

## Information about Workplace Health and Safety and Insurance while on Professional Experience

### Workplace Health and Safety at Professional Experience Placement Sites

Professional Experience placement sites should have a Risk Management Policy, a Workplace Health and Safety Policy, and Induction Procedures.

It is your responsibility to familiarise yourself with these policies and procedures, particularly the Fire and Emergency Evacuation Procedures.

Further general information on workplace health and safety, and the national model regulations, is available from [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) and the JCU WH&S Policy Library at <http://www.jcu.edu.au/policy/hr/whs/index.htm>

Information specific to the School of Education WH&S can be found at: [http://www-public.jcu.edu.au/education/JCU\\_106810](http://www-public.jcu.edu.au/education/JCU_106810)

### JCU Student Insurance Information

Policy and Claim Information for Students – information can be found at the following link:

[http://www.jcu.edu.au/fabs/JCUPRD\\_044897.html](http://www.jcu.edu.au/fabs/JCUPRD_044897.html)

James Cook University has the following forms of insurance in place to cover students in the normal course of the University's business including work placements / experience (*unpaid*), field study trips and research activities.

Public Liability (*excluding motor vehicles*)

**Please note:** *If you use your private vehicle on off campus placements it is your responsibility to arrange motor vehicle insurance as the University insurance does not extend to motor vehicles. If you wish to arrange your own motor vehicle insurance you must do so at your own expense.*

Professional Indemnity

*Details of cover can be found at:*

[http://www.jcu.edu.au/fabs/public/groups/everyone/documents/financial\\_management/jcuprd\\_043664.pdf](http://www.jcu.edu.au/fabs/public/groups/everyone/documents/financial_management/jcuprd_043664.pdf)

Student Personal Accident *Details of cover can be found at:*

[http://www.jcu.edu.au/fabs/public/groups/everyone/documents/financial\\_management/jcuprd\\_043666.pdf](http://www.jcu.edu.au/fabs/public/groups/everyone/documents/financial_management/jcuprd_043666.pdf)

### WIL @ JCU – Insurance Coverage for Student Placements:

<http://www.jcu.edu.au/learnandteach/projects/WIL/index.htm>

Any specific insurance enquiries should be directed to Financial and Business Services, email:

[Insurance@jcu.edu.au](mailto:Insurance@jcu.edu.au)

### Other Things to Consider:

Private Motor Vehicle Usage Checklist - ensure you have a valid:

- Current Australian driver's license
- Current vehicle registration
- Full vehicle comprehensive or third party insurance policy

**Note:** *In the event of an accident involving a private vehicle while on University business, any insurance claim which may arise must be made through the vehicle owner's insurers. It is not possible for any motor vehicle insurance claims to be made under the University's insurance.*

- Ensure that your motor vehicle insurance provider is aware that you use your vehicle for official business purposes (other than private travel) during the course of your study.