

## WHS Induction and Orientation – Bushfire Volunteers

Name of Inductee:

Brigade name

And Position:

*Eg Crossman/Fire fighter*

Name of Inductor:

Date of Induction

*Day/Month/Year*

Ref #	Topic	Requirements	Yes	No	N/A	Your intial to say that you understand and have read the requirement
1.	Work Health and Safety – Bushfire Division Operating Procedure 2024-2029  Shire Structure	The above 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 dependant 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 Office (CEO).				
2.	Personal Protective Equipment and Clothing	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.  Refer – Operating Procedures for further information.				
3.	Basic Induction on a DFES / Shire Appliance	Volunteers are expected to familiarise themselves with the Shires / 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.				
4.	Standpipes / Pump	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.				
5.	Medical / Wellness	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.  Refer - Operating Procedures for further information.				
6.	Communications	A number of communication channels are utilised ON and OFF the fire ground. Make yourself familiar with the procedure.  Refer – Operating Procedures for further information				
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, DBFCO, FCO, Capt, RESO, EMDCS or CEO immediately.  Refer – Operating Procedures for further information.				

Inductees are required to make themselves familiar with the following, Bushfire Division Operating Procedures / 2024 – 2029 and Bushfire Brigade Local Law, these Documents are available on the Shires website.

As the inductee, your signature below acknowledges that you have read, and 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, DBFCO, FCO, Capt, RESO, EMDCS or CEO.

Inductee comments / concerns:

Signature of Inductee:

Signature of Inductor:

Date:

eg date/month/year

Date:

eg date/month/year