

## Appendix 1: Induction Checklist

Student Name:		Supervisor:	
Signature:		Signature:	
Start Date		Finish Date	
Start Time		Finish Time	

Tick each box when item has been fully explained and understood

Introduction Work Role/policy procedures		Health & Safety		
Introduction to team		Safety Statement overview		
Job role explained		Fire Safety Exits, Evacuation Drill, Assembly Points		
Reporting structure explained		Cardiac Arrest Call		
Hours of work & break times		Accidents Reporting		
Dress Code/Uniform		Waste Management		
Reporting of absence, late arrivals		Hazardous Material Management		
Telephone usage/mobile phone		Manual Handling Policy		
Post system		Alcohol Policy		
PC/Internet usage policy		No smoking policy & smoking areas		
Security		Accident/Incident Reporting Procedure		
Patient Confidentiality		Local Safe Work Practices		
Tour of facility/location		Personal Protective Equipment		
Library		Hospital I.D. obtained		
Local policies and procedures				