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CPRGROUP
connelly project resources

Volunteer Induction Checklist

Volunteer Name:		Position:	
Commencement Date:		Induction Date:	

Item	Yes	No	Required Action	Person Responsible	Completion Date
INTRODUCTION					
Shown facilities (e.g. tea room, toilets)?	☐	☐			
Shown specific work area?	☐	☐			
Introduced to supervisor?	☐	☐			
HEALTH AND SAFETY					
Informed of evacuation procedure?	☐	☐			
Shown first aid facilities and procedures?	☐	☐			
Provided with information on hazards and controls in the workplace?	☐	☐			
Shown hazard and incident reporting procedures, including location of forms?	☐	☐			
Shown incident and injury reporting procedure including location of forms?	☐	☐			
Advised of emergency procedures, including emergency exits, assembly points and who to contact?	☐	☐			
Discussed general housekeeping procedures?	☐	☐			
Informed of security procedures?	☐	☐			
OTHER PROCEDURES					
Locking up (if applicable)	☐	☐			
Claiming expenses	☐	☐			
Club Policy Manual	☐	☐			
Dress code	☐	☐			

Conducted by:		Signature:	
Volunteer Name:		Signature	
Date Conducted:			

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