

**INDUCTION SAFETY CHECKLIST
FOR WORK PLACEMENT STUDENTS**
(To be completed at the start of placement)

STUDENTS NAME

LOCATION OF PLACEMENT

General

Specific Risk Assessment

Hazards of the job and safety precautions

Local health and safety procedures

Key safety people within the area

Rules for smoking, drugs, alcohol and mobile phones

Toilets and washing facilities for personal hygiene

First Aid

Location of First Aid equipment

Location of First Aid Room

Accident/Near miss reporting procedure

Fire Precautions

Location of exit routes

Location of fire fighting equipment

Location of fire assembly points

Fire instructions:

Do Not stop to collect valuables

Do Not use lifts (If applicable)

Do Not enter the building until the all clear is given

Manual Handling

Instruction on lifting (If applicable)

High Level Access

Instruction on high level access (If Applicable)

Electrical Equipment

Instructions on safe use of electrical equipment

Report any faults with electrical equipment immediately

