

Health and Safety Induction Checklist

Wellington City Council (WCC) assists community environmental groups wishing to contribute to the management of biodiversity in their local areas of reserve through the community greening programme. The health and safety of people volunteering in these groups is important.

A Wellington City Council employee will complete the following health and safety induction with all Community Group Coordinators (CGC's) to enable them to confidently manage the group's health and safety requirements on site.

Name of WCC person providing induction _____	Date _____
Name of Community Group Coordinator _____	Site _____

Health and Safety Checks:

<input type="checkbox"/> Given an overview of the WCC Health and Safety Policy as a guideline to working safely.
<input type="checkbox"/> Given an overview of the Site Safety Assessment (SSA).
<input type="checkbox"/> Given an overview of the MOU, specifically the H&S component.
<input type="checkbox"/> Given copy and explanation of Health and Safety Guide for Wellington City Community Environmental Projects Pamphlet.
<input type="checkbox"/> Person at WCC you can contact if you have any questions, generally these will be Park Rangers.
<input type="checkbox"/> Given an overview of what to do in the event of an incident occurring – including the reporting of all accidents, near misses, unsafe acts and unsafe equipment.
<input type="checkbox"/> Given an overview of emergency procedures, including an evacuation assembly point.
Other <input type="text"/>

I acknowledge that the above information has been received and understood

Signature, Community Group Coordinator's _____	Date _____
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I acknowledge that the induction is complete – please sign and date.

Signature, WCC person providing induction _____	Date _____
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Checklist
<input type="checkbox"/> Induction pack received by group on 2009
<input type="checkbox"/> Site safety assessment received by group on 2009
<input type="checkbox"/> MOU received by group on 2009
<input type="checkbox"/> Induction form completed and placed on community group file on 2009