



WHS Induction and Orientation – Bushfire Brigade Volunteers

Name of Inductee:		Position:	
Name of Inductor:		Date of Induction:	

Ref #	Topic	Requirements	Yes	No	N/A	Your Initials to say that you understand the requirement.
1	Occupational Health and Safety - Shire Code of Conduct and Bushfire Guidelines / SOPs. Shire Structure	The Shire of Kojonup is committed to complying with WHS legislation to provide a safe and healthy work environment for all employees, contractors, and volunteers. Safety is a shared responsibility with its success dependent on the cooperation and contribution of everyone involved in Shire activities. All concerns are to be reported to the Chief Bushfire Control Office, (CBFCO), Bushfire Control Officer (BFCO)Community Emergency Services Manager (CESM), Bushfire Control Officers (BFCO), or Chief Executive Officer (CEO).				
2	Personal Protective Equipment and Clothing	Working on the fire ground there is a minimum requirement. These are listed in your Shire Guidelines/ SOPs. Bushfire Volunteers are urged to take care of the PPE provided and must be wearing PPE when attending incidents. Refer - Guidelines / SOP for further information.				



3	Basic Induction on a DFES / Shire Appliance	<p>Volunteers are expected to familiarize themselves with the Shires / DFES appliance before use. Please contact the FCO/Captain of the brigade to run you through the familiarization.</p> <p>Volunteers using their own equipment on the fire ground must ensure they follow road traffic legislation at all times. If equipment is considered not appropriate for the task the Incident Controller can request that it be removed.</p>				
4	Standpipes / Fast Fill Trailers	<p>Standpipes and Fast Fill Trailers are utilized to access water for fire suppression. Through your Brigades FCO/ Captain to make yourselves familiar on how this equipment works. If you come across any issues when using this equipment notify your FCO/Capt.</p>				
5	Medical / Wellness	<p>Volunteers are required to be physically able to carry out the task to them on the fire ground and manage their own fatigue levels and competencies through continual self-assessment.</p> <p>Volunteers shall advise the CBFCO, FCO / Capt or CESM immediately of any impairment to their ability to work safely.</p> <p>Refer - Guidelines /SOP for further information.</p>				
6	Communications	<p>A number of communication channels are utilized on and off the fire ground. Make yourself familiar with the procedure.</p> <p>Refer – Guidelines/SOP for further information</p>				



7	Training	An appropriate level of training and competency is required to carry out tasks safely. It is the responsibility of the volunteer to ensure they are working within their scope of				
		competency and capability. If in doubt or unsure advice your CBFCO, FCO/ Capt or CESM immediately. Refer – Guidelines / SOPs for further information.				

Handouts supplied to inductees should include Shires Code of Conduct and Bushfire Guidelines / SOPs Documents.

As the inductee, your signature below acknowledges that you have read, understood and will follow the information provided in WHS induction and orientation for Bushfire Volunteers. Prior to undertaking any work for the Local Government, you will clarify any queries you have in relation to the information provided either to the CBFCO, FCO or CESM.

Inductee comments / concerns / issues?	
Signature of Inductee:	
Date	
Signature and Date of Inductor:	