

Sample - VOLUNTEER INDUCTION CHECKLIST

Name:

Program:

Position:

Co-ordinator:

INDUCTION ITEM	Please tick	
	VOLUNTEER	TRAINER
Mission statement	<input type="checkbox"/>	<input type="checkbox"/>
Philosophy and values	<input type="checkbox"/>	<input type="checkbox"/>
Organisational chart	<input type="checkbox"/>	<input type="checkbox"/>
Orientation	<input type="checkbox"/>	<input type="checkbox"/>
Introduction to staff, program and services	<input type="checkbox"/>	<input type="checkbox"/>
Sign in / out register	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer rights and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Roster	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation process	<input type="checkbox"/>	<input type="checkbox"/>
Workplace, health and safety	<input type="checkbox"/>	<input type="checkbox"/>
Fire safety – training and procedures	<input type="checkbox"/>	<input type="checkbox"/>
Ethical support and duty of care	<input type="checkbox"/>	<input type="checkbox"/>
Grievance procedure	<input type="checkbox"/>	<input type="checkbox"/>
Report accidents and incidents	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>
Code of conduct and behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>
Code of dress	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>
Home care common standards	<input type="checkbox"/>	<input type="checkbox"/>

Transport training (for those working in transport)	<input type="checkbox"/>	<input type="checkbox"/>
Food safety and handling/hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling	<input type="checkbox"/>	<input type="checkbox"/>
Hoist training (for those working in transport)	<input type="checkbox"/>	<input type="checkbox"/>
Received and read the induction manual	<input type="checkbox"/>	<input type="checkbox"/>

Dated

Signatures:

Volunteer:

Trainer: