



Form 16b MHOC – Induction Checklist – Volunteer/Contractor

Name of parish/agency:		MHOC – Sacred Heart Church		
Date:		Facilitator:		
Volunteer / Worker / Contractor		Details:		
THE PARISH		Yes	No	N/A
Has been shown work area(s)				
Has been shown amenities.				
Has been asked if there are any special needs with respect to work health & safety (and they have been noted).				
Knows who to contact in emergencies or general questions				
How the parish is organised (website)				
The role of the parish council (website)				
The role of the parish finance committee (website)				
Parish goals & strategic plan (website & brochures)				
Archdiocesan WHS policy (website & entrances)				
Evacuation/emergency plan				
Has signed a Code of Conduct (valid for 3 years)				
Privacy Policy (website)				
Has filled out and signed a Volunteer Application Form 10				
Has provided a current WWVP Card if applicable				
SPECIFIC SAFETY MATTERS		Yes	No	N/A
Location of exits; fire extinguishers; fire blankets; first aid kits.				
Handling of cleaners & chemicals.				
Trip hazards.				
Responsible for personal safety & reporting (Form 19)				
Use of protective equipment for example Masks.				
Use of electrical devices (leads & tagging)				
The incident & hazard reporting process have been explained, i.e. fill out or ensure Form19 – Incident Report Form has been filled out				
Accident & emergency procedures including the fire evacuation procedures have been explained.				
Has been informed as to the location of the first aid kits.				
Hall WHS Walkthrough				
Church WHS Walkthrough				
Safe lifting practices (website)				
SPECIFIC TASKS		Yes	No	N/A
Use of ladders (height) & trestles				
Cleaning activities				
Cleaning up after the task & relocating equipment & materials				
Signature:		Date:		
Facilitator signature:		Date:		