

Managing your rights, responsibilities and safety

on placement



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We will consider:

- The importance of risk management
- Your rights and responsibilities
- Risk management considerations for your placement
 - Health and Safety
 - Confidentiality
 - Intellectual property
 - Conflict of Interest
 - Access & Discrimination
 - What you may need to disclose
 - Financial difficulties
 - Insurance

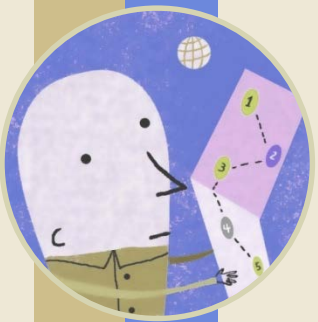


Why do you need to be aware of workplace risks and risk management strategies?

Knowing how to identify and manage risks is important in any workplace.

New and inexperienced people are likely to be at higher risk in workplaces as:

- they are unfamiliar with the work environment and the risks associated with some work processes.
- they are more susceptible to specific hazards and are less aware than more experienced people of workplace rights and responsibilities
- they may not have the confidence to speak up about issues that affect them.



Safe Work Environments: Student Responsibilities

An industry partner can expect that you, as students:

- take reasonable care of your own health and safety
- take reasonable care that your conduct does not adversely affect the health and safety of others
- comply, so far as you are reasonably able with instructions
- cooperate with reasonable health and safety policies or procedures that you have been notified of
- Report all accidents, incidents and critical near misses to both your industry supervisor and your QUT supervisor
- Maintain daily timesheets



Safe Work Environments: Industry Partners' Responsibilities

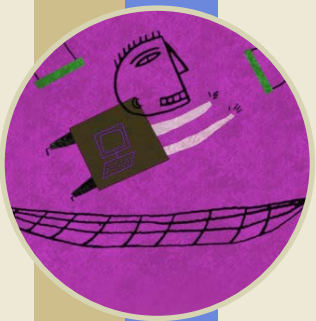
You can expect that your industry partner:

- Provides and maintains:
 - a safe work environment
 - safe plant and structures
 - safe systems of work
 - adequate access to facilities for welfare at work e.g. first aid
- The safe use, handling, storage and transport of equipment and substances
- Provides information, training (e.g. induction), instruction or supervision necessary to protect you from risks to your health and safety
- Monitors the health of workers and the conditions at the workplace to prevent illness or injury



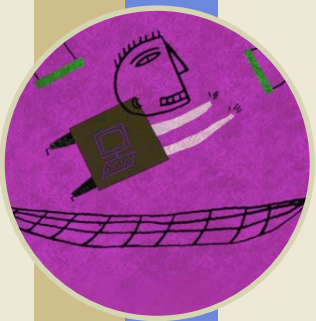
Health and Safety (H&S)

- Induction - What you should expect
- Reporting incidents
- What to do before you go on a placement
- WIL placement outside Australia



Health and Safety Induction

- It is the industry partner's responsibility to provide you with an induction including Health and Safety on commencement (*QLD Work Health and Safety Act 2011*)
- If you are not provided with an induction to your workplace you should inform your academic supervisor



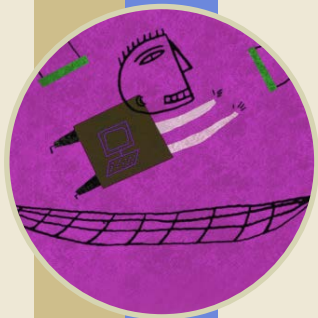
H&S Induction: What you should expect

Should include:

- ✓ H&S policy and roles explained
- ✓ Emergency evacuation procedures including exits and assembly areas
- ✓ First Aid availability
- ✓ Electrical safety
- ✓ Hazard and accident reporting
- ✓ Procedures for safe use of equipment
- ✓ Workplace harassment and bullying policy

Could include:

- ✓ Manual handling
- ✓ Computer and chair set up
- ✓ Personal Protection Equipment (PPE)
- ✓ Tour of immediate facilities, toilets, tea room etc
- ✓ Industry specific e.g.
 - Lab Safety
 - Workshop Safety
 - Hospital Safety
 - Construction Site Safety
 - Manufacturing Site Safety



Reporting a Safety Matter

- If you notice a hazard in the industry workplace you should report it to your workplace immediately
- All accidents, incidents and critical near-misses should be reported to both your industry workplace and your University Academic Supervisor and Placement Coordinator
- Be sure you are familiar with your Industry workplace incident reporting system
- Please report everything: No matter how trivial
- **Students should complete the [incident report](#).**



Things to do before you go on a placement

- Vaccinations and Health monitoring may be essential or a basic requirement in a work place. This is to protect you and others. Does your placement have any such requirement?
- Do you need any special clearances or approvals for some activities that you will undertake (e.g. Police clearance or Blue card). You may need to acquire these prior to entry in to your workplace
- Find out if there are any access or participation issues
- Special skills or competencies (e.g. licences, people handling)



WIL placements outside Australia

If you are considering a placement outside Australia you must:

- contact your WIL placement coordinator to ensure you meet additional requirements such as those provided at <https://www.student.qut.edu.au/student-life/travel> [New link]
- check insurance coverage <https://www.student.qut.edu.au/fees-and-finances/insurance>
- be aware that Health & Safety obligations vary from country to country - you should discuss local H&S arrangements with both your potential WIL placement provider and your University WIL placement coordinator
- undertake a suitable risk assessment in consultation with QUT staff



Other risk management considerations for your placement

- Confidentiality
- Intellectual property
- Conflict of Interest
- Access & Discrimination
- What you may need to disclose
- Insurance



Confidentiality

- Many industry partners will deal with information which is confidential (e.g. trade secrets, business know-how or processes, clients lists, client records, pricing information). This information can be of commercial value to an organisation.
- The industry partner will expect you to keep this information confidential and may ask you to sign a document to this effect
- If you breach your confidentiality obligations there may be very serious legal consequences.



Intellectual Property (IP)

- It is usual for the organisation to own IP (copyright, patents, inventions, trade marks, designs) in the work produced by employees in the course of employment
- Students on unpaid placement are not employees, therefore ownership of IP will not automatically be with the industry partner
- You may be asked by your industry partner to sign a document **assigning** (or at least **licensing**) IP to the industry partner, so that the industry partner is able to use the IP for its future business activities with certainty.
 - **Assignment** - An outright sale or transfer of ownership of the student's intellectual property to another person. The transfer of ownership is permanent and irrevocable.
 - **Licence** - Permission granted by the student for another person or organisation to use (but not own) the intellectual property on the agreed terms and conditions, for example, for a defined purpose, in a defined territory, for an agreed period of time.
- **Assigning or licensing your IP is your choice.** QUT recommends you take steps to ensure you understand the terms of any document relating to IP before you sign, which may include obtaining independent legal advice.

Options for students to obtain independent legal advice include:

- The Queensland Law Society can provide details of lawyers in particular locations or practice areas.
- Community legal centres, are independent, non-profit organisations that provide some free legal services to the public.
- The Student Guild offers a free legal service for students, ph. 3138 1666.



Conflict of Interest

A *conflict of interest* may arise where there is a tension between a QUT student's personal interests and their University studies. Some examples of this in a work placement include:

- A student who has a private business interest that could be a competitor with the industry partner
- A student who has a personal or family relationship with the person who may be assessing them in their work placement

It is important for both you and the workplace that any conflicts of interest are disclosed, managed and monitored.

- It is your responsibility to disclose any conflicts of interest to your academic supervisor before commencing your placement
- You may also need to disclose the conflict of interest to your workplace supervisor



Discrimination, Harassment and Bullying

You have the **right** not to be discriminated against, harassed or bullied in the workplace.

You have a **responsibility** not to discriminate against, harass or bully others.

- **Discrimination:** Less favourable treatment based on certain attributes eg race, pregnancy, gender, sexuality, religion or disability; may be based on fact or assumptions; and may be direct or indirect.
- **Harassment:** A form of discrimination; offensive behaviour which may be based on certain attributes, or motivated by other factors; often occurs in a relationship of power and/or authority of one person over another; can take many forms; and can range from the subtle to the obvious.
- **Bullying:** Repeated less favourable treatment of a person by another or others which may be considered unreasonable and inappropriate; includes behaviour that intimidates, offends, degrades or humiliates.

