

**INDUCTION SAFETY CHECKLIST  
FOR WORK PLACEMENT STUDENTS**  
(To be completed at the start of placement)

**STUDENTS NAME** .....

**LOCATION OF PLACEMENT** .....

**First Aid**

Location of First Aid equipment .....

Location of First Aid Room .....

Accident/Near miss reporting procedure .....

**Fire Precautions**

Location of exit routes .....

Location of fire fighting equipment .....

Location of fire assembly points .....

Fire instructions:

**Do Not** stop to collect valuables .....

**Do Not** use lifts (If applicable) .....

**Do Not** enter the building until the all clear is given .....

**Manual Handling**

Instruction on lifting (If applicable) .....

**High Level Access**

Instruction on high level access (If Applicable) .....

**Electrical Equipment**

Instructions on safe use of electrical equipment .....

Report any faults with electrical equipment immediately .....

**Spillages**

Procedures for dealing with spillages .....

**Horseplay**

Strictly forbidden .....

**OTHER**

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I acknowledge that I have received and understood instructions regarding Health & Safety as outlined above.

Signature of Student ..... Date: .....

Signature of Responsible Officer ..... Date: .....

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