



Volunteer Induction Checklist Tool

TOO-PEO-06d

Volunteer Name: _____ Date: _____

Person in Control of the Workplace _____ Date: _____

I confirm that I have completed The Uniting Church in Australia, Queensland Synod induction program and have a clear understanding of information presented during the induction program.

Unit	Topics Covered	Volunteer Initials
1. Origins of The Uniting Church in Australia	Basis of Union Overview of Queensland Synod Meaning of the UCA emblem	
2. Purpose, Vision, Staff Values & Structure	Purpose and Vision Vision 2020 Staff Values Organisational structure	
3. Conditions of Volunteering	Position Descriptions Privacy and Confidentiality Conflict of Interest Information Technology Copyright and Intellectual Property Media Relations Forms Timesheets Volunteer Benefits Building Security and Information Security of Personal Belongings Emergency & Evacuation Procedures Pool Vehicles Dress Standard Parking	
4. Policy and procedure	Responsibilities of Volunteers Compliance with legislation Accessing policy and procedure Volunteer Management Termination Privacy Conflicts	
5. Workplace Health and Safety	Volunteer/employer obligations Recording and reporting incidents General Evacuation Bomb Threats – Identifying Hazardous & Suspicious Mail Workshop Hazard Identification Checklist Workplace Health and Safety	
6. Volunteer Insurance	Volunteer Insurance	
7. Human Resource Management	Anti-Discrimination & Employment Equity Prevention of Workplace Harassment Recruitment and Selection Performance Review and Development Grievance Management	

Volunteer Signature: _____ Date: ____/____/____

Person in Charge of the Workplace Signature: _____ Date: ____/____/____

Notes (anything additional you may wish to tell us)