**Workplace Learning safety induction checklist**

On the first day of placement it is recommended that the workplace supervisor induct the student in the specific health and safety procedures and protocols relevant to the workplace, work site or work setting. The following checklist, prepared by Worksafe, has been provided for this purpose.

|  |  |
| --- | --- |
| Student  |  |
| Workplace supervisor |  |
| Workplace |  |
|  |  |  |
|  | **Yes** | **No** |
| Tour of the workplace |  |  |
| OSH policy |  |  |
| Duty of care |  |  |
| Safe work procedures and instructions |  |  |
| Hazard reporting procedure |  |  |
| Emergency procedures |  |  |
| Injury procedures |  |  |
| Manual handling procedures |  |  |
| Slips and trips prevention |  |  |
| Working from heights |  |  |
| Electrical safety |  |  |
| Personal protective equipment requirements |  |  |
| Vehicle safety |  |  |
| Procedures for good housekeeping |  |  |
| Safety signage |  |  |
| Smoke free workplace |  |  |
| Procedures for working outside e.g. sun protection |  |  |
| Supervision requirements |  |  |

Note: Put ‘N/A’ in the ‘No’ column for any aspects not applicable to this workplace.

|  |  |
| --- | --- |
| Workplace supervisor(Signature) |  |
| Student(Signature) |  |
| Date |  |

**Workplace Learning last day checklist**

(Use this checklist to ensure you have completed all requirements before leaving the workplace.)

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| --- | --- |
|  | I have completed the attendance record and it has been signed off by my workplace supervisor. |
|  |  |
|  | I have completed the task schedule with at least one new task for each day of my work placement and it has been signed off by my workplace supervisor. |
|  |  |
|  | My workplace supervisor has completed an evaluation of my workplace performance after 55 hours in the workplace and again at 110 hours if relevant. |
|  |  |
|  | I have returned all workplace equipment, keys, ID tags, security cards, uniforms, etc. to the appropriate locations and advised the supervisor.  |
|  |  |
|  | I have thanked my supervisor/trainer/work colleagues personally. (You might choose to give a thank you card or letter of appreciation as you leave.) |
|  |  |
|  | I have thanked the boss personally. (If not available on the day you leave, follow up the next day with a phone call.) |

**Workplace supervisor’s evaluation of student performance**

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| --- | --- |
| Student’s name: |  |
| Workplace: |  |

This evaluation of the student’s workplace performance is completed by the workplace supervisor after each 55 hours completed in the workplace (or at the end of the placement if fewer than 55 hours are completed). For each attribute, place a **tick** in the box that contains the most appropriate description of workplace performance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal attributes** | **Unsatisfactory** | **Satisfactory** | **High** | **Very high** |
| Enthusiasm |  | Observes and listens, follows instructions and performs most tasks enthusiastically. | Maintains an enthusiastic approach to all tasks.  | Extremely motivated and keen. Prioritises tasks and takes responsibility for own workload.  |
| Approach to safety |  | Follows safety rules in the workplace, Maintains own safety and carries out work duties in a safe manner.  | Observes specific workplace safety policies, procedures and standards and acts to minimise risks to self. | Observes specific workplace safety policies, procedures and standards and acts to minimise risks to self and others. |
| Approach to learning  |  | Willing to learn and asks for assistance or clarification if needed.  | Shows interest in the work and the industry area. Asks good questions and listens attentively.  | Eagerly seeks new and more challenging tasks to extend workplace skills and knowledge.  |
| Approach to others |  | Relates well to co-workers and is comfortable in a work environment. | Interacts with co-workers and clients in a confident and friendly manner.  | Communicates effectively with co-workers, seeks other’s opinions and begins to cultivate networks  |
| Reliability |  | Can be relied on to complete allocated tasks.  | Can be relied on to complete allocated tasks and follow the job through when faced with difficulties. | Is totally reliable and shows determination in resolving difficult tasks.  |
| Initiative |  | Completes routine or familiar tasks without direct or repeated instruction. | Thinks ahead and often completes tasks without prompting.  | Works independently and collaboratively, solves problems and is resourceful. |
| Response to advice |  | Listens to advice and acts on it. | Acts on advice and seeks feedback to improve work performance | Actively seeks feedback to improve work performance and applies advice to different situations. |
| Quality of work |  | Completes given tasks to required standard | All work is of a high standard and self-checks are made for quality. | Work is always of a high quality. Pays attention to detail and takes pride in completing tasks to a very high standard.  |

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| --- |
| Comment |

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| Workplace supervisor’s name (please print): |  |
| Company/business/organisation name: |  |
| Workplace supervisor‘s signature: |  | Date: |