

CATHOLIC SCHOOLS OFFICE

Diocese of Wagga Wagga

CATHOLIC EDUCATION COMMISSION
NSW

AN EMPLOYER'S GUIDE TO

WORKPLACE LEARNING

revised 2011



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Thank you for your interest and involvement in our workplace learning program. As an employer who can provide quality workplace learning, you will be helping students to gain valuable practical experience which will assist them in their school course and help them to become ready for work.

WHAT IS WORK EXPERIENCE?

Work experience is a tool or technique which can be used to assist the social and vocational development of students. The purpose is to provide guidance for students in the transition from school to working life in the community and to enable students to test tentative career choices against the realities of the workplace. It generally involves students in Year 10 during their School Certificate year.

What are Vocational HSC Courses and Workplacements?

Vocational HSC Courses are accredited by:

- industry,
- the Vocational Education Training and Accreditation Board (VETAB) and
- the Board of Studies of NSW.

They provide Year 10, 11 and Year 12 students with the opportunity to develop employment-related skills while they are still at school. Structured workplacements are a compulsory component of the course which:

- enable students to develop and practice the industry specific skills related to their school course.
- help students to gain a better understanding of the expectations and requirements of the workplace.
- are an assessable part of the student's course.

Workplacements are **different** from Work Experience! Instead of just observing what goes on, students should be instructed in tasks related to their course and be given opportunities to practice and reinforce their skills.



BENEFITS FOR EMPLOYERS

Host employers have the opportunity to:

- ◆ meet and train potential employees.
- ◆ have a real say in the education and training of our youth.
- ◆ share your expertise and experience with students.
- ◆ contribute to the professional development of staff as they gain experience as workplace supervisors.
- ◆ meet students from diverse backgrounds who may have skills which can be useful to your organisation.
- ◆ promote good will in the community through closer links with schools.

BENEFITS FOR STUDENTS

Students have the opportunity to:

- ◆ experience real work situations.
- ◆ develop competencies that will assist them in their transition from school to work.
- ◆ evaluate abilities and interests in relation to career choices
- ◆ access industry standard facilities, equipment and experienced staff
- ◆ participate actively in an adult work environment
- ◆ apply classroom learning in the workplace
- ◆ gain credit towards further education and training
- ◆ further the future of your industry by promoting its skills base.

QUESTIONS ABOUT WORKPLACE LEARNING

1. Is there a cost involved?

NO! There is no financial outlay involved in having a student on placement but it is acknowledged that there is an indirect cost in terms of the time involved in implementing the program and training the student.

2. Are students paid for workplacement?



Students are volunteers and should not be paid. If you decide to pay the student, this will change your relationship to that of employer/employee and this may make you responsible for Workers Compensation cover.

3. Who do I contact if there is a problem?

If you have any concerns or difficulties during the placement regarding the student or other matters, please contact the school as indicated on the Student Work Placement Record that you will receive before the placement.

Contact should be made as soon as possible so that solutions can be found quickly.

4. What do I do if an accident occurs involving the student?

Should an accident happen to the student while he/she is under your supervision, the following steps should be taken:

- Seek medical help immediately
- Contact the school or emergency contact as provided
- Ask the doctor attending for a medical certificate
- Complete a written report of the accident and forward it to the school

A copy of the Catholic Schools Insurance Covers for workplace learning is attached for your information. As students are not employees, Workers' Compensation does not apply.

5. What are my responsibilities regarding the supervision of students?

Employers are expected to act in accordance with workplace responsibilities as set out for all employees and members of the public. That is, responsibilities that flow from legislation such as Occupational Health & Safety, Child Protection, Privacy, Equal Employment Opportunity and Anti-Discrimination Legislation.

Occupational Health & Safety

In accordance with the Occupational Health and Safety Act 2000 No 40 and Occupational Health and Safety Regulation 2001, all employers are required to have:

- an Occupational Health & Safety policy,
- documented safe work practices and
- a risk management system to identify hazards.

It is expected that employers would have these requirements in place prior to accepting a workplacement or work experience student and would make any relevant documentation available if requested.



