

# Appendix A – WHS-PRO-028 Student Placement Procedure

## Risk Assessment Profiling Tool

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Factor	Rating Profile		Indications for Risk Profiling	Examples of Specific Actions Necessary
<b>Work Factors</b>	<b>High</b>		<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> <li>• Construction site with work at height or below ground, dusts, moving machinery, electrical systems;</li> <li>• Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks;</li> <li>• Laboratory work with toxic/hazardous materials;</li> <li>• Community work with known high risk groups of clients or locations (drug users, homeless, violent patients);</li> <li>• Work with animal bedding or large or dangerous animals;</li> <li>• Activities requiring specific licences or qualification (e.g. diving, flying aircraft, crewing an aerial device).</li> </ul> <p>Work involving significant hazards in small companies that do not have professional health and safety advice.</p>	<p>Seek confirmation from Host Provider about expectations of student's prior competency in high-risk activities, and ensure student meets these.</p> <p>Seek written confirmation that appropriate training and supervision will be provided by the Placement Provider throughout the placement.</p> <p>Include details in the written communication with the Placement Provider.</p> <p>Ensure student is aware of the hazards of the placement as part of the briefing process.</p>
	<b>Medium</b>		<p>Working in proximity to high risk factors (but not directly with them).</p> <p>Work involving more practical elements with moderate potential for harm, e.g. education and service sectors.</p>	<p>Ask the Placement Provider for confirmation in writing that the student will not be expected to participate in high-risk activities, and will be appropriately supervised and trained.</p> <p>Ensure student is aware of the hazards of the placement as part of the briefing process.</p>

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			Low hazard work in small companies (less than 6 employees) that do not have professional health and safety advice.	
	<b>Low</b>		Office work or other low hazard environments and activities in larger, well-established organisations with a well-developed health and safety system.	No specific measures.
<b>Travel and Transportation Factors</b> <i>Travel to and from the placement or accommodation, or travelling as part of placement activities</i>	<b>High</b>		<p>Significant travel to reach placement, prolonged on or local transport facilities known to be high risk (poor driving or vehicle safety standards).</p> <p>Demanding travel during placement.</p> <p>Student will be driving their own or unfamiliar vehicles overseas.</p>	<p>Consider the student's driving experience. Check the Placement Provider's insurance and driving policy.</p> <p>If using own vehicle, advise students to ensure they have appropriate driving licence and insurance (for country they will be working in) and of need to be familiar with local driving legislation. Consider reducing risks by providing accompanied travel where practicable. Specify regular contact times.</p>
	<b>Medium</b>		<p>Night travel.</p> <p>Long daily commuting requirements.</p> <p>Student required to drive familiar vehicle in reasonable conditions.</p>	<p>Discuss travel arrangements with the student to ensure risks are considered. Consider the student's experience.</p> <p>Advise students to ensure, they have an appropriate driving licence and, if using their own vehicle, that it is roadworthy and they have business use insurance.</p> <p>Where relevant check the Placement Provider's insurance and driving policy.</p>

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	<b>Low</b>		No significant travel, comfortable daily commute.  No driving associated with placement.	No special measures.
<b>Location and/or Region Factors</b>	<b>High</b>		Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Department of Foreign Affairs and Trade advice against travel).  Unavoidable working alone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).  Medical and rescue services not available quickly or locally.  Means of communication likely to be difficult or compromised.	Check Smartraveller restrictions and recommendations.  Consult guides on appropriate behaviour, clothing, etc.  Arrange briefing/information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous placement or a placement practitioner at a local university in the overseas country).  Formal risk assessment and approval will be needed in accordance with University procedures.
	<b>Medium</b>		Higher than normal risk of civil disorder, crime or comparable danger.  Delays likely in communicating with others.  Placements abroad in areas identified as low to medium risk by the Department of Foreign Affairs and Trade.	Check Smartraveller restrictions and recommendations.  Provide information to students on guides on appropriate behaviour, clothing, etc.  Agree strategy for keeping in touch. Ensure students are aware of what to do in an emergency and have in-country and Australian emergency contacts.
	<b>Low</b>		Placements in Australia with no significant local risk	No special measures.

