

OTAGO POLYTECHNIC ACADEMIC POLICY			Number: AP0801.02	
Title:	Occupational Health and Safety for Students in the Workplace			
ITPNZ Std:	8 Off-site Practical/Workplace Components			
Academic Board Approval	Ac Bd Paper No	A181/08	Ac Bd Date:	15 Oct 08
			Effective Date	15 Oct 08
Previous Policy No	n/a		Review Date:	as required
Contact Authority:	Director: Organisational Development			Status: Current

Purpose The Polytechnic has an obligation to ensure that its students understand their rights and responsibilities under the Health and Safety in Employment Act 1992 (HSE) and Amendment Act 2002 before commencing any practical work placements.

Background Students work in a variety of work environments including off-campus and unfamiliar environments. Under the Health and Safety in Employment Act 1992 and Amendment Act 2002, both Otago Polytechnic and employers providing work experience for students must provide appropriate identification and control of hazards, advice on emergency procedures and supervision of students.

Statutory Compliance Health and Safety in Employment Act 1992 and Amendment Act 2002, associated Regulations and Amendments
Human Rights Act 1993
Injury Prevention, Rehabilitation and Compensation Act 2001 (ACC)

National Guidelines

Policy and Procedures In any practical work placement including contracted training, the Head of School is responsible for ensuring that:

- 1 Employers are aware of Otago Polytechnic responsibility regarding advice to students and provision requirements of the employer. The terms in the approved letter (Appendix A) must be given to each employer along with a copy of the information sheet which is given to the student (Appendix B); a copy of which must be signed by the employer and held within each school prior to commencing work placement.

and

- 2 Students are informed of their workplace health and safety responsibilities. The terms in the attached information sheet (Appendix B) must be given to each student. Prior to commencing work placement, a copy of the information sheet must be signed by the student and held within each school.
- 3 Where there are work placement manuals and/or contracts, the terms included in the contents of Appendix A and B must be included.

AP0800 Work Placements
MP0400 series - Occupational Health and Safety Policies

Delegation of Procedures



date

name and address

Dear name

Experience in the workplace is an important part of the education and training of students at Otago Polytechnic. The Polytechnic appreciates the co-operation of employers in this regard and thanks you for your assistance in taking _____, a student of the School of _____ at Otago Polytechnic, for a period of work/workplace/clinical experience. This letter sets out the basic undertakings of Otago Polytechnic and the Employers involved in such placements.

Otago Polytechnic agrees to advise its students that they must:

- be punctual in their attendance at the workplace
- be diligent and willing in their performance in the workplace
- follow all rules in force in the workplace
- maintain confidentiality as appropriate to the workplace
- conduct themselves at all times in a professional manner

The Employer agrees to provide:

- proper supervision for the period of the placement
- such reasonable feedback on the performance of the student while in the workplace as may be requested by Otago Polytechnic
- a safe working environment where all workplace laws, codes of practice and safe industry practices are observed
- notice to School of _____, Otago Polytechnic in the event of any adverse incident affecting the student

We ask that you sign and return the enclosed copy of this letter to indicate your acceptance. Please feel free to contact the School of _____, Otago Polytechnic for any further information which may be required or with any suggestions you may think useful for the continued development and improvement of the workplace programme.

Yours sincerely

Otago Polytechnic Staff Member

Otago Polytechnic Student

I have read the original of this letter and accept its contents.

Employer signature

Date



Student Workplace Experience Health and Safety - Student Responsibilities



Student Workplace Experience Health and Safety – Student Responsibilities

"Health and Safety is Everyone's Business"

Before you start work you must know who your appointed supervisor/lecturer is within the workplace.

1. Before starting work, ask your supervisor/lecturer to identify hazards you may be exposed to in your work, or hazards you may cause.
2. Ask your supervisor/lecturer to explain the methods you should use to minimise the likelihood of these hazards becoming a source of harm to yourself or others.
3. Be certain that you completely understand instructions before starting work.
4. If you have any doubts about the safety and/or healthfulness of a task, stop and get instruction from your supervisor/lecturer before continuing.
5. If protective equipment is required for a task, ensure that you use it correctly.
6. Make sure that you understand exactly what your responsibilities are in an emergency situation.
7. Know when and how medical help can be obtained and the position of the nearest first aid kit.
8. Report all accidents and incidents to your supervisor/lecturer.
9. Treat all people with respect. You have a responsibility to not harass or bully others and a right to not be harassed or bullied. Report concerns to your supervisor/lecturer.