



Induction Checklist

■ Placement Induction

Students should receive an induction on or before their first day. Please bear in mind the young person's inexperience when planning the induction. You may wish to use the following induction checklist to help you plan this:

Induction Checklist:

Activity	Completed?
An overview of the organisation	
Guided tour of the workplace	
Introduction to staff, including the host	
A discussion about the purpose of their role and their job description	
Clarification on working hours, including start and finish times, breaks and lunch times, and signing or clocking-in process if relevant	
Rules and regulations for use of the phones, the internet and emails	
Location of canteen/break facilities, washing facilities and toilets	
Health and Safety notices/policy procedures	
Person responsible for first aid and accident reporting procedure	
Assembly points, emergency exits, fire points / fire extinguishers	
Prohibited areas and off-limits equipment such as machinery	
Issue of protective clothing	
Task-based training, e.g. how to answer the phone, use equipment etc	
Contact details of person for any other health risks concerns e.g. sickness, personal wellbeing or safety in the workplace	