

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.

Student: _____ Initial: _____

Host: _____ Initial: _____

Date: _____

Introduction		Meet key people	
	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.