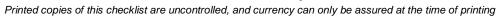
## Appendix D: WHS-PRO-028 Student Placement Procedure Placement Host Work Health and Safety Proforma





Name	of Placement Host:								
Addres	SS:								
main o	em in this checklist must address each ffice, construction sites, a client's premi would like assistance to complete th	ises).	·			e.g.			
Item	Requirement								
	Please indicate the nature of the environment in which the placement student will be exposed:								
1	□ Office □ Laboratory □ Workshop								
1	□ Hospital / Clinic □	□ Educational Institution	□ Factory						
	□ Other								
Item	Requirement			Yes	No				
2	The Placement Host is aware that all accidents / injuries involving placement students must be reported to JCU through the Placement Coordinator with 24 hours of occurrence?			d to					
The workplace of the Placement Host is covered by a workplace health and safety management system that is certified by a recognised independent authority. Please attach evidence of certification. <b>No further information is required.</b> The workplace of the Placement Host <u>is not</u> covered by a workplace health and safety management system certified by a recognised independent authority. <b>Further information is requested below</b> .									
Item	Requirement			Yes	No	N/A			
3	Has the Placement Host developed and kept current emergency procedures for potential emergencies, which may occur in the workplace that provides for emergency response, evacuation and medical treatment?								
4	Does the placement student have access to adequate first aid and qualified first aiders?								
5	Are hazards, which may cause injury to placement students and other workers, identified and documented to provide this information to placement students?								
6	Are all hazards eliminated, or if that is not reasonably practicable, controlled to minimise the risk and documented to provide this information to placement students?								
7	Are the controls and the conditions at the workplace monitored and improved to ensure health and safety?								
8	Does the Placement Host provide and maintain safe plant, substances and structures and ensure that they are used safely, handled and stored without risk to health and safety?								
9	Does the Placement Host have a process for consulting and communicating with all workers on work health and safety matters and enabling all employees and placement students to report work health and safety hazards and incidents?								
10	Does the workplace have sufficient staffing resources to provide appropriate supervision that students on a placement are likely to require?								
11	Can the Placement Host provide adequate and maintained facilities (e.g. dining, amenities, storage, change rooms, showers) to the student over the course of the placement, which includes safe access to the facilities?								
12	Does the host have process and policies to manage bullying, sexual harassment and sexual								
13									
	1			<u> </u>		I			

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## Appendix D: WHS-PRO-028 Student Placement Procedure Placement Host Work Health and Safety Proforma

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Addi	Additional Information:						
Supe	ervisor at placement host responsible for mo	onitoring the health and safety of the stude	ent				
Name	9	Position					
Telep	honeEma	ail					
Nam	e of person at placement host completing th	is checklist					
Name	9	Position					
Telep	honeEma	ail					
Signa	ature	Date					
Inis	section to be completed by Placement Coor	dinator					
Name	e of Placement Coordinator assessing this form						
Discipline							
Based on the health and safety information provided, the Placement Host has been assessed as:							
	Suitable for student placement						
	Unsuitable for student placement						
Signa	ature	Date					

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