



Student: _____

Practicum: _____

School: _____

Year: _____

INTRODUCTORY NOTES

Topic 2 - to be addressed on Day One of the Professional Experience placement and either faxed or emailed to the university on day one. The original is to be returned with a copy of the report, Lesson Observation sheets and pay claim forms at the conclusion of the professional experience.

Appropriate check-box should be ticked-off at the induction and signed by the Preservice Teacher (student) and the supervisor when completed. The original completed WHS induction check list must be returned to the University.

TOPIC 2 Site Specific WHS Induction (By Placement School)

A Introduction (explain)

TOPICS	YES	NO	N/A
Structure, roles of key staff of organisation			
Work times and rest breaks			
Rules on phone calls, collecting messages			

B Work Environment (show)

TOPICS	YES	NO	N/A
Workstation			
Amenities (e.g. toilets, lockers, change rooms)			
Locations of first aid facilities, names of first aid officers			
Location of emergency exits, assembly point, fire fighting equipment			

C Security (explain)

TOPICS	YES	NO	N/A
Cash handling			
Building			
Personal belongings			

D Specific health and safety information (explain and show)

TOPICS	YES	NO	N/A
Health and safety policy and procedures including roles and responsibilities			
Consultation and communication procedures			
Harassment, bullying and violence policy and procedures			
Incident and hazard reporting procedures			

WHS INDUCTION CHECK LIST, Topic 2

E Meet key people (introduce)

TOPICS	YES	NO	N/A
Health and safety representatives			
First aid officer			
Chief warden, Emergency wardens			
Workmates			

F Job specific (explain and show)

TOPICS	YES	NO	N/A
Provide written (or other suitable form) safe work procedures to perform including chemicals and biological agents			
Access to chemical safety information, hazardous waste disposal			
Provide and show students how to wear/use protective gear e.g. gloves, goggles, safety footwear			
Explain the job in detail, reasons for doing it including clear instructions			
Explain safety features of plant and equipment, how to know if it is faulty and how this should be reported			
Ask the students to repeat the instructions to ensure comprehension			
Have the students perform the task until it is done exactly as required – correct any mistakes immediately			
Ask questions to check understanding and encourage the students to ask questions and raise issues			
Ensure the student is supervised at ALL times during the placement. (The exception to this rule is that Interns are not required to be supervised at all times.)			

Confirmation of completion of local WHS Induction

	Name	Signature	Date
Preservice Teacher (student)			
Supervisor			
Department	Faculty of Education and Social Work		

PLEASE RETURN TO:

Fax No.: 9351 4235

Email: