

Volunteer/Visitor OHS Induction Checklist



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| VOLUNTEER/VISITOR: | TASK/S: |
| SCHOOL: | DATE: |

The purpose of this checklist is to facilitate the volunteer/visitor OHS induction requirements of our school. If hazards have been identified, ensure appropriate control measures are implemented.

| QUESTION | YES | NO |
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| Has the Volunteer/Visitor been provided with information regarding the school OHS policy and required conduct/behaviour?(e.g. smoking and working alone) | | |
| Has the new Volunteer/Visitor been provided with a site tour of the school? | | |
| Has the Volunteer/Visitor been provided with the location of amenities (e.g toilets and staff room)? | | |
| Has the Volunteer/Visitor been informed of the schools security procedures? | | |
| Has the Volunteer/Visitor been informed of the emergency/ evacuation procedure including assembly points and whom to contact? | | |
| Has the Volunteer/Visitor been shown the first aid facilities and procedures? | | |
| Has the Volunteer/Visitor been provided with the information on hazard, incident near miss reporting requirements? | | |
| Has the Volunteer/Visitor been shown the injury reporting procedures, including the location of the injury register? | | |
| Has the Volunteer/Visitor been shown the traffic management/car parking procedures (if applicable)? | | |
| Has the Volunteer/Visitor been provided access to the current asbestos register (if applicable)? | | |
| Has the Volunteer/Visitor been shown the location of Safety Data Sheets (SDS) for hazardous substances stored on site? | | |
| Has the Volunteer/Visitor been informed of the Personal Protective Equipment requirements e.g hearing protection, gloves, glasses (if applicable)? | | |
| STAFF MEMBER SIGNATURE: | | |
| PRINCIPAL NAME AND SIGNATURE (if applicable): | | |