Practical Placements:
OHS Flowchart

1. Identify Prospective Host Employer(s)
   Make initial contact

2. Determine Host Employer suitability
   Refer to OHS Checklist

3. Responses to OHS questions indicate Low risk workplace?
   YES
   NO
   \(\Rightarrow\) Look for alternative Host Employer

4. Can Teacher/Lecturer negotiate additional measures to bring risk level down to Low?
   YES
   NO

5. Assist student conduct pre-placement OHS preparation

6. Ensure student receives adequate induction at start of placement

7. Student completes practical placement
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 □ N/A
• workplace chemicals □ Yes □ No □ N/A
• items of machinery, plant and tools □ Yes □ No □ N/A
• workplace violence □ Yes □ No □ N/A
• others (specify:) □ Yes □ No □ N/A

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

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

__________________________________________________________________________

__________________________________________________________________________

Comments: ..............................................................................................................................

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