained (e.g. Risk Assess for science experiments)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Signatures	
<b>Volunteer</b> – I have completed all identified training and understood the WHS induction applicable to my appointment.	Signature: Date:
<b>Principal/Manager or delegate</b> – The volunteer has completed a WHS Induction and relevant WHS training	Signature: Date: Name: Position: