

# Induction Checklist

	Task	Completed
1	Talk to the student about your organisation, its history, structure, culture and values. Encourage the student to ask questions.	
2	Explain your expectations in relation to the start and finish times, lunch breaks, dress code, professional conduct and confidentiality.	
3	Brief the student of your organisation's Occupational Safety and Health policies and procedures and identify any particular OSH issues for the student's role. This could include: <ul style="list-style-type: none"><li>- Emergency procedures</li><li>- How to raise health and safety issues</li><li>- First aid arrangements and accident reporting</li><li>- Fire procedures</li><li>- Safe handling procedures</li><li>- Protective clothing arrangements</li><li>- Instruction on equipment use</li><li>- Workplace tour, including lunch room and toilets</li></ul>	
4	Introduce the student to key staff members, explain their roles and what interaction, if any, the student is likely to have with them while working on the project.	
5	Explain internal and external communication facilities (telephone, e-mail, post etc)	
6	Identify any prohibited areas or activities.	