

HS007B - Volunteer Health, Safety & Wellbeing Induction Checklist

Instructions: A Far North District Council Representative will complete the following health and safety induction with volunteers and/or community group coordinators to enable them to confidently manage the group's health and safety requirements on site.

Name of FDNC contact
responsible for the
induction: _____

Date: _____

Name of Community
Group Coordinator: _____

Designation/Task: _____

Health and Safety Checklist

#	Item	Yes	No	NA
1	Given an overview of the FNDC Health & Safety Policy as a guide to working safely.			
2	Given copy and explanation of current Volunteer Health, Safety & Wellbeing Handbook			
3	Given an overview of the hazards and controls associated with the activity, including where applicable a job safety analysis and any interface issues with other work groups.			
4	Name of person at FNDC to contact if you have any questions or issues.			
5	Given an overview of what to do in the event of an incident, accident, unsafe act and unsafe equipment.			
6	Given an overview of emergency procedures, including evacuation assembly point and first aid requirements.			
7	Given an overview of any security and or access procedures or requirements.			
8	Given an overview of PPE or other equipment requirements. Also any particular clothing requirements.			
9	Any relevant: smoking, drug and alcohol rules			

Other: _____

I acknowledge that the above has been received and understood:

Signature of Volunteer: _____

I acknowledge that the induction has been completed:

Signature of FNDC Representative: _____