

Work Experience Induction Checklist

Student Name: _____ School: _____

Induction by (Name and signature): _____

Date placement commenced: _____ Date induction completed: _____

	ELEMENTS	WHEN COVERED
INTRODUCTION & RESPONSIBILITIES	Welcome and introduction to co-workers	
	Overview of the week's program	
	Work area or desk	
	Hours of work/expectations	
	Break times	
	Notification of absence or lateness	
	Task overview	
	Access codes, passwords etc	
	Internet, wifi	
SUPERVISORY ARRANGEMENTS	Supervisor	
	Other employees able to help	
	Health and Safety Officer	
FIRST AID & EMERGENCIES	First aid officer/s	
	First aid kit, defib location	
	Emergency exits, evacuation plans, alarm sounds, muster locations	
WHS AND REPORTING ARRANGEMENTS	Priority of WHS in the workplace	
	Employee and employer responsibilities	
	No-go tasks and areas	
	How to report hazards and safety concerns	
	Reporting injuries and near misses	
WORKPLACE POLICIES AND PROCEDURES TO ENSURE PSYCHOSOCIAL SAFETY.	Bullying and harassment policies and procedures	
	Discrimination and EEO awareness	
ORIENTATION TOUR OF WORKPLACE	Tour of workplace	
	Organisational overview	
	Toilets, showers, kitchen, crib room, lockers and other employee facilities	
	Does the student have any questions?	
CONFIRM STUDENT'S DETAILS	Name/contact details	
	Student's preferred name	
	Medical information	
	Emergency contact details	
	School contact details	