Catholic Safety & Injury Management

Process Flow Chart
Volunteers (21)

040T
(April 2025)

Task	Process	Resource	Links
Review worksite to identify volunteer roles within the organisation			
Implement a volunteer register and maintain personnel files for all volunteers		068F	Volunteer Register (068F)
Implement volunteer recruitment processes including advertising and screening			
Provide induction to all volunteers (reinduct every 5 years or if the site went through significant change)		063F	Volunteer WHS Induction (063F)
Provide supervision to volunteers and ensure they record hours of work (eg through sign in/out process)			