

#### 4. WORK EXPERIENCE - HOST EMPLOYER CONSENT AND RISK ASSESSMENT FORM

Please complete and return this form together with **5. Work Experience Host Employer Acknowledgment Form**.

I/We agree to offer the work experience program outlined below:

<b>Name of student:</b>				<b>Parent phone:</b>			
<b>Date/s of work experience program:</b>			From:			To:	
<b>Work experience position:</b>							
<b>Name of host employer:</b>							
<b>Address of host employer:</b>							
<b>Host employer Contact person:</b>							
Phone:				Email:			
<b>Name of person who will be supervising student:</b>							
Phone:				Email:			
<b>Type of industry:</b>							
<b>Main activity:</b>							
<b>Type of organisation</b> (e.g., Government, Private Enterprise, Self Employed, Other)							
<b>Approx. no. of years in operation:</b>				<b>Approx. no. of employees at work site:</b>			
<b>Have you hosted work experience students before?</b>							
<b>Working hours:</b>		Start:		Finish:		Lunch:	
<b>Total number of days:</b>				<b>Total number of hours:</b>			
<b>Shift details and location:</b>							

**PROGRAM OF ACTIVITIES - TASKS STUDENT IS LIKELY TO PERFORM:**

(Try to be specific) **Example:** Shadow an architect; attend meetings/ site visits; student assignment involving CAD; use printers.

.....

.....

.....

.....

.....

.....

.....

**SPECIAL REQUIREMENTS (CLOTHING, FOOTWEAR ETC):** .....

.....

.....

.....

**Please tick if these are available to the student:**

**Essential:**

☐ First aid facilities

☐ Suitable toilet facilities

☐ Drinking water

**Other:**

☐ Lunchroom

☐ Staff canteen

☐ Lockers

**ANY OTHER COMMENTS:** .....

.....

.....

.....

.....

## Host employer/workplace supervisor to complete the following declaration:

- ☐ I have read **8. Work Experience Learning Guide for Host Employers** and am aware of the host employer's rights and responsibilities outlined in it and the need to provide a safe and positive environment for the student, free from harassment and discrimination.
- ☐ I have read and understood the special responsibilities associated with working with children and young people as detailed in the section related to child protection on **page 5 of 8. Work Experience Learning Guide for Host Employers**. I understand students must report incidents to their school.
- ☐ **I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.**
- ☐ I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee briefed for the task.
- ☐ I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the requirements of the *Work Health and Safety Act 2011 (NSW)* and list of *Activities that are Prohibited or Need Special Consideration List (Appendix 1 of 8. Work Experience Learning Guide for Host Employers)*
- ☐ I will check any health care concerns with the student and ensure they and their supervisor knows what to do in the case of a medical event i.e., where the student will keep their medication, e.g., an adrenaline auto-injector-EpiPen.
- ☐ I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses, to enable Allegra School Coffs Harbour to fulfil its WHS obligations.
- ☐ I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- ☐ I acknowledge that the student will not be paid in relation to the placement.
- ☐ I will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- ☐ I will notify the school immediately if I need to change sites, redirect students to another location or find asbestos on the site.
- ☐ I have informed employees of their responsibilities when working with children and young people.
- ☐ I am aware of the specific restrictions and prohibited activities for students and will ensure students are not asked to carry out any of these activities.


<b>Signature of host employer/workplace supervisor</b>		<b>Date:</b>	
<b>Print name:</b>		<b>Position:</b>	

Version	Approved By	Approval Date	Date of Effect	Sections Modified/notes
Original	Principal	06/02/2020	06/02/2020	Utilises AIS NSW Format along with NSW DET Public Schools
Version 1	Principal	05/06/2020	05/06/2020	Changes to format and other minor changes
Version 2	Principal	28/04/2022	28/04/2022	Header/footers changed to new logo & minor formatting
Version 3	D/Principal	20/06/2023	20/06/2023	Minor formatting, Risk Assessment Plan amended



## Risk Assessment Plan

<b>Student Name:</b>					
<b>Employer Contact Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Parent/Caregiver's name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>D/Principal's name:</b>	STUART HUGHES	<b>Signature:</b>		<b>Date:</b>	



**Please complete details above. (Parent/Caregiver must also sign)**

**Please tick ☒ any corresponding risks for your workplace on the following pages.**

If there are any additional risks, please list below.