See:

<https://www.student.qut.edu.au/health-and-wellbeing/rights-conduct-and-grievances> [New Link]

<https://www.student.qut.edu.au/health-and-wellbeing/rights-conduct-and-grievances/discrimination-harassment-and-bullying> [New Link]

MOPP: [Grievance resolution \(MOPP A/6.1\)](#)

MOPP: [QUT Student Code of Conduct \(MOPP E/2.1\)](#)

<https://www.adcq.qld.gov.au/resources/brochures-and-guides/fact-sheets/bullying-factsheet> [New Link]



Access

- You have the right to be treated fairly in accessing work and should not be refused work in a way that is unlawfully discriminatory.
- Sometimes adjustments need to be made to the physical or virtual environment to enable people to access the workplace and the tools they need to do their work and be safe.

For questions contact: equityeng@gut.edu.au

For further information:

<https://www.humanrights.gov.au/our-work/disability-rights/publications/know-your-rights-disability-discrimination>



Disclosure by students

You have the **right** to privacy and to be safe in the workplace.
You have a **responsibility** to minimise risk to yourself or others.

Disclosure enables appropriate adjustments to be made to minimise your exposure to risk and risks to others.

You will be required to disclose specific personal or medical information where:

- Your condition or capacity may increase the risk of injury to yourself or others such as having an active communicable disease and working closely with people.
- You are undertaking tasks requiring adjustments for a disability, injury, health condition or pregnancy such as:
 - working with animals or children or chemicals when pregnant; or
 - managing an injury with physically demanding work or manual handling.
- You have specific religious or cultural requirements such as clothing which may interfere with safe use of equipment and further safety measures are required.

Specific controls or alternative arrangements will be considered

**For further information contact your placement coordinator
or Equity Services equityenq@qut.edu.au**



Disclosure: Personal circumstances

Prior to placement you should consider the impact of issues such as family or carer responsibilities, religious or cultural requirements, and consider if you are able to meet the requirements of the job.

Students have primary responsibility for making arrangements to meet foreseeable obligations (eg appropriate child care arrangements made in advance, gaining permission to adjust prayer times to suit working hours)

Disclosure enables reasonable adjustments to be considered to maximise your participation and minimise disruption in the workplace.

Example:

- You have no alternative to collecting children from school or accompanying elders to medical appointments during regular working hours
- **A disability, injury, or health condition may impact on the your ability to access the premises or carry out the tasks safely**

In determining whether adjustments can be made the inherent requirements of the course and occupational requirements of the work placement will be considered.

**For further information contact your placement coordinator
or Equity Services equityenq@qut.edu.au**

More information: www.adcq.qld.gov.au [New Link]

Financial Difficulties while on Placement

Placement can sometimes mean increased costs. It may also mean a decrease in income if you need to work reduced hours.

Before you go on placement it is useful to think about how you will manage financially.

- What will be your increased costs? (e.g. transport, childcare, meals, parking, placement materials)
- How will you be able to meet these costs? (e.g. save money over a number of weeks)
- Are there viable alternatives? (e.g. sharing transport costs with other students, asking family for help with childcare)
- Will your income be reduced while you are on placement?
How will you manage while your income is reduced? (e.g. reduce non-essential spending, save money to cover reduction, check your Centrelink entitlements.)



Struggling financially?

If you are struggling financially, you can talk about options with a QUT Welfare Officer by contacting us through:

- The QUT Financial Helpline 1800 209 587
- Emailing welfare@qut.edu.au
- Making an appointment at Counselling Services on each campus.

How might a Welfare Officer be able to help?

- SFAS loans – no interest loans for unexpected education and living costs.
<http://www.student.qut.edu.au/fees-and-finances/financial-help-and-support/student-financial-assistance-scheme>
- E- bursaries - up to \$750 for students experiencing difficulty due to an unanticipated financial situation
- **WIL Bursaries – up to \$750 for students completing a (WIL) placement and experiencing financial hardship**
<https://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/equity-work-integrated-learning-wil-bursaries>
- Centrelink information and advocacy

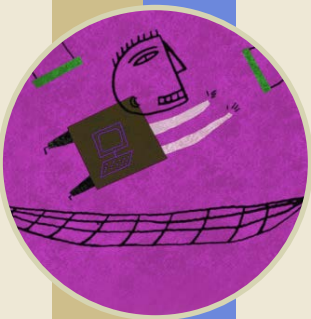


If personal issues are present or arise on placement

Sometimes students experience personal difficulties while on placement – it is a normal part of life. A family or relationship crisis may arise, or you may have intermittent trouble with feeling anxious or low.

