

Volunteer Induction Checklist – For Use by Show Management

Please note that volunteers will have different learning needs depending on the roles they are assigned to by the Show Committee/Volunteer Coordinator.

Section Manager Name: _____

Induction Conducted: __/__/__ **Induction Completed:** __/__/__

Induction Conducted By: _____ **Signed:** _____

- 1. All volunteers have been introduced to Show Executives and committee members []
- 2. All volunteers have been shown around the facility:
 - The amenities (bathrooms) []
 - Where to secure valuables []
 - The tea room (how to access water, tea and coffee) []
 - Where equipment and supplies are kept []
 - Shown how to access keys (if required) []
 - Shown where the telephone is located []
 - Shown where First Aid posts are located []
 - Shown specific work space, areas where applicable []
 - Shown and explained parking protocols []
 - Other: _____ []
 - Other: _____ []
- 3. All volunteers have had their roles, purpose and values of the show explained []

As a Section Manager the induction should explain the following procedures to all volunteers.

 - Confidentiality, how volunteer privacy is maintained []
 - Patron complaints procedures []
 - Evacuation procedures []
 - Given a run-down of Show contacts and what various people do []
 - Told who to contact if they cannot work their shift []
 - Given Biosecurity Policy []
 - Given WH&S information []
 - Incident Reporting procedure []
 - Codes of Conduct []
- 4. All volunteers have had the show expectations explained and what they should be able to expect from others at the Show []
- 5. All new volunteers have been assigned a Mentor or Buddy to mentor the specific tasks outlined in the Role Description []
- 6. All Volunteer have filled in a Registration Form and provided emergency contact details []
- 7. All volunteers are aware of their obligation to sign in and sign out each day []