

Working Bee OHS Induction Checklist

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

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

Volunteers		
<i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>		
Name:	Signature:	
	Date:	

