



Landcare Site - New Volunteer Site Induction

When a new volunteer participates at a Landcare site they need to be introduced to the other group members, given a brief tour of the site with an explanation of the group purpose, activities and requirements to work alongside the other volunteers.

Volunteers

- All volunteers undertaking activities in association with the organisation have a shared responsibility to maintain high standards of workplace safety.
- Volunteers are expected to read, acknowledge their understanding of and follow the procedures outlined in BLI's WH&S Policy and Procedures Kit.
- Declare pre-existing injuries or medical conditions that may affect participation
- Immediately report any accident, injury to the BLI Office.
- Wear personal protective equipment, including tick repellent clothing, as required.

The following checklist is to be completed by the site supervisor and/or convenor of the group with each new volunteer during their first visit to the site.

	Induction details to complete with new Volunteer	Completed
1. Group Contacts and Meeting times	<ul style="list-style-type: none">- introduce to group convenors and other volunteers- notify of site meeting times- provide site supervisor contact details- explain mode of group contact (text/email/Facebook) for meeting times/cancellations etc- Landcare staff contact for the group [BLI coordinator Jason John, office@bellingerlandcare.org.au, 0490 857 879]	<input type="checkbox"/>
2. Toolbox Talk	<ul style="list-style-type: none">- This is the group's daily safety management tool and must be completed each session- Explain that volunteer's must participate in toolbox talk and risk assessment at beginning of every session- Sign on, sign off and signature must be completed by the volunteer each session	<input type="checkbox"/>
3. Manual Handling	<ul style="list-style-type: none">- Advise volunteer that all activities are of a physical nature including awkward positions and repetitive movements- All tasks are optional- Volunteer is to recognize and work within own levels of capability- Seek assistance for awkward or heavy objects- Position self for comfort and rest and stretch whenever needed- Demonstration of tool use and techniques	<input type="checkbox"/>
4. First Aid	<ul style="list-style-type: none">- Kit location – in an unlocked, known and accessible location on site- First Aid trained people if present- Any health conditions you need to be aware of in case of a related medical emergency?- Bring own medication if applicable (eg: epipen) (see laminated tick information in folder for tick specific information)	<input type="checkbox"/>
5. Emergencies	<ul style="list-style-type: none">- Identify emergency meeting area, open area and nearest cross street- In the case of an emergency call 000	<input type="checkbox"/>

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| 6. Personal Protective Equipment | <ul style="list-style-type: none"> - Fully enclosed footwear and gloves are essential - long sleeves and pants recommended - Hat recommended - Any other PPE required for the activities - All tools, materials, sunscreen and insect repellent is supplied - Bring your own water | <input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/> |
| 7. Smoking Drug and Alcohol Policy | <ul style="list-style-type: none"> - Participants are not permitted to smoke or take or be under the influence of drugs or alcohol | <input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/> |
| 8. Herbicide Use | <ul style="list-style-type: none"> - Optional for all volunteers. - Limited to glyphosate, using cut or scrape and paint techniques. - Bellinger Landcare Inc herbicide training must be completed prior to use -For people wanting to use herbicide see chemical use form | <input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/> |
| 9. Site Tour | <ul style="list-style-type: none"> - Site strategy and group objectives - range of activities - environment – sensitive areas, threatened species – responsibility to protect during activities - point out site specific work areas and hazards - site amenities (if any) | <input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/> |
| 10. Incident Reporting | <ul style="list-style-type: none"> - Incident Report Form must be completed for emergencies/ accidents/incidents - Report to convenor, who will contact the Bellinger Landcare Coordinator within 24 hours | <input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/> |
| 11. Risk Assessment | <ul style="list-style-type: none"> - Risk assessment is the process of identifying hazards and corrective actions to minimize likelihood of injury - Completed daily as part of the toolbox talk - Annual risk assessment training is provided to the whole group - Describe hazards and controls for the group's activities - All safety directions must be followed (pg 5 of WHS) - Run through site hazards and controls for this induction (pgs 5-8) tick below when covered | <input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/> |

The following information on worksite safety will ensure that your experience and that of your fellow co- workers is an enjoyable and rewarding one.

All volunteers working on registered work sites are covered by personal accident insurance provided that:

- They are working on an approved BLI worksite and/or activity.
- They are working to an approved worksite plan.
- They have participated in site induction for hazard identification and risk assessment
- They follow any safety or other legal directions from the site coordinator or BLI staff
- They sign on prior to commencing work on each occasion

HAZARDS & CONTROLS	YES
Environmental - UV Radiation, Heat Stress and Fatigue	
Slips, Trips and Falls	
Falling Objects	
Bites, Stings and Allergic reactions	
Tick reactions and diseases	
Cuts and bruises	
Eye Injury	
Manual Handling and Repetitive Strain Injury	
Working with Chemicals (training required before use)	
Biological Hazards and hazardous materials	
Aboriginal Culture Sites	

The new volunteer has been inducted to the site and is aware of the details listed above.

New Volunteer Name: Address:

Phone Number: Emergency Contact:



Sign: Date:

Member of Bellinger Landcare: YES ☐ NO ☐

Landcare Site:

Convenor Name: Sign: Date:

Keep this form on file at and email a photo of the form to office@bellingerlandcare.org.au

	<p>https://www.bellingerlandcare.org.au/get-involved/become-a-member/</p> <p>QR code for BLI membership page- one off visitors do not need to be members, regular participants must be in order to guarantee insurance cover. Membership is free.</p> <p>Members and one of visitors must also sign in on the signon sheet.</p>
	<p>Please now upload a photo of both sides of this form using this QR code. That way if the paper form gets lost we still have a record for insurance purposes. If multiple people are inducted please do the online form once for each. At least it's a once in a lifetime task!!</p>

Extra inductees...

The new volunteer has been inducted to the site and is aware of the details listed above.

New Volunteer Name: Address:

Phone Number: Emergency Contact:

Sign: Date:

Member of Bellinger Landcare: YES ☐ NO ☐

Landcare Site:

Convenor Name: Sign: Date:

The new volunteer has been inducted to the site and is aware of the details listed above.

New Volunteer Name: Address:

Phone Number: Emergency Contact:

Sign: Date:

Member of Bellinger Landcare: YES ☐ NO ☐

Landcare Site:

Convenor Name: Sign: Date:

The new volunteer has been inducted to the site and is aware of the details listed above.

New Volunteer Name: Address:

Phone Number: Emergency Contact:

Sign: Date:

Member of Bellinger Landcare: YES ☐ NO ☐

Landcare Site:

Convenor Name: Sign: Date: