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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |