

Induction Checklist for Student Work Experience Placements

Tick areas covered

1. **General information about the company, it's organisation and the work carried out.** _____
2. **Health & Safety at Work** - to include: Health and Safety Policy, organisation and arrangements; employers duty of care together with employers/ employees legal responsibilities; details of significant risks, risk assessments and the control measures associated with the placement; Location and explanation of Health and Safety Law Poster. _____
3. **Restrictions or Prohibitions applying to this Placement;** eg spraybooths, manual handling, machinery and substances etc

4. **Personal Safety.** Does this placement require the student to use any personal or protective equipment and do they know how and when to use it?

5. **Fire and Emergency Procedures** - raising alarm, escapes, assembly point, reporting _____
6. **First Aid arrangements** - contact names/s and location of first aid box/es. _____
7. **Reporting Procedures** - for Sickness/Absence/ Accidents and other incidents _____
8. **Who the Student's Supervisor is** _____
9. **Hours of Work - Lunch Breaks** _____
10. **Toilet and Washroom Facilities** _____
11. **Standard - (dress code, personal hygiene)** _____
12. **Security and Confidentiality** _____

Student signature Date

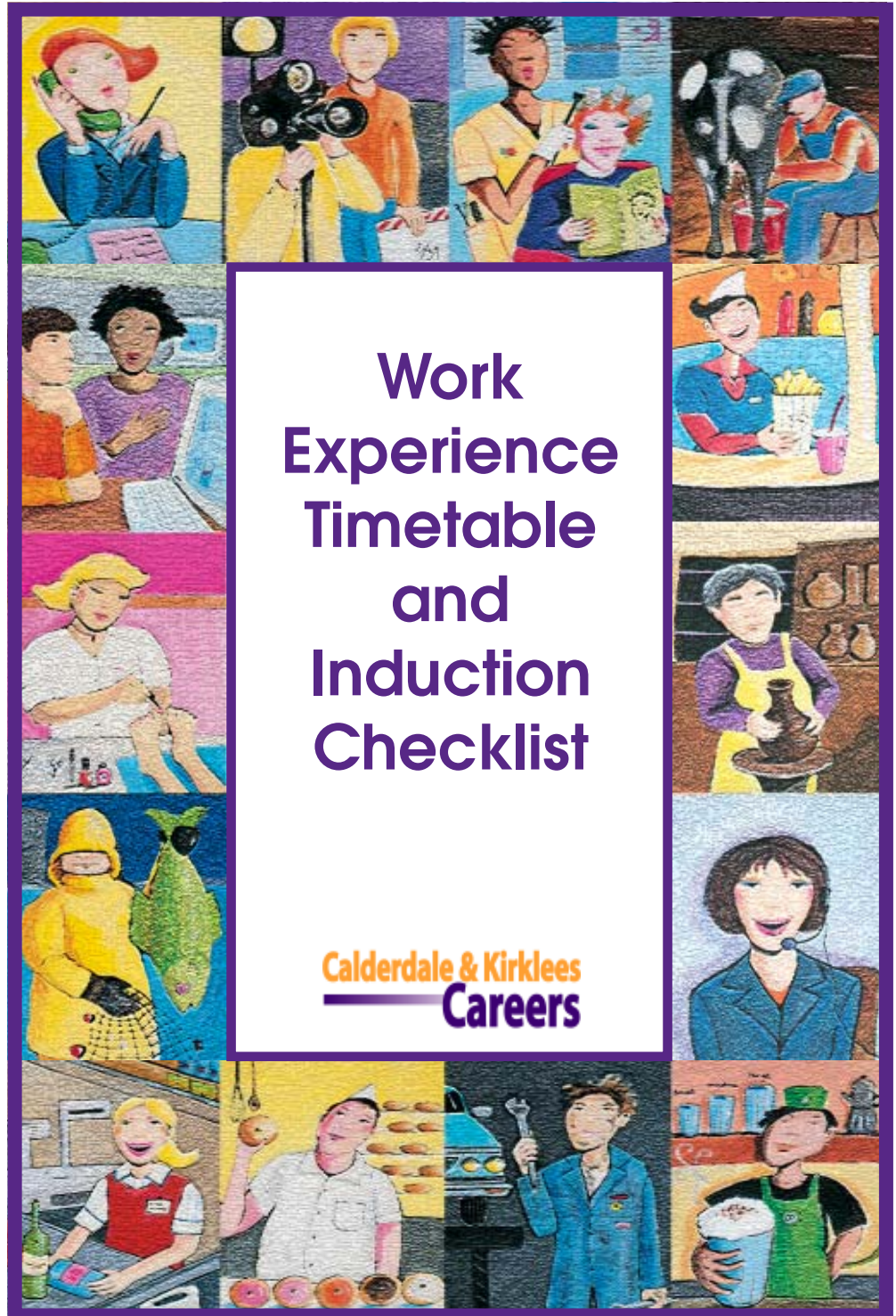
Supervisor signature Date



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Work Experience Timetable and Induction Checklist

Calderdale & Kirklees
Careers

WEEK	MORNING	AFTERNOON
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

WEEK	MORNING	AFTERNOON
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		