

Department of Education

Learners first, connected and inspired



Workplace Learning Guidelines



Workplace Learning Guidelines

These guidelines have been developed to help teachers and other school staff to ensure that high school students are placed in appropriate workplace learning activities.

If you are organising Vocational Education Training (VET) Work Placements, you will find information, resources and templates at:

<https://workplacement-taspoly.wikispaces.com/home> These will assist you to organise, undertake and review VET Work Placements.

For further information or advice you can call the Senior Consultant Risk Management on (03) 6233 7290 or visit the [Pathways and Participation](#) web page.

For specific information and advice on non-government school policy and procedures around risk management and insurance, please contact the relevant organisation (see contacts at the back of the Guidelines).

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2. Types of workplace learning

Workplace learning activities provide relevant and authentic learning for students and can include experiences such as:

- practical, skill development in the workplace under supervision
- observing practice in the workplace
- school-based enterprise activity
- classroom simulations, virtual learning and role plays
- project based learning
- mentoring
- work shadowing
- volunteering and community involvement
- participating in a mini-trade or a mini-degree
- school-based traineeships.

Students who participate in workplace learning activities should be actively involved in negotiating their experience with teachers, [Pathway Planning Officers](#), parents, carers and work experience coordinators. To maximise their workplace experience, the student should be involved in researching the experience through an 'inquiry cycle' which could include stages such as identification, observation, investigation, preparation, participation and reflection. Risks associated with the placement should also be considered and recorded.

2.1. Work experience & community based learning

Work experience traditionally consists of a placement in a workplace where the student shadows or observes work activity. However there are a range of experiences (listed above) that can extend a student's ability to gain experience and insight into the further education and training requirements of that career.

Community-based learning involves activities that are conducted by community service organisations such as sports groups, environmental or social organisations, volunteer or charitable organisations.

If work experience and community-based learning is linked to the curriculum or a Training Package, it ensures that the student receives appropriate recognition.

Components of the course relating to Occupational Health and Safety (OH&S) should be undertaken by students *before* they go to a workplace.

2.2. Paid workplace learning

If students are paid by an employer (e.g. as a part-time worker or as a School Based Apprentice or Trainee) they become, for insurance purposes, the responsibility of the employer. They are no longer covered by Department of Education (DoE) insurance. In this case the student needs to be covered by the employer's insurance arrangements for worker's compensation and other insurance e.g. personal accident.

Training Agreements detail the rights, entitlements and obligations of all parties involved in a traineeship or apprenticeship.

2.3. Industry Open Days and Industry Excursions

Students attending a work site (**supervised by a teacher**) to tour the facilities, participate in activities, or to hear an industry representative speak, are considered to be on a school excursion. See [Procedures for Planning Off-Campus Activities](#).

3. Work experience for students with additional needs

Students with additional needs often undertake placements.

Support people working with students (e.g. Youth Learning Officers, Social Workers, Guidance Officers, Pathway Planning Officers, case managers etc.) should work together to ensure that positive outcomes are maximised for students.

4. Placing a student

4.1. Work Experience

Students should only be placed on work experience in a workplace during the normal operating hours of that worksite.

If Students participate in a work placement outside of normal school hours, including school holidays, then the school must provide the employer with the name and contact details of a responsible officer who will be available during these times.

Students should not be paid or given any in-kind remuneration unless the student is already under a contract of employment with the employer, as this may invalidate the DoE's insurance arrangements.

Care should be taken to remind employers that employees should be sensitive to the age of students- i.e. don't let minors stand around them while they are having a smoke on break, don't expose minors to alcohol if having a beer after work and don't talk about inappropriate adult concepts .

4.2. Interstate Worksite approvals

It is the responsibility of the school and parent(s) to ensure their student's safety while they are away from home. The supervising teacher must be contactable throughout the placement including during school holidays and after hours. The school or school coordinator should also contact the worksite during the placement to ensure that all is progressing well.

Recreational activities conducted during the placement are not covered by the department's insurance policies. Consequences arising from accidents associated with recreational activities are the responsibility of the student/parent(s).

5. Industrial Relations

- Students cannot be used to replace paid workers. Displacement of existing workers at worksites is not allowed.
- Placements cannot occur during industrial disputes or stand downs. If a placement has already commenced the student must be withdrawn and provided with an alternative placement.

6. Frequently asked questions

Q: What is 'duty of care' in relation to workplace learning?

A: Schools and employers have a duty of care to students. This requires schools and employers to take reasonable care to avoid exposing the students to any reasonably foreseeable risk of injury. The duty of care cannot be delegated.

Q: What should I do if a student perceives or alleges harassment, discrimination, bullying or other harm while in the workplace?

A: Remove the student from the placement and report the problem to your Principal to decide which authorities need to be notified and what action is appropriate. For Tasmanian Government schools and colleges, the Principal is advised to contact the Ministerial Coordination Unit for advice.

Q: What should I do if an employer alleges a student has undertaken malicious conduct while at their workplace?

A: Remove the student from the worksite, report the allegation to your Principal, who will decide on further action. If any injury or damage is attributed to misconduct, the Department of Education's insurance may not apply.

Q: Are all workplace learning activities insured?

A: All workplace learning activities approved by the DoE schools are covered by the Department's insurance. The cover does not apply to students receiving remuneration

Students are also insured against legal claims and personal accident subject to certain conditions - refer to [Risk Management](#).

Q: How do I assess risk prior to placing a student in the workplace?

A: Care must be taken to ensure student safety, and that the activities are safe, appropriate to the student's abilities, legal and compliant with the Department of Education's guidelines and policies. Information and support for conducting a risk assessment can be found in the [Risk Management Document](#).

If in doubt, seek guidance from the Senior Consultant (Risk Management) on 6233 7290.

Q: What if I want to place a student into a situation not covered by the Guidelines?

A: Any activities that fall outside the scope of the Guidelines and existing DoE policies must be documented and approved by the General Manager (Learning Services). Developing a [Risk Management Plan](#) is essential. Note that many activities have been excluded from the Guidelines for good reason and may hold potential dangers that are not obvious. Risk Management Plans should not simply be used as a vehicle to circumvent the Guidelines. Illegal or high risk activities will not be approved under any circumstances.

New opportunities may arise that are not currently covered by the Guidelines. In this case, contact Senior Consultant Risk Management on (03) 6233 7290 to discuss.

Q: What should I do if an accident/incident occurs?

A: If an accident or incident occurs, you must let your Principal know and he/she will decide on further action. If the incident is very serious (or if you can't contact the Principal), call the Department of Education's Central Emergency Management Coordinator (0418 332 846 – 24/7).

You must also complete an incident report form available from <https://staff.education.tas.gov.au/hr/ohs/incident> [Staff access only], and contact the Senior Consultant Risk Management (6233 7290) if you think it is an insurable event.

Q: Do the Department of Education's Legal Liability Insurance arrangements cover employers?

A: No.

Employers must have their own legal liability insurance cover.

7. Risk Management and Insurance

7.1. What is risk management?

Risk management is about embracing opportunities and managing risks to achieve better outcomes. It is not about avoiding risks. Placing a student into a workplace creates specific risks but workplace learning is not 'riskier' than any other educational activity.

Every activity has specific risks and opportunities which must be managed and/or embraced. The risk management process helps stakeholders to identify risks, and to reduce the severity of the outcome (consequence) and the likelihood of a risk occurring to acceptable levels.

7.2. What insurance cover is available?

Students participating in school approved workplace learning activities and special and alternative learning programs are covered against legal liability claims made against them, and personal accident subject to the following conditions:

- All activities must be approved by the Principal and must comply with departmental policies and directions, including these Guidelines.
- Students must not receive remuneration for work undertaken whilst on a work placement. To do so will invalidate their insurance cover.
- Non-government school students must be insured by the school in which they are enrolled.
- Employers are not insured by the DoE for acts of negligence and omissions for which they are responsible.
- The department's insurance cover does not diminish employers' obligations to provide a safe and adequately supervised work environment.
- Legal liability insurance does not cover wilful damage caused by students.
- Insurance arrangements cover students at their workplace and whilst travelling *in a direct way* between home/school and their place of work.
- Students travelling in registered vehicles are covered by MAIB.
- Tasmanian Home Education Advisory Council (THEAC) registered students placed in accordance with these Guidelines are covered by DoE's insurance for legal liability claims

made against them. Parents are responsible for the first \$1,000 of any excess arising from a claim.

