

Volunteer/Visitor OHS Induction Checklist



VOLUNTEER/VISITOR NAME:	TASK/S: External Provider / Volunteer
SCHOOL: SACRED HEART SCHOOL TATURA	DATE:

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 commitment to Child Safety?		
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)?	N/A	
Has the Volunteer/Visitor been provided access to the current asbestos register (if applicable)?	N/A	
Has the Volunteer/Visitor been shown the location of Material Safety Data Sheets (MSDS) for hazardous substances stored on site?	N/A	
Has the Volunteer/Visitor been informed of the Personal Protective Equipment requirements e.g hearing protection, gloves, glasses (if applicable)?	N/A	

Visitor / Volunteer Name: _____ Date: _____

Visitor / Volunteer Signature: _____

Principal Name: _____ Date: _____

Principal Signature: _____