

# OFF-SITE WORK – Placement Induction (self-check)



The following key topics should be covered during your placement induction. Please check off each item when it occurs and inform your placement supervisor if any items are not covered within one week of the start of your placement. This list is not exhaustive and other topics may be covered.

## SECTION 1 GENERAL

	YES	NO
Have you been introduced to your Placement Supervisor / Manager?	<input type="checkbox"/>	<input type="checkbox"/>
Has the work you will be doing been explained to you?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told how to access the building? e.g. key card	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told what your working hours are?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been introduced to key members of staff?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been shown where the toilets are?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told when you can take work breaks (coffee / lunch arrangements)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told how to report faults? e.g. maintenance issues	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 2 HEALTH AND SAFETY

Have you been told how to contact security?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told how to exit the building in an emergency using the nearest fire exit?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told how to exit the building in an emergency using the alternative fire exit?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told where the fire assembly point is?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told the location of the first aid box?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told how to contact the nearest first aider?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told how to report an accident or incident?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been informed of any significant risks arising from the work you will be asked to do?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: