**Work Experience Induction Checklist**

**Student to complete this form with Supervisor present on 1st day of placement.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **General Safety:** | **If applicable state location /who/ date or state NA** | **Student Signature** | **Date** |
| **1** | I have been provided with the WCC “Health and Safety Corporate Induction Booklet” |  |  |  |
| **2** | I know who to report health and safety issues to |  |  |  |
| **3** | I know where the welfare facilities are |  |  |  |
| **4** | I have been issued with personal protective equipment (if relevant to your placement) |  |  |  |
| **5** | I have been made aware of any equipment that I am not allowed to use |  |  |  |
|  | | |  |  |
|  | **Fire Safety:** |  |  |  |
| **1** | I know when the fire alarm is tested at my place/base of work |  |  |  |
| **2** | I know where the nearest fire exit(s) is/ are |  |  |  |
| **3** | I know where the assembly point is |  |  |  |
| **4** | I know where the fire notices and fire alarm points are |  |  |  |
| **5** | I understand the no smoking policy and how it applies in my place/base of work |  |  |  |
|  | | |  |  |
|  | **Accidents and First Aid:** |  |  |  |
| **1** | I know how to report accidents/incidents/near misses |  |  |  |
| **2** | I know who my nearest First Aider is |  |  |  |
|  | | |  |  |
|  | **Security:** |  |  |  |
| **1** | I know the security arrangements for my place/base of work: |  |  |  |
| **2** | I know to wear my temporary security badge |  |  |  |
|  |  |  |  |  |
|  | **Lone Working:** |  |  |  |
| **1** | I understand that I am not permitted to attend any meetings or make any site visits alone. |  |  |  |
|  |  |  |  |  |
|  | **Risk Assessments:** |  |  |  |
| **1** | I understand the risks involved and the control measures in place relating to this work placement |  |  |  |
|  |  |  |  |  |
| **1** | **Training:** |  |  |  |
|  | I have received relevant training and information relevant to this placement |  |  |  |

**Supervisor Signature …………………………….. Date ……………………….**

**Student Signature ………………………………… Date ……………………….**

**Further Information (to be used where relevant)**

1. Plant/machinery/equipment must not be used by students.
2. Ensure that training has been given on the use, storage, maintenance and reporting of defects for any items of PPE supplied if relevant to the placement.
3. Basic manual handling techniques should be explained (this can be done by use of guidance notes e.g. from the HSE.)
4. Explain local procedures for dealing with conflict /aggressive behaviour where they exist.

This list is not exhaustive, there may be other on-the-job training identified for this role.

These guidelines should be used in conjunction with the H&S Corporate Induction Booklet, Corporate Policies and Directorate arrangements as well as local procedures and safe systems of work.

If you require any further information, contact the Health & Safety Team.