

Volunteer OHS Induction Checklist

All the below information and instructions must be provided to the volunteer prior to works being undertaken. These inductions are valid for up to 12 months.

See the [Volunteer OHS Management policy and procedure](#) for more information about completion and record keeping requirements.

School name		
Brief description of works		
General OHS Induction – The principal or their delegate is to ensure that volunteers have been provided with the following information and instructions.	Provided	
Required conduct/behaviour- refer to the OHS handbook	☐ Yes	
Introduction to First Aid Officer(s) and location of First Aid Room/Kits- main office	☐ Yes	
Location of amenities- toilets located near staffroom, first aid room located near the main school reception.	☐ Yes	
Information on hazard and incident reporting process-refer to the OHS handbook	☐ Yes	
Security access arrangements / Traffic Management Plan-(main office will provide information and the OHS handbook)	☐ Yes ☐ N/A	
An overview of task(s) and relevant hazards, risks and controls including any Risk Assessments, Risk Management Plans and Safe Work Procedures has been provided to the volunteer	☐ Yes ☐ N/A	

Safe Work Method Statements (SWMS) are completed by the volunteer for any high-risk tasks (including but not limited to asbestos, hazardous substances and dangerous goods, working at heights, hot work, or confined spaces) being undertaken at the time of induction. Note: SWMS must be completed each time a high-risk task is undertaken by the volunteer-(main office staff to provide)	☐ Yes ☐ N/A
Location of Chemical Register and associated Safety Data Sheets (in main office)	☐ Yes ☐ N/A
Location of emergency evacuation plans for the relevant area- Teacher to provide	☐ Yes ☐ N/A
Location of Emergency Exits - Teacher to provide	☐ Yes ☐ N/A
Introduction to workplace Wardens / Incident Controller- Teacher to provide	☐ Yes ☐ N/A
Signatures	
Principal or delegate I certify that the below mentioned volunteer worker has completed an OHS induction, and has received and understood the relevant information and instruction. I have explained that induction is valid for 12 months only. The principal or their delegate are to maintain completed forms and store in file or uploaded to eduSafe Plus where available.	
Name / Job Title	Signature:
	Date:
Volunteer Name:	Volunteer Signature:

Schools may add more signature boxes if inducting multiple volunteers at once.