## 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:                     |            |           |  |
|                              |            |           |  |

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

| Volunteer Induction Signatures: |           |  |
|---------------------------------|-----------|--|
| Print name                      | Signature |  |
|                                 |           |  |
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