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Hot Tips

Students vary from shy and reserved, through to over-confident.

Some students may also be over keen to please you with their performance and be tempted to take short cuts, rush about or lift weights that may be far too heavy.

Young and inexperienced workers may not recognise the dangers that experienced workers spot straight away.

You need to ensure things are explained well and genuinely understood by asking questions and getting the student to demonstrate the task back to you.

Student Safety

Please emphasise safety as a major business priority when you first meet the student. Your instructions and supervision will be vital in this regard. Always demonstrate safe practices and ask the student questions to confirm they understand.

Every workplace is unique and safety rules, equipment and work practices vary. Some supervisors skip over little details that may be important to a new entrant in the workplace. So please explain the details of fire extinguishers, first aid kits, emergency exits etc.

Ensure your staff are aware that initiations, practical jokes and horse play that were once common place are now serious safety concerns, and likely to be illegal.

You must be thorough with your safety induction and workplace tour. For example 'everyone else may know not to use the broken tool or equipment, except the new student.

Be Proactive

It is therefore essential to ensure the supervisor takes a proactive approach to explaining safe work practices and monitors the student to ensure safety compliance. If you ever have any concerns for student safety you should contact your Work Placement Coordinator or teacher immediately.

What's too dangerous?

There is a degree of danger in everything. The key is to eliminate risks, or otherwise control them to acceptable levels.

The following sample check list and WorkCover's Risk Matrix can stimulate thinking to identify hazards and assess the degree of risk. Often the solution is to bar the student from higher risk activities. Other times safety demos, training and supervision will suffice.

Assessing the risks

There are two questions you need to answer:

- How likely is it to happen?
- And what kind of injury may it cause?

If you are inclined to think that something is **very likely** to happen and that it **could kill or disable**, it rates as a priority **ONE**. If on the other hand you agree that something is quite unlikely to happen, and if it did, it would barely raise a scratch it is only a priority six.

The Bottom Line.

Safety is paramount. Do not expose the student to high risk activities, especially those that you rate at 1, 2 or 3 on the risk matrix apposite. It may be better for the student to simply observe a higher risk activity rather than participate in it.

Chemicals Storage/waste Labels & Material Safety Data Sheets Personal Protective Equipment	General Storage Racking load Stacking Pallets & drums
Access & Egress Signage Marked walkways/stairs Emergency plan	Fire/explosion Hoses/extinguishers Flammables storage Vapours/ vented
Housekeeping Slips/Trips/Falls Spills Rubbish disposal	Powered vehicles Licenced operators Corner mirrors Maintenance
Electrical Power points Leads/appliances Residual Current Device/s	Manual Handling MH aids Training in MH
Confined Space Entry Procedures Signage	Air Quality Venting of dust / fumes PPE
Machinery/Power tools Guards in place & used Training before use Emergency stops/lockouts	INDUSTRY SPECIFIC

How likely is it to hurt someone	Kill or Disable	Days Off	First Aid
Very likely – could happen regularly	1 Most Important	2	3
Likely – Could happen occasionally	2	3	4
Unlikely – Could happen, but only rarely	3	4	5
Very unlikely – Could happen, but probably never will	4	5	6

We thank you for caring about the safety of students and invite you to talk to your Work Placement Coordinator or teacher if you have any further safety concerns.

The **Work Placement Made Easy** series also includes:

- A CD ROM Video presentation for managers and supervisors
- Industry information sheets with a list of possible tasks for students
- Student Safety requirements information
- Industry specific Work Placement Journals for the student to record their activities

Useful Links

Work Placement Made Easy
www.ezwp.det.nsw.edu.au

Managing Young Workers
www.employersguide.com.au

Career Options and Facts
www.myfuture.edu.au

Local Contacts

Student Workplace Safety Induction Procedures

Students are trained and assessed at school in Occupational Health and Safety before being released for Work Placement. However the Host Employer is required to familiarise the student with any work site specific safety concerns and procedures. Please emphasise matters that may be especially relevant to a young and inexperienced worker.

Unless you have an equal to, or better than, OHS induction procedure, please use the following sample.

Name of Student **Date of arrival**

Trading Name **Name of Supervisor**

Procedure for Supervisors

1. Explain to the student how seriously the business takes work place safety.
2. Provide a tour of the work place, stopping at any point of possible safety concern.
3. Ensure the student understands the safety requirements by asking the student to explain back key points, and where practical, to demonstrate the correct practice to you.
4. Reinforce the student’s classroom training by emphasizing the following points of OHS law:
 - Fooling around and horseplay are illegal where it jeopardises safety
 - All workers (including students) must obey the businesses safety policies and practices
 - Everyone in the workplace has an obligation to care for the safety of others.

Your Safety Induction should also include...	Any Comments
<input type="checkbox"/> Safety policies and practices <input type="checkbox"/> Preventing slips and trips <input type="checkbox"/> Eliminating the chance of falling from a height <input type="checkbox"/> Safe lifting and moving techniques <input type="checkbox"/> Location and use of manual handling aids <input type="checkbox"/> Location of first aid, fire extinguishers and exits <input type="checkbox"/> Burns and electrical safety precautions <input type="checkbox"/> Chemicals and hazardous materials requirements <input type="checkbox"/> Student “No Go” areas and activities were clearly identified <input type="checkbox"/> Any powered or special equipment requirements <input type="checkbox"/> Other requirements or practices	

Notes:

Students vary from shy and reserved, through to over confident. Some students may also be over keen to please you with their performance and be tempted to take short cuts, rush about or lift weights that may be far too heavy.

It is therefore essential to ensure the supervisor indicates the importance of caution in the workplace, clearly explains safe work practices and monitors the student to ensure safety compliance.

Signature of Supervisor..... **Date**

If you ever have any concerns for student safety you should contact your Work Placement Coordinator or teacher immediately.

Thank you for ensuring safe work practices.