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INDUSTRY INDUCTION CHECKLIST

This orientation checklist may prove useful either at the interview of the work placement student or on their first day of work placement. It will help to ensure the safety of the student and will assist him/her in making a smooth transition into the work environment.

- Description of the activities undertaken by the organization
- Description of the management structure of the organization
- Work behaviour requirements and expectations
- Dress standards applicable to the job and the work place
- Safety requirements applicable to the job and work place
- Procedures to follow in the event of an accident, emergency etc.
- Location of facilities – toilets, change rooms, exits, etc.
- Start and finish times, work breaks times, work routines etc.
- Procedure to follow and the person to notify in the event of non-attendance due to illness, misadventure etc.
- Introduction to people with whom the student will be directly working
- Introduction of the person to consult in the event of problems occurring etc.

Thank you for your support.