

Parent/Volunteer Induction Checklist

Part 1: General

At Glen Iris Primary School, we have a strong family-school partnership and culture. One valuable and much appreciated part of this is the help we receive from families. Families who wish to assist in the classroom, on excursions or with fundraising activities must complete an annual OHS induction process by signing and accepting the items in this form.

I acknowledge that:	
I will conduct myself in accordance with the Department of Education rules and guidelines	<input type="checkbox"/> Yes
It is the teacher's responsibility to monitor and address student behaviour	<input type="checkbox"/> Yes
I must sign in and out at the office via the Kiosk at front reception and carry a visitors pass each time I help	<input type="checkbox"/> Yes
I am not permitted to take photographs unless specifically requested by the teacher	<input type="checkbox"/> Yes
I am there to assist the teacher and am always under the teacher's direction	<input type="checkbox"/> Yes
I must maintain a high level of confidentiality	<input type="checkbox"/> Yes
I have read and will abide by the GIPS Child Safe Code of Conduct	<input type="checkbox"/> Yes
In the case of an emergency whilst I am helping a continuous alarm will be sounded over the PA system and I am to report to the staff member I am helping or to the administration office for further instructions	<input type="checkbox"/> Yes
I know the location of the staff amenities	<input type="checkbox"/> Yes
If I become aware of any first aid issues, I will notify the staff member I am helping or the First Aid staff member at the administration office immediately	<input type="checkbox"/> Yes
If I am aware of an incident occurring eg. injury or hazard, I will report this to the staff member I am helping or the office immediately	<input type="checkbox"/> Yes
I must provide a copy of a current Working with Children's Card along with a signed copy of this form.	<input type="checkbox"/> Yes
Parent Signature:	
Workplace Manager	
<i>I certify that the below mentioned volunteer has completed an OHS induction.</i>	
Name:	Signature:
	Date:

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Part 2: OHS (for each event eg. working bee)

Workplace	
Brief description of works	
General OHS Induction – The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions.	Provided
Department Health and Safety and Wellbeing (HSW) Policy	<input type="checkbox"/> Yes
Required conduct/behaviour	<input type="checkbox"/> Yes
Security access arrangements / Traffic Management Plan	<input type="checkbox"/> Yes
Introduction to First Aid Officer(s) and location of First Aid Room/Kits	<input type="checkbox"/> Yes
Location of emergency evacuation plans for your area	<input type="checkbox"/> Yes
Location of Emergency Exits	<input type="checkbox"/> Yes
Introduction to workplace Wardens / Incident Controller	<input type="checkbox"/> Yes
Location of amenities	<input type="checkbox"/> Yes
Location of Chemical Register and associated Safety Data Sheets	<input type="checkbox"/> Yes
Information on hazard and incident reporting process	<input type="checkbox"/> Yes
Current School Asbestos Management Plan and Division 5 Audit Report	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Introduction to school Asbestos Coordinator	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Plant and equipment Safe Work Procedures and personal protective equipment <i>(Note: all electrically powered plant and equipment are to be tested and tagged prior to use)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA

An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment

Yes NA

Signatures

Principal or delegate

I certify that the below mentioned volunteer workers have completed an OHS induction.

Name:

Signature:

Date:

