

College of Sport, Health and Engineering, Victoria University, Melbourne

# Workplace OH&S induction on starting Work Integrated Learning (WIL) placement

This checklist should be used by the Student during the meeting with the Host. Please check (✓) as the information is provided by the Host. Once completed, please return to the Fieldwork Coordinator with the signed WIL schedule.

Student:	Signature :
Host:	Signature :
Date:	

Introduction	Meet key people
Office layout	Health and Safety Representative
Locker and change rooms	First Aider
Wash and toilet facilities	Emergency Warden
Dining facilities	Placement activities
Prohibited or restricted areas	Discussion on the activities
Location of emergency exits, fire extinguishers, other emergency equipment	Specific hazards that are relevant to the activities
Location of first aid facilities	Requirement for any protective gear
Any restrictions e.g smoke free environment	Any written procedures for the tasks
Procedures	Any prior risk assessments for the tasks
Health and safety policy	Procedure for repair of defective equipment
Hazard reporting procedures	Security
Injury reporting procedures	Personal belongings
First aid procedures	Building security
Emergency procedures including fire procedure and evacuation procedure	After hours security

The Host may require information from the student such as driver's license if required to drive for the placement or evidence of Working with Children Check. This should be available as required prior to placement.