

Safety Induction Checklist



Friends of the
Melton Botanic Garden Inc.

Activity: _____ **Date:** _____

Induction Performed by: _____

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| ACTIVITY LAYOUT | TICK |
| ALL PERSONS INVOLVED IDENTIFIED | <input type="checkbox"/> |
| PERSONS IN CHARGE OF ACTIVITIES, FIRST-AID AND SAFETY IDENTIFIED | <input type="checkbox"/> |
| SHOWN "NO GO" OR RESTRICTED AREAS | <input type="checkbox"/> |
| ADVISED THE LOCATION OF REST FACILITIES e.g. Toilet/washroom | <input type="checkbox"/> |

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| EMERGENCY PROCEDURES | TICK |
| SHOWN AND DISCUSSED EMERGENCY PROCEDURES | <input type="checkbox"/> |
| SHOWN LOCATION OF FIRST AID KIT | <input type="checkbox"/> |
| SHOWN LOCATION OF FIRE FIGHTING EQUIPMENT /EXTINGUISHER | <input type="checkbox"/> |
| SHOWN SAFETY DATA SHEETS (MSDS) FOLDER | <input type="checkbox"/> |

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| PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING | TICK |
| PPE AND CLOTHING WORN, WHERE REQUIRED | <input type="checkbox"/> |

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| HAZARD IDENTIFICATION | TICK |
| HAZARD IDENTIFICATION AND CONTROL PROCEDURES DISCUSSED | <input type="checkbox"/> |
| REVIEWED AND DISCUSSED CURRENT ACTIVITY HAZARDS | <input type="checkbox"/> |

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| ACCIDENT/INCIDENT REPORTING | TICK |
| ACCIDENT/INCIDENT REPORTING PROCEDURES DISCUSSED | <input type="checkbox"/> |

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| WORK ACTIVITIES | TICK |
| 1) IDENTIFIED TASKS TO BE DONE (<i>ensure competency to do the tasks</i>) | <input type="checkbox"/> |
| 2) USE OF PLANT AND EQUIPMENT IDENTIFIED (<i>ensure competency to use them</i>) | <input type="checkbox"/> |
| 3) HAZARDOUS SUBSTANCES IDENTIFIED AND SAFETY DATA SHEETS AVAILABLE | <input type="checkbox"/> |
| 4) PERSON IN CHARGE/SAFETY OFFICER/SAFETY MONITOR IDENTIFIED | <input type="checkbox"/> |
| 5) COMMUNICATIONS DISCUSSED | <input type="checkbox"/> |
| 6) ENVIRONMENTAL PROTECTION AND CONTROLS DISCUSSED (<i>oil spills, waste disposal etc.</i>) | <input type="checkbox"/> |
| 7) OTHER ITEMS DISCUSSED (<i>note them here</i>): | <input type="checkbox"/> |

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| FMBG POLICIES | TICK |
| ANTIDISCRIMINATION AND HARRASSMENT POLICY | <input type="checkbox"/> |
| CHILD SAFE POLICY, CODE OF CONDUCT AND WORKING WITH CHILDREN CHECK REQUIREMENT | <input type="checkbox"/> |

THIS CHECKLIST PROVIDES A METHOD OF ENSURING THE VOLUNTEERS INVOLVED WITH FMBG ACTIVITIES HAVE BEEN MADE AWARE OF THE DETAILS OF FMBG REQUIREMENTS.

ADD NEWCOMERS AND RETAIN A COPY ONSITE

For a group induction: We, the undersigned acknowledge that we have been INFORMED of the above Health and Safety Requirements for the activity and are AWARE OF OUR RESPONSIBILITIES and AGREE TO ABIDE by the rules and procedures outlined above.

| <u>Name</u> | <u>Signature</u> | <u>Date</u> |
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