7.3. Where can I get more information on risk management and insurance?

Further information on risk management and insurance is available from the [Department's website](#) and includes:

- Advice on how to develop a risk management plan
- Samples of 'Best Practice Risk Management Plans'
- Summary of the Department's insurance policies
- Certificate of Currency

7.4. Occupational Health & Safety

Occupational health and safety is everyone's responsibility.

All employer sites, no matter how small, are legally required to abide by the regulations of the Work Health and Safety Act 2012.

The operation of equipment at work sites must be undertaken or supervised by suitably qualified persons.

Workplace Standards Tasmania has developed a publication Welcome to the Workplace: A Health and Safety Kit for Employers and Their New Workers that contains useful information and checklists directed at the student (new worker) and the trainer. Copies are available by phoning 1300 366 322.

Western Australia has some great Occupational Health and Safety online resources and online quizzes for students. It is strongly recommended that all students undertaking work experience complete the general module and then the industry specific module on the following online OHS resource prior to undertaking their work experience located at:
<http://www.worksafe.wa.gov.au/smartmove/index.htm>

(Note: The Tasmanian WorkSafely site is currently being redeveloped and a link to this site will be added once it has been repaired.)

7.5. Ascertaining worksite safety

Schools have a duty of care to ascertain the degree of risk of a worksite and the risk of placing a particular student in that site.

Questions to ask an employer that will help to ascertain worksite safety might include:

- Do you have OH&S policies and procedures in place to identify and control hazards, accidents and emergencies?
- Do you have a person responsible for safety? (If so, the co-ordinator should talk to that person).
- What will the student be doing?
- What supervision will be provided?

Please refer to the online version (TASED-4-1544) located at www.education.tas.gov.au to ensure this is the most recent copy (Version 1.0).

- Is personal protective equipment required or supplied?
- What form will the student's induction process take?
- Have you had students on your site before?

Care should be taken to ensure that OH&S preparation and information is communicated to students in a way that they can understand.

It is important that information about any health condition that may pose a risk in the workplace (such as asthma, colour blindness, epilepsy) is communicated to all relevant parties.

7.6. Accidents

Schools must ensure that the employer has contact details for the person to contact in the event of an emergency involving a student. Most employers prefer to have the student's emergency contact details, date of birth and address details, not just the co-ordinators contact details. Check with the employer to see how much information they want and check with the student and parent to see how much information they are prepared to give the employer.

In the event of major accidents and injuries requiring hospital treatment, students will be taken to the nearest available medical facility, as determined by ambulance staff.

Parents of Tasmanian Government school students should pay all invoices, seek Medicare reimbursement (keeping copies of the original invoices and payments from received from Medicare) and then make a claim on the appropriate claim form available from schools. Prior to all placements, schools must inform parents regarding these insurance arrangements.

If an accident occurs, the school must complete an incident report form which is available at: <https://staff.education.tas.gov.au/hr/ohs/incident> [Staff access only].

7.7. Good Character Checks

When a Tasmanian Government school student under 18 years is working one-on-one with a host employer/employee, or working in an isolated environment, the host employer and/or employee must undertake a Good Character Check prior to the student's placement.

The employer/employee must complete a Good Character Check Application Form.

The form must be returned to the Department of Education's Conduct and Investigations Unit. Allow at least 4 weeks for the check to be done.

Once the assessment process is completed and an employer/employee has been cleared, a clearance letter is sent directly to the employer/employee.

It is the responsibility of the school to ensure that the host employer has obtained a good character clearance for all relevant people. A clearance is valid for three years.

For further information, or queries relating to the form or the process, contact the Conduct and Investigations Unit via email at Conduct.and.Investigations@education.tas.gov.au.

7.8. Safety Screening

Licensed child care services require safety screening clearance for all employees, including employees under 18 years of age.

Although the safety screening clearance assessment is generally not required for students, individual child care services may request students to have the clearance for workplace learning placements.

Students required to undertake the safety screening process, will need to complete a Safety Screening Application Form.

The application must be sent to the Conduct and Investigations Unit for approval prior to the student beginning their work placement. Allow at least 4 weeks for the application to be approved.

