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| C:\Users\z9801168\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\D90HK2AH\UNSW Landscape.png | Work experience visitor and student protocol (SoMS\_HS\_028) |
| **Faculty/Division** | **School/Unit** |
| Medicine | Medical Sciences |
| **Document number** | **Initial issue date** | **Current version** | **Effective date** | **Next review date** |
| SoMS\_HS\_028 | 14/11/2011 | 2.0  | 29/01/2018 | 29/01/2021 |

1. **Purpose – context for development of the protocol**

This document indicates actions to take when engaging volunteers or students who will be carrying out unpaid work experience in SoMS.

1. **Scope – to which positions/groups does the protocol apply**

All persons who engage unpaid work experience personnel, as either visitors or students.

All work experience volunteers.

1. **Definitions and acronyms used**

RMF’s: Risk Management Forms

SoMS: School of Medical Sciences

SWP: Safe Work Procedures

1. **Protocol statement**

## 4.1 Initial

Obtain authority from the Head of School and local area supervisor. Complete the SoMS Volunteer form.

Work experience should be for a maximum of 6 months.

Consider, if you did not have the volunteer, would you otherwise engage someone to do this work/ how will the work otherwise be done?

Consider, what are the benefits that the individual is looking for from the engagement? Are there specific skills that they want to be able to put on their CV or what experience do they want to say they have obtained and how does that compare to the type of work experience that you are able to provide them. The benefit should genuinely sit with the individual, providing them tasks that are relevant to their development, rather than giving them tasks that need to be done for our purposes.

If you are engaging a student under the age of 18, additional requirements apply (see section 4.4 below).

**4.2 Induction**

When the person starts, complete the following forms with them:

HS630 Induction Form - Visitors and

HS049 Induction Form - Laboratory (if working in laboratories)

Inform the person of the UNSW Code of Conduct.

**4.3 Training**

Mandatory training:

* Local training by supervisor: Local induction, local procedures, RMFs, SWPs and the use of equipment.
* HS awareness: Provide their Z-ID’s to safety@unsw.edu.au and they will be enrolled onto the training. Once enrolled they will receive an email with instructions on how to access the course.
* Online ergonomics training: Provide their Z-ID’s to safety@unsw.edu.au and they will be enrolled into the training. Once enrolled they will receive an email with instructions on how to access the course.

If an individual requires a z-ID use UNSW IT Form [OSA02](https://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwipqcOaycfYAhVBj5QKHaQbD2QQFggsMAE&url=https%3A%2F%2Fresearch.unsw.edu.au%2Fdocument%2Fosa02-online-services-access&usg=AOvVaw02kL-t6gsW2zj5JRhUgSVB) Online Services Access for Contractors, Affiliated Organisations and Visiting Academics.

If the individual does not get a Z-ID, contact SoMS Administration who have a DVD of the training and quiz.

Lab-based workers

* Online lab safety awareness for students: Provide their Z-ID’s to safety@unsw.edu.au and they will be enrolled onto the training. Once enrolled they will receive an email with instructions on how to access the course. If they do not have a z-ID the supervisor must train them and deem them competent (use  HS083 [Competency Assessment Form Template](https://safety.unsw.edu.au/sites/default/files/documents/HS083_Competency_Assessment_Form_Template_1.doc))

Optional training:

Depending on the length of their placement they may need to attend other H&S training (e.g. PC2 training), see the [SoMS HS training page](https://medicalsciences.med.unsw.edu.au/staff/health-safety/induction-and-training).

Individuals should be supervised until the supervisor deems them competent to work unsupervised (based on qualifications, training and experience).

## 4.4 Additional requirements for students under aged 18

* Students must be aged 14 years or over.
* Students under 15 years of age must not undertake workplace learning before 7.00 am or after 6.00 pm.
* No student is to be directed to work on any dangerous machine.
* Students must not be used in place of regular employees.
* Complete the Student Placement Record or work experience risk assessment.
* There are certain activities students must not undertake (see section 4.4.3). Detailed guidance can be found in the [Employers Guide to Workplace Learning](https://www.det.nsw.edu.au/vetinschools/documents/work_learn/EmployersGuide_2010.pdf).

4.4.1 Student Placement Record

Workplace learning programs are organised and approved by individual schools or other registered training organisations. Each student’s program details are recorded on an individual Student Placement Record that needs to be signed by the student, the host employer and the parent or carer before final approval by the Principal or training programme manager.

