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| **HEALTH SAFETY AND WELLBEING – LOCAL HSW VOLUNTEER INDUCTION (COVID-19)** |
| This template will assist Volunteer Coordinators/Supervisors to ensure that COVID-19 regulations and HSW information has been provided to volunteers. This information may be provided one-on-one or as a group.  **Explain to the volunteer (s):** |

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| **GOOD HYGIENE PRACTICES** | |
|  | All volunteers are required to adopt good hygiene practices which include;   * Implementing good hand hygiene (with soap & water and/or hand sanitizer) * Cover any coughs/sneezing with a clean tissue, or elbow or upper arm * Dispose of used tissues in closed lid bin |
|  | **Explain where the hand sanitiser, tissues and appropriate cleaning products have been placed** |
| **PHYSICAL DISTANCING** | |
|  | All volunteers are required to comply with physical distancing measures which include;   * Maintain a physical distance of at least 1.5m from others * When working in shared spaces maintain the 1 per 4 sqm regulatons and not to exceed the maximum person per room/area |
|  | **Explain physical distancing measures, office/building entry and exit, safe work area and where non-work areas have been marked eg. only use every second work station when in an open plan** |
| **CLEANING MEASURES** | |
|  | To protect volunteers and others from the risk of exposure to COVID-19 it is recommended that local areas implement appropriate cleaning and disinfecting measures for their workplace, which may include;   * A combination of cleaning and disinfection which will be most effective in removing the COVID-19 virus. * It is highly recommended that workplaces are to be cleaned at least daily. * More frequent cleaning may be required in some circumstances. For example, if your volunteers operate in shifts, workplaces should be cleaned between shifts. * If equipment is shared between volunteers, it should be cleaned between uses, where practicable. * Cleaning with detergent and water is usually sufficient for routine cleaning.   *NOTE: Enhanced cleaning will be undertaken by the University across all campuses, including high touch areas.* |
|  | **Explain cleaning requirements needed by volunteers eg. cleaning down desk, keyboard, mouse and phone at end of their shift, cleaning of equipment and tools at the end of their shift. To minimise risk we recommend no sharing of desks/equipment on same day of volunteering.** |
| **COVID-19 REPORTING** | |
|  | Explain to volunteers the importance to not attend campus if they are unwell and if they have been diagnosed with COVID-19, they must follow the directions from medical authorities, including instructions about isolation. Importantly, they must advise the University by contacting their volunteer coordinator/supervisor who should then advise the [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au) and [volunteer@adelaide.edu.au](mailto:volunteer@adelaide.edu.au)  The university encourages the use of the COVIDSafe App by all volunteers, remaining respectful of their right to choose. This will assist with contact tracing should a confirmed case be identified. The importance |

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| **Other** | |
|  | As outlined in the general induction volunteers should follow instructions in accordance with the University’s Health Safety and Wellbeing Policy. |
|  | In the event of an emergency evacuation, physical distancing measures will be relaxed while exiting the building. Volunteers to follow emergency management instructions as outlined in general induction. |
|  | The importance of discussing any specific requirements or additional assistance needed to complete volunteering role. e.g. building access, workstation modification. |
|  | *Other specific requirements* |

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| **INDUCTION ATTENDANCE** | | | |
| Name |  | Induction date: |  |
| Position |  | Next induction: |  |
| Volunteer Program |  | | |

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| **VOLUNTEERS** | |
| Name | Signature |
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