

SUGGESTED SAFETY INDUCTION PROCEDURE WORK EXPERIENCE STUDENTS

	CONTENT	INITIALS OF INDUCTOR
1	Sign Visitors Log Book and collect Badge (if appropriate)	
2	Nearest fire exit and alternative exits	
3	Fire Assembly Point and route	
4	Fire Alarm, extinguishers (location) and procedures	
5	Employer general rules and procedures	
6	Housekeeping (keep walkways, entrances and exits clear of obstruction. Wipe up any spillages, report loose wires/cables. Keep filing cabinet drawers, cupboard doors etc shut, keep working area clean and tidy)	
7	Electricity – Do not operate any appliance or touch any controls unless supervised and allowed to do so.	
8	Manual Handling – training and instruction.	
9	PPE – advise on usage and instructions, if to be used	
10	First Aid – inform inductee of where first aiders are located, where first aid kits are kept and log books	
11	Inductee to be shown content of risk assessments	
12	Hygiene – show inductee where washrooms and toilets are located. Advise on use of barrier creams where appropriate.	
13	Safe walkways – show inductee safe areas to walk and stand	
14	Restrooms and canteen (if applicable)	

Signature of Inductor	
Signature of Inductee	
Date	

Work experience student and employer to keep a copy of this completed form