It is also expected that employers will give students a site-specific Occupational Health & Safety briefing at the commencement of, or prior to, the workplace learning program. Guidelines prepared by the National Occupational Health and Safety Commission (2004), *Student work placement: An occupational health and safety guide for employers*, may provide some helpful suggestions for employers when preparing a student induction program. The electronic version is available at:

< <http://www.nohsc.gov.au/OHSInformation/EducationAndTraining/default.htm>>

Where the workplace is a construction site, employers should apply the legislative requirements for OHS training that were introduced in March 2004. Employers should be satisfied that general OHS induction training has been undertaken by the student prior to the workplacement and ensure that work activity and site specific training is conducted on the site.

Child Protection

Employers should ensure that all employees are aware of the special responsibilities associated with working with young people and of the consequences of any abuse. Child Protection legislation also applies to students undertaking Workplace Learning Programs. Employers should take all possible steps to ensure that students do not:

- a) undertake an unsupervised task that involves contact with children under the age of 18 years (applicable to Child –related employers only)
- b) undertake a task that involves unsupervised contact with just one employee or client. Supervision can be provided by visual contact or the physical presence, of another employee at all times.

Unacceptable conduct by an employer or their employees includes sexual intercourse with a student; inappropriate conversations of a sexual nature; obscene language of a sexual nature; suggestive remarks; actions including showing of publications, electronic media or illustrations which are sexually suggestive; jokes of a sexual nature; obscene gestures; unwarranted and/or inappropriate touching; sexual exhibitionism; personal correspondence with a student in respect of the employer's or employees sexual feelings for the student; and deliberate exposure of students to sexual behaviour of others.

Additionally students must not be treated in a manner that may be psychologically harmful or that would constitute physical assault. This would include pushing, grabbing, pulling or hitting a student as well as berating, humiliating or belittling the student.

It is expected that these requirements would be consistent with the employer's existing workplace policies and practices.

Employers must be aware that complaints of harassment or abuse of student in the workplace will require investigation and possible notification according to *Part 3a NSW Ombudsman's Act 1974* and *Section 39 Commission for Children and Young People Act 1998*.



Privacy

The Commonwealth Privacy Amendment (Private Sector) Act 2000 regulates the collection and storage of personal and sensitive information that may be held by organisations. In order to meet duty of care responsibilities and to facilitate the design of suitable workplace learning experiences, employers are provided with relevant information regarding students who are on workplacement or work experience. This may include name, address, age, emergency contact details and possibly sensitive health information. In accordance with privacy requirements, it is expected that employers will:

- keep all personal student information secure and confidential, particularly any health information.
- ensure that information regarding the student is used only for the purpose of the workplace learning program.
- dispose of all student details once the workplace learning program is completed
- provide student access to any student records held by the employer, including the supervisor's report.

This legislation applies to the information collected about students by the school and passed on to employers, regardless of whether or not it directly applies to your organisation.

Similarly, all information provided by the host employer to the school or the Business Education Partnership will be used only for the purpose of the workplacement or work experience program.

6. Do I need to consider any Industrial Relations issues?

Certain conditions that have been negotiated with the ACTU need to be taken into consideration. Three important conditions are that:

- the hours of placement that a student does in your workplace should be in accordance with the award for your industry
- the student should not replace a paid employee (including employees who are on paid annual leave or sick leave) or reduce the hours which a paid employee would otherwise be paid to work
- the student should not be used to replace employees engaged in industrial disputes

If a workplace learning program is affected by industrial action, students should return to school immediately.



WHAT TO DO

WHEN THE STUDENT ARRIVES:

Please give each student a workplace induction, including OHS, at the commencement their workplace learning program. This will help to ensure the safety of the student, as well as assisting them to make a quick and efficient transition into the workplace environment.

- √ Establish a clear understanding between you and the student of learning outcomes to be covered during workplace learning activity and any assessment or evaluation requirements.
- √ Outline the activities and management structure of your organisation.
- √ Outline your expectations regarding work behaviour, grooming and dress.
- √ Brief student about safety requirements including safety clothing and procedures in case of accident or emergency.
- √ Inform student of details such as start/finish times, work break times, work routine, location of toilets, exits, etc.
- √ Introduce the student to their supervisor and other people they will be working with.
- √ Advise the student as to whom to notify in the event of non-attendance due to illness or misadventure.
- √ Advise whom to talk to in the event of problems or questions.

DURING YEAR 11 AND/OR 12 MANDATORY WORK PLACEMENT:

- √ Provide a range of opportunities for students to develop skills related to their vocational HSC course. The information provided by the school outlines possible competencies and tasks to be covered.

BEFORE THE STUDENT LEAVES:

- √ Complete student assessment and evaluation reports and discuss your feedback with the student. In most cases the student will hand this documentation to you on the first day.



WORK EXPERIENCE/PLACEMENT INSURANCE COVERS FOR NSW CATHOLIC SCHOOLS

Revised 1 February 2011

This Statement provides a general overview of available insurance cover; it does not represent legal advice. For precise advice, please consult the relevant CCI or QBE Insurance Policy Documents. This advice replaces all earlier advice.

_____ (*name of school or Diocese*)
provides insurance cover for students and employers involved in Work Experience and Work Placement activities.

1. POLICIES

Two separate policies providing work experience/ placement cover are:

- CCI School Care Personal Accident and Disability or Students" Work Experience Personal Accident Policy with Catholic Church Insurances (CCI) (or equivalent)
- Work Experience/Work Placement Public Liability Policy with QBE Insurance (Australia) Limited (effective 31 January 2011)

Under Commonwealth legislations, these policies cannot pay for any Medicare services including the Medicare gap. These services should be claimed through Medicare and or private health insurance where available. Work placement students are not eligible for coverage through workers compensation.

1.1 CCI School Care [Personal Accident and Disability] Policy or Student Work Experience Personal Accident Policy

Each school or Diocese purchases these policies or equivalent. School staff organising work placements need to confirm the nature of their particular policy with their diocesan office or school bursar and provide advice to employers / brokers. These policies cover students for personal injury sustained whilst engaged in Work Experience/Placement activities. Students are covered whilst directly travelling to and from work places.

The Policies Cover:

- a) Death by accident;
- b) Permanent disablement compensation dependent on injury of up to maximum e.g. \$750,000 or \$275,000 depending on SchoolCare policy chosen (*please refer to your policy to confirm extent of your coverage*)
- c) Non Medicare expenses - e.g. dental, counselling, emergency transport, travel expenses or lump sum payments for certain injuries such as fractures, burns and dislocations (limits apply)
- d) Damage to student"s clothing or artificial aids resulting from an injury (limits apply).

Catholic Church Insurances (CCI) advised on 24/01/2011 of an endorsement to the NSW SchoolCare Policies to allow certain students to use motor bikes as follows:

It is hereby noted that Exclusion 2 (e) is deleted in respect of students undertaking accredited vocational education and training (VET) courses in the HSC Primary Industries Framework for their Higher School Certificate (HSC) only.



1.2 QBE (Australia) Insurance Work Experience/ Work Placement Public Liability Insurance Policy (Policy Number AN-0014866-PLB)

Catholic Education Commission NSW (CEC, NSW) purchases this policy on behalf of participating Catholic Schools. For further details and documentation, including the Certificate of Currency, please contact CEC,NSW as listed below or online at:

<http://www.cecnsw.catholic.edu.au/dbpage.php?pg=view&dbase=programs&id=37>

This policy provides indemnity for the student, the employer and participating schools involved in Work Experience/Placement activities.

The Policy Covers:

- a) Indemnity for legal liability of students and employers for Personal Injury caused to a Third Party (limit \$20,000,000 any one occurrence);
- b) Indemnity for legal liability of employers for Personal Injury to students (limit \$20,000,000 any one occurrence)
- c) Indemnity for legal liability of Property Damage to an employer's property (limit \$20,000,000 for any one occurrence)
- d) Indemnity for legal liability of Errors and Omissions (E&O) **in relation to the participation by students in Certificate II in Sports (Coaching) and Certificate III in Sports Fitness only** (Limit \$1,000,000 any one Occurrence and in the aggregate in respect of claims made, costs inclusive). Any E&O claim or incident which might result in a claim must be reported through CEC,NSW to QBE as soon as the school becomes aware of it during the current Period of Insurance, and some additional exclusions apply.

For each claim the QBE Insurance policy has set a deductible cost (i.e. excess) of \$1,000 except for E&O cover where the deductible remains at \$5000. The policy requires that CEC,NSW, acting for the Catholic sector of schools, will provide for the payment of any deductible cost. The CEC,NSW reserves the right to recover the cost of the excess from a diocese or independent school.

