|  |
| --- |
| **VOLUNTEERS DETAILS** |
| NAME |  |
| COMMENCEMENT DATE |  |
| SCHOOL/AREA |  |
| SUPERVISOR |  |
| **BEFORE VOLUNTEER COMMENCES THE FOLLOWING PAPERWORK MUST BE COMPLETED** |
| □ Volunteer Registration Form□ Volunteer Position Description | □ Volunteer Agreement Form□ Volunteer Rights & Responsibilities  |
| **INDUCTION** |
| □ Official greeting□ Introduction to colleagues□ Explain work unit structure□ Work hours and time-keeping (log book) | □ Location of work stations and areas□ Staff rooms, toilets & other University amenities□ Available resources (kitchen)  |
| **OFFICE FACILITIES** |
| □ Room and floor access□ Department phone contacts□ University card - ID login number (if applicable)□ Internal Mail□ Photocopier operation | □ Phone system□ Desk Location□ Records Management & Filing □ Stationery□ Printer operation  |
| **HEALTH SAFETY & WELLBEING** |
| □ Safety tour (emergency exits, assembly points etc.)□ Introduce HSW Officer, First Aid Officer, Fire Warden□ Fire & Emergency plans□ Specific requirements (i.e. disability requirements) □ Working in safe environment | □ Procedure for reporting hazards, accidents &  injuries□ First Aid Kit□ Local security arrangements□ Local hazards including, tools, equipment,  materials  |
| **COMPUTING FACILITIES** |
| □ Computer log in□ Password access | □ Email Account□ In-house software  |
| Supervisors signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Volunteers signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |