

8. Do you have any questions or need any further information to make sure your work placement will run smoothly?

Day One

On your first visit to the workplace you are required to discuss the questions below with your manager. The questions cover important introductory information that will help keep you safe on-site and better understand how the workplace operates.

Be sure to note down answers to these questions as they will be useful in completing your assessments. Your manager will need to sign off your notes at the bottom of the page.

Workplace introduction

9. What does this organisation do?

10. What are the key roles in this organisation?

Name	Job title	What they do

11. Who will be supervising your visits?

12. How long have they:
- worked for the organisation?
 - been in the aviation industry?

13. Discuss your attendance requirements. Note down the times you are expected to attend your placement. **Note:** Make sure that your attendance is signed off in this book after every visit.

Day	Arrive (time)	Depart (time)

OSH requirements

14. What are the safety requirements for:

Hearing protection	
Safety clothing	
Eye protection	

Safety requirements

15. What is the location/s of key safety equipment, such as:

Fire extinguishers	
First aid box	
<i>(insert)</i>	
<i>(insert)</i>	

16. What should I do in the event that:

I injure myself	
There is an emergency	
I work near aircraft	

Security

17. The security issues I need to be aware of are:

Workplace Expectations

18. Why is it important for me to:

Be clean/tidy in the workplace?	
Adhere to the dress code?	
Keep my logbook up to date?	
Behave appropriately?	
Be honest and accountable?	

Note: Remember that aviation is all about safety. Each of these aspects relates to keeping you and your workmates safe. Be sure to ask if there are any other safety or organisational requirements that you should know about.

Signoff

Have your supervisor check your notes. If you both agree that you understand the points and their importance, sign your names below.

Student

Supervisor