

## 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](http://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](http://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.