



## Meals on Wheels Volunteer Induction Checklist

<b>Name:</b>		<b>Date Started:</b>	
<b>Volunteer role:</b>			
<b>Branch:</b>			

Checklist	Signed	Date
I have been introduced to Staff at my local branch		
I have been told the History of MOW and how the service works on day to day basis		
I have been shown how to use the Thermal Bags		
The Health and Safety Procedures (lifting thermal bags, high vis vests) has been explained		
My rights and responsibilities have been explained		
Insurance has been explained		
First Aid has been discussed		
Duty Of Care has been discussed		
I have been told what to do if somebody is not home		
Cash Handling has been explained		
I have been instructed on how to handle Complaints and Compliments		
Confidentiality has been discussed		
I have shown staff my drivers licence		
I have obtained a National Police Check		
I have accompanied another volunteer on a delivery run		
I have been given a copy of the MOW Volunteer Handbook		
I have signed the Meals on Wheels Volunteer Agreement		