Activities the student is likely to carry out while on work experience	Hazards and potential risks associated with the activity	Proposed action to control risks. (Note the most effective risk controls first)	Training, instruction and/or supervision required for this activity

Note: Tailored version of our School Risk Management Framework to recognise context, adopted from the Department of Education and Early Childhood Development State Government of Victoria and NSW DET Public Schools accessed 7 November 2018.

**FOR OFFICE USE ONLY:** Once signed by all parties and work experience program has been approved, provide copies to student, employer, parent/caregiver and keep original on file.

## Workplace Risk Assessment Plans

### Vet or Working with Animals

Activities the student is likely to carry out while on work experience	Hazards and potential risks associated with the activity	Proposed action to control risks. (Note the most effective risk controls first)	Training, instruction and/or supervision required for this activity
<input type="checkbox"/> Cleaning animal enclosures or treatment/surgery area.	Hoses-trip hazard, Zoonotic diseases, chemical use, noise.	PPE – glasses/gloves/earplugs, limited access to chemicals.	Training provided and supervision provided by staff member.
<input type="checkbox"/> Removing animals from enclosures.	Muscle strain, scratches/bites, incorrect manual handling.	Reduced or no exposure to difficult or unpredictable animals.	Site induction, PPE provided. Close supervision by staff members.
<input type="checkbox"/> Hanging up/removing laundry from line.	Muscle strain, incorrect manual handling.	Limit weight of clothes in laundry basket. Manual handling training.	Training provided and staff will supervise.
<input type="checkbox"/> Walking dogs/holding animals.	Scratches/bites from animals. Difficult or aggressive animals.	Student will only assist in holding animals that are placid or calm.	Training provided and staff will supervise.
<input type="checkbox"/> Cleaning, washing towels/bedding.	Spill & slip hazards, incorrect use of chemicals, chemical burns/reactions.	Provide training in use of chemicals, wear PPE equipment provided. Wear appropriate footwear.	Training and guidelines provided.

### Hospitality

Activities the student is likely to carry out while on work experience	Hazards and potential risks associated with the activity	Proposed action to control risks. (Note the most effective risk controls first)	Training, instruction and/or supervision required for this activity
<input type="checkbox"/> Making tea/coffee.	Burns.	Use appropriate techniques whilst under supervision at all times.	Training provided from manager/supervisor.
<input type="checkbox"/> Food preparation/Serving of food.	Possibility of injury to self or others, slips, trips, burns or cuts. Cross contamination.	WHS workplace instruction/induction. Wear appropriate clothing/shoes and PPE (gloves).	Training, instruction and supervision provided. Follow WHS regulations and cleaning/spills procedures.
<input type="checkbox"/> Cleaning & dishwashing.	Spill & slip hazards, incorrect use of chemicals, chemical burns/reactions.	Provide training in use/storage of chemicals, wear PPE equipment provided. Wear appropriate footwear. Use mops and signs.	Training and guidelines provided.
<input type="checkbox"/> Customer service.	Transmission of infection and disease.	Hygiene protocols to be used. Regularly clean surfaces.	Follow NSW Health Guidelines workplace instructions policy.

## Workplace Risk Assessment Plans

### Hairdressing

Activities the student is likely to carry out while on work experience	Hazards and potential risks associated with the activity	Proposed action to control risks. (Note the most effective risk controls first)	Training, instruction and/or supervision required for this activity
<input type="checkbox"/> Sweeping hair.	Slips and trips.	Correct shoes. Clean area promptly.	Provide correct instructions/guidelines.
<input type="checkbox"/> Making tea/coffee.	Spills and burns.	Use appropriate techniques whilst under supervision at all times.	Provide correct instructions.
<input type="checkbox"/> Washing hair.	Burns and slips.	Wear protective clothing - gloves. Provide towels and apron.	Closely supervised by senior staff.
<input type="checkbox"/> Cleaning of rollers and brushes.	Spill & slip hazards, incorrect use of chemicals, chemical burns/reactions.	Provide training in use/storage of chemicals, wear PPE equipment (gloves) provided. Wear appropriate footwear.	WHS training and guidelines provided. Supervised by staff.
<input type="checkbox"/> Taking bookings/phone calls.	Poor posture when working, back/neck pain.	Ergonomic desk, height adjustable chair.	WHS Induction.
<input type="checkbox"/> Deliveries, handling stock.	Incorrect lifting of object – injury to back/neck. Trips and falls.	Follow WHS procedures for lifting. Avoid heavy lifting over 10kg.	Training to be provided on correct lifting technique and use of trolley, if necessary. WHS Induction.

