

INDUCTION for Pony Club Association of South Australia Volunteers at State events



Name _____ Date of commencement _____

This is a check list to be used as a guide for the induction of all new volunteers. It must be signed and a record kept.

	Sign in register
	Pony Club SA policies & procedures – where to find them
	Are signatures required on any documents?
	Job descriptions explained
	Any Personal Protection Equipment needed?
	How to work safely, incl. using special equipment provided, manual handling, SOP's Prevention of accidents
	How to report an accident/incident
	Emergency procedures <ul style="list-style-type: none">▪ Fire evacuation and assembly points▪ Horse related Incident responses▪ Emergency plans
	Workplace Hazards <ul style="list-style-type: none">▪ What to do if a hazard is identified▪ Standard operating procedures▪ Safety Data Sheet location
	First Aid – location of kits and who first aider is
	Working with Children check completed yes no

Signature of person doing induction: _____ Date _____

Signature of person being inducted: _____ Date _____