

Volunteer OHS Induction Checklist

Prior to, or upon arrival at the School, you will be required to complete an OHS Induction covering the site-specific risks.

All volunteers MUST sign in at the Compass kiosk office prior to volunteering and sign out on departure.

All volunteers MUST have a valid Working with Children Check or VIT registration.

Workplace	Newport Lakes Primary School	
Brief description of works	Volunteer	
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		<input checked="" type="checkbox"/> Yes
Required conduct / behaviour		<input checked="" type="checkbox"/> Yes
Access arrangements / Traffic Management Plan		<input checked="" type="checkbox"/> Yes
Introduction to First Aid Officer(s) and location of First Aid Room / Kits		<input checked="" type="checkbox"/> Yes
Location of emergency evacuation plans for your area		<input checked="" type="checkbox"/> Yes
Location of Emergency Exits		<input checked="" type="checkbox"/> Yes
Introduction to workplace Wardens / Incident Controller		<input checked="" type="checkbox"/> Yes
Location of toilets / staffroom		<input checked="" type="checkbox"/> Yes
Location of Chemical Register and associated Safety Data Sheets		<input checked="" type="checkbox"/> Yes
Information on hazard and incident reporting process		<input checked="" type="checkbox"/> Yes
Current School Asbestos Management Plan and Division 5 Audit Report available		Yes
Introduction to school Asbestos Coordinator		Yes
Signature		
Principal or delegate		
<i>I certify that the below mentioned volunteer worker has completed an OHS induction.</i>		
Name:	Signature:	
	Date:	
Volunteer		
<i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>		
Name:	Signature:	
	Date:	