

Volunteer Worker OHS Induction Checklist

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| Workplace | Foster Primary School | |
| Brief description of works | | |
| General OHS Induction – The Workplace Manager is to ensure that volunteer workers have been provided with the following information and/or instructions. | Provided | |
| Introduction – Child Safe Standards What to expect at Foster Primary School | <input type="checkbox"/> Yes | |
| DET Health Safety and Wellbeing Policy | <input type="checkbox"/> Yes | |
| Child Safe Policy & Statement of Commitment | <input type="checkbox"/> Yes | |
| Child Safe Code of Conduct for Staff, Volunteers & School Councillors | <input type="checkbox"/> Yes | |
| Forms to be signed and returned | <input type="checkbox"/> Yes | |
| Copy of current WWCC | <input type="checkbox"/> Yes | |
| Required conduct/behaviour | <input type="checkbox"/> Yes | |
| Access arrangements / Traffic Management Plan | <input type="checkbox"/> Yes | |
| Site Specific Hazards | <input type="checkbox"/> Yes | |
| Hazardous Substances & Dangerous Goods | <input type="checkbox"/> Yes | |
| Emergency Management | <input type="checkbox"/> Yes | |
| First Aid & Amenities | <input type="checkbox"/> Yes | |
| Introduction to First Aid Officers | <input type="checkbox"/> Yes | |
| Information on hazard and incident reporting process | <input type="checkbox"/> Yes | |
| Evacuation Maps | <input type="checkbox"/> Yes | |
| Child Safe Book | <input type="checkbox"/> Yes | |
| Manual Handling | <input type="checkbox"/> Yes | |
| Risk Assessment Template – as required | <input type="checkbox"/> Yes | |
| Plant and equipment Safe Work Procedures & personal protective equipment <i>(Note: all electrically powered plant and equipment are to be tested and tagged prior to use)</i> | <input type="checkbox"/> Yes | |
| An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment | <input type="checkbox"/> Yes | |
| Signatures | | |
| Workplace Manager | | |
| <i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i> | | |
| Name: | Signature: | |
| | Date: | |