**VOLUNTEER WHS INDUCTION**

We are committed to the health and safety of our community, and in particular the importance and safety of volunteers who undertake valuable work. ***We aim to ensure that volunteers work in a safe environment and*** ***in a safe manner.*** As a volunteer you have responsibilities to:

* work safely
* not affect the safety of others
* observe all established Policies and Procedures
* report any safety concerns
* complete mandatory training as required
* have completed a police check and any other relevant checks (e.g. Working with Children / Vulnerable Persons)

The volunteer has been provided with: **Yes NA**

* provided with the Volunteer Safety Handbook [ ]  [ ]
* advised who they report to [ ]  [ ]
* given the Code of Conduct (signed by both parties) [ ]  [ ]
* shown the WHS & IM Policy [ ]  [ ]
* shown around the workplace / workspace (kitchen, amenities) [ ]  [ ]
* introduced to management and other team members [ ]  [ ]
* advised of first aider, wardens, chief warden [ ]  [ ]
* shown location of equipment and supplies 󠅇 [ ]  [ ]
* shown location for keys / access cards [ ]  [ ]
* shown how to use communication systems (phone systems, databases, internet) [ ]  [ ]
* shown location of the WHS Notice Board [ ]  [ ]
* shown location for parking [ ]  [ ]

The individual conducting the Induction should explain the following procedures:

* Responsibility Authority and Accountability - workers
* Volunteer Procedure [ ]  [ ]
* Incident reporting and Investigation Procedure [ ]  [ ]
* Emergency Management Procedure [ ]  [ ]
* First Aid Procedure [ ]  [ ]
* Management of Hazardous Chemicals Procedure [ ]  [ ]
* Consultation and Communication Procedure [ ]  [ ]
* Maintaining Workplace Health Procedure [ ]  [ ]
* Remote / Isolated Work Procedure [ ]  [ ]

I am aware that my volunteering will be reviewed on a regular basis and that I will be given training, extra information and feedback as needed. I declare that all items in this checklist have been discussed.

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**……………………………. …………………………… ……./……./…….**

**Volunteer Name Volunteer Signature Date**

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**Induction Conducted By Signature Date**

This checklist should be completed within 2 weeks of the volunteer commencement. Workplaces can have other induction resources as well as a checklist.