

Flinders University Work Experience Checklist and Induction



To be completed in accordance with Work Experience Guidelines document

Name of supervisor:			
College/Portfolio:			
Name of student:			
School			
School Contact	Name		Phone
Dates	/	/	to / /

Supervisor holds a current WWCC *

Host Agreement completed

WHS Induction checklist

** WWCC is essential if you will have direct contact with a child under the age of 18 for greater than 7 days in any calendar year (this includes separate periods less than 7 days that combine to be greater than 7 days)*

Schedule			
Monday			
Start Time:		Finish Time:	
Location:			
Activities:			
Tuesday			
Start Time:		Finish Time:	
Location:			
Activities:			
Wednesday			
Start Time:		Finish Time:	
Location:			
Activities:			
Thursday			
Start Time:		Finish Time:	
Location:			
Activities:			
Friday			
Start Time:		Finish Time:	
Location:			
Activities:			

As supervisor I understand I am responsible for setting activities and the supervision of the student during their work experience placement and any other obligations required.

Name:		Date:	
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WHS Induction Checklist for High School/RTO Students

To be completed by the supervisor and Student no later than the beginning of the first day of work experience

Emergency, First Aid and Security Provisions	Complete
Emergency procedures - including medical and fire alarm Emergency procedures - Flinders University & Emergency evacuation videos	
Shown location of emergency exits, emergency posters and assembly points	
Wardens for the building – Chief Wardens	
Advised the of name local First Aiders and the location of first aid kits.	
Security on relevant campus/site - specify if not Bedford Park24/7Security number for Bedford Park is (8201 2880)	

General Work Health and Safety	Complete
Shown the Work Health and Safety web site – WHS policy, procedures.	
The requirement to report accidents, incidents and hazards explained.	
Shown amenities in area including bathrooms, tearooms, common areas.	

Job Specific Work Health & Safety Information	Complete
Area/ task specific hazards relevant to the students work experience have been explained by the supervisor. (including the following controls required to work safely)	
Appropriate attire required when attending the placement, ie. closed in shoes.	
Information such as Risk Assessments, Safe Work Procedures, safety signage	
Personal Protective Equipment (PPE) required.	
Work area specific emergency procedures, ie. alarms.	
Areas / zones or plant / equipment that must not be accessed.	
Instruction on equipment, processes and procedures relevant to the placement.	

Signed:

	Signature	Print Name
Student		
Supervisor		

Date ____/____/____

A copy of this checklist should be maintained by the college/portfolio