2. CONDITIONS AND EXCLUSIONS

2.1 Some Key Exclusions

The school, the student and the employer will not be insured for the following activities:

- 2.1.1 Travel by Private and Charter Aircraft other than those providing a regular Public Transport Service (CCI provides cover as a passenger in a fully licensed commercial aircraft operated by a licensed airline over an established air route)
- 2.1.2 Travel by helicopter
- 2.1.3 Radioactivity/Nuclear material/Fuel/Ionising Radiations
- 2.1.4 Scuba/deep sea diving
- 2.1.5 Attendance at abattoirs (killing areas)
- 2.1.6 Driving any registered or unregistered motor vehicle (and engaging in motor cycling whether as driver or passenger).except as part of the BOS HSC Primary Industries Curriculum Framework (and then only when students have been appropriately instructed and supervised and the vehicle is properly maintained). *See also Section 2.4.5.*
- 2.1.7 Activities involving guns or firearms except as part of an approved and supervised Australian Defence Force activity
- 2.1.8 Watercraft exceeding 20 metres in length
- 2.1.9 Travel outside the 12 nautical mile limit at sea
- 2.1.10 Results from AIDS or HIV (direct or indirect)
- 2.1.11 Asbestos and tobacco or tobacco smoke² of 5



- 2.1.12 Activities involving service of alcohol unless the student is aged over 18, and the activity is essential to the placement and it has been agreed to by the school and TAFE NSW Institute and the student has completed the Responsible Service of Alcohol (RSA) Training Course
- 2.1.13 Sporting activities/events except as part of the Certificate II in Sports (Coaching) and the Certificate III in Sports Fitness (and then only under instruction and supervision)
- 2.1.14 „High risk construction work“ as defined in the NSW OHS Regulation (2001): i.e. construction work involving the use of explosives; work near traffic or mobile plant; and work in and around major gas and electrical installations
- 2.1.15 Any excavation work at a depth of one metre or more; at a depth under one metre without direct supervision by a competent person; near utilities
- 2.1.16 Work on a roof, unless all safety conditions are met, including the use of harnesses.
- 2.1.17 Work on caissons or coffer dams (permanent or temporary structures respectively, used to enable construction and excavation work)
- 2.1.18 Fines or penalties, and/or liquidated, punitive, aggravated, exemplary and/or multiple damages imposed by law
- 2.1.19 Occurrences as a result of the insured person being under the influence of intoxicating liquor or any narcotic or drug unless taken in accordance with the direction and prescription of a legally qualified medical practitioner
- 2.1.20 Total exclusion of claims arising from sexual and/or child molestation
- 2.1.21 Claims arising from repair, replacement or recall of products
- 2.1.22 Damage to insured premises/ property in the physical and legal control of the insured (property not belonging to the insured may be covered up to a limit of \$1,000,000 for any one occurrence)
- 2.1.23 Professional Indemnity for negligent advice given by any student (except for those in Sports Coaching/ Fitness courses for which separate E&O cover has been negotiated)
- 2.1.24 Any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power of confiscation, nationalization, requisition, destruction of or damage to property by or under the order of any government or public or local authority.

2.2 Activities Requiring Special Approval

The following activities are excluded unless specially approved for each placement. Please contact CEC,NSW to request approval.

- 2.2.1 Activities involving the handling of animals, other than exempted sites and/or participation in BOS Stage 6 Primary Industries Course. For further information refer to CEC Diocesan Directors“ memo 99/09 at:
<http://www.cecnsw.catholic.edu.au/images/Memo%20Ref%209909%20-%20Work%20placements%20involving%20animal%20handling.pdf>
- 2.2.2 Mining/Quarrying/Tunnelling;
- 2.2.3 Demolition;
- 2.2.4 Timber getting/Sawmilling.
- 2.2.5 Abattoirs and meat processing plants (other than killing areas)
- 2.2.6 Placements outside the territory of the Commonwealth of Australia. Overseas placements are not advised. Placements in the USA or Canada and countries subject to their jurisdiction are not permitted. Any considerations of overseas placements should take into account the federal government website www.smarttraveller.gov.au and also consider the insurance regulations of the proposed country. Any proposed placement must be referred to the insurer QBE through CEC,NSW prior to approval.



2.3 Scope and Conditions of Cover

If the following requirements are not observed, available insurance may be rendered void.

