**Work Place Induction Sheet**

**Pupil Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Induction to Company**

* Explanation of the company, how it work and include a brief outline of the industry and company rules.
* A tour of the company premises with an introduction to staff including the person in charge of training, Location of toilet facilities and washing area.
* Hours of work including meal/tea breaks and where these are to be taken
* Travel arrangements – if applicable

**Rules and Regulations**

* Use of mobiles to be used during meal and break time only.
* Smoking in designated areas only.
* Absence and timekeeping procedure.
* Security of valuables.
* Respect/behavior/attitude.
* No visitors whilst on placement.
* General behavior whilst in the workplace.
* General behavior in the workplace.
* Problem procedure – Who to talk to?
* Confidentiality.

**Housekeeping and Safety**

* Maintaining a safe and tidy work area and disposing of any rubbish.
* Keeping stairways/gangways and fire exits clear at all times.
* Location of fire exits, raising the alarm and the procedure to follow in the event of emergency.
* Fire extinguishers location and the type to be used.
* Fire prevention – unauthorised smoking, storage of flammable goods etc
* Location of the first aid box and accident procedure.

**Personal Protective Equipment and Clothing**

* Types of PPE available.
* Correct method of fitting and storage.
* Who to report to if lost or a replacement is needed.

**Machinery and Manual Handling**

* Prohibited areas and machinery.
* How to stop machinery in the event of an emergency.
* Never to tamper with faulty equipment – always report to supervisor.
* Hazards associated with machinery/equipment e.g. missing/faulty guards, cutting, entanglement, loose clothing etc
* Always use the correct method of lifting/carrying authorized equipment, safe stacking techniques and access to equipment.

**I confirm that training shown in this checklist has been completed.**

**Signature of student** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Trainer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_