

2. INFORMATION SHEET FOR PARENTS, CAREGIVERS AND STUDENTS (WORK EXPERIENCE)

Duty of Care

1. The school has a common law duty of care to take reasonable steps to ensure the safety of its students.
2. The school requires that all host employers complete the 5. *Work Experience – Host Employer Acknowledgement Form* before the work experience commences.
3. The school will endeavour to visit each host employer where reasonably practicable and also relies on the student, parents or host employer to advise the school if there are any problems during the work experience placement.

Work Health & Safety

4. The host employer has obligations under work health and safety ('WHS') legislation to ensure that its employees and all other persons are not exposed to health and safety risks while at the host employers place of work - this includes work experience students.
5. The host employer should conduct an WHS induction on the students first day and during this induction should explain to the student:
 - a. the host employers WHS policy;
 - b. what to do if they need first aid and the location of the first aid facilities;
 - c. security and emergency evacuation procedures;
 - d. any restricted work areas, risks or hazards in the workplace;
 - e. the tasks, equipment and material the student will be expected to use and who they should see for assistance; and
 - f. to whom the student should report any incidents or accidents.
6. You should advise the school if such an induction does not take place or if the student has any concerns about safety in the workplace.

Anti-discrimination

7. The host employer must comply with applicable anti-discrimination legislation.
8. The student should immediately report any concern about discrimination, harassment or bullying directly to the host employer supervisor or school.

Responsibilities of the Student

9. The student will also have responsibilities in the workplace including responsibilities to:
 - a. listen carefully and follow any instructions given in regard to the performance of work;
 - b. comply with all safety instructions, policies and procedures including the wearing of protective clothing if required;
 - c. inform the school and host employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs;
 - d. report all accidents in the workplace to the host employer and the school;
 - e. report any concerns in relation to discrimination, harassment, bullying or any grievances to the work experience coordinator;
 - f. undertake the activities set by the host employer in the workplace; and
 - g. keep contact numbers of their parents, the school and host employer supervisor with them at all times during their work experience placement.
10. The school is not able to directly supervise the student during the work experience placement. It is therefore vital that if a student:
 - a. feels uncomfortable with an instruction given to them;
 - b. feels unsafe in the workplace; or
 - c. is being harassed or bullied or is uncomfortable with how a particular person is treating them, the student should advise the school and their parents as soon as possible of their concerns. If the student is concerned about a particular activity the student should refuse to undertake the activity.

Responsibilities of the Parents

11. It is very important for a successful work experience placement for parents to be involved and:
 - a. discuss suitable work experience placements with the student and assist the student in finding a work experience placement;
 - b. assist the student to find out about clothing requirements, starting and finishing times, meals and first day arrangements e.g. who to contact; and
 - c. assist the student in organising safe travel to and from the host employer.
12. As a parent you will be in the best position to monitor at the end of each day how your child's work experience placement is progressing and you should discuss the day's activity with your child at the end of each day. If you have any concerns about the work experience placement including concerns about supervision, safety, discrimination, harassment or bullying you should contact the school immediately.