

WORK PLACEMENT HEALTH AND SAFETY INDUCTION CHECKLIST

Induction tasks to be completed

Tick Box on Completion

LOCATION AND PEOPLE

1. Tour of work area
 - 1.1. Location of fire fighting & first aid equipment
 - 1.2. Welfare facilities
2. Introduction to Supervisor and work colleagues

GENERAL HEALTH & SAFETY DUTIES

1. Briefed on organisations health and safety policy and key safety personnel
2. Students health & safety responsibilities and duties

EMERGENCIES (FIRE & ACCIDENTS etc)

1. Fire
 - 1.1. Actions to take on discovering a fire
 - 1.2. Fire warning system explained
 - 1.3. Means of escape explained and demonstrated (emergency exits)
 - 1.4. Shown assembly point in the event of an evacuation
 - 1.5. Importance of keeping fire exits, gangways/corridors clear of obstructions
2. Accidents
 - 2.1. Accident reporting procedures explained
 - 2.2. Names of first aiders / appointed persons on site
 - 2.3. Where the accident book is kept
3. Emergencies
 - 3.1. Procedures for any other emergencies (as required)

SAFE SYSTEMS OF WORK

1. Briefed on any risk assessments that apply to work being carried out
2. Lifting and handling training (where necessary)
3. How to wear/use personal protective equipment/clothing
4. Control of Substances Hazardous to Health (COSHH) awareness (where necessary)
5. Precautions required for any chemical, electrical, mechanical hazards (where necessary)
6. Briefed on any safety signs displayed in the workplace
7. Prohibitions, Restrictions and control measures applied to the workplace (Rules, Do's and Don'ts)
8. Prohibited Work Areas

GENERAL

1. Company smoking policy
2. Hygiene requirements (where necessary)
3. Students to explain their responsibilities
4. "Be Safe" booklet received at schools has been read

Signed that I have received and understood the instructions/training information as indicated above by the completed tick boxes

Student's name:	Signature:
School:	Date:
Induction Facilitator:	Signature:
Job Title:	Date: