

Workplace OH&S induction on starting Work Integrated Learning (WIL) placement

This checklist should be used by the Student during the meeting with the Host. Please check (✓) as the information is provided by the Host. Once completed, please return to the Fieldwork Coordinator with the signed WIL schedule.

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|----------|-------------|
| Student: | Signature : |
| Host: | Signature : |
| Date: | |

| Introduction | Meet key people |
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| Office layout | Health and Safety Representative |
| Locker and change rooms | First Aider |
| Wash and toilet facilities | Emergency Warden |
| Dining facilities | Placement activities |
| Prohibited or restricted areas | Discussion on the activities |
| Location of emergency exits, fire extinguishers, other emergency equipment | Specific hazards that are relevant to the activities |
| Location of first aid facilities | Requirement for any protective gear |
| Any restrictions e.g smoke free environment | Any written procedures for the tasks |
| Procedures | Any prior risk assessments for the tasks |
| Health and safety policy | Procedure for repair of defective equipment |
| Hazard reporting procedures | Security |
| Injury reporting procedures | Personal belongings |
| First aid procedures | Building security |
| Emergency procedures including fire procedure and evacuation procedure | After hours security |

The Host may require information from the student such as driver's license if required to drive for the placement or evidence of Working with Children Check. This should be available as required prior to placement.