



Placement Induction Checklist

Before fully undertaking your placement, you should complete an induction with your placement supervisor. The following items should be part of your induction into the organisation, preferably on your first day. Use the list below as a convenient way to monitor the nature of your induction.

The list is not exhaustive and other areas may be covered and noted below:

Company name _____
 Supervisor name _____

TASK	DATE
Introduced to key staff members and their roles explained	
Introduced to supervisor/mentor	
Start & finish times, and arrangements for lunch and other breaks	
Procedure for reporting absence explained	
Place of work and work space	
Location of toilet facilities, canteen (if relevant) etc	
How to answer incoming telephone calls, transfer calls & make internal & external calls	
Car parking/ other transport arrangements and recommendations	

HEALTH AND SAFETY ISSUES	DATE
Instruction on emergency procedures	
Health and Safety Policy received or location known	
Location of first aid equipment and/or station	
First aid arrangements (including names of first aiders and location of first aid equipment)	
Fire procedures & location of fire extinguishers	
Health & Safety at Work Act and your responsibilities	
Accident reporting and location of accident book	
If applicable:	
Display screen equipment regulations / procedures	
Control of Substances Hazardous to Health Regulations (COSHH) regulations / requirements	
Manual handling procedures	
Protective clothing arrangements	
Instruction on equipment you will be using, excluding standard office equipment (list equipment)	
Other issues:	

Employer signature _____ Date _____
 Trainee signature _____ Date _____