For further information, or queries relating to the form, contact the Conduct and Investigations Unit via email at Conduct.and.Investigations@education.tas.gov.au. Queries regarding the safety screening process should be directed to the Child Care Unit.

8. Restricted Placements (General Information)

(See page 11 for industry related advice and restrictions.)

8.1. Work experience students must not undertake the following tasks:

- Administer medication either internally or externally or discuss condition of patients
- Bathe patients
- Work relying on respirators
- Hold or transport cash and negotiable items – such as cash, stamps or cheques – with a value exceeding \$100. (This excludes the student's personal items)
- Hold keys, codes or ciphers except those required to operate standard office machines and other permitted equipment
- Drive any vehicle or mobile plant without an appropriate licence, while on work experience – this includes tractors all-terrain vehicles, ride-on mowers, bulldozers, excavators, skidders.

8.2. Work experience students should not be exposed to the hazards listed below:

Care must be taken to ensure the risk of exposure is identified and is appropriately managed.

- Asbestos (including exposure through inadvertent disturbance of, or contact with, asbestos or asbestos-containing material)
- Biological/medical hazards (such as exposure to needle sticks from syringes or other 'sharps', blood or other body fluids) – (refer to the [Infection Prevention and Control Guidelines](#).)
- Confined spaces (areas where it is difficult to enter or exit and which may have a contaminated atmosphere, low oxygen levels or stored substances that could cause engulfment)
- Exposure to occupational sources of ionising radiation (such as x-ray machines)
- Exposure to non-ionising radiation hazards (associated with devices such as UV sterilising equipment and laser devices)

- Electrical hazards associated with faulty, unsuitable or inappropriately placed leads, electrically powered plant or equipment, contact with live underground or overhead cables
- Excessive noise
- Exposure to hazardous substances and dangerous goods
- Extremes of heat or cold that could result in physical harm
- Falling objects (such as objects falling from platforms, loads slung from cranes)
- Debris (for example, waste material generated by milling or grinding operations)
- Falls from, or collisions with, fork-lifts or mobile plant
- Falls from heights
- Trenching and excavation operations, including digging of post holes
- Exposure to high pressure liquids or gases, (associated with gas cylinders, compressed air tools, boilers and pressure piping)
- Hazardous manual handling involving the application of repetitive, sustained and/or high force, awkward postures or movements, exposure to sustained vibration, manual handling of people or animals, manual handling of unstable loads that are difficult to grasp or hold
- Impalement hazards, such as protruding angle iron
- Sharp objects and cutting equipment (not including scissors and secateurs sold for general use)
- Plant hazards including moving machinery or equipment, unguarded machinery where clothing, hair, limbs or fingers could be get caught, cut or crushed
- Bullying, occupational violence, work-related stress, sexual harassment.

The work place may often contain tools, machinery and equipment that can be dangerous, particularly if the user has not received appropriate training. Care must be taken to ensure the risk of exposure is identified and is appropriately managed, including provision of appropriate training and high levels of supervision.

Work experience students must not use ANY dangerous plant and equipment unless a risk management plan has been completed for each specific piece of equipment and approved by the relevant personnel: (The examples listed here do not form an exhaustive list of items in this category.

- Brush cutters with attached metal blades
- Powered cutting or grinding tools (excluding those used for key cutting and engraving on items such as trophies)
- Ultra Violet (UV) equipment
- Gas fuelled cutting equipment
- Chain saws
- Welding, brazing and open flame soldering equipment
- Rubbish compactors

- Power presses – unless press has laser guarding or a remote control, and training and close supervision are provided
- Compressed air power tools
- Abrasive blasting equipment, Explosive powered tools
- Scaffolding
- Power saws, including docking saws and circular saws, buzzers, thicknesses, spindle moulders and lathes
- Guillotines
- Nail guns
- Jack hammers
- Plastic moulding machines
- Petrol sales consoles

9. Industry specific advice, requirements and exclusions

(In addition to the general restrictions outlined on page 9.)

Schools are responsible for ensuring that all parties are aware of the risks associated with workplace learning.

9.1. Automotive

In general, vehicles may be operated if the student has the appropriate licence. (see page 9 for specific vehicle exclusions).

9.2. Child care

Industry preference is for students from Years 11 and 12. Students wishing to undertake placements in child care may be required to meet specific safety checks and requirements set by the industry.

