

SCHOOL AND PARENT CONTACT INFORMATION

during normal business hours:

Contact Teacher:

Phone Number:

School/EVET Provider:

Out of Business Hours and in case of an Emergency, Parent/Carer Contact Details:

Name:

Relationship to Student:

Phone Number:

IF YOU ARE INJURED IN THE WORKPLACE

- **SEEK FIRST AID OR MEDICAL HELP IMMEDIATELY.**
- **CONTACT BOTH YOUR TEACHER AND YOUR PARENT AS SOON AS POSSIBLE.**
- **IF YOU SEE A DOCTOR:**
 - ✓ Use your Medicare Number and ask for a medical certificate.
 - ✓ You **should not** be given a WorkCover NSW certificate of capacity.
 - ✓ Remember to tell the doctor that you are **not** a paid employee and that there **will not** be a workers compensation claim.
 - ✓ Invoices should be issued in **your** name.

AS SOON AS YOU CAN, WRITE A REPORT OF THE INCIDENT AS YOUR TEACHER WILL NEED TO KNOW THE DETAILS.

Work Placements in **CONSTRUCTION** STUDENT CARD



SAFETY & EMERGENCY PROCEDURES

Student Name: _____

Medicare Number: _____

WORK PLACEMENT DETAILS

EMPLOYER DETAILS

NAME OF BUSINESS: _____

CONTACT NAME: _____

PHONE NUMBER: _____

DATES FOR PLACEMENT: _____

SCHOOL/EVET PROVIDER DETAILS

SCHOOL: _____

SCHOOL PHONE NUMBER: _____

PRINCIPAL: _____

EVET Provider (if applicable): _____

ARE YOU READY FOR YOUR WORK PLACEMENT?

Find out at

www.workplacement.nsw.edu.au/go2workplacement



Education



PRIOR TO COMMENCING YOUR WORK PLACEMENT YOU MUST:



**HOLD A CURRENT CONSTRUCTION
INDUCTION CARD**



**OBTAIN YOUR WORK PLACEMENT READY
CERTIFICATE from www.go2workplacement.com
AND SHOW YOUR TEACHER**

DURING YOUR PLACEMENT:

YOU **MUST** PARTICIPATE IN A **WORKSITE INDUCTION** ON THE FIRST DAY AND WEAR **PERSONAL PROTECTIVE EQUIPMENT** INCLUDING HIGH VIS VESTS AND CLOSED IN, LEATHER FOOTWEAR, PREFERABLY WORK BOOTS.

YOU **MUST NOT BE ASKED TO** WORK IN THE FOLLOWING SITUATIONS:

- ✗ WHERE ASBESTOS IS PRESENT
- ✗ WHERE DEMOLITION WORK REQUIRES MORE THAN JUST SIMPLE STRIPPING OF WALLS
- ✗ IN TUNNELS AND OTHER CONFINED SPACES
- ✗ AROUND GAS OR ELECTRICAL INSTALLATIONS
- ✗ WHERE EXCAVATION WORK IS MORE THAN ONE METRE DEEP
- ✗ WHERE EXPLOSIVES ARE BEING USED
- ✗ ON STRUCTURES IN MARINE ENVIRONMENTS
- ✗ ROOFING WORK INCLUDING ROOF CAVITIES
- ✗ NEAR MOBILE PLANT OR TRAFFIC

SAFETY ADVICE

Concerns about safety at the workplace are legitimate and always need to be addressed.

If you have any safety concerns you must report them to your supervisor immediately and tell your teacher as soon as you can.

All workers have a responsibility to be aware of risk and their own health and safety at all times.

Always ask for information, instruction and training if you are not sure what to do.

Ask if you need personal protective equipment (PPE) and, if so, have someone show you how to use it.

If in doubt at any time contact your supervising teacher.

There may be times when your concerns need to be followed up by your school or EVET provider.