



First day checklist

Turn up sorted so day one is about learning the ropes, not scrambling.

THE NIGHT BEFORE

- Steel-cap boots and any PPE you were told to bring set out and ready
- Work clothes: sturdy long pants and a shirt (hi-vis if required)
- White card and photo ID if you are heading onto a construction site
- Payroll paperwork: tax file number declaration, super choice form, bank details
- Water bottle, lunch, snacks, sunscreen and a hat
- Phone charged, alarm set, and the address and start time confirmed

GETTING THERE

- Leave early and aim to arrive 10 to 15 minutes before start time
- Know who to ask for when you get to site or the workshop

ON SITE

- Listen to the site or workshop induction and ask where the amenities, first aid and exits are
- Read anything before you sign it (site induction, safe work method statement)
- Keep your phone in your pocket during work hours
- Watch, listen and ask questions rather than guessing
- Offer to help, keep the area tidy, and learn names

GOOD QUESTIONS TO ASK

- Who is my direct supervisor, and who do I go to if they are not around?
- What PPE do I need here, and what does the company supply?
- What are my start, break and finish times, and where do I sign in?
- Who is my Apprentice Connect provider or GTO field officer?

You do not have to prove yourself on the tools on day one. Turning up prepared, on time and keen counts for more than anything.