

Selwyn Public Library

Health & Safety Orientation Checklist for New Volunteers

Review the following with all new volunteers and give to the Volunteer Coordinator for filing. Where not applicable indicate "n/a".

Volunteer Name: _____

- _____ Copy of the Health and Safety Policies provided
- _____ Review of the Health and Safety Policies with the new volunteers
- _____ Location of the first aid kit(s) & names of qualified First Aid providers
- _____ Location of the fire extinguishers
- _____ Location of: the H&S Board, posted OHSA Act, Township H&S Policy, and the Names of Joint H&S Committee members
- _____ Review of required Personal Protective Equipment, e.g. work boots, hard hats reflective vests, as well as use of bug spray, sunscreen and water.
- _____ Volunteer advised that all H&S concerns/accidents/incidents are to be reporting to the branch librarian immediately and an accident/incident form completed.
- _____ Volunteer advised that for an accident where medical attention has been sought, the branch librarian must be notified
- _____ Review of the Township Emergency Plan for each designated location.

Volunteer Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____