

Workplace Health and Safety Local Induction Checklist (Student Version)



Introductory Notes

This local induction checklist should be used during the orientation of all new students undertaking clinical placements at RCH. Relevant topics must be addressed prior to commencement of any placement-related work and it is expected that this checklist is completed during the first day of the student placement. Each check-box should be ticked-off (marked as either 'Yes' when complete or 'Not Applicable' if the item is not within the student's professional scope of practice). Once the checklist is complete, it needs to be signed by the student and supervisor/s and a copy of the checklist should be kept locally for the duration of the placement (and an electronic copy must be retained by the RCH department for 7 years). This RCH-wide checklist is to be used by any department where an equivalent form is not available for the purposes of providing students with a local WHS induction to their placement at RCH.

Items to be discussed with the student	YES	N/A
Explain specific workplace hazards, how to resolve workplace health and safety (WHS) issues, processes for hazard reporting and accident/incident reporting (VHIMS)		
Explain general WHS responsibilities of all students and discuss the main WHS risks associated with the clinical placement		
Provide information about risk assessment and safe work procedures relevant to the clinical placement (such as local procedures for minimizing manual handling risks)		
Explain storage and handling of hazardous substances		
Explain infection control procedures, hand hygiene requirements & immunisation recommendations		
Explain personal safety requirements (including long hair and jewellery in relation to hazardous machinery, hygiene, dress code, alcohol and drugs, footwear and contact lenses)		
Arrange for personal protective equipment (clothing, footwear, gloves, mask, etc)		
Explain evacuation procedures and the emergency alarm system for the building (alert & evacuation tones, etc). Show the location of the nearest fire exits and the emergency assembly point. Arrange for the student to complete the RACE online module in Learning HERO, where possible.		
Explain housekeeping issues and equipment maintenance		
Explain processes for notification of planned and unplanned leave		
Demonstrate where to locate policies, procedures and other relevant documents on the intranet		
Discuss any specific requirements or pre-existing health conditions for the student		
Check and/or collect essential paperwork (https://www.rch.org.au/studentorientation/Preparing_the_essentials_before_placement/)		
Provide student IT access (windows/EMR log on), swipe card access and locker allocation		
Meet placement supervisor/s		
Meet other staff in the department, as relevant to the student placement		
Completion of WHS Local Induction Checklist		
Student Name:		
Student Signature:	Date:	
RCH Staff Name:		
Staff Signature:	Date:	