**Fortify Volunteer Induction Checklist:**

(Please ensure induction checklist is completed on the **FIRST Week** of your volunteering)

|  |  |  |  |
| --- | --- | --- | --- |
| **INDUCTION** | | | |
| **Topic** | **Item details** | | **Complete** |
| Introduction and responsibilities | Welcome and introduction | |  |
| Establish expectations   * Project/activity tasks * Expected outcomes * Attendance at divisional meetings * Brief on and schedule any training required | |  |
| Work area / desk | |  |
| Hours of work, times of breaks / lunch | |  |
| Notification instruction if going to be late or absent | |  |
| Access, i.e., door code, computer, and user login email (if  applicable), printer, telephone, etc. | |  |
| Rules regarding the use of computer and internet | |  |
| Outline responsibilities while on placement | |  |
| Supervisory arrangements | Supervisor introduction | |  |
| Schedule of meetings with supervisor to monitor progress | |  |
| Method of communication with supervisor | |  |
| Assistant supervisor/ mentor/ buddy (if applicable)  Name……………………………………………………………………………………...  Contact …………………………………………………………………………..…...… | |  |
| Security and safety | Security Office | |  |
| Emergency arrangements/ exits/ evacuation plans | |  |
| Location of host organizations’ emergency procedures | |  |
| First Aid Officer | |  |
| OH&S responsibilities | |  |
| Location of host organizations’ OH&S policies | |  |
| Workplace culture‐ policies & procedures | Please provide details: | |  |
| Orientation tour of workplace | Tour of the workplace | |  |
| Organizational overview | |  |
| Local amenities, i.e.: toilets/kitchen/lunchroom/tea and coffee  Facilities | |  |
| Further assistance | Have you been provided all the information and support you need about this role from Fortify? | |  |
| Other |  | |  |
| Volunteer name |  | Inductor name  ***(if not supervisor)*** |  |
| Volunteer Signature |  | Date |  |
| Volunteer Signature |  | Date |  |
| **SUPERVISOR’S CONTACT DETAILS** | | | |
| Name |  | Contact details |  |