Students required to undertake the safety screening process, will need to complete a Safety Screening Application Form.

9.3. Construction (General)

The construction industry has introduced an industry code of practice requiring all persons on a worksite to hold a current industry approved White Card.

It is strongly recommended that students being placed on a construction site must have successfully completed OH&S training and hold a valid construction industry White Card. There are a number of Registered Training Organisations who provide White Card training including the Tasmanian Polytechnic and the Housing Industry Association.

9.4. Construction (Civil)

Only students undertaking Certificate I in Civil Construction (BCC10198) and industry approved electives from Certificate II (BCC20198) may undertake workplace learning in this industry. Such students may undertake activities such as excavation, form work, plant and manual tasks.

They are excluded from using explosives, welding, scaffolding (erection, demolition and working from scaffolds), working from heights, performing underwater diving work (unless they hold a current occupational diving licence) or performing traffic control (stop-slow bat) operation on road gangs.

Placement co-ordinators are referred to the Civil Construction Federation endorsed Guide to Safety in the Civil Construction Industry for further advice on safety requirements.

Co-ordinators must ensure that students receive appropriate industry specific OH&S preparation as well as generic OH&S preparation. Students should receive an induction when commencing at a worksite. The induction should cover safety, communication and key work procedures.

9.5. Defence

Students must not be placed at any location where nuclear material or armaments are used, stored or handled, nor may a student be placed at any location where combat activities of any kind (real or practice) are in progress. Students may be placed with military bands or in office environments etc.

9.6. Electro-technology

This industry is subject to strict regulations. Students enrolled in the nationally recognised Certificate 1 in Electro-technology (UTE10102) may undertake placements in this industry.

There are six industry areas in which students may be involved at this level of study: electrical, refrigeration and air-conditioning, electronics, computer systems, instrumentation and data communications.

Guidelines for Electrical Work; Assistance to Licence Holders wanting to use an Assistant can be found at http://www.wst.tas.gov.au/industries/licensing/ola_electrical/trades_assistants

These guidelines complement the Occupational Licensing Act 2005 which can be found at www.wst.tas.gov.au/safety_comply/legislation/occupational_licensing_act_2005

The guidelines clearly identify those tasks for which a licensed practitioner may enlist the assistance of an unlicensed person.

All activities must be supervised by a licensed electrician at all times.

Students are excluded from welding, using explosives or compressed air tools. Students are strictly excluded from performing work on electrically 'live' components.

Placement as a linesman is excluded (See Transmission & Distribution page 16).

Commercial Fishing, Diving, Aquaculture and other Maritime

- Students are excluded from diving unless they hold an occupational diving licence.
- It is essential that students placed in this industry are able to swim.

- Students on aquaculture placements at fish farms must wear Personal Flotation Devices (PFD) while on the water.
- Students must be appropriately supervised when working around tanks and enclosures.
- Students should not ride in vessels while at fish farms except when the vessel is under the supervision of a competent commercially licensed operator.
- Students are only permitted on boats when the vessel is in 'survey' and the Skipper holds the appropriate licences and qualifications.
- The holding of an 'Elements of Shipboard Safety' Statement of Attainment is a pre-placement requirement for all students being placed on vessels which operate outside sheltered waters and is strongly recommended for all other students whose placements involve work around or on vessels. It is also strongly recommended that students hold an appropriate current first aid certificate.
- Non-VET students may only be placed on licensed passenger vessels for hospitality and tourism related activities.
- Students must complete appropriate wader safety training before using waders.
- Placements outside of normal working hours or at night-time are not allowed.
- For information on commercial licensing requirements refer to the Marine and Safety Tasmania website: www.mast.tas.gov.au/.

9.7. Food Technology

Program co-ordinators and employers have a mutual responsibility to ensure that:

- Students receive basic induction relevant to the worksite, including information on occupational health and safety policy, procedures and emergency procedures.
- Students are supplied with and instructed in the use of protective clothing applicable to the work environment, in accordance with all relevant standards, regulations and legislation.
- Students receive instruction in personal hygiene and sanitation procedures.
- Students are shown and receive adequate supervision in the safe operation of equipment including safe materials handling as well as instruction on standard operating procedures relevant to tasks being undertaken as part their workplace learning program.
- Placements in the food industry exclude,
 - access to confined spaces
 - use of or exposure to dangerous and toxic chemicals

9.8. Forestry

The forestry industry encompasses a broad range of activities including tourism, administration, information technology and science. Forest-based activities include surveying, map reading, civil construction, tree planting, seeding and fire management. For all placements in the forestry and forest products industry, the following applies:

- Placements are excluded from occurring in logging areas or inside sawmills (irrespective of the type of workplace learning).

- Operations involving chemical spraying are excluded.
- Other forestry areas including activities such as tree planting, plant propagation, fire spotting etc., are allowed, subject to the usual Work Health and Safety checks and student preparation.
- Line trimmers may be used if appropriate safety protection such as a support harness, protective visor, footwear, gloves and earmuffs are utilised.

9.9. Health

- Needle-stick injuries and blood contamination (either to or from the student) leading to transmission of disease are a concern. Parents and students should be advised of the dangers of such contamination and be encouraged to discuss preventative vaccinations with their medical practitioner (also refer to the [Infection Prevention and Control Guidelines](#).)
- Students who witness the death or significant suffering of a patient may require post-placement counselling.
- Students affected by illness (including common cold and influenza) must not attend their placement. They should immediately discuss the matter with their school co-ordinator.
- Placements within medical facilities are to be strictly observational. Students must not interact with patients by handing out medication or discussing their condition. Students are excluded from holding or handing equipment to a medical professional or having access to patient medical records.

The Royal Hobart Hospital accepts a limited number of Year 11 and 12 students for work experience placements.

9.10. Hairdressing and Beauty

No exclusions apply to this industry. However, all parties involved in workplace learning in this industry are encouraged to be familiar with the Hairdressing Industry Code of Practice and its application. A copy of the code is available from Workplace Standards Tasmania through either their 1300 366 322 number or their website: www.wst.tas.gov.au.

Key risks raised in the Hairdressing code of practice include:

- Repetitive strain
- Lifting
- Chemicals
- Workplace hygiene
- Poor ventilation
- Inadequate rest breaks

It is advisable that students receive pre-placement OH&S theory and a student induction with the employer to address these issues.

9.11. Hospitality (including Racing & Gaming)

Serving of Liquor: The Liquor & Accommodation Act 1990, Sections 73-77 excludes the placing of minors in areas where liquor is served in designated premises except in the 'course of work' where the minor is under the direct supervision of a person who has attained the age of 21 years. 'Course of work' is interpreted as including students undertaking workplace learning.

Entry into Gaming areas:

It is the responsibility of the training organisation to meet legal requirements. All relevant legislation can be found at www.thelaw.tas.gov.au

The following is provided as a guide only.

- **Placement in restricted gaming areas is illegal**, under the *Gaming Control Act 1993, Part 6, Section 113-122*). While apprentices and trainees are allowed entry to these areas, students on work experience or vocational placements are not interpreted as being 'trainees' unless they are under a contract of employment. The owner of the premises will be aware of which areas of their premises have been classed as restricted gaming areas and prohibit entry to the student accordingly.
- **Entry to a racecourse** during a racing meeting: Under the *Racing and Gaming Act 1952, Part III - Provisions Relating to the Regulation of Horse Racing, Greyhound Racing and Betting* - All students under 16 must be accompanied by a person who has attained the age of 18 years. While entry into an area where there is a racing meeting is possible, students are excluded from working for a bookmaker or taking any monies in relation to betting.
- **Entry to a TOTE which is part of licensed premises:** Under the *Racing and Gaming* persons under 18 must be accompanied by a parent, guardian or spouse who is 18 years of age or more. While entry into a TAB is possible students are excluded from working for a TAB or taking any monies in relation to betting.

9.12. Information Technology

This includes both **multimedia** which is predominantly software based work focused on the production of electronic media, and **printing** which involves the use of machinery and other equipment.

- Students must be made aware that the protection of data and information held by the host business is vital, and may be required to sign an agreement with the employer to abide by their confidentiality, security and appropriate computer use requirements.
- It is strongly recommended that pre-placement preparation includes making students aware of ergonomic risks and the need to take regular breaks when performing repetitive tasks.
- Particular OH&S risks exist in the area of printing. Unless students are undertaking a VET qualification that requires using printing machinery, they are excluded from using printing machinery. Students must be under direct supervision at all times when around printing machinery. Students need to be made aware of hazardous materials in the workplace such as solvents.
- Equipment, such as computers, must be unplugged before the equipment is disassembled for repair or maintenance. Students need to be aware that some equipment components may retain an electrical charge for some time after the equipment is switched off. Some equipment components may be easily damaged by inappropriate handling.

