Induction Checklist

This checklist supports new volunteer Induction/Orientation so it is thorough and consistent regardless of who conducts it. Volunteers have different learning needs so that Induction may need to be conducted across a number of sessions. Once a volunteer role has been established the Volunteer Guide should use this checklist to record what the Induction program has included.

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Title Volunteer's First name Volunteer's Family name

...../ ..... /..... ...../...../.....
Date induction commenced Date induction ended

1. The new volunteer has been shown around the facility, introduced to management and other team-members present in the workplace ☐

2. The new volunteer was shown:

a) Around the workplace ☐
b) The kitchen/amenities of the workplace ☐
c) Where to secure valuables ☐
d) Location of equipment and supplies ☐
e) Location for keys/access cards ☐
f) Location for the First Aid Kit ☐
g) Location for the Incident Register ☐
h) Where keys/access cards are kept ☐
i) How to use the communications systems including computer systems, databases, IT resources, internet, intranet and how to gain access to those resources ☐

3. The new volunteer has:

a) the role, purpose and values of the organisation explained to them ☐
b) been referred to other resources such as website and brochures. ☐

4. The new volunteer was shown:

a) Their workspace ☐
b) Available parking ☐
c) Location for the WH&S board ☐

5. The individual conducting the Induction must explain the following procedures:

a) How confidentiality is maintained within the organization ☐
b) Grievance procedures ☐
c) Evacuation procedures ☐

6. The new volunteer has been guided through the Code of Conduct ☐
The new volunteer has been guided through the Volunteer Handbook, and has been provided a copy ☐

7. The new volunteer was introduced to their immediate supervisor ☐
8. The new volunteer has completed a Volunteer Registration Form ☐

Induction/Orientation complete

Induction conducted by ....

Signed ..... Date ..... / ..... /