

# Induction Checklist for Student Work Experience Placements

Tick areas covered

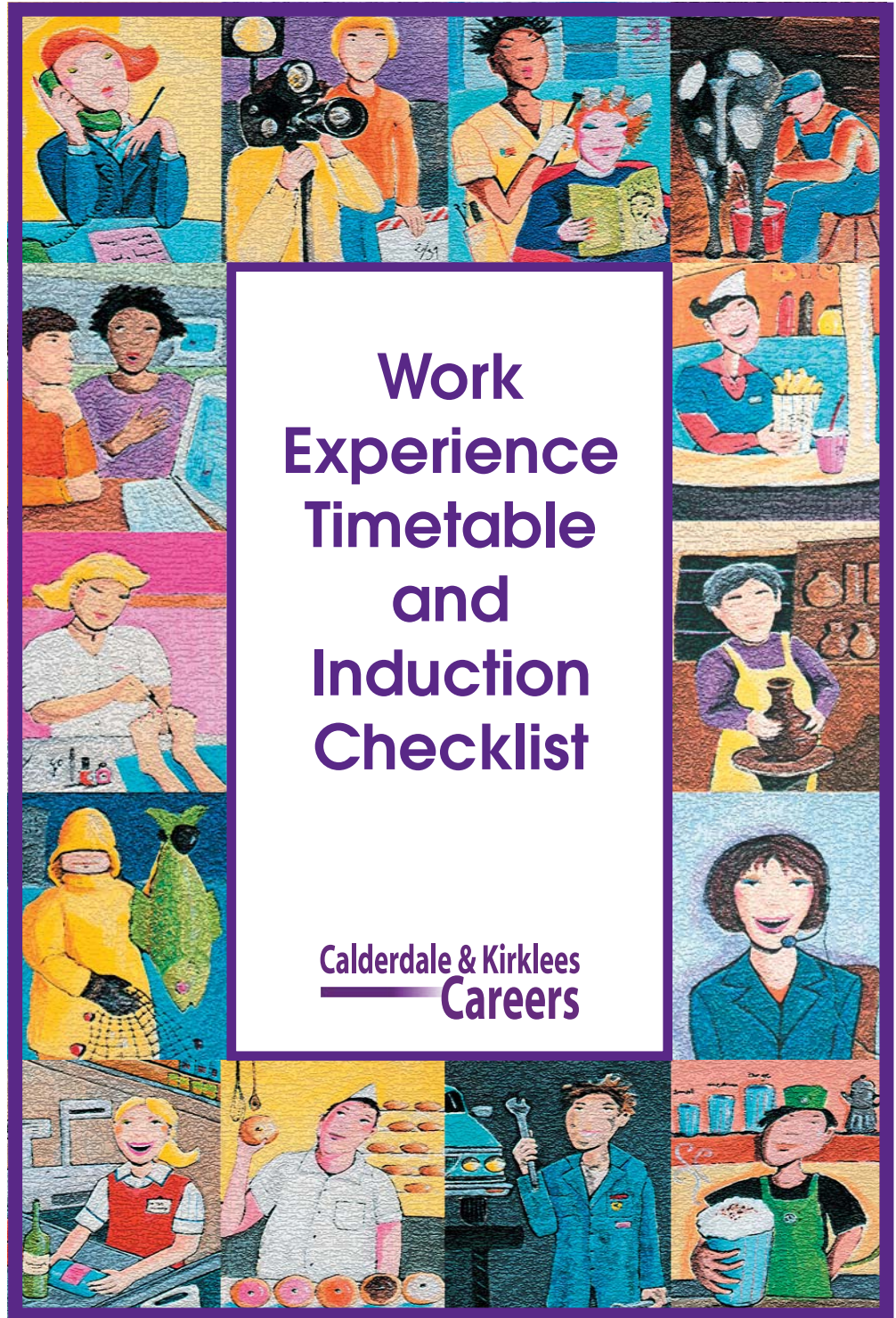
1. **General information about the company, it's organisation and the work carried out.** \_\_\_\_\_
2. **Health & Safety at Work** - to include: Health and Safety Policy, organisation and arrangements; employers duty of care together with employers/ employees legal responsibilities; details of significant 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 - PPE and do they know how and when to use it? \_\_\_\_\_  
 .....
5. **Disclosure of health issues:** \_\_\_\_\_
6. **Fire and Emergency Procedures** - raising alarm, escapes, assembly point, reporting \_\_\_\_\_
7. **First Aid arrangements** - contact names/s and location of first aid box/es. \_\_\_\_\_
8. **Reporting Procedures** - for Sickness/Absence/ Accidents and other incidents \_\_\_\_\_
9. **Who the Student's Supervisor is** \_\_\_\_\_
10. **Hours of Work - Lunch Breaks** \_\_\_\_\_
11. **Toilet and Washroom Facilities** \_\_\_\_\_
12. **Dress code, personal hygiene - PPE** \_\_\_\_\_
13. **Security and Confidentiality** \_\_\_\_\_

Student signature ..... Date .....

Supervisor signature ..... Date .....

August 2009

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<b>WEEK .....</b>	<b>MORNING</b>	<b>AFTERNOON</b>
<b>MONDAY</b>		
<b>TUESDAY</b>		
<b>WEDNESDAY</b>		
<b>THURSDAY</b>		
<b>FRIDAY</b>		

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