

WORKPLACE INDUCTION - This may have happened before starting your work placement

The Work Health and Safety Act 2012 clearly states it is the joint responsibility of the employer & school to provide an induction to any student on placement. As a proactive step the checklist below is to be completed by the student with their work supervisor, prior to the student commencing their duties.

The student keeps this document whilst at the workplace and then hands it to their school at the end of the placement.

GENERAL	Discussed now	Not applicable	Any significant information
Sign in/out: Explain process. When does the student need to sign in and out? How do they do it?			
First Aid: Who gives treatment and where are the supplies?			
Medical: Student must report significant issues that may impact on the work. (e.g. back or leg issues, ongoing medical issues) Who does the student report medical problems to?			
Hazards or injury incidents: Explain the processes to follow when reporting these. <i>For injuries and near misses the student (or site supervisor) needs to advise school staff and complete the school form.</i>			
Site supervisor &/or WHS Contact: Explain or introduce this person/s.			
Emergency evacuation: Explain what the signal is, location of the assembly area and how to check themselves off for any roll call and responsibilities in the centre if any.			
Clothing/personal items: What is appropriate to wear or bring to work? Include requirements relating to footwear, hair, jewellery, colour, name badges, PPC etc.			
<p>Student statement: I have a "duty of care" to act reasonably to protect my safety, and other peoples' on-site, who may be affected by my actions.</p> <p>I will comply with reasonable instruction from site staff. I agree that if I am ever "unsure what to do", even if I was told prior and have now forgotten, I will always ask again for guidance.</p>			

WORK TASKS & EXPECTATIONS	Discussed now	Not applicable	Any significant information
Work Tasks: Discuss and demonstrate significant tasks the student will be required to assist with.			
Personal Protective Equipment [PPE]: Check correct fit and/or where it is located. This includes "how to use and adjust PPE"			
What significant plant and equipment will the student use? Will they require training? What supervision will be given? What Standard Operating Procedures [SOP], or similar are they expected to read or learn?			
What significant hazardous chemicals will the student be exposed to? What instruction will be given? What supervision will be given? Will they have access to Safety Data Sheet [SDS] and be informed any disposal methods?			
What significant site procedures or expectations need be explained to the student? (e.g. Electrical Safety; Hygiene practices; Working outdoors in the weather; General Housekeeping expectations in the work area; etc.)			
What personal hygiene expectations and other requirements such as jewellery removed (choke hazard), only approved band aids (food prep), suitable footwear and clothing at work, etc.			
Prior to food preparation what surface or prep board cleaning process do we have? Are there specific utensils or coloured boards for certain foods?			
What is the process for spill clean-ups and where is any spill kit? (e.g. Floor spill cleaning equipment).			

WORKPLACE ORIENTATION	Discussed now	Not applicable	Any significant information
Provide an outline of the business.			
Explain work behaviours requirements and expectations.			
Inform the student of the location of facilities.			
Explain start/finish times, work break times, work routines.			
Outline procedures to follow and the person to notify in the event of non-attendance.			
Introduce the student to people with who they will be working directly.			
Identify the person who should be consulted in the event of problems occurring.			

Any other comments or other specific induction details given to new workers?
Reminder statement to all business "workers" who will come into contact with the student during their placement.
Please share the following expectations with your business/ workers during your first day. (I.e. Toolbox meeting, displayed notice, email, or any other means). a) Physical contact, emotional interaction, & offensive language/gestures involving a student that is not directly required due to the work activity is not permitted. b) Personal contact details are not to be exchanged. c) If you are shown disrespect by any student do not engage in any confrontation but simply report this to your supervisor for them to address the issue.

Student name		Student signature	
Supervisor name		Supervisor signature	
Workplace		Today's date	