

| | | |
|---|--|--|
|  | WHS Guideline | |
| | <p align="center">STUDENT PLACEMENT / WORK EXPERIENCE HEALTH AND SAFETY GUIDELINE</p> <p align="center"><i>Managing Workplace Health and Safety Risks procedure</i></p> | |

This document is designed to guide the consideration of the WHS aspects of student placement. It is intended for use by University placement co-ordinators or staff members responsible for coordinating student work experience with a host organisation. It is recommended that WHS consultants are engaged in the consideration of WHS aspects of placement. Workplaces may tailor this form to suit local requirements.

The Work Health and Safety (WHS) Act 2012 details the obligations and responsibilities of a person conducting a business or undertaking (PCBU) to ensure the health and safety of workers and to provide and maintain a workplace without risks to health and safety. Students whilst on placement are considered 'workers' under the Act. UniSA and the placement provider host organisation ('the Host') are both considered PCBUs under the WHS Act. UniSA acknowledges that we have overlapping duties with the Host in regard to Duty of Care, and that both the university and the Host have responsibilities in ensuring the safety of students whilst undertaking placement / work experience.

Completion of this checklist shows that a process of liaison and co-operation has been established between the UniSA, the Host and the student undertaking placement / work experience in order to demonstrate a joint acceptance of health and safety responsibilities in the context of student placement / work experience.

| General | | Comment |
|--------------------------------------|--|--|
| 1 | Is there a Memorandum of Understanding (MOU) or an Affiliation Agreement with the Host? | |
| 1.1 | <p>If Yes: Does this state a commitment and intent to comply with the WHS Act?</p> <p>If No: Is there other documentation that indicates the Host's commitment to workplace health and safety?</p> | |
| 2 | <p>Is insurance in place?</p> <p>UniSA will maintain appropriate insurances to cover students on placement (including Personal Injury and Public Liability). The Host will also be expected to maintain valid insurance policies to cover any liability arising from student performance on placement. Refer to the Insurance Office website for specific or further information on student insurance.</p> | <i>As there are a number of different student placement scenarios, the Insurance Office will assess any unique ones on a case by case basis.</i> |
| University of South Australia | | |
| 3 | <p>Is there evidence of consultation, cooperation and coordination of placement activities with the Host?</p> <p>Examples of discussions may include: training that is required / provision of instruction / provision of PPE / student suitability for placement / nature of workplace hazards.</p> | <i>List evidence:</i> |
| 4 | <p>Has the student met the Host's pre-placement compulsory conditions?</p> <p>Examples of these may include:</p> <ul style="list-style-type: none"> • Criminal history check / Police clearance • Manual handling awareness training • Vaccination. | <i>Local units to determine how this data is captured</i> |
| 5 | <p>Has Placement / Work Experience been identified and recorded in the local Hazard Register (WHS1)?</p> <p>Does the Register outline risk mitigation processes appropriate to foreseeable placement undertakings?</p> <p>Is there a requirement to undertake a Host specific risk assessment?</p> <p>Has the WHS75 Student Placement Risk Management been reviewed?</p> | |

| | | |
|--------------------------|---|--|
| 6 | If required, has a Disability Access Plan been discussed with the Host? | |
| 7 | Has the Host been advised that a nominated Placement Supervisor may, at times, attend the Host to observe the student under placement conditions? | |
| 8 | Students are provided with a WHS related learn online pre-placement module? https://lo.unisa.edu.au/course/view.php?id=5521 | |
| 9 | Acknowledges that students have been made aware that: <ul style="list-style-type: none"> • They are a worker of the Host within the meaning of the WHS Act whilst undertaking the placement. • They have a responsibility to take reasonable care for their own health and safety and take reasonable care to not adversely affect the health and safety of others. • They are required to comply with any reasonable instructions and directions provided by the Host in relation to health and safety matters affecting the Placement. • They are entitled to receive training and supervision in the performance of the Placement and that they have the right to stop work or refuse to perform a task if they consider that their health and safety is at risk. • They are to inform their designated UniSA contact if they are injured or if concerned that their health and safety is at risk whilst undertaking placement with the Host. | |
| Host organisation | | |
| 10 | Acknowledges that as a PCBU it is expected to comply with obligations in accordance with the South Australian WHS Act 2012, or the relevant state WHS legislation in WA or Victoria. | |
| 11 | Acknowledges that a student gaining work experience is defined by the WHS Act as a worker while performing the placement. | |
| 12 | Acknowledges that all reasonably practicable steps have been implemented to ensure the health and safety of the student is not put at risk from work carried out as part of the Host's business. | |
| 13 | Acknowledges that it will provide and maintain as far as reasonably practicable a work environment without risks to the health and safety of the student. | |
| 14 | Acknowledges that it has a policy on bullying prevention in place. | |
| 15 | Agrees to provide the student with a Workplace Induction (including relevant health & safety aspects) prior to the commencement of the placement. | |
| 16 | Acknowledges that they will provide all necessary health and safety related information, training and instruction to the student to enable them to undertake the placement safely. | |
| 17 | Will notify UniSA of any injury or incident experienced by the student while performing the placement. | |
| 18 | Acknowledges a UniSA Placement Supervisor may attend at the Host's workplace (with prior permission) to monitor / observe the student performance and conditions of placement. | |
| 19 | Acknowledges that they have engaged with UniSA in consultation, co-operation and co-ordination in regard to the placement program (eg: notified UniSA of any placement site-specific issues) | |
| 20 | Acknowledge that both the Host and UniSA have overlapping duties in regard to Duty of Care in accordance with WHS Act? | |