

This information is intended for guidance only and does not claim to be an authoritative interpretation of the law. It is not exhaustive and employers should be aware of the H&S legislation that applies to their sector. It is important that employers provide full supervision for the learner, at all times, by competent personnel. They need to provide adequate briefing, instruction and training for all tasks. This should be adjusted according to age and ability of the learner involved. This checklist contains some of the items that most commonly arise.

As each item on the checklist is covered it is recommended that the learner and supervisor initial the relevant boxes. If any areas are not applicable then mark N/A in the box.

<b>Learner's Name:</b>	
<b>Company/Department Name</b>	
<b>Company Address</b>	
<b>Supervisor's Name</b>	
<b>Person responsible for Induction</b>	
<b>Date Completed</b>	

	Supervisor	Student
<b>Guided tour of the Workplace</b>		
The Learner was given a tour of the workplace and was shown where he/she will be working. Workplace facilities and prohibited areas were covered.		
<b>Introduction to Staff</b>		
The Learner was introduced to the workplace and to key staff relevant to the work experience including who will be in immediate charge of the Learner.		
<b>Signing in/Clocking in/Department Security Procedures</b>		
Any necessary procedures were explained and shown to the Learner.		
<b>Absence Procedures</b>		
An explanation was given to the Learner on the procedure to follow should they be ill or unable to attend, who to contact and when.		
<b>Prohibited Areas</b>		
The Learner was informed of prohibited and restrictive areas.		
<b>Welfare Facilities</b>		
Learner was shown where the toilets, washing facilities are and given information on personal hygiene. Smoking policy was explained.		
<b>First Aid</b>		
The Learner was made aware of first aid facilities, location of the first aid box and identification of first-aiders.		
<b>Accident Procedures</b>		
It was explained to the Learner that all accidents, incidents and near misses, however small, must be reported and entered into the company accident book.		
<b>Fire Alarm and Emergency Evacuation</b>		
An explanation was given on what the Learner should do if they discover a fire. Emergency evacuation, including the route to be taken, use of emergency exits, assembly points and reporting procedures were shown.		
<b>Use of Telephone</b>		
The Learner was shown how to use the telephone to get in touch with key persons within the company and how to access an outside line and emergency services.		
<b>Safety Policy</b>		
The company Health and Safety policy was explained and aspects that apply to Learner's personal responsibilities highlighted.		

<b>Health and Safety Notices</b>			
The Learner was made aware of Health and Safety posters, signs, and warnings and was made aware of persons with Health and Safety responsibilities			
<b>Safe Systems of Work (including DSE)</b>			
Hazards associated with specific work tasks and more general ones within the workplace were explained, including the control measures in place to reduce injury. The learner was informed about the need to adhere to safe working practices and that they must obtain further briefings before moving onto new tasks/areas/activities.			
<b>Prohibited Activities</b>			
The Learner was informed about what activities they were not allowed to undertake.			
<b>Machinery/Equipment</b>			
It was explained to the Learner that they must never operate any machinery without permission of the supervisor and never unless trained to do so. Learners must never attempt to repair any machinery on their own and all faults must be reported to the supervisor			
<b>Dangerous Substances</b>			
The importance of complying with the rules on the handling of chemicals was explained. It was stressed to the Learner that they must ask their supervisor if unsure of the precautions to be taken.			
<b>Protective Equipment</b>			
The Learner was issued with appropriate Personal Protective Equipment/Clothing and given reasons why it is required and how and when to use it correctly.			
<b>Manual Handling</b>			
The Learner was shown the correct way to lift and carry objects and in particular, emphasis on why it is important. Further instruction on handling or moving specific items in the workplace will be provided.			
<b>Mobile Phone Use</b>			
The learner was advised about the policies of the use of mobile phones in the work place. Mobile phones should be switched off during work hours.			
<b>Personal Details</b>			
The student was informed that they should not give or receive personal details from other staff members, this include details of social networking sites			
<b>Confidentiality</b>			
The student is made aware that all details of the company and activities are confidential and should not be passed to third parties.			
<b>Key Responsibilities</b>			
The Learner was asked if he/she understood the importance of following H&S rules and the possible consequences of breaking the rules.			
<b>Learners Confirmation</b>			
I confirm that I have undertaken and understood this induction, received a copy and agree to abide by the company's health and safety procedures			
Signature			
Name		Date	