### Retail

Activities the student is likely to carry out while on work experience	Hazards and potential risks associated with the activity	Proposed action to control risks. (Note the most effective risk controls first)	Training, instruction and/or supervision required for this activity
<input type="checkbox"/> Customer service.	Transmission of infection and disease.	Hygiene protocols to be used. Regularly clean surfaces.	Follow NSW Health Guidelines workplace instructions policy.
<input type="checkbox"/> Manual handling, deliveries, and stocking shelves.	Incorrect lifting of objects – injury to back/neck. Trips and falls. Climbing ladders	Wear appropriate footwear. Follow WHS procedures for lifting. Avoid heavy lifting over 10kg. Safe use of ladder training. Trolleys to be used to move stock.	WHS Induction and Manual Handling Policy.
<input type="checkbox"/> Cleaning duties.	Spill & slip hazards, incorrect use of chemicals, chemical burns/reactions.	Provide training in use of chemicals, wear PPE equipment provided. Wear appropriate footwear.	WHS training and guidelines provided.
<input type="checkbox"/> Operating POS System.	Long period on feet, repetitive tasks.	Wear appropriate footwear. Follow Taking Breaks Policy.	Supervisor to ensure regular breaks are taken and provide instruction/guidance.

## Workplace Risk Assessment Plans

### School/Pre-school/Childcare Centre

Activities the student is likely to carry out while on work experience	Hazards and potential risks associated with the activity	Proposed action to control risks. (Note the most effective risk controls first)	Training, instruction and/or supervision required for this activity
<input type="checkbox"/> Setting up outdoor equipment.	Incorrect lifting of equipment – injury to back/neck. Trips and falls.	Wear appropriate footwear. Follow WHS procedures for lifting. Avoid heavy lifting over 10kg.	WHS Induction.
<input type="checkbox"/> Working closely with staff and children.	Infectious disease/sickness.	Wash hands regularly.	Follow NSW Health Guidelines workplace instructions policy.
<input type="checkbox"/> Cleaning – wiping tables, sweeping, mopping.	Spill & slip hazards, incorrect use of chemicals, chemical burns/reactions.	Provide training in use of chemicals, wear PPE equipment provided. Wear appropriate footwear. Keep cleaning products out of reach of children.	WHS training and guidelines provided. Supervised by staff.
<input type="checkbox"/> Playground duty/Outdoor activities.	UV Radiation, injury to feet from sticks, rocks, stones slipping. Slips, trips, and falls. Uneven playground surfaces or wet floors.	Sunscreen and sun protection clothing – sun hat. Wear appropriate footwear.	Training provided in NSW Health Guidelines. WHS Induction.
<input type="checkbox"/> Assisting teacher/educator e.g., general admin duties in classroom.	Slips, trips, minor injury.	Wear appropriate clothing and shoes. Follow WHS workplace instruction. Guidance and support provided by teacher/educator.	WHS Induction.
<input type="checkbox"/> Close contact/engaging with children.	Child Protection issues. Being left alone with children - child gets hurt.	Follow Child Protection Guidelines. Ensure that student is supervised at all times.	Child Protection Policy Guidelines explained and provided. Follow Student Visitor/Supervision Policy.
<input type="checkbox"/> Hanging up student's work.	Possibility of injury to self, slips, trips.	WHS workplace instruction/induction. Wear appropriate shoes.	WHS Induction.



