

Work Health and Safety Checklist

This checklist must be completed **prior to the student beginning each placement** as evidence that they, and the parties subject to the Placement Agreement, have put in place processes to ensure, as far as reasonably practical, the Health and Safety of the student and all parties affected by this undertaking.

Completion of each component of the checklist provides evidence that the relevant parties have undertaken a process of consultation regarding the work experience processes, procedures and expectations.

Please note that documented evidence of completion of any or all undertakings may be requested for audit purposes.

Student	
UniSA Facilitator / Coordinator	
Host Organisation	
Unit / Department	
Host Practicum Supervisor	
Placement start date	

Part A – The student has undertaken the following pre-placement activities as directed by the University of South Australia.

Component	Yes	No
I have completed the required University of South Australia Manual Handling Training		
I am familiar with the University of South Australia incident reporting procedure when on placement.		
I am familiar with the University of South Australia document, FS24 Student Incident Report, to be completed if I sustain an injury during the course of my placement.		
I am aware that I have a duty to ensure my own and others safety as a student undertaking work experience under the South Australian Work Health and Safety Act and Regulations 2012		
I understand that must work under supervision and that I am to abide by all reasonable instructions and procedures in carrying out my placement.		
Please Note: All students practice Manual Handling tasks and procedures specific to their work type in a supervised undergraduate practicum environment. University of South Australia is not an accredited provider of competency based manual handling training.		

Student Name

Signed

Date / /

Work Health and Safety Checklist

Part B – The student has undertaken the following WHS requirements within the Host Organisation.

Component	Yes	No
Has completed the Host Organisation's WHS Induction – including WHS risk management, WHS responsibilities, hazard / incident reporting, emergency evacuation and first aid procedures, WHS consultation		
Has been briefed on the mutual expectations around work task undertakings and supervision.		
Has been familiarised with work processes and procedures specific to the allocated work group.		
Has been briefed on or is aware of procedures that outline the use of machinery and equipment provided for work processes and/or client care or transfer.		
Has been made aware of risks specific to the allocated work group and the measures in place to control them.		
Is aware that they must report all hazards and incidents of which they become aware via the Host Organisation's reporting procedure in the first instance.		

Student

Name

Signed

Date / /

Host Practicum Supervisor

Name

Signed

Date / /

Document Control

This document is to be completed by the student with sign-off by representatives of both parties, as indicated, prior to commencement of their placement.

The student is responsible for keeping a completed copy of this document in their own file which may be requested as evidence of completion or for audit purposes.