**Placement Student Induction Checklist**

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| Name of Student: |  | Start Date: |  |
| Employer |  |

The following items should be included in your induction into the organisation, preferably on your first day. Please check off the items below when they occur and inform your Placement Officer of any items not covered within one week of the start of your placement. This list is not exhaustive and other topics may be covered, which you may note on this form.

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|  **TASK** | **Date or N/A** |
| Introduced to key staff members and their roles explained |  |
| Location of toilet facilities |  |
| Location of welfare facilities e.g. rest room and canteen (if relevant) |  |
| Lunch, tea and coffee arrangements |  |
| Place of work |  |
| Dress code |  |
| Workspace |  |
| How to answer the telephone, transfer calls and make calls both internally and externally |  |
| Post arrangements |  |
| Car/bike parking |  |

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|  **HEALTH & SAFETY** | **Date or N/A** |
| Health & Safety policy received or location advised (if relevant) |  |
| Fire procedures |  |
| Escape routes, fire exits and assembly point(s) |  |
| Other emergency procedures |  |
| Location of First Aid box(es) |  |
| First Aid arrangements (including names of first aiders) |  |
| Accident reporting and location of accident book/forms |  |
| Display Screen Equipment Assessment procedures |  |
| Hazardous substances procedures (COSHH) |  |
| Manual handling procedures |  |
| Protective clothing and equipment arrangements |  |
| Instruction on equipment and machinery participant will be using (list equipment/machinery) |  |
| Prohibited equipment or machinery |  |
| Prohibited areas |  |
|  |  |
| Other issues |  |
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| Signed: |  |