



Induction Checklist

Induction Tasks to be completed	Employer (please initial)	Student (please initial)
Location and People		
Tour of work area and welfare facilities		
Introductions to supervisor and colleagues		
Information about local hazards		
Fire		
Action to be taken by student on discovering a fire		
Fire procedure explained		
Please list the assembly point and location -		
Accidents		
Accident reporting procedures explained		
Location of First Aid kit and list the names of First Aiders on site -		
Health & Safety		
Briefed on organisations H&S policy and student's responsibilities within the Health & Safety at Work Act		
Necessary risk assessments have been carried out		
Lifting and handling training given, if required		
Use of any protective clothing and safety equipment demonstrated		
Precautions required for any chemical, mechanical or electrical hazards		

Job description, Rules and Boundaries		
Ensure student knows what duties (s)he will be carrying out and what (s)he is not allowed to do – please give a brief list below and tick either ‘Yes’ or ‘No’		
e.g. Make tea/coffee	Yes	No

I have received and understood the instruction, training and information as indicated above and initialled the items where completed.	
Name of Young Person	
Signature	
School	
Date	
I confirm that the induction process has been completed and the student is aware of his duties, boundaries and rules within the organisation	
Company Name	
Name of Trainer	
Job Title	
Signature	
Date	