

Industrial Placement Health And Safety Checklist - Student's Form

Name of student:	Start date:
Name of industrial supervisor:	End date:
Name of company:	Telephone:
Address:	Fax:
.....	Email:

The following items should be included in your induction into the organisation, preferably on your first day. Please check off the items below when they occur and inform your Course Director of any items not covered within one week of the start of your placement. Some of the items below may not be applicable to your placement and if so it is acceptable to insert a non- applicable (N/A) in the Date column.

General orientation	Date
Introduction to key staff members and their roles explained	
Job duties and main tasks explained and understood	
Location of toilet facilities	
Location of canteen, rest room etc	
Lunch, tea and coffee arrangements	
Location of workplace, access arrangements and normal working hours	
Dress code	
Location of your own workspace	
How to answer the telephone, transfer calls and make internal / external calls	
Postal arrangements	
Car parking arrangements	

Health & safety issues	Date
Emergency procedures	
Safety policy received or location known	
Location of First Aid box	
First Aid arrangements (including names of first-aiders)	
Fire procedures and location of fire extinguishers	
Accident reporting and location of accident book	
COSHH regulations	
Display Screen Equipment regulations/procedures	
Manual handling procedures	
Protective clothing arrangements	
Instruction on equipment participant will be using (list equipment)	
Briefing on any specific hazards and associated procedures	
Briefing on areas that you cannot enter, or any special access procedures	
Any adjustments for disability / special needs provision identified and requested	
Other issues (please specify):	

Signed:

Date:

Please return this form to the MAIA – coordinating Institution Office within 7 days of beginning your placement