First Shift Checklist

You are preparing for a fictional first shift. Do not tick an arrangement as confirmed unless you know it. Mark unknown items as questions for the induction contact.

Arrival time, place and named induction contact

Your response: _____

Identification, clothing and required documents

Your response: _____

Current plans and authorised access

Your response: _____

Emergency, safeguarding and out-of-hours help

Your response: _____

Alternative route if the first contact is unavailable

Your response: _____

Tasks requiring supervision or assessment

Your response: _____

Break cover, delays, absence and travel arrangements

Your response: _____

Learning support or reasonable adjustments to discuss

Your response: _____

Learning guidance

Before independent work, unresolved safety and support arrangements must be clarified. A completed learning checklist is not workplace sign-off.

This is a learning worksheet, not workplace competency sign-off.