

Sample - Volunteer Orientation Checklist

- Sign in/ out Register
- Locker Key Register
- Photocopier/Fax and First Aid Kit
- Coordinators Office
- Tea Room
- Staff/Volunteer Toilets
- Lockers/Smoking & Meal Area
- Client Toilets
- Laundry
- Fire Extinguishers / Hose Reels & Fire Exits
- Fire Evacuation Plan (To include meeting area)
- Workplace Health & Safety & First Aid Officers (Introduce)
- Kitchen
- Outside Areas (Rainforest/Potting)
- Acknowledge that Volunteer has read the following:
 - Principles of Service Delivery
 - Dress Code
 - Workplace Health & Safety
 - Volunteer Code of Behaviour
 - Disciplinary Procedures
 - Misconduct & Resignations

Dated: / / 20

(Volunteer Signature)

(Print Name)

(Coordinator's signature)

(Print Name)