



The Buddhist Society of Western Australia (Inc.)

*www.bswa.org*

Dhammaloka Buddhist Centre

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## **Workplace Induction Policy, Procedure, and Checklist**

Date written: 26<sup>th</sup> July 2020

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Date approved: 16/08/2020

Approved by: Stephen Connell (Operations Manager), Full Committee

Review Date: 01/12/2021

## BSWA Volunteer Induction Checklist

This checklist is to be used to induct new volunteers before work is commenced.

Other policies, procedures and induction material may be required depending on your volunteer role.

Completed copies must be filed with the Administration Officer and/or Operations Manager of BSWA.

Checklist of Items	Volunteer's Initials	Supervisor/Trainer's Initials	Completed?	Follow up Required?
<input type="checkbox"/> Welcomed and introduced to other workers (paid and unpaid)				
<input type="checkbox"/> Provided background about Organization and our Charitable Purpose				
<input type="checkbox"/> Workstation prepared and relevant safety considerations undertaken				
<input type="checkbox"/> Walk through of the workplace and discussed work premises, facilities				
<input type="checkbox"/> Work Health and Safety (emergency procedures, first aid, safety policy)				
<input type="checkbox"/> Reporting health and safety concerns, critical incident policies, and whistleblower policy				
<input type="checkbox"/> Discussed Volunteer Position Description, expectations, and reporting				
<input type="checkbox"/> Volunteer Agreement discussed and signed				
<input type="checkbox"/> Confidentiality agreement discussed and signed				
<input type="checkbox"/> Key contact person allocated (to go to with any concerns, feedback or queries about role and duties)				
<input type="checkbox"/> Policies provided and read by the volunteer (with confirmation in writing): <ul style="list-style-type: none"> <li>• Health and Safety policy</li> <li>• Workplace behaviour policies</li> <li>• Grievance policy</li> <li>• Working with Children, Child Safety policies</li> <li>• Safeguarding Vulnerable People policy</li> <li>• Privacy Policy</li> <li>• Whistleblower policy</li> <li>• Conflict of Interest policy</li> <li>• Any other key policies and procedures relevant to the volunteer</li> </ul>				

position (such as Care Group or Prison volunteer policies)				
<input type="checkbox"/> Conducted training in relation to the role, including any machinery and equipment use				
<input type="checkbox"/> Conducted/scheduled training in relation to workplace behaviour policies and risk management				
<input type="checkbox"/> Discussed insurance coverage as a volunteer (what cover is available under the organisation's insurance)				

**Name (Volunteer):** \_\_\_\_\_

**Signature (Volunteer):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (Volunteer Manager):** \_\_\_\_\_

**Signature (Volunteer Manager):** \_\_\_\_\_ **Date:** \_\_\_\_\_