

Induction Date: _____

Name of Inductor: _____

Name of Inductee: _____

Initial Orientation	Tick
Volunteer agreement form signed	
Police check and working with children check (if required) complete	
Legal and Safety requirements	
Introduction to other staff and volunteers	
Location of sign-in book and procedure	
Volunteer insurance explained	
Tour of premises	
Volunteer facilities/amenities	
Emergency procedures	
Location of fire equipment	
Evacuation assembly point	
Identify emergency warden	
Location of First Aid kits	
Identity of First Aid officer	
Procedure of reporting safety issues	
Procedure of reporting injuries	

Volunteer: _____

I have participated in the induction procedure and understand all the issues discussed.

Signed: _____

Dated: _____

Inductor: _____

I have inducted the above volunteer.

Signed: _____

Dated: _____