



## 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:

- An introduction to St Mark's College
- a copy the Volunteer Safety Handbook
- a copy of the Code of Conduct
- a copy of the WHS & IM Policy
- an introduction to management and other team members
- locations for parking
- Rights & Responsibilities
- Incident reporting and Investigation Procedure
- Emergency Management Procedure
- First Aid Procedure
- Safety Procedures

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**

This checklist should be completed within 2 weeks of the volunteer starting.