## Workplace Risk Assessment Plans

### Trades

Activities the student is likely to carry out while on work experience	Hazards and potential risks associated with the activity	Proposed action to control risks. (Note the most effective risk controls first)	Training, instruction and/or supervision required for this activity
<input type="checkbox"/> Cleaning mechanical parts.	Exposure or reaction to cleaning chemicals and solvents.	Use of PPE – gloves and eye protection.	Instruction provided prior to activity.
<input type="checkbox"/> Application of grease, oil and/or additives	Physical exposure or reaction to oils and chemicals.	Use of PPE – gloves and eye protection.	Instruction provided prior to activity.
<input type="checkbox"/> Removal of auto parts.	Vehicle parts may be hot or have sharp edges.	Check temperature and visually assess any potential risk before starting work	Student to be supervised conducting checks before starting work.
<input type="checkbox"/> Cleaning/sweeping.	Spill & slip hazards, incorrect use of chemicals, chemical burns/reactions.	Provide training in use of chemicals, wear PPE equipment. Wear appropriate clothing and footwear.	WHS training and guidelines provided. Supervised by staff. White Card.
<input type="checkbox"/> Use of hand tools or power tools.	Injury to self if tool slips/falls or prolonged use of tool.	Ensure that tools are clean and fit for the purpose. Use of PPE – safety glasses, gloves. To be supervised at all times.	Provide instructions on correct use and supervision by staff. WHS training & guidelines provided.
<input type="checkbox"/> Customer service.	Transmission of infection and disease.	Physical distancing, wear gloves, regularly clean surfaces.	Follow NSW Health Guidelines workplace instructions policy.
<input type="checkbox"/> Manual handling.	Incorrect lifting of object – injury to back/neck. Trips and falls.	Wear appropriate footwear. Follow WHS procedures for lifting. Avoid heavy lifting over 10kg. Keep clean work site.	WHS Induction. White Card.

## Workplace Risk Assessment Plans

### Office Administration/Reception

Activities the student is likely to carry out while on work experience	Hazards and potential risks associated with the activity	Proposed action to control risks. (Note the most effective risk controls first)	Training, instruction and/or supervision required for this activity
<input type="checkbox"/> Manual handling.	Lifting and reaching high spaces.	Safe use of ladder training; safe lifting technique training.	Follow safe techniques training/instruction provided.
<input type="checkbox"/> Customer service.	Transmission of infection and disease.	Physical distancing, wear gloves, regularly clean surfaces.	Follow NSW Health Guidelines workplace instructions policy.
<input type="checkbox"/> Using computer/mouse and phone enquiries.	Stiff neck, sore eyes.	Regular breaks and stretching. Ergonomic desk and chair provided.	WHS Induction.
<input type="checkbox"/> Cleaning.	Spill & slip hazards, incorrect use of chemicals, chemical burns/reactions.	Provide training in use of chemicals, wear PPE equipment provided. Wear appropriate footwear.	WHS training and guidelines provided.
<input type="checkbox"/> Manual entry of ledgers.	Back/neck strain of seated for long periods.	Regular breaks and stretching.	WHS Induction.

### Nursery/Horticulture

Activities the student is likely to carry out while on work experience	Hazards and potential risks associated with the activity	Proposed action to control risks. (Note the most effective risk controls first)	Training, instruction and/or supervision required for this activity
<input type="checkbox"/> Flower picking & packing.	Injury from use of sharp snips. Incorrect lifting – injury to back/neck. Trips and falls.	Wear appropriate footwear. Follow WHS procedures for lifting. Avoid heavy lifting over 10kg. Use approved snips for cutting.	Supervisor to instruct in correct use and technique. WHS Induction.
<input type="checkbox"/> Planting seedlings.	Exposure to sun – sunburn. Repetition strain.	Sunscreen and sun protection clothing – sun hat, closed in footwear. Student to take short breaks to stretch.	Provide instruction on body positioning etc. Ensure breaks are taken.
<input type="checkbox"/> Unpacking stock.	Incorrect lifting of object – injury to back/neck. Trips and falls.	Wear appropriate footwear. Follow WHS procedures for lifting. Avoid heavy lifting over 10kg.	WHS Induction and Manual Handling Policy.
<input type="checkbox"/> Cleaning.	Spill & slip hazards, incorrect use of chemicals, chemical burns/reactions.	Provide training in use of chemicals, wear PPE equipment provided. Wear appropriate footwear.	WHS training and guidelines provided.