



SCHOOL OF xxxxxx

STUDENT INDUCTION CHECKLIST

Name of Student

Start Date

Employer

The following items should be included in your induction into the organisation preferably on your first day. Please check off the items below which have occurred and inform your named tutor of any items not covered during your placement. The list is not exhaustive and other topics maybe covered which should be noted.

TASK	DATE
Introduction to key members of staff and their roles explained	
Location of facilities	
Place of work	
Dress code	
Area of work	
How to answer the telephone, transfer calls etc.	
Internal/External post arrangements	
Car Parking	
Security requirements	
Works pass	
HEALTH AND SAFETY GUIDELINES	
Emergency procedures	
Safety policy received or location identified	
Location of a first aid box	
Fire procedures and location of fire extinguishers	
Accident reporting and location of accident log book	
COSHH regulations/requirements	
Display Screen Equipment Regulations/Procedures	
Manual Handling Procedures	
Protective Clothing arrangements	
Instructions on equipment to be used	
Other issue:	

Signed
(Student).....Date.....

Please email a scanned copy to named placement tutor xxxxx@qub.ac.uk or post a hard copy to:
Named Placement tutor xxxx, Room xxxxx, Queen's University, Belfast, BT7 1NN