DO

- Consider discussing with your QUT supervisor and support service [Counselling, Equity] if you know there is a chance that something will interfere with your attendance, concentration, or performance during placement. If necessary, a plan can be discussed to support you if needed, and you will know what to do, and who to speak to.
- Inform yourself about QUT and onsite supports, and the preferred contact steps [needs to be part of prep, docs, and induction].
- Have a plan (and discuss it with your family, partner, or support person).
- Talk to *somebody* as soon as trouble arises.



If personal issues are present or arise on placement

DON'T

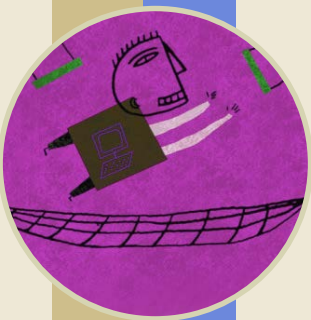
- Ignore it and hope it will all be OK regardless.
- Try to hide it if you are in difficulty – people will know.
- Be afraid of being failed or terminated – addressing your support needs helps to ensure success.
- Not have a plan, especially if you will be away from Brisbane.

REMEMBER

- Everybody wants your placement to be a success.
- QUT support services can be contacted by phone if you are unable to attend campus.

Telephone and after hours appointments can be arranged

<http://www.studentsupport.qut.edu.au/information/NewsEvents/ExtendedHours.jsp>



Insurance coverage

Students enrolled with QUT are covered under the following insurance policies while undertaking a university-approved unpaid placement activity

- Student Personal Accident Policy (Australia only)
- Public Liability Insurance
- Professional Indemnity Insurance
- Medical Malpractice
- Corporate Travel Insurance - in Australia when placement is > 50 km from home and overseas (limitations apply)

NOTES:

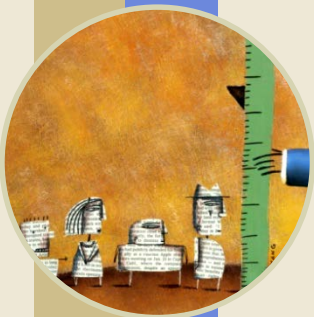
Medical expenses where there is a full or partial Medicare rebate / benefit cannot be paid under the Personal Accident policy due to federal legislation such as the Australian Health Insurance Act. Therefore, students will be responsible for any out of pocket expenses, should they choose to be treated by a medical practitioner who does not 'bulk bill'.

The policy should not be seen as a substitute for private medical health cover and or accident / life insurance. The policy assumes students will be treated at a public hospital.

Medical Malpractice

This coverage is for students undertaking courses that require clinical experience placements. The policy provides cover against civil liability for compensation arising from any claim as a result of medical malpractice.

- All treatment given by students must be under the direct supervision or express instruction of a qualified practitioner.
- All applicable clinical protocols must be followed.
- All patients or guardians must be fully informed and consent must be obtained before commencing any care, procedure or intervention.



Overseas Coverage

Enrolled students will be covered by the Corporate Travel Insurance Policy while undertaking a University-approved activity for less than 12 months duration outside Australia.

Corporate Travel Insurance - This policy provides coverage for accident and illness for students travelling overseas for University-approved activities, and replaces the benefits provided by the Student Personal Accident Policy.

Please note:

For international students returning home for their placement, there will be no medical cover if you are eligible to the local medical scheme. Some repatriation limitations may also apply as you are considered to be in your country of residence.

All insurance coverage is subject to the insurer's terms, conditions and exclusions (e.g. pre-existing illness) as set out in the full policy and associated schedules.

Details on QUT Travel Insurance is available at:

<https://www.student.qut.edu.au/fees-and-finances/insurance/travel-insurance>



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