

# Volunteer Induction Checklist

(to be completed prior to commencement of work)



WHS-PRO-CHK-004b

Riskware Number:

*Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing*

**Scope:** This volunteer induction checklist provides information about volunteer health and safety requirements under the Work Health and Safety legislation.

*The completed checklist should be kept locally and attached to the project Risk Assessment in RiskWare.*

VOLUNTEER DETAILS	
Volunteer Name:	
Volunteer Role:	
Volunteer JCU Supervisor:	
Project / Work Title:	
Brief summary of works:	
Location:	
Date/s:	

SECTION ONE: TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK	Y	N	N/A
Discussed the Volunteer's rights and responsibilities.			
Explained security provisions: <ul style="list-style-type: none"> <li>Requirement to wear identification badges (if applicable) or other local arrangements (e.g. swipe card, access);</li> <li>Introduction/identification of key personnel/staff;</li> <li>Procedure for returning badges (if applicable).</li> </ul>			
Discussed Code of Conduct and copy provided.			
Explained risk management requirements, roles and responsibilities as per the project / work risk assessment. Changes to risk management controls must be immediately reported the JCU supervisor.			
Is all work to be conducted by the Volunteer covered by the Risk Assessment or Safe Work Procedures.			
Explained incident/injury/near miss reporting procedure.			
Explained emergency and evacuation procedures: <ul style="list-style-type: none"> <li>Emergency contact numbers;</li> <li>Roles and responsibilities of key personnel;</li> <li>Arrangements for person(s) with a disability if applicable.</li> </ul>			
Explain key procedures that relate to the project / work (e.g. consultation, confidentiality, grievance).			

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SECTION ONE: TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK	Y	N	N/A
Explained supervision requirements.			
Discussed skills / qualifications / licenses for using equipment and conducting activities (as applicable).			
Check competencies, qualifications, licences and / or accreditations of the volunteer.			
Explained any additional training requirements specific to the work / project.			
Provided a tour of the work area which includes : <ul style="list-style-type: none"><li>• Location of facilities and amenities;</li><li>• Location of first aid and emergency equipment (including Manual Call Points, extinguishers, access and egress points etc);</li><li>• Location of external Assembly Area;</li><li>• Areas where there are specific warning signs and instructions;</li><li>• Restricted areas.</li></ul>			
Explained requirements for media management (if applicable).			
Checked that phone contact details are current and key personnel can be contacted.			
Questions and clarification of Volunteer's responsibilities.			
Authorisation of a Volunteer form completed and returned to insurance@jcu.edu.au.			
A copy of / link to Volunteer Group Personal Accident Insurance brochure provided.			

## VOLUNTEER AGREEMENT

*I understand and will comply with the points discussed during the induction.*

*I agree to keep the JCU supervisor informed of my progress, any identified risks and hazards and incidents that occur.*

**JCU Representative conducting the induction:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Volunteer acknowledgement:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_