



MacKillop Catholic College – Work Experience Guidelines:

The purpose of this checklist is to document those aspects of the work site that are reasonably observable to a person who is not specifically trained in WH&S or the work site's industry.

All work sites (large or small) are required by legislation to comply with the Workplace Health and Safety Act 2012.

All parties to a work placement (whether vocational placement, work experience or other) have a mutual obligation to reduce risks to themselves and the other parties, particularly the student.

Apart from helping to avoid accidents and injury it also contributes to reducing insurance costs for those involved.

Despite the Department's provider's insurance policy, employers should be encouraged to have public liability insurance in case they negligently contribute to an accident involving a student.

The employer has a legal responsibility to provide a safe and adequately supervised worksite.

During WBL students must not :

- be in contact with any medication, needles or bodily fluids, or discuss condition of patients
- be in the proximity of any persons who are naked or semi-naked
- work where people are relying on respirators,
- hold or transport cash and negotiable items – such as cash, stamps or cheques – with a value exceeding \$100 (this excludes the student's personal items)
- hold keys, codes or ciphers except those required to operate standard office machines and other permitted equipment
- drive any vehicle or mobile plant without an appropriate licence or industry endorsed documents deeming competency while on work placement – this includes cars, motorbikes, tractors, all-terrain vehicles, ride-on mowers, bulldozers, excavators, skidders (work placement cannot be used as the means to obtain such licence or competency)
- use or be in the proximity of any firearms, ammunition, explosives, or be underground.
- handle hazardous substances.
- use plant or equipment that pose an unacceptable risk to their health or safety, or which require extensive training or experience to use safely.