



Information for parents / caregivers

You can help your student understand their workplace safety rights and responsibilities before and during their work placement by asking them about their learning at school, their induction into the workplace, by talking about health and safety and by sharing your own workplace health and safety experiences.

The school is required to assess each individual student's suitability for their chosen workplace and the level of risk associated with it prior to the placement.

If you have any concerns about the placement please discuss these immediately with the school. Young workers are more likely to be injured at work than any other age group because they:

- don't have the experience, knowledge and skills to fully understand the risks involved in new tasks
- are still developing physically and emotionally and may be confronted by tasks beyond their current capabilities
- may be in an environment where the level of supervision and guidance they receive is less than they are used to at school
- may be asked to do work for which they are not properly trained
- may not be fully aware of their rights and responsibilities in terms of workplace health and safety and may also lack confidence in asserting their rights.

Preparation for a work placement

Before young people start their work placement, the school will make sure the student has completed an appropriate program of workplace preparation that covers relevant key aspects of the:

- *Work Health and Safety Act 2012 (SA)*
- *Children and Young People (Safety) Act 2017 (SA)*
- *Equal Opportunity Act 1984 (SA)*
- *Child Safety (Prohibited Persons) Act 2016 (SA)*

This preparation includes:

- the student's right to undertake their work placement in a child safe environment
- the student's roles, responsibilities and rights related to work health and safety in the workplace
- insurance arrangements for the work placement
- the procedure to be followed if they experience illness, injury, unsafe workplace practices, bullying, teasing, violence, sexual harassment, alcohol or drug abuse, or any other issue that makes them feel unsafe or uncomfortable
- the purpose and goals of the work placement
- their particular requirements when working with children and vulnerable people
- any other specific requirements of the workplace provider eg industrial safety matters.

Hours of work

Where possible the work placement should occur during the normal working hours for the industry in which the student is placed. If these working hours are unusual when compared with normal school hours, this will need to be negotiated between the work placement provider, the school and the student. This is particularly so if students are asked to work on weekends or during school holidays because the school still has a duty of care for their safety and wellbeing.



Travel

It is the student's responsibility to make arrangements for getting to and from the workplace.

Where travel in a work vehicle during work placement is required this must be noted on the workplace learning agreement form.

Pay and insurance

Students engaged in work placements must not be paid or receive a material or any other reward.

All insurance, legal and industrial arrangements in relation to work placements exist on the understanding that an employment relationship is not established.

Accommodation away from home during the work placement

Students attending work placement who need accommodation away from home will have to confirm the arrangements made by their parents/caregiver with their school before the placement. These circumstances must be noted by the student's principal, who will ensure that attention has been given to all aspects of the arrangements including travel, accommodation, workplace supervision and the student's suitability for the work placement.

Workplace safety

All students have the right to feel safe and free from harm at all times during workplace learning. Workplace providers are required to provide 'child-safe' workplace learning sites for students. This includes responsibilities for work health and safety, child protection matters, and an environment free of harassment and bullying. Workplace providers need to ensure all staff are aware of the special responsibilities associated with working with students.

Under the Work Health & Safety Act 2012 employers must make sure the workplace is as safe as possible. This includes the provision of a site specific induction for the student, safe use of machinery and equipment, training students as workers on safe work practices and providing personal protective equipment. As part of the Work Health & Safety Act 2012, students as workers are also responsible for safety. They must take care of their own and other's safety by following health and safety instructions, using protective equipment as required, reporting workplace hazards and cooperating with the workplace provider on health and safety issues.

Working with family

Work placement with family is not recommended for students.

Accident or injury

Students must report any accident or injury to their workplace provider as soon as possible, even if they think it is minor at the time.

Students are covered by insurance if they are hurt at work as long as they are doing an approved workplace learning program. This means that the workplace learning agreement form must be signed by all parties before students start in the workplace.



Students may not be covered if the injury or damage was the result of their negligence or failure to follow clear and reasonable instructions.

If students feel uncomfortable about the work placement

If students feel able they should talk about their concern with the workplace supervisor. If the problem still continues or they do not feel comfortable talking with the workplace supervisor they should make contact with the teacher nominated by their school. Their contact details are listed on the Workplace learning agreement form.

For further information

Contact your child's school.