

# Safety Induction Checklist



Friends of the  
Melton Botanic Garden Inc.

**\*\*\*This induction must be conducted by an authorised Safety Officer \*\*\***

**Volunteer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Induction Performed by:** \_\_\_\_\_

GENERAL REQUIREMENTS		DONE (✓)
1	Worked through the Volunteer Handbook	<input type="checkbox"/>
2	Read all relevant Standard Operating Procedures (SOPs) – Can be done after induction	<input type="checkbox"/>
3	All persons involved identified – See lists on notice boards or Volunteer Handbook	<input type="checkbox"/>
4	Persons in charge of activities, first-aid and safety identified	<input type="checkbox"/>
5	Shown how to secure garden shed doors on opening	<input type="checkbox"/>
6	Advised the location of rest facilities e.g. Toilet/washroom – depot and garden	<input type="checkbox"/>
7	Communications discussed	<input type="checkbox"/>
8	Shown Safety Data Sheets (SDS) folder	<input type="checkbox"/>
9	Shown waste bin and green bin procedures	<input type="checkbox"/>

EMERGENCY PROCEDURES		DONE (✓)
10	Safety Officers / Safety Monitor(s) identified	<input type="checkbox"/>
11	Shown and discussed Emergency Procedures and Evacuation Procedure	<input type="checkbox"/>
12	Shown location of first aid kit(s) – Must have a kit nearby when volunteering	<input type="checkbox"/>
13	Shown location of firefighting equipment /extinguisher/fire blanket	<input type="checkbox"/>
14	Environmental Protection and Controls discussed ( <i>oil spills, waste disposal etc.</i> )	<input type="checkbox"/>

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING (Show PPE locations)		DONE (✓)
15	PPE and clothing requirements discussed. PPE to be worn when required by certain tasks	<input type="checkbox"/>

HAZARD IDENTIFICATION		DONE (✓)
16	Hazard identification and control procedures discussed	<input type="checkbox"/>
17	Take 5 steps covered – See notices in depot	<input type="checkbox"/>
18	Reviewed and discussed current activity hazards	<input type="checkbox"/>

ACCIDENT/INCIDENT REPORTING		DONE (✓)
19	Accident and incident reporting procedures discussed. Shown location of forms.	<input type="checkbox"/>

WORK ACTIVITIES – WILL BE SPECIFIC TO GROUPS YOU WORK WITH		DONE (✓)
20	Identified tasks to be done ( <i>ensure competency to do the tasks</i> ) and associated hazards	<input type="checkbox"/>
21	Use of plant and equipment identified ( <i>ensure competency to use and training requirements</i> )	<input type="checkbox"/>
22	Person in charge of activities	<input type="checkbox"/>
23	Any other items discussed ( <i>note them here</i> ):	<input type="checkbox"/>

FMBG POLICIES		DONE (✓)
24	Antidiscrimination and Harassment Policy	<input type="checkbox"/>
25	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. Admin: add newcomers to training register and retain a copy onsite***

Induction completed and signed by inductee: \_\_\_\_\_

Date \_\_ / \_\_ / \_\_