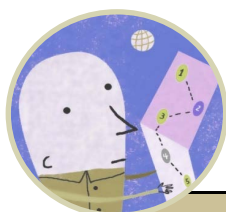




# Student Checklist: Managing your rights, responsibilities and safety on placement



<p style="text-align: center;"><b>This checklist will prompt you about important things you need to consider in preparing for and participating in your placement</b></p>	
<p><b>My Health and Safety Rights and Responsibilities on Placement</b></p>	
<p>I have noted information from QUT about risks and risk management processes associated with the placement</p>	
<p>I will receive a workplace induction on commencing placement, and if not will inform my Academic Supervisor and Placement Coordinator</p>	
<p>I will complete daily timesheets</p>	
<p>I will:</p> <ul style="list-style-type: none"> <li>• take reasonable care for my own health and safety</li> <li>• take reasonable care that my conduct does not adversely affect the health and safety of others</li> <li>• comply, so far as I am reasonably able, with instructions</li> <li>• cooperate with reasonable health and safety policies or procedures that I have been notified of</li> </ul>	
<p>I will report accidents, incidents or critical near misses to my workplace, Academic Supervisor and Placement Coordinator, and log them in QUT's <a href="#">HSE Hub</a></p>	
<p>If I am concerned about an immediate or imminent serious risk to my health or safety, I should stop work, or refuse to do work, and must advise my Placement Coordinator immediately</p>	
<p>I will notify WIL staff if any of the following occurs on placement:</p> <ul style="list-style-type: none"> <li>• I cannot contact anyone at the workplace and no one is returning my phone calls</li> <li>• My workplace supervisor has changed</li> <li>• There have been changes at the workplace which are affecting my placement experience</li> <li>• I have ethical concerns</li> <li>• I am not undertaking roles and responsibilities as initially agreed with my workplace supervisor</li> <li>• I may not complete the required days</li> <li>• My commitment to the placement is a significant problem</li> </ul>	
<p>If I have a disability, injury or physical/mental health condition that is <u>well managed</u> and I don't anticipate it to affect my participation or pose an increased risk to me or others on placement, no further action is required</p>	
<p>If I have a disability, injury or physical/mental health condition that may affect my participation, safety or the safety of others on placement, I can discuss this with a Disability Advisor or WIL staff so provisions or adjustments can be made if required. <b>I note:</b></p> <ul style="list-style-type: none"> <li>• It is <b>mandatory</b> I discuss my condition if it may affect my or others' <u>safety</u> e.g. anaphylaxis, allergies, asthma, heart/lung condition, diabetes, immuno-compromised, pregnant, active communicable disease, extreme anxiety, sensory impairment etc.</li> <li>• I <b>should</b> discuss my circumstances if they may affect/limit my <u>participation</u> e.g. mental health or musculoskeletal conditions; learning disabilities etc.</li> </ul> <p>NOTE - refer to <a href="#">Disclosure requirements</a> for more information. For an appointment with a Disability Adviser ph. 313 82699 (Gardens Point), 313 85601 (Kelvin Grove and Caboolture) or email <a href="mailto:student.disability@qut.edu.au">student.disability@qut.edu.au</a>.</p>	
<p>If I have extenuating circumstances (e.g. family issues) or religious/cultural requirements (e.g. prayer needs) that may affect/limit my participation, I can discuss this with WIL staff.</p>	
<p>For some industries/regions/countries I may need additional vaccinations and will refer to my placement manuals, WIL information, QUT Coordinator and doctor to ensure I obtain relevant vaccinations as soon as practicable to allow my full immunity to develop prior to placement</p>	
<p><b>My Security and Communication during Placement</b></p>	
<p>I have checked that I have suitable communication arrangements while on placement e.g. my mobile has coverage [<a href="#">Telstra</a>, <a href="#">Optus</a>, <a href="#">Vodafone</a>] and is charged. If not I will make other communication arrangements</p>	
<p>I have all relevant and emergency phone numbers e.g. local taxi, accommodation, placement supervisor, family and friends</p>	
<p>I have access to a map of the local area</p>	
<p>I will plan to not walk alone in unpopulated or known dangerous areas, especially at night</p>	
<p>I have sufficient cash for emergencies, in case there are no credit, eftpos or automatic teller facilities</p>	

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<b>My Accommodation during Placement is:</b>	
Close to my placement, and places to eat (if relevant)	
Has lockable doors and windows, smoke alarms and 24 hour access	
<b>My Transport and Travel for Placement</b>	
<p>If I am driving:</p> <ul style="list-style-type: none"> <li>I have a current and relevant driver's licence</li> <li>the vehicle is registered, regularly serviced, well maintained and full of fuel prior to travel</li> <li>the vehicle is comprehensively insured because QUT insurance will not cover vehicle damage</li> <li>I am a member of <a href="#">RACQ</a> or equivalent, or have other suitable arrangements in case my vehicle breaks down</li> <li>I will not be impaired by fatigue, medication, drugs or alcohol</li> <li>I should consider relevant insurance e.g. private health, income protection etc., because whilst QUT's Personal Accident Policy would likely apply if I were injured, it is not a substitute for my own insurance/s</li> <li>I should only use the car for myself, and upon mutual arrangement, potentially for other students travelling to the same location i.e. not drive my supervisor or other workers unless no other satisfactory option is available</li> <li>I will check if any driving is required <i>during</i> placement activities, to ensure I can manage/afford this</li> </ul>	
<p>If driving on long trips I will:</p> <ul style="list-style-type: none"> <li>check <a href="#">weather conditions</a> prior, travel in daylight (preferably during business hours) and take regular breaks</li> <li>carry several litres of drinking water, a small first aid kit and some non-perishable food (e.g. muesli bars)</li> <li>ensure someone (e.g. family member/friend/supervisor) will know my itinerary and expects my call when I arrive at my destination at an agreed time. If I don't call, they will call me to confirm my safe arrival. If I do not respond they will call the Placement Coordinator.</li> </ul>	
I have accessed QUT's <a href="#">CARRS-Q road safety fact sheets</a> for information on various topics e.g. young drivers, drugs, alcohol, mobiles, fatigue, speeding, remote travel etc.	
For overseas travel I will follow the <a href="#">QUT student travel protocol</a> including providing QUT with all relevant contact details and all travel arrangements, and I will check <a href="#">Insurance Coverage</a>	
When catching public transport, I will: a) have timetables at hand to avoid waiting; b) stay in open, populated areas while waiting; c) avoid empty train carriages; and d) phone rather than hail taxis, sit in the back seat and won't disclose personal information	
<b>Remote or Isolated Placements</b>	
<p>If my placement, or travel to it, is isolated from rescue, medical assistance or other emergency services due to its location, time or the nature of work, <b>additional</b> risk management and communication strategies are required – I will consult my WIL Coordinator for further advice. Examples of remote or isolated work:</p> <ul style="list-style-type: none"> <li>Working alone, after hours on campus (isolated)</li> <li>Travelling alone to a placement that is far away from populated areas (isolated and remote)</li> <li>Working in a placement that is far away from populated areas (remote)</li> </ul>	
<b>Other</b>	
I have relevant approvals/licences to work in this industry workplace e.g. blue card, police clearance	
I will keep information that is confidential to this industry workplace, confidential	
I will respect others and not discriminate against, bully or harass anyone, or tolerate such behaviour	
I own my intellectual property on an unpaid placement, unless I sign otherwise – before I sign, I may obtain free legal advice from <a href="#">QUT Student Guild</a> or <a href="#">Community Legal Centres Queensland</a> ; or obtain a referral for advice from the <a href="#">Qld Law Society</a>	
I will disclose any conflicts of interest regarding my placement with my Academic Supervisor and Workplace Supervisor, prior to commencing my placement	
If I am struggling financially I can access a <a href="#">QUT Welfare Officer</a> or QUT's Financial Helpline 1800 209 587	
If I am having problems I can access QUT's <a href="#">Counselling Services</a> and <a href="#">Disability Services</a> , or <a href="#">Beyond Blue</a> or <a href="#">The Desk</a>	
I note I have insurance whilst on placement as detailed in <a href="#">Students on Work Placements</a>	