



Student Workplace Checklist

I have: (tick each box as you do them):

- Collected my work placement information from school
- Done some research into what the business does and visited their website (if they have one)
- Collected my work placement agreement for from school
- Organised my transport
- Discussed my absences with my subject teachers
- Contacted my host employer
- Met with my supervisors(s)
- Discussed the tasks and activities that I will be doing with my employer
- Confirmed any special clothing requirements
- Introduced myself / been introduced to staff members
- Been introduced to another staff member that I can report to if my supervisor is absent or late
- Been shown where the staff lunch / break areas are
- Been shown where the toilets are
- Been shown where the extinguishers are located
- Been shown where the emergency exits are
- Had emergency procedures explained
- Had accident / injury reporting system explained
- Had occupational health and safety procedures explained
- Discussed training log book with my supervisor