

Induction Checklist Form

An **Induction Checklist Form**¹ is to be completed at the commencement of a new volunteer's probationary period.

A Volunteer Registration Form must also be completed by a new volunteer or returning volunteer *[longer than 6 months]* who wishes to undertake or return to volunteering for National Trust South Australia.

The onsite induction is a mandatory requirement to ensure that all new/returning volunteers have the tools and knowledge to commence their volunteering journey with NTSA.

A copy of this document, once completed, is to be forwarded to your local Volunteer Team Leader for lodgement in the Volunteer Management System (VMS) or to State Headquarters for actioning.

Volunteer Details	
Given Name	
Surname	
Date of site induction	

Volunteer Location				
Train driver	Rail maintenance	General maintenance	Tour Guide	Gardener
Customer Service	Archiving	Collections	Canteen	Conservation
Shop/Retail	Research	Garden Maintenance	Collections	Other

Policies & Procedures	<i>Copies to be supplied to volunteer</i>	✓
Code of Conduct		
Role Description		
Local Specific Activity Sheet		
Privacy Policy		
OHS Policy		
Volunteer Handbook		

Introductions	<i>Comments</i>	✓
Management		
Team Leader / Supervisor		
Team Members		
Assigned a Buddy [if applicable]		

Workplace Environment	<i>Comments</i>	✓
Location, address, and official 'name' of premises		
Parking		
Premises entry and closure procedures	<i>Keys supplied?</i>	
Kitchen and amenities		
Securing valuables <i>[bag, phone etc]</i>		
Telephone System		
Rosters		
Volunteer hours		
Uniforms		
Name Badges		
Volunteer Cards		
Other		

Work Health & Safety	Comments	✓
First Aid Kit and procedures		
Incident Register and procedures		
WHS notice board		
Evacuation procedures		
Aids [wheelchair, seating requirements]		

Mandatory Certifications	Where applicable	✓
Police Check Certificate		
Working with Children Clearances		

Equipment	Comments	✓
Tools of trade [gardening tools etc]		
Tools of trade [electrical]		
Telephone System/s		
Photocopiers and printers		
Other		

Information Technology	Please name each system relative to your area	✓
Point of Sale System [POS]		
o Access initiated		
Volunteer Management System [VMS]		
o Access initiated		
Collections Management System [CMS]		
o Access initiated		
Other		

Training	Date Booked	✓
Mandatory Reporting		
Manual Handling		
Fire Safety		
First Aid		
Activity Sheet specific skills	Refer to activity sheet for further information...	

Declaration by Volunteer

I, _____ declare that I have participated in the induction and fully understand my rights, obligations and commitment while volunteering for National Trust SA. I also declare that I have completed and lodged a **Volunteer Registration Form** prior to undertaking this induction.

Volunteer signature

dated

Declaration by person who performed the induction.

I, _____
Person who performed the induction position
declare that I have undertaken a workplace induction for the above-mentioned new/returning volunteer.