

Volunteer OHS Induction Checklist

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

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

Volunteers	
<i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>	
Name:	Signature:
	Date: