

Work Placement Checklist

June 2009

This checklist is for the use of staff organising or supervising work placements.

Note: Further advice should be sought from senior faculty or division management with student initiated or volunteer work placements where the placement is not part of the course requirements.

Steps	Resources / Tools
Step 1: Ensure all participants complete the Off Campus Activities Questionnaire .	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 activity.
Step 2: Consider insurance arrangements.	You may want to review the insurance arrangements for students on placements and field trips. Staff and any other persons paid during the course of a field trip are covered by Workers Compensation .
Step 3: Ensure appropriate vaccinations have been undertaken where required	Some activities or locations may require vaccinations. Consult the Immunisation Guidelines . If required consult with the University Health Service (at least six weeks prior to ensure adequate vaccination coverage)
Step 4: Visit the placement to determine adequate safety systems are in place	Determine the level and type of supervision provided Request written documentation of the Placement's obligations for OHS (Can use the Placement Checklist)
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 • whether the placement employer has an adequate OHS Management System • 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 by the organisation concerned. 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 another organisation 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 prison facility 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 nursing, client management and so on. • medical requirements or precautions. • 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: Provide information about the placement through an induction session. Provide a handout for critical or important information. Keep the attendance list.	Inform participants of clothing or other requirements Ensure participants have adequate safety information Instruct participants on their roles and responsibilities during the placement Provide an avenue for feedback about the placement and any issues that may arise
Step 8: Provide a program summary to the Faculty/Division (work placement coordinator)	Ensure contact numbers are provided for all staff and students
Step 9: Lodge documentation and obtain faculty/division approval for the placement	

Steps	Resources / Tools
Step 10: Monitor student attendance at the placement	If required verify that safety arrangements have occurred (induction, training, provision of personal protection etc.)
Step 11: Immediately notify your Faculty/Division of an incident. Serious injuries or accidents may need to be notified to WorkSafe .	Note contact person and number. A copy of the incident report should be obtained from the host organisation. This report should be kept by the Work Placement Coordinator, 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 host organisation then the Strategy and Risk Management Unit must be notified.
Step 12: Review feedback concerning the placement	