- 2.3.1 Students must be at least 14 years of age and be participating in a school approved activity/placement. Students under 15 years of age must not undertake workplace learning before 7.00am or after 6.00pm.
- 2.3.2 Cover is available throughout school holiday periods, provided the work placement is arranged and supervised by the school. Year 12 students cease to be insured by their school once they complete their last HSC examination.
- 2.3.3 Interstate placements are permitted, if arranged and supervised by the school. Placements outside the territory of the Commonwealth of Australia require special approval from the insurer, through CEC,NSW and are not encouraged. (See 2.2.6)
- 2.3.4 Insurance cover may be voided (lost) by serious and wilful misconduct by a student while attending a work site.
- 2.3.5 The employer must have in all cases provided appropriate and reasonable instruction and/or supervision with respect to each Work Experience/Placement student.

2.4 Special requirements for higher risk industries and occupations

- 2.4.1 All students proceeding to a construction workplace for work placement or work experience must hold a construction industry induction card (CIC) issued by WorkCover in accordance with Clause 220a OHS Regulation 2001. To be issued with the certificate, students must provide evidence to WorkCover from a registered provider of satisfactory completion of the National Unit of Competency CPCCOHS1001A Work Safely in the Construction Industry.
- 2.4.2 The employer and school must comply with all Department of Industrial Relations and WorkCover requirements (including reporting requirements) for Work Experience/Placement Programs and observe any prohibited activities or WorkCover regulations (including any age restrictions and requirements for safety equipment / personal protective equipment e.g. helmets and harnesses).
- 2.4.3 Prescribed or dangerous machinery must only be used in accordance with WorkCover requirements, and only then in the context of appropriate training, supervision and risk assessment. Particular care is needed to comply with the OHS requirements for scheduled work as set out in Chapter 9 of the NSW OHS Regulation (2001) available at: http://www.austlii.edu.au/au/legis/nsw/consol_reg/ohasr2001364/s266.html
- 2.4.4 Any electric, oxy-acetylene or similar welding or cutting and allied processes must be done in full compliance with Australian Standard 1674 "Safety in Welding and Allied Processes".
- 2.4.5 Placements involving student operation of golf carts, tractors or farm vehicles such as motor bikes/ quad bikes are permitted only for students enrolled in the BOS HSC Primary Industries Framework. If the student does take part, he or she must have successfully completed a relevant formal training course or the related course competencies or have demonstrated substantial experience in the safe operation of such vehicles. The student still needs to be closely supervised.
- 2.4.6 Work experience/placement students undertaking placements in occupations classed as "child-related employment" (e.g. placement with pre-schools, child welfare services, youth clubs etc) are required to provide a Volunteer/Student Declaration under the Commission for Children and Young People Act 1998. This Declaration is available on-line at <https://check.kids.nsw.gov.au/>
- 2.4.7 You are advised to clarify any such student placement requirements with the Catholic Commission for Employment Relations and/or your child protection "Head of Agency".

3. WHEN AN INCIDENT OCCURS

Any incident which may result in a claim against the employer or the school in respect of a work experience/placement student must be immediately notified (within 7 working days) in writing to the student's school. The school then notifies CEC, NSW either directly or through the school's

Diocesan Office. Suspected spinal injuries must be notified to CEC,NSW within 24 hours.

- The Insurer must have full conduct and control of the claim against the employer and or the school. The employer and the school must fully co-operate with the Insurer in the conduct of any such action.
- When an incident occurs no undertaking or promise of settlement/payment may be made, since compensation decisions are a matter for assessment by the insurance company(ies). It may be possible in certain circumstances to make an apology but advice must first be obtained from the insurer through CEC,NSW.

CEC, NSW CONTACT: Patricia Strauss, Senior Project Officer, VET, CEC NSW: PO Box A169, Sydney

South NSW 1235 Telephone: (02) 92871 575 Fax: 9264 6308 Mobile: 0418 221 723

Work Experience Guidelines for Students Working with Animals

These guidelines provide information for host employers, students, parents and schools.

Secondary students undertaking work experience involving animals could be exposed to risks not found in other work places. To provide a safe and rewarding experience, host employers must recognise the hazards which could place a student at risk, and consider the inexperience and likely capabilities of the student. Activities must be carefully selected and planned, and the risks managed.

Work places where animals are housed, cared for and provided with medical treatment include:

- veterinary practices
- zoos and wildlife sanctuaries
- farms and dairies
- animal parks
- animal shelters
- stables
- pet shops
- animal boarding facilities

AN IMPORTANT NOTE: NO student under 15 years of age should be permitted to undertake work experience involving direct contact with animals. (There may be other activities in your work place, however, that are both safe and suitable for a student aged under 15.)

