Volunteer OHS Induction Checklist

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

Name of volunteer:			
Name of student/s:		**Current class:**	
Preferred volunteering activity:	Assisting in the classroom, accompanying students on school excursions and/or camps, corridor and classroom reading, student clubs such as Garden Club and PPA activities such as uniform sales.		
Volunteer type	☐ Parent ☐ Other (i.e. Grandparent, cousin or family-friend)		

General OHS Induction – The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions.	**Provided**
I have a current Working With Children Check and I am aware that I will need to carry a copy of the card when on school premises.	☐ Yes
As someone engaging in **child-related work at Parkdale Primary School your details will be entered into WWC Connect** to register your attendance at our school.	☐ Yes
I have completed the compulsory Volunteer Training which is hosted on the Parkdale Primary School website prior to completing this induction.	☐ Yes
I have received the Volunteer Handbook and have read: • Department Health and Safety and Wellbeing (HSW) Policy • Required conduct/behaviour • Security access arrangements / Traffic Management Plan • Introduction to First Aid Officer(s) and location of First Aid Room/Kits • Location of emergency evacuation plans for your area • Location of Emergency Exits • Introduction to workplace Wardens / Incident Controller • Location of amenities • Information on hazard and incident reporting process	☐ Yes
I am familiar with the Volunteer Policy, Child Safety Code of Conduct, Child Safety and Wellbeing Policy, Procedures for Responding to incidents, disclosure and suspicion of child abuse. I know that copies of these policies can be found on the school's website.	☐ Yes
I am aware that the school Asbestos Coordinator is Leanne Bradney and any enquiries should be directed to her.	☐ **Yes** ☐ **NA**
Plant and equipment Safe Work Procedures and personal protective equipment	☐ **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**

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Signatures:	
Principal or delegate *I certify that the volunteer has completed an OHS induction.*	
Name:	Signature: Date:
Volunteer *I have been provided with and understand (as indicated above) and will comply with all safety instructions.*	
Name:	Signature: Date:

Volunteer contact details (these will be upload to WWC Connect and retained on the Parkdale Primary School WWCC Register)

Phone number	
Email	
Address	

Office admin only

✓		Expiry/End Date	Entry Date	Initials
	A valid WWCC card has been sighted			
	A valid WWCC card has been added to CASES			
	Details entered onto WWC Connect			
	Details entered onto PPS WWCC Register			