Day 1 Induction Document

Each volunteer should do an Induction on their first shift (or soon after).

Induction should be run through and ticked off with a Manager.

Document should be digital with a checklist signed by a volunteer.

Volunteers (existing and new) must sign to say that they have read and understood:

- Fire exits
- Emergency contacts
- Hazards
- Material Safety Data Sheets
- Sexual harassment
- Privacy Policy
- IP Policy
- Discrimination Policy

Instruction Sheets for on-boarding (digital + paper copies):

- Using the blaster and other machinery, including how others must use it
- Machinery maintenance schedules and sign offs
- Material safety data sheets
- Hazardous waste management plan
- Medical emergency procedure
- Making purchases of consumables (themselves and members)
- Opening procedure + housekeeping (eg water plants)
- Closing procedure + housekeeping (eg check driveway for nails)
- Memberships - how to sign up members on the spot and how to check if someone is an active member
- Memberships- troubleshoot memberships/FAQs
- Wifi
- Machine Social:
    - New members - how to sign them up online
    - Transfer of membership from another club
    - New vehicle sign up
    - Existing vehicle renewal

Other information that's important to our members:

- Interest in CNC machine - how it works and who to speak to
- List of suppliers and how to order from them.
    - Metal stock
    - Tyres
    - Batteries