

**WORK EXPERIENCE INDUCTION CHECKLIST
(FIRST DAY)**

NAME: _____ **SERVICE:** _____

Date of placement – From: _____ **To:** _____

TOPIC

Explained by:	Student's Signature/Date
<p>Welcome & Introduction to team members</p> <p>Brief outline of Service and who's who in the organisation structure</p> <p>HEALTH & SAFETY</p> <p>Tour of building pointing out Fire Exits</p> <p>Safety Policy/Risk Assessments – Health & Safety Policy issued</p> <p>Safe working instructions and demonstrations (if appropriate)</p> <p>Evacuation – Bomb Alert</p> <p>First Aid Facilities</p> <p>First Aiders</p> <p>Explain Accident Forms</p> <p>FACILITIES AND GENERAL ARRANGEMENTS</p> <p>Location of Toilets</p> <p>Tea/Coffee Facilities</p> <p>Lunch Times and Arrangements</p> <p>Tour of Work Area/Service</p> <p>Timekeeping and reporting absence</p> <p>Need to wear ID badge conspicuously at all times</p> <p>Reinforce the phone/e-mail/internal policies</p> <p>INTRODUCTION TO THE STRUCTURE OF THE WORK EXPERIENCE</p>	

Please return to Human Resources