What host employers should consider

PREVIOUS EXPERIENCE AND CONFIDENCE WITH ANIMALS

Students should provide information about their experience with animals when they are being considered for work experience (see the Form Proposed work experience with animals: summary of student's experience, below). The school's Work Experience Coordinator will review this Form and sign off if satisfied that the student understands the nature of the work experience, and the constraints which will apply in regard to contact with animals.

PROVIDING APPROPRIATE INDUCTION AND SUPERVISION

Work experience students must be given a thorough induction briefing, and must be adequately supervised while at your work place. This means allocating responsibility for the student to a staff member. Supervisor(s) should be familiar with the summary of the student's prior experience with animals, and must explain which activities and locations are prohibited. *All* staff must understand some tasks are not to be asked of the student.

Inform the student that **safety** is the most important consideration during their stay, that you have a legal duty of care for the student during the week, and in turn they must act to safeguard themselves by observing all requirements you have put in place to protect them.

MANAGING POTENTIAL EXPOSURE TO ANIMALS

The student must understand that animal behaviour is unpredictable. Before exposing a student to any animal, a risk assessment must be conducted to establish the likelihood of the animal displaying potentially injurious behaviour.

There are some animals to which students must **NOT** be exposed (*i.e.* come into direct contact with). These include any animal with a known history of behavioural problems, any animal with an injury or condition that is causing them pain or stress, and animals likely to be protective of their young.

Attachment 2

Risk assessments should be documented, as should the control measures established to manage risk. These measures may be suitable for trained staff but not for others with less experience – this should be considered before a student is asked to carry out the task in question.

The following Table gives some examples of both suitable and unsuitable (prohibited) activities:

Examples of potentially suitable activities *	Examples of unsuitable (prohibited) activities
Grooming (brushing or combing only – the use of hydrobaths presents animal handling risks to which students should not be exposed).	Assisting with any medical procedure, including medicating an animal. This includes holding or restraining an animal while staff carry out the required task.
Exercising (only by walking the animal or supervising while the animal is allowed free movement for a set period – e.g. animals boarded at veterinary practices).	Bathing an animal (e.g. in hydrobath).
Feeding (this means placing food and water for animals, not hand feeding).	Handling (or being exposed to) any hazardous substance used in animal treatment – drugs, syringes, anaesthetics.
Cleaning cages or enclosures <i>provided animals have been removed from the area</i> or have been assessed as presenting negligible (or manageable) risk.	Using (or being exposed to) any hazardous plant or equipment, such as x-ray equipment used in radiology.
Observing medical procedures, provided these are not viewed as likely to be distressing for the student.	Carrying out any manual handling task that presents significant risk (e.g. carrying/stacking food containers, lifting heavy animals into or out of cages or pens).

* Subject to satisfactory assessment of the animal *and* of the student’s experience with animals, as well as their capability and confidence. Direct supervision must be provided – students must not be left alone with an animal.

What students and parents should consider

Hazards associated with animal handling and restraint are difficult to control. Animals of every species are unpredictable, and even people experienced in animal behaviour will occasionally suffer injury when a previously placid animal suddenly becomes aggressive (usually through stress).

Your child’s host employer has a duty of care to all persons in the work place (staff, customers and visitors) but can not guarantee *complete absence of risk* without separating your child from animals altogether. This would defeat the purpose – and remove the interest and enjoyment – of being placed in an environment where animals are present.

Parents can help a prospective host employer to plan suitable activities by providing information about your child’s experience and capability with animals (e.g. they may have a horse of their own and be confident in grooming and preparing feed). The Form below asks questions designed to give a host employer some background before they make a decision to accept a student for work experience. It’s in their interest, and in yours, that the information provides a full and accurate picture.

Role of the school in assessing student suitability

The school’s Work Experience Coordinator should review the completed Form Proposed work experience with animals: summary of student’s experience. If this provides satisfactory evidence of relevant experience working with animals, it should be forwarded to the prospective host employer. If the school has concerns about the student’s suitability, the work experience should not go ahead.

These Work Experience Guidelines have been developed in consultation with RSPCA, Australian Veterinary Association, Victorian WorkCover Authority, Victoria Police, principal and parent associations, Careers Education Association of Victoria, Association of Independent Schools of Victoria, Catholic Education Office, Melbourne Zoo and Victorian Farmers Federation.

