

This form is to be completed by bushfire volunteers to confirm completion of the WHS Induction and Orientation. All required information must be provided to ensure accurate recordkeeping for Shire of Boddington (Shire).

Induction Details

Inductee Full Name:			
Brigade Name:		Brigade Position:	
Inductor Name:		Induction Date:	

Induction Checklist

Ref	Topic	Requirements	Yes	No	N/A
1.	<ul style="list-style-type: none"> Work Health and Safety (WHS) Bushfire Division Operating Procedure 2024-2029 Shire Structure 	<ul style="list-style-type: none"> The Shire is committed to complying with the 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 Officer, (CBFCO), Deputy Chief Bushfire Control Officer (DCBFCO), Fire Control Officer (FCO), Captain (Capt.) Ranger & Emergency Services Officer (RESO), Executive Manager Development & Community Services (EMDCS) or Chief Executive Officer (CEO). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<ul style="list-style-type: none"> Personal Protective Equipment and Clothing 	<ul style="list-style-type: none"> Working on the fire ground there is a minimum requirement. These are listed in your Shire Operating Procedures. Bushfire Volunteers are urged to take care of the PPE provided and must be wearing PPE when attending incidents. <p>Refer – Operating Procedures for further information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<ul style="list-style-type: none"> Basic Induction on a DFES/Shire Appliance 	<ul style="list-style-type: none"> Volunteers are expected to familiarise themselves with the Shire's/DFES appliance before use. Please contact the FCO/Captain of the brigade to run you through the familiarisation. 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 the Incident Controller can request that it be removed from the fire ground. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<ul style="list-style-type: none"> Standpipes/Pump 	<ul style="list-style-type: none"> Standpipes and Pump Trailers are utilised to access water for fire suppression. Through your Brigades FCO/ Capt. make yourselves familiar on how this equipment works. If you come across any issues when using this equipment notify your Brigades FCO/Capt. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<ul style="list-style-type: none"> Medical/Wellness 	<ul style="list-style-type: none"> Volunteers are required to be physically able to carry out the task allocated to them on the fire ground and manage their own fatigue levels through continual self- assessment. Volunteers shall advise the CBFCO, DBFCO, FCO or Capt. immediately of any impairment to their ability to work safely. <p>Refer - Operating Procedures for further information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.	<ul style="list-style-type: none"> Communications 	<ul style="list-style-type: none"> A number of communication channels are utilised ON and OFF the fire ground. Make yourself familiar with the procedure. <p>Refer – Operating Procedures for further information</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<ul style="list-style-type: none"> Training 	<ul style="list-style-type: none"> 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, DBFCO, FCO, Capt., RESO, EMDCS or CEO immediately. <p>Refer – Operating Procedures for further information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

By signing this induction form, as the inductee you acknowledge that you:

- Have read, understood, and agree to abide by the requirements of this form
- Will follow the information provided in WHS Induction and Orientation for Bushfire Volunteers
- Made yourself familiar with the following documents:
 - [Bushfire Division Operating Procedures 2024-2029](#)
 - [Shire of Boddington Bush Fire Brigades Local Law 2023](#)

Note: these documents are available on the Shire website.
- Will clarify any queries you have in relation to the information provided either to the CBFCO, DBFCO, FCO, Capt., RESO, EMDCS or CEO, prior to undertaking any work for the Shire.

Inductee Comments:	
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Inductee Signature:		Date:	
Inductor Signature:		Date:	

Office Use

Entered into Register:		Actioned by:		Date:	
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