

## Voluntary Workers Induction Checklist & Attendance Register Form

This form is required by NSWYDA for Voluntary Workers insurance risk management.

All voluntary workers are covered under NSWYDA's voluntary workers personal accident insurance policy. Please ensure all voluntary workers have read the Volunteers Handbook and signed the Volunteers handbook Acknowledgement page.

All voluntary workers involved in the trial will need to be inducted, preferably before the trial starts. Allow sufficient time, before the judges talk, for an experienced stockperson/Trial Official to conduct induction training. This includes those volunteers that help to set up and pack away the yards, backyard helpers, timekeepers, judges and handlers should they assist during the trial.

Ask the Volunteers to sign their Acknowledgement form from the Volunteers Handbook after the induction and before the trial starts, you will then have an acknowledgement that the volunteer has been inducted on the basis of their position and that they are informed of their insurance coverage.

The use of an induction program checklist ensures that all necessary areas are covered so they can do their job effectively, enjoyably and safely.

Throughout the course of the induction:

- explain the NSWYDA policies and rules that relate to the safety and outline potential incidents that may occur during the course of the event such as accidents, injuries, emergencies;
- identify any issues regarding safe handling of livestock;
- allow your voluntary workers to ask questions, particularly if they don't fully understand a matter.
- Stress that every question is important to ask.
- you have a responsibility to be supportive to all voluntary workers and provide advice regarding NSWYDA's Code of Conduct, Competition Rules and policies which are available in your trial organisers pack.

DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ LOCATION OF EVENT: \_\_\_\_\_

PERSON CONDUCTING INDUCTION: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Volunteers Inducted In (Tick where appropriate)

- NSWYDA voluntary workers personal
- Potential risks involved in working stock in accident insurance policy and benefit backyards coverage limitations for those aged 75 and over.
- Have Volunteers reviewed and understood
- Potential risks involving escaped stock Volunteers Handbook including Code of Conduct and Animal Welfare.
- Point out amenities – Toilets, Main office,
- Point out danger points within yard area e.g., judges table, food & Beverage vendors gates, latches, wire, steel picket safety caps etc
- Working Hours and Lunch/ breaks / Rehydration
- Potential risks to spectators
- Volunteer health and safety / Sun Protection
- First aid kit available
- Emergency evacuation procedures
- Explain animal welfare needs working in public eye and reducing RSPCA risks
- Important documents available e.g., Risk assessment forms, incident reports etc.
- Any queries /questions/problems and which Assessment Form, Incident forms etc officials to talk too.
- Explain relevant NSWYDA Code of Conduct & Policies e.g., animal welfare & voluntary workers etc