Proposed work experience with animals: summary of student's experience

Students: this Form should be completed and provided to your school's Work Experience Co-ordinator, to enable them to make an informed decision about your suitability for work experience with animals. If satisfied, they will forward the Form to your prospective host employer, who will make the final decision. Before filling out the Form, please read the Department of Education & Training Fact Sheet No. 25 *Work Place Hazards in Working with Animals*, to help you to appreciate some of the hazards and understand some of the conditions that will apply to your work experience.

It's important to understand that your contact with animals will be restricted to activities that do not present unacceptable risk. Your safety is your host employer's most important consideration.

Student Information

Name: _____ Date of birth: _____

Address: _____
_____ Post Code: _____

Contact telephone no. (parent or guardian): _____

School: _____

Contact person at school: _____ Tel: _____

Previous experience with animals

How would you describe your capabilities with animals? *For example:* have you ever received instruction in approaching and/or handling animals (large or small), or in 'reading' animal behaviour?

What animals have you had at home, and what were your responsibilities in looking after them?
(NOTE: If you have birds at home there may be workplaces – e.g. poultry farms – you will not be able to attend)

Attachment 2

Have you had previous employment experience, such as a part-time, weekend or holiday job involving animals (give details)?

Have you ever been injured by an animal? (If YES: what caused the incident, and how did you react? What would you do to prevent such an incident from happening again?)

Are there animals in whose presence you don't feel comfortable or confident?

Do you have allergies to any animals (e.g. fur, saliva) or feed (peanuts, wheat, grasses, hay etc.)?

Is there any other information you think could be relevant in assessing your suitability?

Statement by parent or guardian:

The information provided here is accurate to the best of my knowledge. I have read the guidance material above, and the Department of Education & Training Fact Sheet *Work Place Hazards in Working with Animals*, and am aware that work experience in an environment where animals are present may involve exposure to risk arising from the unpredictable nature of animal behaviour.

Signed: _____ Date: _____

Reviewed by School Work Experience Co-ordinator:

Signed: _____ Date: _____

Work Place Hazards in Working with Animals

This fact sheet is for secondary school students undertaking work experience programs, and for their host employers. It can be used as a tool to assist with task planning, and to develop appropriate induction, training and supervision to minimise any risk to students while they are 'at work'.

Students must be given an induction addressing health and safety issues, and must be supervised at all times. Hazards must be considered when allocating tasks. If a risk cannot be managed, students must NOT undertake the activity.

The hazards described here are commonly encountered in workplaces where animals are housed and/or treated: these include veterinary practices, wildlife sanctuaries and parks, zoos, animal shelters, stables, boarding facilities, pet shops.

