

Volunteer OHS Induction Checklist

School name	Greenhills Primary School	
Brief description of works	Classroom/Excursion Volunteer	
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	<input type="checkbox"/> Yes	
Introduction to First Aid Officer(s) and location of First Aid Room/Kits	<input type="checkbox"/> Yes	
Location of amenities	<input type="checkbox"/> Yes	
Information on hazard and incident reporting process	<input type="checkbox"/> Yes	
Security access arrangements / Traffic Management Plan	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of Chemical Register and associated Safety Data Sheets	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of emergency evacuation plans for the relevant area	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of Emergency Exits	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Introduction to workplace Wardens / Incident Controller	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	