



# Volunteer OHS Induction Checklist

<b>NAME OF VOLUNTEER:</b>	<b>POSITION/JOB:</b>
<b>SCHOOL:</b>	<b>DATE:</b>

The purpose of this checklist is to facilitate the Volunteer OHS induction requirements of the school. If hazards have been identified, ensure appropriate control measures are implemented.

<b>QUESTION</b>	<b>YES</b>	<b>NO</b>
Has the Volunteer been provided with access to the OHS safety policies and procedures? (Working alone, appropriate footwear, manual handling chemical management, housekeeping).		
Has the Volunteer been provided with a site tour of the school?		
Has the Volunteer been provided with the location of amenities? (Toilets and staff room).		
Has the Volunteer been advised of emergency/evacuation procedures, including emergency exits, assembly points and who to contact?		
Has the Volunteer been shown the first aid facilities?		
Has the Volunteer been provided with the information on hazard, incident and near miss reporting requirements?		
Has the Volunteer been informed of security procedures?		
Has the Volunteer been shown the injury reporting procedures, including how the injury register (HINT) is populated.		
Has the Volunteer been shown the traffic management /car parking procedures (if applicable)?		
Has the Volunteer been shown the location of relevant Material Safety Data Sheets (MSDS) for hazardous substances stored on site?		
Has the Volunteer been provided with Personal Protective Equipment (hearing protection, gloves, and glasses (if applicable)?		
<b>VOLUNTEER SIGNATURE:</b>		
<b>PRINCIPAL NAME AND SIGNATURE (if applicable):</b>		