

# Volunteer Worker OHS Induction Checklist

Upon arrival at the site you will be required to complete an OHS Induction covering the site specific risks.

**Volunteer worker inductions are valid for 12 months.**

<b>Workplace</b>	Bonbeach Primary School	
<b>Brief description of works</b>		
<b>General OHS Induction</b> – The Workplace Manager is to ensure that volunteer workers have been provided with the following information and/or instructions.	<b>Provided</b>	
<b>DET OHS Policy</b> <i>(In Volunteer OHS &amp; Child Safe Induction Handbook p.2)</i>	<input type="checkbox"/> Yes	
<b>DET OHS Consultation and Communication Policy</b> <i>(In Volunteer OHS &amp; Child Safe Induction Handbook p.3)</i>	<input type="checkbox"/> Yes	
<b>Bonbeach Primary School Child Safe Policy and strategies</b> <i>(In Volunteer OHS &amp; Child Safe Induction Handbook p.4)</i>	<input type="checkbox"/> Yes	
<b>Required conduct/behaviour</b> <i>(In Volunteer OHS &amp; Child Safe Induction Handbook p.9)</i>	<input type="checkbox"/> Yes	
<b>Security access arrangements / Traffic Management Plan</b> <i>(In Volunteer OHS &amp; Child Safe Induction Handbook p.4)</i>	<input type="checkbox"/> Yes	
<b>Introduction to First Aid Officer(s) and location of First Aid Room/Kits</b> <i>(In Volunteer OHS &amp; Child Safe Induction Handbook p.20)</i>	<input type="checkbox"/> Yes	
<b>Location of emergency evacuation plans for your area</b> <i>(In Volunteer OHS &amp; Child Safe Induction Handbook p.22)</i>	<input type="checkbox"/> Yes	
<b>Location of Emergency Exits</b> <i>(In Volunteer OHS &amp; Child Safe Induction Handbook p.22)</i>	<input type="checkbox"/> Yes	
<b>Introduction to workplace Wardens / Incident Controller</b> <i>(Ken Jones Principal / Patrick Walsh Assistant Principal)</i>	<input type="checkbox"/> Yes	
<b>Location of amenities</b> <i>(At front office; in the BER)</i>	<input type="checkbox"/> Yes	
<b>Location of Chemical Register and associated Safety Data Sheets</b> <i>(At front office)</i>	<input type="checkbox"/> Yes	
<b>Information on hazard and incident reporting process</b> <i>(In Volunteer OHS &amp; Child Safe Induction Handbook p.21)</i>	<input type="checkbox"/> Yes	
<b>Current School Asbestos Management Plan and Division 5 Audit Report</b> <i>(Asbestos in eaves of main building and change rooms in Hall)</i>	<input type="checkbox"/> Yes	
<b>Plant and equipment Safe Work Procedures &amp; personal protective equipment</b> (Note: all electrically powered plant and equipment are to be tested and tagged prior to use) <i>Do not use any electrical item that is not tagged</i>	<input type="checkbox"/> Yes	
<b>An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment</b> <i>(To be completed at task site)</i>	<input type="checkbox"/> Yes	
<b>Volunteer Workers</b>		
<i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>		
Name:	Signature:	
	Date:	