



## Process Flow Chart Volunteers (22)

**040T  
(October 2022)**

Task	Process	Resource	Links
Review worksite to identify volunteer roles within the organisation	 ↓		
Implement a volunteer register and maintain personnel files for all volunteers	 ↓		<a href="#">Volunteer Register (068F)</a>
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)	 ↓		<a href="#">Volunteer WHS Induction (063F)</a>
Provide supervision to volunteers and ensure they record hours of work (eg through sign in/out process)			