



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:		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.		
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.		<input type="checkbox"/> Yes	
I have completed the compulsory Volunteer Training which is hosted on the Parkdale Primary School website prior to completing this induction.		<input type="checkbox"/> Yes	
I have received the Volunteer Handbook and have read: <ul style="list-style-type: none"> 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 		<input type="checkbox"/> Yes	
If required, a copy of the Chemical Register and associated Safety Data Sheets can be located at reception.		<input type="checkbox"/> Yes	
I am familiar with the Volunteer Policy , Child Safety Code of Conduct , Child Safety and Wellbeing Policy and the Child Safety Responding and Reporting Obligations Policy and Procedure. I know that copies of these policies can be found on the school's website .		<input type="checkbox"/> Yes	
I am aware that the school Asbestos Coordinator is Leanne Bradney and any enquiries should be directed to her.		<input type="checkbox"/> Yes <input type="checkbox"/> NA	
If required, I understand that Parkdale Primary School will supply plant and equipment Safe Work Procedures and personal protective equipment for any maintenance work.		<input type="checkbox"/> Yes <input type="checkbox"/> NA	
An overview of task(s) and relevant hazards and risks controls will also be communicated to me in a detailed risk assessment by Parkdale Primary School if required.		<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Signatures			
Principal or delegate			
<i>I certify that the volunteer 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:	