



HR Staff and Volunteer Induction Checklist

This induction checklist must accompany the new volunteer/employee during the site induction process.

Note items in green for staff only disregard if volunteer, visitor or contractor

Inductee details

Surname:	First name(s):
<i>Please select employment status of the inductee</i>	
<input type="radio"/> Volunteer	<input type="radio"/> Visitor
<input type="radio"/> Contractor	<input type="radio"/> Worker – handbook, contract, fair work statement
Position:	Date Commenced:
Location: Tailem Bend Community Centre	
Supervisor/Manager: Tammy Shepherd	
<input type="radio"/> Tax file declaration	
<input type="radio"/> Choice of super form	
<input type="radio"/> Bank details (incl. bank, BSB, account #)	
<input type="radio"/> Emergency contact details (incl. name, address, phone #, relationship)	
Qualifications, licences/vehicle insurance, certificates provided and recorded?	<input type="radio"/> Yes <input type="radio"/> N/A
National Police Check DCSI Screenings Child, Aged, Disability, Vulnerable, Employment	<input type="radio"/> Yes <input type="radio"/> N/A
Provide all new workers with a copy of the Health and Safety Handbook	
New worker has completed and submitted to manager/supervisor: checklist for understanding; and acknowledgement form	<input type="radio"/> Yes <input type="radio"/> N/A
Provide the worker with the following information as relevant:	
<i>Inductor and Worker to initial when each item is completed</i>	Inductor Worker
Site Evacuation Procedures	<input type="radio"/> Yes <input type="radio"/> N/A
Assembly Point and Evacuation Route Communications	
Emergency Wardens and their locations	
Notification of Criminal Record charges	
Work hours and security provisions	<input type="radio"/> Yes <input type="radio"/> N/A
Non Smoking Policy explained	<input type="radio"/> Yes <input type="radio"/> N/A
Drug and Alcohol Policy explained	<input type="radio"/> Yes <input type="radio"/> N/A
Site specific hazards, risk assessments and procedures	<input type="radio"/> Yes <input type="radio"/> N/A

Hazardous substances locations and procedures (storage, spills, SDS, etc.)	<input type="radio"/> Yes	<input type="radio"/> N/A
Accident/incident/near miss reporting procedures	<input type="radio"/> Yes	<input type="radio"/> N/A
Issued personal Protective Equipment as required	<input type="radio"/> Yes	<input type="radio"/> N/A
List items issued:		
WHS Management System	<input type="radio"/> Yes	<input type="radio"/> N/A

Ensure the worker is shown the following as relevant:


<i>Inductor and Worker to initial when each item is completed</i>	Inductor	Worker
Location of first aid facilities and first aid attendants	<input type="radio"/> Yes	<input type="radio"/> N/A
Fire extinguisher locations in work area	<input type="radio"/> Yes	<input type="radio"/> N/A
Kitchen amenities, toilets and drinking water	<input type="radio"/> Yes	<input type="radio"/> N/A
Key system, Alarm Code (if applicable), Security, Finance	<input type="radio"/> Yes	<input type="radio"/> N/A
Time sheets/invoicing- pay schedule – training matrix	<input type="radio"/> Yes	<input type="radio"/> N/A
Open close procedure, sole worker, hot weather policy	<input type="radio"/> Yes	<input type="radio"/> N/A
Snap shot of TBCC - structure of organization/annual report	<input type="radio"/> Yes	<input type="radio"/> N/A
Vision, Code of Conduct, CHSP Rights & Responsibilities	<input type="radio"/> Yes	<input type="radio"/> N/A
HR Privacy & Confidentiality, HR Conflict flowchart	<input type="radio"/> Yes	<input type="radio"/> N/A
TBCC front office procedure book, calendars	<input type="radio"/> Yes	<input type="radio"/> N/A
TBCC membership	<input type="radio"/> Yes	<input type="radio"/> N/A
Server, public use pc, phones	<input type="radio"/> Yes	<input type="radio"/> N/A
Web site social media	<input type="radio"/> Yes	<input type="radio"/> N/A
Commitment to help, BOM, staff and volunteers	<input type="radio"/> Yes	<input type="radio"/> N/A
Update phone, volunteer list	<input type="radio"/> Yes	<input type="radio"/> N/A
Entered into membership	<input type="radio"/> Yes	<input type="radio"/> N/A
Entered into Telstra TIMS	<input type="radio"/> Yes	<input type="radio"/> N/A
Entered into Mail Chimp	<input type="radio"/> Yes	<input type="radio"/> N/A
Entered into Survey Monkey	<input type="radio"/> Yes	<input type="radio"/> N/A

A

I acknowledge that I, the undersigned, have been advised on all of the above listed items and understand the points discussed. Where appropriate, I also undertake to use and have been instructed in the correct usage of Personal Protective Equipment (PPE). I accept that compliance to safe work practices is a condition of my continued access to the site and also a requirement under the WHS legislation.

The inductor has reiterated the key points of this induction program and I understand the procedures involved.

Name (Please print)	Signature	Date
_____	_____	_____
Inductor's Name (Please print)	Signature	Date
Tammy Shepherd	_____	_____

Date first formulated		
Dates approved by Board	V1 V2	June 2016 May 2018
Next Review Date	September 2019	
Related Documents	Employsure contracts and templates	
Legislation		
Signed on behalf of TBCC Board of Management by: Name: Jack Hunt Position held: Chairperson		
		Signature:  14 May 2018