Industry placement induction checklist

☐	I have been given an overview of the organisation and the work it does, including the products / services it provides, the industry it is in, its size and structure and whether it has a national or international focus
☐	I have been told about my itinerary for my placement, and what my role will be, including which departments I will be working in, and the type of work I will be observing, learning about, and doing
☐	I understand the days I need to attend my placement, the start and finish times for each day and I know when I can take my lunch and breaks times
☐	I have been told about, and understand, the organisation's policies and procedures including dress code, health and safety, and drug and alcohol use
☐	It has been explained to me who my immediate manager for my industry placement will be and who to speak to if there is a problem
☐	I have been shown the location of the restaurant, toilet facilities and prayer rooms
☐	I have been told if there are areas which are restricted to me or where I must always remain with my manager/an employee, due to security or safety reasons (where applicable)
☐	I have been told how to access the organisation's IT systems, and I understand the organisation's policy about using IT equipment, including the use of social media in the workplace, and when and where I am allowed to use my mobile phone
☐	I have been briefed on potential hazards/safety issues, if any, that I could be exposed to during the industry placement and I have had the chance to ask questions where this is not clear
☐	I have been told about safe working practices to adhere to while on my placement
☐	I understand that I am not permitted to operate any machinery without the permission of my manager, and without first receiving the appropriate training
☐	I have had the importance of safety equipment explained to me, such as PPE, where it is kept, which areas it must be used in and why
☐	I have been told I must report any injury/accident to my manager or a first aider immediately
☐	I have been told what I should do in the event of a fire, and how I will know if a fire alarm has been raised
☐	I have been told the emergency procedure and where the assembly points/emergency exits are, and I know that I should not run during an evacuation. I understand that I should speak to my manager if I am unclear which emergency exit to use on the site, in case of an emergency