

**STUDENT INDUCTION CHECKLIST**

|  |  |
| --- | --- |
| **Name of Student:** | **Start date:** |
| Placement organisation: |
| Academic/Administrative Unit: |
| Supervisor: |
| Contact phone number: |
| Contact e-mail: |

The following items should be included in your induction into the organisation, preferably on your first day. Please check off the items below when they occur and inform your placement organiser of any items not covered within one week of the start of your placement. This list is not exhaustive and other topics may be covered, which you may note if you wish. **If your placement organisation has its own checklist, please ensure that all items below have been included.**

|  |  |
| --- | --- |
| **Introduction** | **Date** |
| Nature and structure of organisation, which may include:* An outline of the workplace (and how it fits in to a larger workplace, if applicable)
* Who the person’s Manager/Supervisor is
* Who they will be working with
* Workplace consultation and communication methods, e.g. safety noticeboard location, HSRs, OHS Committee
 |  |
| Workplace specific requirements, which may include:* Start and finish times
* Meal/rest break details
* Requirements regarding phone calls
* Photography rules
* Notification of absences
* Security access requirements
 |  |
| **Work Environment & Activities** |  |
| Work environment layout, including location of:* Washing and toilet facilities
* Dining facilities
* Locker/change rooms and where to store personal items
* Prohibited or restricted areas
 |  |
| Work area set up, which may include:* Workstation setup
* Equipment to be used
* Manual handling procedures
* Hazards involved and control measures
* Display screen equipment requirements
 |  |
| Work tasks and activities, which may include:* Explanation of work tasks, hazards and control measures
* How to access risk assessments and safe work procedures
* Specific instructions regarding particular equipment to be used
* Manual handling and work at height activities
* Chemical use and location of safety data sheets
* Safety signage
* Personal protective equipment (PPE) provision, use, training and replacement, which may include safety glasses, gloves or laundered items
 |  |
| **Emergency Information**  |  |
| Emergency procedures, including: * What to do in an emergency, how to obtain assistance (e.g. emergency phone numbers, special emergency phones, first aid officer locations)
* Details of any alarms (e.g. gas sensors, building alarms).
* Location of emergency exits and assembly area
* How to report an incident or injury, which may include physical injuries, harassment or bullying
* How to report a hazard
 |  |
| Location of emergency equipment:* Fire extinguishers, fire blankets
* Break glass alarms
* First aid kits / room
* Emergency showers and eye wash stations
 |  |
| **Other issues:** |  |
|  |

**Signature**: **Signature**:

 *Placement Participant* *Supervisor at Placement Organisation*

**Name**: **Name**:

**Date**: **Date**:

Please return to the placement organiser as soon as possible.