

Work Experience Student Induction Checklist

Instructions:

Complete this form on or before the commencement of placement

Student Name	
Placement Dates	
Workplace	
Supervisor Name	

This section to be completed at school

Topic	YES	NO	N/A
What is a hazard and reporting responsibilities			
Common safety signage			
Understanding PPE			
Manual handling and ergonomics			
Attendance and Behaviour expectations			
Absentee process			
Covid-19 Safe processes and directives			
Student Signature:	Date:		

This section to be completed at the workplace in conjunction with the nominated supervisor

Topic	YES	NO	N/A
Student shown through the workplace and introduced to staff			
Location of first aid kits and nominated first aid officer			
Emergency evacuation procedure and assembly points explained including the location of fire extinguishers and nominated Fire warden.			
Health and Safety procedures explained, and training received if necessary. (eg. Manual handling, PPE)			
Personal standards/behaviour explained including dress code/appearance			
Location of toilets			
Location of lunchroom and break times explained			
Workplace policy on mobile phone use explained			
Work hours discussed			
Student responsibilities work tasks discussed			
Absenteeism policy explained			

Other comments

Student Signature	Date:
Supervisor Signature	Date: