



LOCAL AREA HOST SITE INDUCTION CHECKLIST

Students should complete this form at the same time as the induction to their host site. If any areas are not covered by the host site staff member, or an induction is not offered, please ask for clarification on each area. Complete this form and return it to your Fieldwork Coordinator by email within 3 days of arrival at the host site.

Student Name:		Student Number:		Date:	
Position:					
Area/Faculty:			Location:		
Manager/Supervisor:					
Description				Yes/ No/NA	If no or NA, why? Or other info
Orientation – Do I know the site facilities, permitted and non-permitted areas and who to contact? Identify area contact person; tour of site and any off limit / restricted access areas, amenities, toilets, parking, common areas, lunch room, medical first aid, health service etc. Identify if site access required and obtain relevant access (ie cardax)					Contact person _____ First Aid Contact _____
Emergency Response – Do I know what do in the event of a fire, security or medical emergency? Security contact number. Emergency Phone numbers for police/fire/ambulance. Area Fire Wardens. Emergency alarm system and sounds. Emergency evacuation procedure. Emergency exits and equipment. Location of safety showers, eye wash stations, spill kits and awareness of shutdown procedures. Emergency assembly points. First aid kit(s) and area first aiders					Security number _____ Emergency numbers _____
Explain Work Tasks – Do I know what is expected of me during work hours and after work hours? Specific day to day duties, Line of management Relevant Polices Standard operating or work procedures. Specific operating or work procedures e.g lab safety, manual handling, PPE required, plant and equipment safety procedures, hazardous substances, working from heights, slips, trips falls, electrical safety, permit to work, Vehicle safety, chemical stores, Chem-Alert Location of other relevant documents i.e. MSDS, Equipment manuals					
Compliance and Customs – Do I know the specific rules, policies or customs that are required to be followed on site? Health & Safety Policy & Procedures, Smoking Policy Safety & Health Representatives Alcohol & Drugs in the workplace, Injury Management Incident / Hazard Reporting Procedures (and timeframe), Issue Resolution Procedure Specific hazards (as appropriate to position/area) eg: slips / trips, chemicals, biohazards, machinery/equipment, electrical etc. Risk Assessment requirements, Housekeeping procedures, WorkStation/Ergonomic services, Working with Children					
Training – Do I need any additional or specific training before I commence work? Online Inductions , Incident Reporting, Manual Handling, Handling Dangerous Goods & Hazardous Substances, Personal Protective Equipment , First Aid, Emergency Response					
Student:	Name:	Signature:		Date:	
Manager/Supervisor:	Name:	Signature:		Date:	