

# Volunteer OHS Induction Checklist

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

<b>Workplace</b>	<b>MERRI CREEK PRIMARY SCHOOL</b>	
<b>Brief description of works</b>		
<b>General OHS Induction</b> – The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions.	<b>Provided</b>	
Department Health and Safety and Wellbeing (HSW) Policy – In Volunteer OHS Induction Handbook	<input type="checkbox"/> Yes	
<b>Required conduct/behaviour</b> – In Volunteer OHS Induction Handbook	<input type="checkbox"/> Yes	
<b>Security access arrangements / Traffic Management Plan</b> – In Volunteer OHS Induction Handbook	<input type="checkbox"/> Yes	
<b>Introduction to First Aid Officer(s) and location of First Aid Room/Kits</b> – In Main Building next to the reception	<input type="checkbox"/> Yes	
<b>Location of emergency evacuation plans for your area</b> – Refer to map in Volunteer OHS Handbook	<input type="checkbox"/> Yes	
<b>Location of Emergency Exits</b> - Refer to map in Volunteer OHS Handbook	<input type="checkbox"/> Yes	
<b>Introduction to workplace Wardens / Incident Controller (Vesna Zagorac)</b>	<input type="checkbox"/> Yes	
<b>Location of amenities</b> - In Volunteer OHS Handbook	<input type="checkbox"/> Yes	
<b>Location of Chemical Register and associated Safety Data Sheets</b> – Main Office	<input type="checkbox"/> Yes	
<b>Information on hazard and incident reporting process</b> - Refer to map in Volunteer OHS Handbook	<input type="checkbox"/> Yes	
<b>Current School Asbestos Management Plan and Division 5 Audit Report</b> – Main Office	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
<b>Introduction to school Asbestos Coordinator</b> – Gayle Stephenson	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
<b>Plant and equipment Safe Work Procedures and personal protective equipment (Note: all electrically powered plant and equipment are to be tested and tagged prior to use)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> NA	
<b>An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment</b> – Teacher to provide	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
<b>Signatures</b>		
<b>Principal or delegate</b>		
<i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i>		
Name:	Signature:	
	Date:	

