

Induction Checklist for 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.

☐ Follow the Delivery Map Boundaries – The black line is the boundary of the delivery zone.

Where the boundary line is located along a street, please ONLY DELIVER YOUR OWN SIDE of the street inside your zone. (The other side of the street will be delivered by someone else).

☐ 'No Circulars' / Junk Mail Letterboxes / On Vehicles

Please be aware these booklets are legally classed as advertising and can't be delivered to letterboxes displaying a 'No Circulars' 'No junk mail' (or similar) sign. They also cannot be placed on vehicles or in letterboxes that are full. **Note:** Sometimes a 'no circulars' sign applies to an entire apartment or retirement village.

Re other pamphlets: We ask that no other flyer/pamphlet be delivered with these booklets.

See below Hazards and Risks for undertaking work with Hope Project NZ and suggested controls.

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

For your safety, please take care when lifting boxes. Know your limits. We recommend one at a time – and if needed, please ask for help.

☐ Weather conditions – rain, cold, heat, sun, wind, hydration, hat, sunscreen

For your health and well-being, if it is raining / windy please wear a jacket so you don't get sick. If it is sunny – wear sunscreen & a hat. If it's warm, take a drink with you.

☐ Dogs & bees – give space where needed

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. Use Pedestrian crossings when you can. Bees are often around letterboxes and gardens – be aware and keep your distance.

☐ 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.

☐ 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.

☐ Make a note of the emergency contact details of local coordinator name + cell:

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☐ Reporting of any incidents or near misses

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 here

If you identify a hazard or risk that's not been covered, please report back to Hope Project team, 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.