

Induction Checklist for Hope Project Volunteers

The obligations, duties and rights contained in the Health and Safety at Work Act 2015 (HSWA) make it clear that everyone has a role to play in ensuring health and safety at work.

Hope Project NZ has a responsibility to ensure that the health and safety of all staff, volunteers or members of the public are not put at risk from any work that we undertake.

Volunteers have a responsibility to take reasonable care of your own safety and take care not to do anything which could harm another person.

Volunteer Group details:

Include area, facilitators name and contact Ph. No.

Area working in:

If possible include a map

Volunteer details:

Include name and contact Ph. No. – or a group photo inc faces of all who heard the briefing if the group is large.

Special Needs or Requirements:

As a group we have discussed the following Hazards and Risks for undertaking work with Hope Project NZ and suggested controls for each hazard.

TIP: READ THE NOTES UNDER EACH POINT AS AN EASY WAY TO COMMUNICATE EVERYTHING NEEDED

Lifting of boxes – use correct lifting techniques, know your limits, ask for help

READ SMALL FONT: For your safety, please take care when lifting boxes. Know your limits. We recommend one at a time – and if you have a bad back, please ask for help. We'd rather not trigger a national increase in demand for the services of chiropractors.

Weather conditions – rain, cold, heat, sun, hydration, sunscreen

For your health and well-being, if it is raining please wear a jacket so you don't get sick. If it is sunny – wear sunscreen. And if you are going to be walking for more than about an hour, take a drink with you.

Dogs – give space where needed (cross the road)

If a dog is barking and looks threatening – cross the street if necessary, but please don't get hit by a car in the process. Pedestrian crossings are useful too – if nearby.

Physical exertion and fatigue – know your limits, rest

Regarding physical exertion and fatigue – please know your limits. And try to plan your delivery route well, you can end where you began – because you might not find the 10 kilometres walk back to your car after a delivery fun.

Violence – daylight, sensibility, respect of others

Regarding safety, there are violent and silly people around, and especially at night. So, please avoid delivering booklets in the dark by yourself. Also, let's be respectful toward everyone we meet, remembering who we represent.

Falls, slips & trips – suitable footwear

Regarding falls and slips, please wear suitable footwear, and be aware of your environment.

We have also discussed:

Emergency contact details of local coordinator name + cell:

With all that noted - if you do have an accident or emergency, your emergency contact is your delivery coordinator, who's name and cell number are _____.

Reporting of any incidents or near misses to local delivery coordinator, or to Hope Project NZ (admin@shininglights.co.nz)

However, regarding any accidents or near misses, you could tell your Delivery Coordinator – who will tell us, or just email the Hope Project team directly at via one of our websites, or at admin@shininglights.co.nz

Other Hazards and Risks that are not mentioned above – please report these back to Hope Project NZ

...and if you identify a hazard or risk that I've not covered – please let us know also, so we can improve these briefings.

Report safe completion of task back into facilitator after returning

As a final two points – when you have completed your task, let your Delivery Coordinator know – so they know, and I'm sure they'd love to hear any stories you have, as that would be encouraging.

Pray for safety before setting off – Psalm 16:1 “Keep me safe, my God, for in you I take refuge”

...and finally – while you are praying for each house as you go - don't forget to pray for yourself and your own safety too – because we want to avoid accidents, and this avoidance will also help to ensure that this safety briefing remains brief in the future too.