

Volunteer OHS Induction Checklist

The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction.

Workplace	Kensington Primary School	
Brief description of works		
General OHS Induction – The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions.		Provided
Department Health and Safety and Wellbeing (HSW) Policy		☐ Yes
Required conduct/behaviour		☐ Yes
Security access arrangements / Traffic Management Plan		☐ Yes
Introduction to First Aid Officer(s) and location of First Aid Room/Kits		☐ Yes
Location of emergency evacuation plans for your area		☐ Yes
Location of Emergency Exits		☐ Yes
Introduction to workplace Wardens / Incident Controller		☐ Yes
Location of amenities		☐ Yes
Location of Chemical Register and associated Safety Data Sheets		☐ Yes
Information on hazard and incident reporting process		☐ Yes
Current School Asbestos Management Plan and Division 5 Audit Report		☐ Yes ☐ NA
Introduction to school Asbestos Coordinator		☐ Yes ☐ NA
Plant and equipment Safe Work Procedures and personal protective equipment (Note: all electrically powered plant and equipment are to be tested and tagged prior to use)		☐ Yes ☐ NA
An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment		☐ Yes ☐ NA
Signatures		
Principal or delegate		
<i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i>		
Name:	Signature:	
	Date:	
Volunteers		
<i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>		
Name:	Signature:	
	Date:	

