

Work Experience Checklist

August 2009

This checklist is for the use of staff organising or supervising work experience within the University.

Steps	Resources / Tools
Step 1: Consider whether the Work Experience "student" has any medical or disability requirements.	The Off Campus Activities Questionnaire can be used as a prompt. Depending upon the issue, you may want to seek further advice from the University Health Service , the Disability Resource Centre , the Equity and Diversity Unit or the OHS Unit to discuss any conditions that may affect the ability of persons to participate in the work experience.
Step 2: Consider insurance arrangements.	A school student engaged for work experience and TAFE students engaged under a specific arrangement are covered by Workers Compensation . Other unpaid Work Experience is not normally covered. Any other persons paid during the course of work experience may be covered by Workers Compensation .
Step 4: Clarify supervisory arrangements	Determine the level and type of supervision provided
Step 5: Assess the work and location: a system must be in place to prevent or reduce the risk or injury to staff or student. In particular consider: <ul style="list-style-type: none"> • the nature of the work and the hazards they may be exposed to • if applicable, security and personal safety provisions • emergency and first aid arrangements. 	Consider also the following: <ul style="list-style-type: none"> • induction into the workplace. This will vary according to the workplace, the higher the risk the more thorough the induction needs to be. • preparation of the student for the workplace: are there any skills or experience that the University might reasonably expect of the student: if so, does the student meet these requirements? • it may be prudent to have a written job description or work outline before the placement. The thoroughness of the document and the assessment will depend upon the circumstances: e.g. placing a student in a workshop or laboratory requires much more consideration and information than in an office clerical position. • special precautions, permits and training required with certain types of activity: for example client management. • informed consent arrangements including behaviours and personal preparations required.
Step 6: Determine any disability or equity related accommodations that may be required: for example, sign language interpreter, information or instructions in particular formats	See guidelines: Fieldwork, Work Placements and Study-Abroad Trips for Students with Disability
Step 7: Consider emergency arrangements	Ensure contact numbers are provided
Step 8: Monitor the "student's" attendance during the program	If required verify that safety arrangements have occurred (induction, training, provision of personal protection etc.)
Step 9: Immediately notify management and any placement organisation involved of an incident. Fill in an incident/accident report . Serious injuries or accidents may need to be notified to WorkSafe .	Note contact person and number. A copy of any other incident report should be obtained from any placement organisation and a copy forwarded to the OHS Unit (WorkSafe Notification, WorkCover Insurance) and the Strategy and Risk Management Unit (Insurance matters). If a report cannot be obtained from the placement organisation then the Strategy and Risk Management Unit must be notified.
Step 10: Review feedback concerning the work experience	