

# INDUCTION CHECKLIST

Name: .....

Volunteer  Student  (tick applicable)

- Organisational Practice Framework
- Quality Frameworks and Standards
- Grievance Protocol
- Diversity, Anti-Discrimination & Equal Employment Opportunity Protocol
- Workplace Health & Safety Policy
- Privacy, Information and Communication Policy
- General Company Information
- General Health & Safety in the Workplace
- Volunteer and/or Student Work Related Information

**Please note:** Further training for your role may be required e.g., Food Safety and Handling/Hygiene, Vehicle Hoist Training which will be conducted by your supervisor.

**I acknowledge that I read and understood all information provided in this Induction.**

**Inductee's Signature:** .....

**Dated:** .....

**I acknowledge that the volunteer and/or student has completed an Induction**

**Trainer's Signature:** .....

**Dated:** .....