

# Volunteer Training Checklist

## REINTRODUCTION OF THE PUBLIC CELEBRATION OF HOLY MASS

Volunteer Name: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Date Training Provided: \_\_\_\_\_

ACTION	COMPLETED (check when completed)
1. Provide volunteer with copy of position description and review all tasks they will be responsible for completing during their scheduled shift	
2. Provide volunteer with copy of Hazard Assessment and Analysis for their role and review potential hazards and Controls that have been implemented to protect them	
3. Provide volunteer with Personal Protective Equipment (PPE) required for their role and instruct them on proper use and care of the equipment (i.e. gloves, non-medical masks).	
4. Provide volunteer with copy of Appendix 1 from Diocesan Guidelines regarding use of Non-Medical Masks	
5. Provide volunteer with role specific checklist and review the checklist with the volunteer (Appendix VI of Diocesan Guidelines)	
6. Review chemicals, Safety Data Sheets (SDS) and First Aid Measures if applicable to the volunteer role.	

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Conducted by (Print Name)

\_\_\_\_\_  
Trainer Signature