



VOLUNTEER SITE & 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 Working with Children Check and other relevant training (eg RRHAN-Ec)

The volunteer induction has included:

- | | Yes | NA |
|--|--------------------------|--------------------------|
| • An introduction to St Mark's College | <input type="checkbox"/> | <input type="checkbox"/> |
| • a copy the Volunteer Safety Handbook | <input type="checkbox"/> | <input type="checkbox"/> |
| • a copy of the Code of Conduct | <input type="checkbox"/> | <input type="checkbox"/> |
| • a copy of the WHS & IM Policy | <input type="checkbox"/> | <input type="checkbox"/> |
| • an introduction to management and other team members | <input type="checkbox"/> | <input type="checkbox"/> |
| • locations for parking | <input type="checkbox"/> | <input type="checkbox"/> |
| • Rights & Responsibilities | <input type="checkbox"/> | <input type="checkbox"/> |
| • Incident reporting and Investigation Procedure | <input type="checkbox"/> | <input type="checkbox"/> |
| • Emergency Management Procedure | <input type="checkbox"/> | <input type="checkbox"/> |
| • First Aid Procedure | <input type="checkbox"/> | <input type="checkbox"/> |
| • Safety Procedures | <input type="checkbox"/> | <input type="checkbox"/> |

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 I have received the above information and accept the Code of Conduct for Volunteers.

.....
Volunteer Name

.....
Volunteer Signature

...../...../.....
Date

.....
Induction Conducted By

.....
Signature

...../...../.....
Date

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