



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 ie (RRHAN-EC Fundamentals)
- have completed a Working With Children Check

The volunteer induction has included:

- An introduction to Our Lady of Grace School
- Code of Conduct in Induction Booklet
- WHS & IM Policy on display in Admin Office
- shown around the workplace
- introduction to management and other team members
- advised of first aider, wardens, chief warden
- Rights and responsibilities
- shown location of the WHS Notice Board
- shown location for parking

Yes NA

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The individual conducting the Induction should explain the following procedures:

- Volunteer Procedure (22)
- Incident reporting and Investigation Procedure (2)
- Emergency Management Procedure (10)
- First Aid Procedure (11)
- Consultation and Communication Procedure (5)
- Maintaining Workplace Health Procedure (1) i.e., Non-Smoking site

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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. By signing this document, you will have watched the WHS Induction for Volunteers Presentation providing relevant information and accept the Code of Conduct for Volunteers.

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Volunteer Name

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Volunteer Signature

...../...../.....

Date

.....

Induction Conducted By

.....

Signature

...../...../.....

Date

This checklist should be completed within 2 weeks of the volunteer starting. OLOG has other induction resources as well as a checklist.