

# Volunteer Induction Checklist

(to be completed prior to commencement of work)

**WHS-PRO-CHK-004b**

**Riskware Number:**

*Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing*

Volunteer Role:	
Volunteer JCU Supervisor:	
Project / Work Title:	
Brief summary of works:	
Location:	
Date/s:	

SECTION ONE: TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK	Y	N	N/A
Discussed the Volunteer's rights and responsibilities.			
Explained security provisions: <ul style="list-style-type: none"> <li>• Requirement to wear identification badges (if applicable) or other local arrangements (e.g. swipe card, access);</li> <li>• Introduction/identification of key personnel/staff;</li> <li>• Procedure for returning badges (if applicable).</li> </ul>			
Discussed Code of Conduct and copy provided.			
Explained risk management requirements, roles and responsibilities as per the project / work risk assessment. Changes to risk management controls must be immediately reported the JCU supervisor.			
Is all work to be conducted by the Volunteer covered by the Risk Assessment or Safe Work Procedures.			
Explained incident/injury/near miss reporting procedure.			
Explained emergency and evacuation procedures: <ul style="list-style-type: none"> <li>• Emergency contact numbers;</li> <li>• Roles and responsibilities of key personnel;</li> <li>• Arrangements for person(s) with a disability if applicable.</li> </ul>			
Explain key procedures that relate to the project / work (e.g. consultation, confidentiality, grievance).			

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