

Volunteer Welcome and Induction - Checklist

This checklist is for the Landcare activity leader / BCLN Facilitator to use as prompts when briefing volunteers on the day of the activity.

Activity/project name: _____

Activity leader name: _____ Date: _____

Activity Information		
1. Thanks for attending - adults and children. <i>Acknowledge invaluable contribution of volunteers.</i>	<input type="checkbox"/>	
2. Introduction to the activity - activity leader, BCLN facilitator and/or land owner. List details (if required):	<input type="checkbox"/>	3. Reminder - all to sign in on attendance record <input type="checkbox"/>
		4. Personal medical conditions which may be affected by participating in the activity <input type="checkbox"/>
		5. Thanks for attending - adults and children. Acknowledge invaluable contribution of volunteers. <input type="checkbox"/>
		6. Photos & social media permission. We will be taking photos to record this event. Let us know after this briefing if you do not want your photo taken and used on any of our promotions or on social media. <input type="checkbox"/>
		7. Other <input type="checkbox"/>

Safety		
Volunteers / participants are made aware of site and activity specific information necessary for the management of their safety:		
1. Child safety <i>Parents / carers – reminder that you are responsible for the supervision of your children. Please be aware of any hazards and keep them with you at all times.</i>	<input type="checkbox"/>	5. Personal protective equipment (PPE) provided - if required <input type="checkbox"/>
2. Tripping / falling hazards- note type: <i>eg muddy track, steep hills, long grass</i>	<input type="checkbox"/>	6. First aid / Accidents / Incidents First aid person <i>procedures and location of kit and first aider</i> Emergency procedures <input type="checkbox"/> Reporting an accident / incident Activity leader's contact number
3. Snake awareness	<input type="checkbox"/>	7. General – strongly advise: <ul style="list-style-type: none"> • Sunscreen / insect repellent (provided) • Suitable clothing (weather dependent) • Take a drink with you <input type="checkbox"/>
4. Equipment and tools – safe use	<input type="checkbox"/>	8. Other: <input type="checkbox"/>

Completed by Activity Leader:

Signature:

Date: