

Student induction checklist

At the start of your placement, the following items should be included in your induction into the organisation, preferably on your first day. By checking this list you can make sure that your placement provider is offering adequate training and information. Note: This is a guide, you do not need to submit it.

OFFICE INDUCTION	Completed
Introduced to key staff members and their roles explained	
Introduced to Supervisor	
Reporting absence procedure	
Location of toilet facilities	
Location of rest room, canteen (if relevant) etc.	
Start & finish times, lunch, tea and coffee arrangements	
Place of work	
Work space	
How to answer the telephone, transfer calls, & make internal & external calls	
Post arrangements	
Car parking	
Introduced to key staff members and their roles explained	
Introduced to Supervisor	

HEALTH & SAFETY ISSUES	Completed
Emergency procedures	
Safety policy received or location known	
Location of first aid box	
First aid arrangements (including names of first aiders)	
Fire procedures & location of fire extinguishers	
Health & Safety at Work Act and your responsibilities	
Accident reporting and location of accident book	
COSHH regulations / requirements	
Display screen equipment regulations / procedures	
Manual handling procedures	
Protective clothing arrangements	
Instruction on equipment you will be using (list equipment)	
Other issues:	