Volunteer inducted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by the person leading the induction. New Neighbourhood House volunteers are invited to be proactive in ensuring all elements of this induction are done.

Refer to: SF-18 Noticeboard Contents all Worksites for information on each notice board.

|  |  |  |
| --- | --- | --- |
| **Task to be observed and/or completed** | **Please tick when completed** | **Comments** |
| **Shop 7****Pioneer Plaza** | **Waratah Crescent** | **Narrawong Outreach** |
| Location of: | Exits & Emergency Assembly Areas |  |  |  |  |
| Amenities location |  |  |  |  |
| First Aid Kit  |  |  |  |  |
| Emergency Information Noticeboard (SF-18) |  |  |  |  |
| OHS Noticeboard (SF-18) |  |  |  |  |
| General Noticeboard (SF-18) |  |  |  |  |
| Tour of the site  |  |  |  |  |
| Orientation - offices/files/computers for use |  |  |  |  |

**Volunteer signature**:

Name: Date:

**Neighbourhood House Coordinator’s / HR Officer signature**:

Name: Date:

□Return NHF-03 to HR & Training Officer / NH Coordinator