

The **health and safety** of all persons attending our sites during this time is paramount. To ensure all workers are aware of the processes introduced to mitigate the risks associated with COVID-19 the following induction checklist will need to be completed prior to reopening.

Name of Parish/ Opportunity Shop/ or Retail Shop:

Name of Worker:

Role of Worker:

Date:

INDUCTION DETAILS

#	Item		Comments	Initials
1.	Cleaning – The worker has been provided with the outline of the cleaning that needs to be undertaken and a copy of the Cleaning Fact Sheet has been provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2.	Social Distancing - the worker understands the need to social distance (remain at least 1.5 metres away from others) and is aware of the maximum capacity allowed in the building.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3.	Personal Wellbeing - <ul style="list-style-type: none"> - The worker has confirmed that they are not in a high-risk category that would make it unsafe for the worker to return? People at greater risk of more serious illness with COVID-19 include people over the age of 70, people with a disability and people with chronic conditions or compromised immune systems. - The worker understands that at the commencement of the working day they are required to assess their own health and no worker is to attend the site if they are unwell. - Provide workers with further information on when to get tested. NSW health currently advises anybody displaying COVID-19 symptoms to be tested. 	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.	Cash handling – The workers has been provided with instruction on cash handling which includes the following: <ul style="list-style-type: none"> - Hand sanitizer is to be used before and after each customer. - Gloves must be worn when counting the cash at the end of the day. Hand washing or sanitizer must be used both before and after this process. 	<input type="checkbox"/> Yes <input type="checkbox"/> No		



5.	Donations – the process relating to the sorting and acceptance of donations has been communicated to the worker and they have been provided with a copy of the Accepting and Sorting Donations Fact Sheet?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.	Use of communal areas - Instructions relating the following has been communicated to the worker? - Number of persons allowed in kitchen or staff room - No communal items to be used such as cutlery, cups and plates. - Equipment such as pens and notebooks are not to be shared. Individual items must be provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7.	Incident Response – the worker understands that if they become aware that they have been in contact with a confirmed or suspected case of COVID-19 or if they have COVID-19 they must not attend site and notify the supervisor immediately.	<input type="checkbox"/> Yes <input type="checkbox"/> No		

DECLARATION AND UNDERTAKING

I have been inducted in the areas noted above and I have read and understood the documents provided to me. I am committed to ensuring that health and safety is incorporated into my work and/ or volunteering activities.

In addition to my general WHS responsibilities that have already been provided, I agree to comply with the COVIDSafe obligations set out in this document and I agree to notify my supervisor of any concerns or issues that arise with complying with these requirements.

Worker Name

Worker Signature

Worker Contact Details

I have inducted the worker whose name appears above in the areas listed within this induction to the best of my ability.

Supervisor Name

Supervisor Signature

Supervisor Contact Details