**Volunteer OHS Induction Checklist**

***The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction*.**

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| **Workplace** |  | | |
| **Brief description of works** |  | | |
| **General OHS Induction –** The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions. | | | **Provided** |
| Department Health and Safety and Wellbeing (HSW) Policy | | | □ Yes |
| Required conduct/behaviour | | | □ Yes |
| Security access arrangements / Traffic Management Plan | | | □ Yes |
| Introduction to First Aid Officer(s) and location of First Aid Room/Kits | | | □ Yes |
| Location of emergency evacuation plans for your area | | | □ Yes |
| Location of Emergency Exits | | | □ Yes |
| Introduction to workplace Wardens / Incident Controller | | | □ Yes |
| Location of amenities | | | □ Yes |
| Location of Chemical Register and associated Safety Data Sheets | | | □ Yes |
| Information on hazard and incident reporting process | | | □ Yes |
| Current School Asbestos Management Plan and Division 5 Audit Report | | | **□ Yes □ NA** |
| Introduction to school Asbestos Coordinator | | | **□ Yes □ NA** |
| Plant and equipment Safe Work Procedures and personal protective equipment  *(Note: all electrically powered plant and equipment are to be tested and tagged prior to use)* | | | **□ Yes □ NA** |
| An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment | | | **□ Yes □ NA** |
| **Signatures** | | | |
| **Principal or delegate**  *I certify that the below mentioned volunteer workers have completed an OHS induction.* | | | |
| Name: | | Signature:  Date: | |

| **Volunteers**  *I have been provided with and understand (as indicated above) and will comply with all safety instructions.* | |
| --- | --- |
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*Principal and/or their delegate are to maintain completed forms and store in file.*