

STUDENT PLACEMENT – RISK MANAGEMENT FORM

- Schools are responsible for ensuring that this form is *fully completed* and signed by all parties before commencing the placement. The Host Organisation's Public Liability Certificate of Currency must be attached to this form to ensure full completion. Once complete, copies are to be provided to and retained by the Faculty/School, the Host Organisation and the student undertaking the placement.
- Students who have obtained approval to undertake an unpaid placement with a Host organisation will be provided with the following insurance cover: General (Public) Liability, Personal Accident Work Experience, Professional Indemnity and Medical Malpractice (*where applicable*). Further information, including Certificates of Currency regarding ECU's insurance cover can be sought from insurance@ecu.edu.au or <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/insurance>.
- *Please note: This is not an employment agreement and no Workers' Compensation applies. Generally no payment is received by the student when undertaking a work placement. If payment is received then an employment agreement applies between the student and the Host Organisation and Workers' Compensation is provided by the Host.*

Placement Details	
Course Title:	
ECU School:	
Placement Location:	
Placement Dates From:	To:

Student Details	Host Details
Student Number:	Host Organisation
Surname:	Contact Person:
First Name:	Address:
My emergency contact details on SIMO are up to date	Phone:
Signature:	Email:
Special details relating to this placement:	

Workplace Supervisor	
Name:	Phone (W):
Job Title:	Phone (M):
Email:	

ECU Supervisor	
Name:	Phone (W):
Email:	

School Approval	
Name:	Phone (ext.):
Position/Signature:	Date:

As a student, I acknowledge that I will:	Signature and Comments
<ul style="list-style-type: none"> Attend induction safety briefing and to follow prescribed practices. 	
<ul style="list-style-type: none"> Inform the Host Supervisor and ECU Supervisor immediately should I be involved in an accident at the Host workplace. I will ensure that I know the procedure on how to report and record hazards, accidents and incidents at the Host workplace. 	
<ul style="list-style-type: none"> Not to operate plant and equipment for which I am not trained or qualified. 	
<ul style="list-style-type: none"> Act, as far as reasonably practicable, with care within the Host Organisation, or the location of the activity. 	
<ul style="list-style-type: none"> Read and apply the directions and information contained within the <i>ECU Work Integrated Learning: Guidelines for Students</i>. 	

As a Workplace Supervisor (Host) I acknowledge that I will:	Signature and Comments
<ul style="list-style-type: none"> Provide the student(s) with an induction to the workplace together with a safety briefing paying special attention to the health and safety and Risk Management policies and processes of the Host Organisation, before commencement of the placement. 	
<ul style="list-style-type: none"> Appropriately supervise the student during the placement. 	
<ul style="list-style-type: none"> Inform the ECU Supervisor immediately should the student be involved in any breach of ECU's or the Host Organisation's Health & Safety and/or Risk Management Guidelines. 	
<ul style="list-style-type: none"> Ensure that all job and tasks given to the student will be monitored in accordance with manual handling regulations/codes of practice and appropriate controls are implemented including training in manual handling techniques. 	
<ul style="list-style-type: none"> Ensure all plant and equipment meets statutory legislation and Australian Standards. The student will only operate plant and equipment where they are trained and qualified and supervised. 	
<ul style="list-style-type: none"> Maintain regular and appropriate contact with the ECU Supervisor during the placement. 	
<ul style="list-style-type: none"> Ensure the Host organisation has appropriate and current insurance policies in place and provide Certificates of Currency, when required. 	
<ul style="list-style-type: none"> Read and apply the directions and information contained within the <i>ECU Work Integrated Learning: A Guide for Host Organisations</i>. 	

As an ECU Supervisor I acknowledge that I will:	Signature and Comments
<ul style="list-style-type: none"> Ensure the student has attended induction and safety briefing relating to Health and Safety and Risk Management policies and processes of the Host Organisation. 	
<ul style="list-style-type: none"> Ensure the student is made aware of the legal obligation to abide by the Host organisations health and safety and Risk Management policies and procedures. 	
<ul style="list-style-type: none"> Provide appropriate supervision to the student during the placement. 	
<ul style="list-style-type: none"> Provide the Workplace Supervisor with an overview of the assessment outcomes required by the student. 	
<ul style="list-style-type: none"> Maintain regular contact with the Workplace Supervisor during the placement, including follow up on issues raised. 	
<ul style="list-style-type: none"> Ensure all accidents and incidents are investigated and resolved. 	
<ul style="list-style-type: none"> Read and apply the directions and information contained within the ECU WIL Policy and the <i>ECU Work Integrated Learning: A Guide for ECU Staff</i>. 	