

# Volunteer/Visitor OHS Induction Checklist



<b>VOLUNTEER/VISITOR NAME:</b>	<b>TASK/S:</b>
<b>SCHOOL:</b>	<b>DATE:</b>

The purpose of this checklist is to facilitate the volunteer/visitor OHS induction requirements of the school. If hazards have been identified, ensure appropriate control measures are implemented.

QUESTION	YES	NO
Has the Volunteer/Visitor been provided with information regarding the school OHS policy and required conduct/behaviour?(e.g. smoking and working alone)		
Has the new Volunteer/Visitor been provided with a site tour of the school?		
Has the Volunteer/Visitor been provided with the location of amenities (e.g toilets and staff room)?		
Has the Volunteer/Visitor been informed of the schools security procedures?		
Has the Volunteer/Visitor been informed of the emergency/ evacuation procedure including assembly points and whom to contact?		
Has the Volunteer/Visitor been shown the first aid facilities and procedures?		
Has the Volunteer/Visitor been provided with the information on hazard, incident near miss reporting requirements?		
Has the Volunteer/Visitor been shown the injury reporting procedures, including the location of the injury register?		
Has the Volunteer/Visitor been shown the traffic management/car parking procedures (if applicable)?		
Has the Volunteer/Visitor been provided access to the current asbestos register (if applicable)?		
Has the Volunteer/Visitor been shown the location of Material Safety Data Sheets (MSDS) for hazardous substances stored on site?		
Has the Volunteer/Visitor been informed of the Personal Protective Equipment requirements e.g hearing protection, gloves, glasses (if applicable)?		
<b>VOLUNTEER/VISITOR SIGNATURE:</b>		
<b>PRINCIPAL NAME AND SIGNATURE (if applicable):</b>		