

APPENDIX 2.6 VOLUNTEER INDUCTION FORM

INSTRUCTIONS:

New Volunteers, please fill in the following checklist in confirmation that you have completed a sufficient induction. **Please confirm by ticking boxes.**

Before I commence my role as a volunteer with _____

Name of Volunteer Organisation

I am pleased to confirm that I:

- Have been Introduced to the Volunteer Coordinator _____
who will plan my activities. *Name of Volunteer Coordinator*

- Have been taken on a tour of the organisation, inside and outside
- Have been shown tea room, toilets, place to put my bags.....
- Have completed a volunteer registration form.....
- Have been shown where the volunteer register is
- Have been shown any obvious OH&S problems which may impinge on my day to day activities within the organisation. These are:

Problem	Location

- Am aware to whom I should report any OH&S issues and concerns regarding Risks; that person is _____
- Am aware of the volunteers communications book.....
- Have been shown the fire exits and fire exit plans
- Have been shown the fire exits and fire exit plans
- Have been shown where the First Aid kit is kept
- First Aider is.....
- Have been shown the fire exits and fire exit plans
- Know where the telephone is and know how to use it to make out going calls and receive incoming calls
- Have been shown where the organisation’s policies and procedures book is kept ..
- Have been told who is on the committee of management and am aware of the organisation’s aims and objectives.....
- I have been given a badge and know where it is kept

I know whom to contact should I have any concerns; it is

Name (inducted volunteer): _____

Signed (inducted volunteer): _____

Name (volunteer coordinator): _____

Signed (volunteer coordinator): _____

Date: _____