Induction checklist for volunteers

Who is being inducted:

Induction date:

Position/job:

Activity leader:

District group/location:

Explain your group/activity and how it fits into the overall APS NSW organisation:

* How the group works, number of members and volunteers
* How the group operates within APS NSW
* APS mission and values
	+ Mission - Inspire all Australians to love, grow and conserve native plants, to create a nation where native plants are loved and protected
	+ Values – Share knowledge, work together, involve community, engage members

Explain the work to be done

* The type of work
* Times and locations of activities
* Breaks

Explain WHS procedures:

* Nature of the work and hazards to watch for
* Hazards and where to find forms
* Incidents and reporting
* Emergency plan, procedures, exits and fire extinguishers
* First aid facilities such as the first aid kit

List/introduce key people and their roles:

* Group committee members
* Activity leaders
* Co-volunteers
* APS Board members
* State office volunteers
* Other as relevant