



Work Experience Health & Safety Induction Checklist



As each item on the checklist is covered please enter the date and your initials in the 'Employer' column. Likewise, the learner should initial the relevant boxes under the 'Learner' column. It is possible that some areas will not be applicable to either your working environment or the area of work covered by the learner, where this is the case you may wish to enter 'N/A' in the column.

A copy of the completed sheet can be given to the learner for information and the original retained by the employer for reference.

Further information on Health & Safety can be found on the Health & Safety Executive (HSE) website – www.hse.gov.uk

Student's Name:	Date of Induction:
Date of Work Experience Week/s	
Company Name:	
Department Name:	
Company Address:	
Supervisor's Name:	
Name of Person Responsible for Induction if not Supervisor:	

	Tick
Guided Tour of the Workplace 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.	
Introduction to Staff The learner was introduced to the workplace and to 'Key' staff relevant to the work experience, including the learners Supervisor	
Prohibited Areas Areas were identified that the learner must not enter for safety reasons, with reasons why this is so.	
Welfare Facilities The learner was shown where the toilets and washing facilities are and given information on personal hygiene. Company Smoking Policy was explained.	
Fire Alarms & Emergency Evacuation An explanation was given on what action the learner should do if they discover a fire, including the route to be taken, use of emergency exits, assembly points and reporting procedures.	
First Aid The learner was made aware of first aid facilities, location of a first aid box and identification of qualified 'First Aiders'.	
Accident Procedure – RIDDOR 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.	
Absence Procedure An explanation was given to the learner on the procedure to follow should the learner be unable to attend	

their work placement and who should be contacted and when.	
Health & Safety Notices The learner was made aware of Health & Safety posters, signage and warning signs and was made aware of the person/s to Health & Safety responsibility within the Company	
Signing In/Clocking In/ Department Security Procedures Any necessary procedure were explained and shown to the learner.	
Use of Telephone The learner was shown how to use the telephone to get in touch with personnel within the company and how to access an outside line and the emergency services.	
Safety Policy The Company Policy for Health & Safety was explained and aspects that apply to the learner's personal responsibilities highlighted.	
Safe Systems of Work including DSE (Display Screen Equipment) Hazards associated with specific work task and more general ones within the workplace were explained, including the need to adhere to Safe Working Practices. He/she was told they must obtain further briefings as necessary before moving on to new tasks/areas/activities.	
Machinery/Equipment It was explained to the learner that they must never operate any machinery without the permission of the Supervisor and never do so unless trained. The learner must never attempt to repair any machinery on their own. All faults must be reported to the supervisor.	
Protective Equipment The learner was issued with appropriate Personal Protective Equipment (PPE) and given reasons why it is required, limitation of PPE was explained and how and when to use it correctly.	
Manual Handling The learner was shown the correct way to lift and carry objects and particular emphasis was made as to why it is important. Further instruction on handling or moving specific items in the workplace will be provided.	
Dangerous Substances(COSHH) 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 take.	
Key Responsibilities The learner was asked if he/she understood the importance of the following Health & Safety rules and the possible consequences of breaking the rules.	

Date	Student's Signature	Employer's Signature