9.13. Meat Industry

Placements in abattoirs are considered to be inappropriate by the industry; placements in retail butchery premises are recommended instead.

9.14. Mining

Placements in underground worksites are not permitted.

9.15. Parks and Wildlife

Students from Years 11 and 12 are preferred.

9.16. Racing (Greyhounds, Thoroughbreds and Harness Racing)

The racing industry includes direct animal handling, management, stewarding, information technology, tourism, hospitality etc.

Students must abide by all relevant legislation as appropriate to the activities being undertaken. This includes but is not limited to The Dog Control Act 2000 and The Racing Regulation Act 2004.

Students must have current licences appropriate to the activities being undertaken. These include but are not limited to:

For Thoroughbred Racing

- Trainer's Licence / Jockey's Licence
- Stable Foreman
- Stable Employee
- Trackwork rider
- Farrier/Restricted Plating Licence
- Permit to ride

For Greyhound Racing

- Owner's Licence
- Trainer's Licence
- Attendant's Licence
- Catcher's Licence

Harness Racing

- Driver
- Trials Driver
- Trainer/Driver
- Stablehand

9.17. Sport & Recreation

Placements involving high risk sporting and recreational activities such as martial arts and caving require additional risk management.

9.18. Tasmanian Fire Service

Placements with the Tasmanian Fire Service are restricted to the non-operational areas of information technology, communications, business administration and engineering.

9.19. Tasmania Police

Tasmania Police provide opportunities for students in Year 12 to gain a real insight into careers within their organisation. Detailed information about these programs is available on the Tasmania Police website at: www.police.tas.gov.au

9.20. Transmission & Distribution (Linesman)

Work experience placements in this area are generally excluded by the industry.

Only those persons who hold a qualification from the Transmission & Distribution training package or are undertaking study towards a qualification within this training package (through Aurora Energy) may undertake placements in this industry.

9.21. Transport & Distribution (including Warehousing)

Guidelines regarding the use of vehicles, including forklift trucks, must be strictly observed in all placement circumstances.

9.22. Vehicle Operation (including motorcycles, commercial & heavy vehicles)

In general, vehicles may be operated if the student holds the appropriate licence/s.

Students should not assume that being appropriately licensed automatically entitles them to use a vehicle. Students must always check with their workplace supervisor before using any vehicle.

9.23. Veterinary, Parks & Wildlife etc.

Animal handling is a high risk activity that not uncommonly leads to scratches or bites. Students/parents should be warned of the dangers, which are potentially in the same league as needle-stick injuries. No particular exclusions apply but parties should be aware of the risks. Students should be encouraged to discuss any vaccination requirements with their medical practitioner.

9.24. Other risks

If you are aware of any common risks or risk related-issues that other workplace learning co-ordinators need to be aware of, it is your responsibility to let the DoE know so that policy guidelines can be amended accordingly and information can be distributed to relevant stakeholders.

Please forward feedback to the Department of Education's Pathways and Participation on

(03) 6233 7091.

Where can I get more information?

Senior Consultant Risk Management	(03) 6233 7290
Senior HR Consultant Occupational Health and Safety	(03) 6233 7206
Pathways and Participation	GPO Box 169 Hobart 7001 www.education.tas.gov.au
Manager ASbA	(03) 6336 2187 or 0457 879 206
Guaranteeing Futures Manager (South)	(03) 6212 3319 or 0418 251 290
Guaranteeing Futures Manager (North)	0409 334 459
Guaranteeing Futures Manager (North West)	(03) 6431 2744 or 0400 803 655
Independent Schools Association	(03) 6224 0125 aist@tassie.net.au www.independentschools.tas.edu.au/
Catholic Education Office	(03) 6210 8888 ceo@catholic.tas.edu.au catholic.tas.edu.au/
THEAC	(03) 6334 5381 admin@theac.org.au http://www.theac.org.au/
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