

# VYUFDA Voluntary Workers Induction Checklist & Attendance Register Form:

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

All voluntary workers are covered under VYUFDA voluntary workers personal accident insurance policy.

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 basics 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 VYUFDA 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 VYUFDA Code of Conduct, Competition Rules and policies which are available in your trial organisers pack.

Date:		Start Time		End Time:	
Name of Event:					
Location of Event:					
Person Conducting Induction:					
Signature:					
Comment:					

