

GUIDELINES

GUIDELINES FOR STRUCTURED WORK PLACEMENT INSURANCE

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Target Audience: Government and non-Government Secondary Schools

This document should be read in conjunction with the Industry, Engagement and Employment Pathways (IEEP) **Vocational Education and Training (VET) Delivered to Secondary Students Policy**.

1. INTRODUCTION

Government school students participating in authorised structured work placement (SWP) as part of Vocational and Educational Training (VET) Delivered to Secondary Students, are covered by Northern Territory Government (NTG) self-insurance.

Non-government schools need to make their own arrangements to cover their students on SWP.

Students participate in SWP to participate in workplace activities **without direct teacher supervision**.

IEEP will work with workplaces to minimise risk to students undertaking SWP.

All activities performed in the workplace must comply with **age and legislation requirements**. Where legislation provides age restrictions these must be adhered to.

2. DEFINITIONS

Structured Work Placement: Students enrolled in VET qualifications will spend time 'on-the-job' training as part of their VET course. They will be deemed work ready by a trainer from a Registered Training Organisation (RTO). Students need consent from RTO trainer, parents/guardians and Principal/delegate (for students under 15 years and/or engaged in high risk activities, the Principal cannot delegate the signature).

White Card: Accredited training which identifies the holder as having undertaken training to allow access to a construction/building site.

Work Experience: is a workplace learning opportunity that is not aligned to an accredited VET course and is coordinated and organised by the school.

Working with Children Clearance Notice (Ochre card): is **required** for any person over the age of 15 years who works or volunteers in 'child-related employment' for more than 14 (consecutive or non-consecutive) days in a 12 month period, unless an exemption applies under section 186 or 187 of the *Care and Protection of Children Act*.

Working at Heights: a Working Safely at Heights unit must be completed for any students who are working where there is a risk of fall. A risk of fall means a circumstance that exposes a worker while at work to a fall that is reasonably likely to cause injury to the worker or other person. Once a Working Safely at Heights unit has been completed a student is able to work up to 11M.

3. ROLES AND RESPONSIBILITIES

IEEP:

- IEO responsible for keeping records of all SWPs that require a risk assessment

EMPLOYER:

- Must have current public liability and workers compensation insurance policies
Must supply adequate supervision and
- Must conduct a student workplace induction

Industry Engagement Officer (IEO):

- Ensures SWP students have signed the SWP Application Form to acknowledge their roles and responsibilities whilst on SWP.
- Confirms or completes a workplace observation or arranges for a risk assessment or ensures that risk management strategies are in place prior to the commencement of SWP.
- Provides both the students and the host workplace with an information booklet that must contain emergency contact details

NON-GOVERNMENT SCHOOLS:

- Make their own insurance arrangements to cover students on SWP
- Must provide insurance Certificates of Currency to IEEP IEO before their students can be placed

NTG:

- Self-insures government school students in the workplace for SWP

PRINCIPAL:

- Approve or decline the student application to participate in SWP
- Principal must sign forms for placements that require a Risk Management Strategy.
- Principal must sign SWP for students aged under 15 years
- Principal can delegate his/her signature to another officer for other SWPs

VET COORDINATOR (teacher or school officer in charge of VET SWP):

- Ensure that students are prepared for the work place
- Ensure that a debrief of students has occurred after the SWP
- Is the initial point of contact in regards to student issues and concerns

STUDENT:

- Comply with Workplace Health and Safety(WHS) workplace requirements
- Take reasonable care for their own health and safety
- Ensure that their actions do not adversely affect the health and safety of other persons

4. ACTIVITIES REQUIRING RISK MANAGEMENT STRATEGIES

Students may be placed in structured work placement that is associated with employment that attracts higher risk as part of VET training. Risk management strategies for these placements must be clearly articulated on the SWP form.

Risk management strategies may take the form of a written risk assessment, increased level of physical safety, additional accreditation or standard and/ or up skilling the student (ie white card, working at heights). The type of risk assessment will be dependent on the task.

All activities requiring risk management strategies must be approved and signed by the principal.

SWP activities requiring a risk management strategy include:

- Above ground mining
- Oil and/or gas fields and refineries
- Driving or a passenger in watercraft
- Underwater diving using snorkeling or scuba equipment
- Use of motor bikes and quad bikes related to rural operations
- Operating farm vehicles related to rural operations
- Working with animals
- Working at heights or in excavations, near utilities or in traffic areas
- Abattoirs

Students must wear appropriate Personal Protective Equipment (PPE) for all activities.

5 PROHIBITED ACTIVITIES

The following is an indication of activities that should not be undertaken by students on SWP:

- Working with asbestos or other material that is hazardous to health
- Travel by helicopter or aircraft that is not a commercial flight, including working on the aircraft
- Using explosives ie on mine sites
- Underground mining

6 ENSURING A SAFE WORKPLACE

6.1 Workplace Checklist

IEO and other nominated IEEP staff must complete at least the Ensure a Safe Workplace competency to be able to complete an observation on a workplace and indicate that they are suitable for SWP activities. Observations on workplaces must be against the approved checklist.

Where the employer has appropriate existing risk management strategies these can be used as evidence of WHS compliance.

Where there is no appropriate pre-existing risk management strategies an IEO with an appropriate qualification (or other authorised person) will complete a risk assessment workplace by workplace.

6.2 Student Induction prior to SWP

The principal has a duty of care to ensure, in so far as reasonably practicable, that the health and safety of students participating in SWP is not put at risk by their participation and/or attendance at the workplace.

Schools should ensure that students are aware of:

- Dealing with workplace bullying, harassment and sexual harassment
- Their rights and responsibilities in the workplace
- Accident and emergency procedures

And may also include the following where applicable:

- Safe travel to and from workplace
- Business confidentiality
- Interpersonal skills
- Personal grooming and hygiene
- Dress codes for the work place
- Following reasonable requests
- Required or random drug and alcohol testing
- Video surveillance
- Observe employer requirements for mobile phones, iPod, etc
- Protocols for internet use

6.3 Student debrief after SWP

The VET Coordinator must confirm that students have:

- Discussed and reflected on SWP

6.4 Other requirements

6.4.1 Construction Industry

Students need to have the 'White Card' accreditation for the construction industry to go on any building/construction site. This must be delivered prior to placing the student on the work site and should be carried by the student during the SWP. Students may also be required to complete the unit of competency Working Safely at Heights prior to SWP.

6.4.2 Aged Care and Child Care

Working with Children Clearance Notice (Ochre card) is required for any person over the age of 15 years who works or volunteers in 'child-related employment' for more than 14 (consecutive or non-consecutive) days in a 12 month period, unless an exemption applies under section 186 or 187 of the *Care and Protection of Children Act*. Students being placed in Aged Care facilities need to obtain a police clearance.

6.4.3 Service of alcohol/working on licensed premises

Students participating in SWP on licensed premises who are under 18 years of age must have written permission from the NT Licensing Commission.

6.4.4 Risk management strategy

Activities requiring a risk management strategy to participate in SWP, will require approvals from both the Principal and Parent/Guardian.