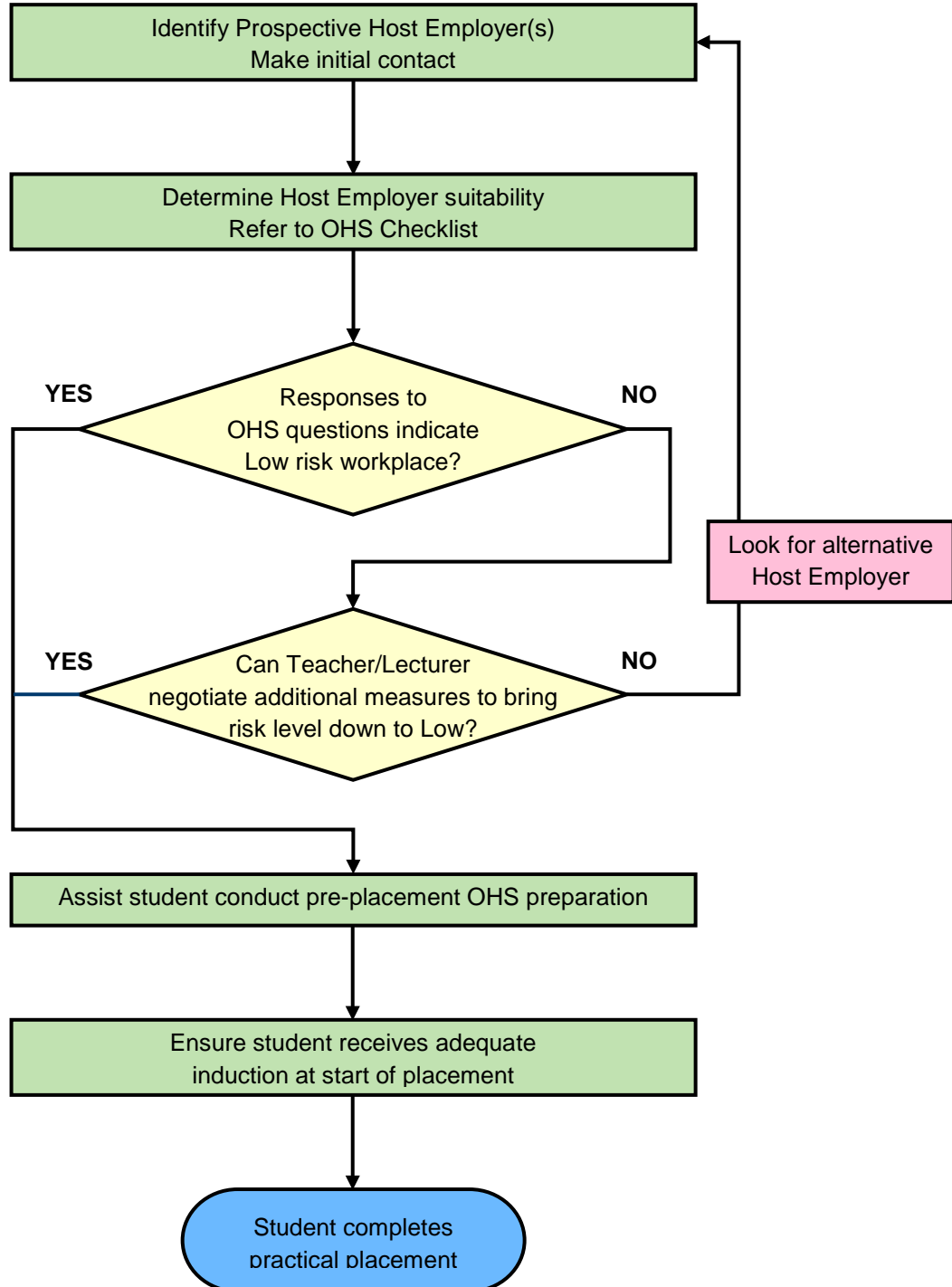


Practical Placements: OHS Flowchart



Practical Placements

OHS Checklist

NOTE: This checklist should be used to conduct an initial risk assessment of all Prospective Host Employers. If an incident occurs during placement or information comes to hand that suggests a change has occurred in the OHS practices of the Host Employer, this checklist should be updated.

Name of Placement Teacher/Lecturer:

School and Department Area:

Name of Host Employee:

Date/...../.....

Is the prospective host employer required by Statutory or Regulatory requirements to hold an external accreditation for OHS Management? YES NO

If **Yes**, and documentation is supplied to support this, the level of OHS risk is deemed to be acceptably low. The Teacher/Lecturer may proceed directly to assisting the student in preparing for the practical placement.

If **No**, the following questions should be used to evaluate the level of OHS risk. Based on this risk evaluation, a Teacher/Lecturer may proceed with the placement (low risk) or seek additional information and implement measures to reduce the risk to low (medium and high).

Does the Prospective Host Employer have the following:

- a written health and safety policy Yes No
- documented safe working procedures Yes No
- documented emergency instructions Yes No
- an accident/injury report form Yes No

Does the Prospective Host Employer have management systems in place to ensure that the following items are provided to the work placement student(s):

- induction training upon commencing work Yes No
- health and safety-related training Yes No
- adequate supervision Yes No
- any personal protective equipment required Yes No N/A

Has the Prospective Host Employer conducted risk assessments on OHS issues such as:

- manual handling Yes No
- workplace chemicals Yes No N/A
- items of machinery, plant and tools Yes No N/A
- workplace violence Yes No
- others (specify:) Yes No

- Risk assessed as:**
- Low** (placement may proceed)
 - Medium** (see below)
 - High** (see below)

Additional measures implemented to bring the risk level down to Low:

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Comments:

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