

Learner Wellbeing, Health and Safety Induction

This form is to accompany Learner Induction Checklist			
Course / Unit Code:		Date:	
Course / Unit Title:			
Location / Venue:		Campus:	
Teacher / Trainer Name:		Signature:	
Items			Tick or NA
First Aid			
First Aid / Illness (How to Report, Location of Sick Bay, First Aid Officers)			
Personal / Pre-existing conditions (Ensure safety of self/others; support available; PEEP's; understand impact of medications)			
Emergencies, alarms and evacuation			
Reporting an Emergency (Accident / Injury / Illness / Disaster)			
Emergency Alarms and What They Mean			
Evacuation Procedure (Evacuation Routes, Exits, and Location of Designated Assembly Areas, Campus Map and Emergency Warden details)			
Fire Extinguisher / Hose Locations and Usage			
Signage			
COVID Safe Plan and requirements			
Reporting of Incidents/Hazards			
Reporting Hazards /Incidents /Injuries and Near Misses			
The importance of reporting – why should I report			
List hazards specific to Learning Environment for this Course			
Risks and Controls (e.g. JSA/SWMS/SOP's)			
List risks and controls specific to Learning Environment for this Course			
Clothing / Personal Protective Equipment (PPE)			
List required clothing/PPE specific to Learning Environment for this Course			
Safety Practices			
List safety practices specific to learning environment for this Course (e.g. manual handling, ergonomics, lifting practices, chemicals, plant and equipment, safety rules in workshops etc.)			

Accompanying Forms	
Attach list of all learners attending this Orientation and Induction session	
Learner Orientation Checklist	
Each Learner's Medical Indemnity Form	
Personal Emergency Evacuation Plans (PEEP) if available	