

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):
Telephone number	Email
<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)	

Covid Vaccinations and Booster	<input type="radio"/> First	<input type="radio"/> second	<input type="radio"/> Booster	<input type="radio"/> Evidence
Qualifications, licences/vehicle insurance, certificates provided and recorded?			<input type="radio"/> Yes	<input type="radio"/> N/A
HR national Police Check Child safe Screening Policy & Procedure				
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
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
Snapshot 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
National Principles for Child Safe Organisation Children's rights and responsibilities flyer	<input type="radio"/> Yes	<input type="radio"/> N/A
Child safe risk and reporting	<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
Printers, 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 MAISY	<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

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

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.

Name (Please print)

Signature

Date

2022


Inductor's Name (Please print)

Signature

Date

Tammy Shepherd

2022

Date first formulated		
Dates approved by Board	V1, V2, V3 V4	June 2016, May 2018, Feb 2020 Dec 2021
Next Review Date	Dec 2023	
Related Documents	Employmen contracts and templates National Child Safe Principles Legal Services Commission National Employment Standards Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Child safe environments Rights of every child Department Human Service DHS Critical Client Incidents Policy Coronal Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines Unicef – know your rights and responsibilities Children's rights and responsibilities flyer Department Human Services DHS Critical Incidents Gender diverse, intersex and sexually diverse children and young people	
Legislation	Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Aged Care Quality and Safety Commission Act 2018 Aged Care Act 1997 Competition and Consumer Act 2010 Associations Incorporation Act 2009 Sex and Age Discrimination Legislation Amendment Act 2011 Woman Working Centre Australian Human Rights Commission Act 1986 Children's Protection Act 1993 (SA) Fair Work Act 2009 Volunteers Protection Act 2001 (SA) Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009 Federal Law Fair work Act 1994 State Law	
Signed on behalf of TBCC Board of Management by: Name: Jack Hunt Position held: Chairperson		
		Signature  1 Dec 2021