

	<b>10 G&amp;P 4.3.6.1</b>		Draft	
	Title	<b>Work Experience Induction &amp; Competence Check sheet</b>		
<b>SMS</b>	This Issue	Oct '17	Owner	G Manager

NAME :

School / Org:

#	Topic covered	sign	date
1	Introduction to work place		
2	Daily sign in, rest room, welfare, sign out		
3	Moving about (slips / trips / falls) & work Boundaries -No rail tracks -		
4	Clothing and PPE		
5	Injuries and First Aid treatment		
6	If you are sick		
7	Fire and Evacuation		
8	Supervision		
9	Work you can do		
10	Use of Hand tools		
11	Use of Powered hand tools - See Risk Assessment		
12	Access & working at heights		
13	<b>NO</b> use of machines or vehicles unless fully trained.		
14			
	Signed by Young Person &/or guardian as received		

<b>Tool</b>	<b>Is Competent sign</b>	<b>Assessor print</b>	<b>User signature</b>	<b>Date</b>
<b>HAND tools</b>				
General DIY hand tools				
<b>Powered tools</b>				
Drill				
Angle sander / polisher				
Angle wire brush				
Needle scaler				
Screwdriver				
Angle grinder (no disc change)				