



Health & Safety Check List

Suggested Induction Arrangements for student on work experience.

Please use this checklist with the student to ensure all Health & Safety and inductions have been covered.

Student Name: _____

Name of Supervisor Name: _____

Name of First Aider (if different from above): _____

Induction Elements	N/A	Employer Initials	Student Initials
1. Tour of the workplace (including toilets and break-time facilities).			
2. Instructions on how to keep safe in the workplace.			
3. Explanation of work tasks (include anything that must not be done and/or places that must not be entered).			
4. Arrangements for breaks and lunch times (including any rules on taking drinks into the workplace, eating pre-packed meals and advise on hygiene).			
5. Fire or other emergency procedures (including escape routes & assembly			
6. Explain what to do if you feel unwell or in event of an accident (including			
7. Use of protective clothing or safety equipment necessary for the work tasks.			
8. Explain about the importance of tidiness and the safe storage of goods and tools.			
9. Explain and demonstrate how to lift heavy or difficult objects safely.			
10. Explain and demonstrate how to use machinery and equipment safely.			
11. Warn about any dangerous substance in the workplace and what to do if			
12. Explain how to ask for help if unsure about what should be done if feeling uncomfortable in a situation.			

Signature of Student: _____ Date: _____

Signature of Supervisor: _____