Hazard	Possible Harmful Effects	Possible Employer Action to Prevent Injury / Illness	Preventative Action Students Can Take
Animals <i>Even usually placid animals may inflict injury if under stress or in pain. Animal behaviour is difficult to predict and may change without warning</i>	Bites, mauling, scratches (smaller animals) and Impact injuries such as fractures, crushing, bruising (larger animals)	<ul style="list-style-type: none"> ◆ Allow only experienced and trained staff to handle or restrain animals ◆ Instruct staff in safe animal handling, including recognising 'warning' signs ◆ Label cages where an animal's behaviour gives reason for concern ◆ Provide personal protective clothing 	<ul style="list-style-type: none"> ◆ Students must NOT handle animals unless the animal and the task have been assessed by their supervisor ◆ Don't approach any animal unless assured by your supervisor that it's safe
Autoclaves / sterilisers	Burns, scalding from steam	<ul style="list-style-type: none"> ◆ Ensure that only trained and experienced staff operate autoclaves ◆ Ensure regular plant maintenance 	<ul style="list-style-type: none"> ◆ Students must NOT be exposed to any dangerous plant or equipment
Animal enclosures, stalls and cages	Cuts from metal edges, manual handling injury, risk of infection and disease if areas housing animals are not frequently cleaned and disinfected	<ul style="list-style-type: none"> ◆ Ensure regular cleaning and maintenance ◆ Assess manual handling and redesign cages to minimise risk ◆ Provide wash-up facilities, instruct staff in personal hygiene 	<ul style="list-style-type: none"> ◆ Don't open enclosures, stalls or cages for any purpose unless the task (and the animal) has been assessed by your supervisor ◆ Wear gloves when cleaning
Hazardous substances (drugs used in treatment, anaesthetics, cleaning chemicals)	Cytotoxic (cancer treating) and other drugs can cause illness. Short-term effects can include nausea, headaches	<ul style="list-style-type: none"> ◆ Follow strict handling, labelling and storage procedures for all hazardous substances ◆ Provide protective clothing (such as gloves) for staff 	<ul style="list-style-type: none"> ◆ Students must not medicate animals or handle any drugs used in animal treatment ◆ Wear rubber gloves when using cleaning chemicals
Hazardous waste (soiled towels, swabs, syringes etc.)	Infectious diseases, cuts or 'needle stick' injuries; irritation to skin, eyes, nose or throat	<ul style="list-style-type: none"> ◆ Treat all waste as hazardous ◆ Arrange for safe disposal into labelled containers ◆ Provide gloves where needed 	<ul style="list-style-type: none"> ◆ Wear rubber gloves when handling soiled material ◆ Don't handle syringes ◆ Adopt good hygiene practices
Housekeeping	Slips, trips and falls as a result of slippery surfaces or things left on the floor or on the ground	<ul style="list-style-type: none"> ◆ Ensure that spills are cleaned immediately ◆ Keep work areas clear of items that could present impact hazards 	<ul style="list-style-type: none"> ◆ Follow procedures for cleaning up spills ◆ Report any spills or obstacles
Manual handling	Musculoskeletal injuries (sprains and strains)	<ul style="list-style-type: none"> ◆ Assess every manual handling task ◆ Use mechanical aids or team lifts ◆ Train workers in manual handling 	<ul style="list-style-type: none"> ◆ Don't attempt any task if you think it may be difficult to do safely – ask for help!
X-rays (radiation)	Significant health risks, including cancers	<ul style="list-style-type: none"> ◆ Minimise potential for exposure to X-rays during radiography 	<ul style="list-style-type: none"> ◆ Students must NOT be exposed to radiography processes
Zoonoses (diseases caught from animals)	Diseases including hydatid disease, ringworm, Q fever	<ul style="list-style-type: none"> ◆ Minimise potential for zoonotic infections – training, safe work practices, vaccination 	<ul style="list-style-type: none"> ◆ Always wash up after contact with animals ◆ Students must NOT enter any workplace where Q fever has been reported
Cuts	Infection	<ul style="list-style-type: none"> ◆ Ensure tasks with potential risk of cuts are assessed ◆ Provide protective gloves ◆ Provide appropriate washing facilities 	<ul style="list-style-type: none"> ◆ Wear protective gloves ◆ Wash hands immediately ◆ Seek first aid immediately if needed
Allergies to animals or insects (or to animal feeds such as grasses)	Allergic reactions: asthma or other respiratory illness, skin reactions	<ul style="list-style-type: none"> ◆ Document any known allergies among staff members ◆ Prevent or minimise exposure – procedures must be established and followed by all workers ◆ Provide protective clothing 	<ul style="list-style-type: none"> ◆ Follow safe working procedures ◆ Report any suspected allergic reaction to your supervisor, without delay
Sexual harassment, work place bullying	Emotional stress, fear and anxiety, physical illness	<ul style="list-style-type: none"> ◆ Establish work place policy ◆ Provide staff briefings or training 	<ul style="list-style-type: none"> ◆ Report any concerns immediately



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Certificate of Currency

Policy number	AN 0014866 PLB
Name of Insured	Catholic Education Commission New South Wales, and/or the Catholic Education Office, Archdiocese of Canberra and Goulburn.
Type of Insurance	Broadform Public and Products Liability
Cover	QBE will cover Your legal liability in respect of Personal Injury, Property Damage and Advertising Liability first happening during the Period of Insurance and caused by an Occurrence within the Territorial Limits in connection with Your Business.
Limit of Liability	<p><u>Public Liability</u> \$20,000,000 any one Occurrence</p> <p><u>Products Liability</u> \$20,000,000 any one Occurrence and in the aggregate for all Occurrences during any one Period of Insurance.</p> <p><u>Errors and Omissions</u> \$1,000,000 any one Claim and in the aggregate in respect of all claims made and notified to QBE Australia during the Period of Insurance.</p>
Period of Insurance	From: 4.00 pm on 31 st January 2011 to 4.00 pm on 31 st January 2012
Special Conditions	Nil

Sydney this 11th day of January 2011 Signed