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<p><b>General/Environmental Health Factors</b> <i>Mainly an issue for overseas placements. Covers risks from natural hazards (e.g. earthquakes), health hazards and poor standards of health, safety and hygiene. Also cultural issues.</i></p>	<p><b>High</b></p>	<p>Regional/local health risks require mandatory and specific health protection measures e.g. inoculations.</p> <p>Very hot or strenuous working conditions (e.g. manual working outdoors in the sun).</p> <p>Very cold working conditions.</p> <p>Significant differences in cultural norms and laws (e.g. dress, attitudes to women and LGBT travellers) may put certain students at greater risk.</p>	<p>Advise students to check health requirements and to arrange appropriate health protection via their GP or a travel clinic at least 8 weeks prior to departure.</p> <p>Advise student to research cultural norms and laws. (Guidebooks such as Lonely Planet and Rough Guides are good sources of information). The Smartraveller site also has some specific advice for disabled and LGBT travellers.</p> <p>Check proposed accommodation arrangements.</p> <p>Formal risk assessment and approval in accordance with University procedures.</p>
	<p><b>Medium</b></p>	<p>Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases, first aid kits.</p> <p>Differences in cultural norms and laws in overseas locations (e.g. dress, attitudes to women and LGBT travellers) may put certain students at greater risk.</p> <p>Standards of safety / hygiene can be poor. The placement may involve work that puts the student at increased risk of infection (e.g. tetanus, blood borne infections).</p>	<p>As mentioned in the high risk.</p>
	<p><b>Low</b></p>	<p>No significant environmental health risks.</p>	<p>No special measures.</p>

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<b>Individual Student Factors</b>	<b>High</b>		<p>The student has personal factors (e.g. mental or physical health conditions, disability, linguistic, cultural, pregnancy or immuno-compromised) which may increase the risk of illness or incident during work-related activity even following adjustments.</p> <p>Increased risk of sexual assault or sexual harassment when on placement</p> <p>The student has significant personal factors that may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.</p> <p>Other risk factors identified in the risk-profiling table (e.g. location) may also impact on the risk.</p> <p>The student's knowledge, understanding and skills are low for the type of work.</p>	<p>Discuss activities that give rise to risk with the student to try to eliminate or reduce potential risks where possible. Take account of impact of other risk factors identified in the risk profiling table (e.g. location) when determining suitability of placement.</p> <p>Agree with Student and Placement Provider how any gap in student's knowledge, understanding, and skills is going to be addressed and by who (e.g. through training or limiting work activities).</p> <p>Confirm arrangements to reduce risk in the written communication with the Placement Provider.</p>
	<b>Medium</b>		<p>The student has personal factors (e.g. mental or physical health conditions, disability, linguistic, cultural, pregnancy or immuno-compromised) which may require specific adjustments or support during the work placement, or in social interactions at work.</p>	<p>Engage with student, Placement Provider and health professional/other support professionals to agree reasonable adjustments.</p> <p>For pregnant students a risk assessment should be undertaken.</p> <p>Confirm these in written communication with the Placement Provider and student. If necessary, contact the Student Support Wellbeing Team for advice.</p>

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			Advise student of support and counselling available to them whilst on placements.
	<b>Low</b>		<p>The student has no personal factors likely to cause episodes of illness or require specific support whilst on placement.</p> <p>Student has relevant knowledge, understanding and skills for the type of work being undertaken.</p>
<p><b>Insurance Limitations</b> <i>In some cases students may be in work settings or placements that are not covered by the provider's insurance. For example, a provider may not have personal or public liability cover for work placement activities undertaken by the student.</i></p>	<b>High</b>		<p>Countries where the Placement Provider does not have public liability insurance associated with the work being undertaken by the student.</p> <p>Students undertaking placements outside of Australia with an overseas employer are covered under the University's Travel insurance (at no cost to themselves), where a limited level of Personal Accident Cover is provided.</p> <p>Consult the University's insurance office if you are in doubt for further advice.</p>
	<b>Medium</b>		<p>Locations, activities and/or circumstances that require special consideration before the placement proceeds. There may be cover in place, but not in the format we would expect in Australia or at a lower level than expected.</p> <p>The location or activities being undertaken may be more high risk, therefore specific insurance or the limit may need to be increased to accommodate the placement. Consult the University's Insurance Office if you are in doubt for further advice.</p>
	<b>Low</b>		<p>Australian locations and the Placement Provider has confirmed Public Liability Insurance cover.</p> <p>No special measures.</p>