

## PRIOR TO COMMENCEMENT

- Inform of start and finish times, lunch breaks, etc
- Inform the student of who to notify if they can't attend work placement
- Explain required dress standards
- Explain expected work behavior requirements and expectations

## FIRST DAY INDUCTION

- Issue a note pad and pen
- Explain your services or products
- Briefly explain company policies
- Introduce to staff
- Explain the importance of confidentiality, privacy & trade secrets
- Draft and explain the jobs list
- Conduct a safety talk including the following points:
  - Safety policies and practices
  - Preventing slips, trips and falls
  - Safe lifting and moving techniques
  - Location and use of manual handling aids
  - Location of first aid, fire extinguishers and exits
  - Burns and electrical safety precautions
  - Chemicals and hazardous materials requirements
  - Student "no go" areas
  - Any powered or special equipment requirements
  - Other requirements or practices
- Breaks – when & where to take breaks, including lunch

## LAST DAY WRAP UP

- Has student journal been completed?
- Ensure student returns any unfinished work, uniforms, tools etc
- Has student tidied up their work area?
- Give student feedback on their performance

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