The Student Placement Record will be used to document identification of areas of risk and how they will be controlled; questions asked are:

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| 1. **Activities/duties to be undertaken by student**
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| *Here list all activities that you plan to give to the student. Talk to other staff to see if they can assist in allocating duties* |
| 1. **Any activities or tasks the student is not to undertake e.g. no-go areas, machinery or equipment that is too dangerous for new or young workers to operate**
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| *In particular, consider PC2 laboratory areas, radiation laboratories, gas store, the roof etc. Outline what the access control arrangements will be.* |
| 1. **Indicate any risks to the student in the planned activities e.g. manual handling; repetitive activities such as keyboarding; exposure to sun, chemicals, fumes; use of particular tools or equipment**
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| *Existing risk management forms and SWPs will outline the hazards already identified with the equipment/task/process. Consider if there are any additional hazards as a result of the procedure being carried out/equipment being used by a young worker (e.g. due to inexperience, lack of risk awareness, etc.).*  |
| 1. **How will those risks be eliminated or controlled?**
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| *Use this space to outline how all risks identified above will be controlled, including induction/training arrangements, following safe work procedures, supervision arrangements, PPE etc.* |
| 1. **Special conditions e.g. clothing, footwear, equipment, pre-training, transport, multiple sites, routine car travel and individual student needs**
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| *Will you be providing them with a laboratory coat/gown? How will this be arranged?**Local area induction (including training on risk assessments and SWP)**Going through the H&S awareness training DVD.* |

4.4.2 Work experience risk management form

If the work experience is not arranged through a school or other registered training organisation, then a UNSW work experience risk management form must be completed and shared with the student(s) and their parents/guardians. (You can use [SafeSys](https://safesys.unsw.edu.au/helpwiki/Finding%20Documents.aspx) or the HS017 [Risk Management Form](http://www.safety.unsw.edu.au/sites/default/files/documents/HS017_Risk_Management_Form_0.doc))

4.4.3 Students on workplace learning program must not undertake any of the following activities:

* Use of machinery or equipment which is dangerous for new or young workers to operate, unless each of the following occurs:
1. The activity is first risk-assessed as suitable for student operation
2. the student has been given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment
3. the equipment is in safe working order, complete with required safety devices or guards
4. a suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides on-going close supervision.
* Any activity requiring a licence (e.g.; a driver’s licence), permit or certificate of competence unless:

1. The student already has the relevant current licence, permit or certificate

2. The activity is directly related to the learning outcomes of the placement

3. The activity is included in the *Student Placement Record* prior to approval.

* Work on a roof
* The service of alcohol unless the student is over 18; the activity is essential to the placement and has been agreed to by the school or TAFE NSW institute and the student has completed the Responsible Service of Alcohol (RSA) Training Course
* Travel by helicopter
* Air travel on charter flights and aircraft other than those providing a regular public transport service (i.e. on a regular route with paying passengers)
* Travel outside the 12-nautical mile limit at sea
* Scuba and deep-sea diving
* The following ‘high risk construction work’ as defined in the NSW WHS Regulation (2011): construction work in tunnels or involving the use of explosives or work in and around gas and electrical installations; near traffic or moving plant, or demolition work other than simple stripping of walls etc.
* 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
* Work on caissons or cofferdams (permanent or temporary structures respectively, used to enable excavation and construction work)
* Any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity
* Attendance at a site while chimney stacks or buildings are being demolished
* Scheduled work as set out in *NSW WHS Regulation 2011*, unless there are exceptional circumstances and the student, aged 18 or over, already has achieved the necessary certification
* Any work of a sexual or explicit nature.

## Roles and responsibilities5.1 Work experience visitor/student:

## To follow all UNSW HS policies and procedures.

## To attend and follow all training as identified by the supervisor.

## To inform the supervisor of any hazards or concerns.

## To comply with all aspects of the Student Placement Record or work experience risk management form.

## Supervisors:

## To seek approval from the Head of School prior to initiating work experience.

## Choose suitable tasks as appropriate for the experience.

## Provide induction and ensure training is attended.

## Complete the student placement record or work experience risk management form, as relevant.

 **5.3 Head of School:**

Review each request for work experience and approve or decline the request as deemed appropriate

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| Accountabilities |
| Responsible Officer | Peter Gunning, Head – School of Medical Sciences |
| Contact Officer | Cristan Herbert, Chairperson SoMS Level 3 HS Consultation Committee |
| Supporting Information |
| Related Documents | SoMS Volunteer form (SoMS\_HS\_028)HS414 [Visitors Guideline](https://www.gs.unsw.edu.au/policy/documents/HS414.pdf)HS630 [Induction Form - Visitors](http://www.safety.unsw.edu.au/sites/default/files/documents/HS630_Induction_Form_-_Visitors.doc) HS049 [Induction Form - Laboratory](http://www.safety.unsw.edu.au/sites/default/files/documents/HS049_Induction_Form_-_Laboratory.doc)[UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf)[Employers Guide to Workplace Learning](https://www.det.nsw.edu.au/vetinschools/documents/work_learn/EmployersGuide_2010.pdf) |
| Superseded Documents | SoMS\_HS\_028 (v1.2.0) 10/06/2015 |
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| 2.0 | Chairperson, SoMS L3 HS Consultation Committee | 29/01/2018 | 29/01/2018 | Review. |