



HOST INDUCTION

- *WHS*
- *Duty of Care*
- *Insurance*
- *Managing Student & School Needs*

WHS & Duty of Care

Taking reasonable steps to keep everyone safe in the workplace

- Always ensure students are provided with a detailed safety induction on site
- Discuss all procedures around accidents & incidents, including lines of reporting and time frames
- Provide students with any Personal Protective Equipment required to complete work tasks
- Clearly identify any risks or hazards in the workplace
- Ensure students are always adequately supervised for the duration of their work days
- Contact school or EVET provider immediately if there are any Health and Safety incidents (including near misses), or need to change site or location
- Ensure that all employees respect the rights of the students to a safe and healthy host work placement, free of harassment, discrimination and conduct that is unacceptable in terms of child protection



Insurance

What to do in an emergency

- Insurance and indemnity are arranged by the NSW Department of Education, TAFE NSW or relevant body for private schools
- If you need to seek medical help for a student immediately, use student's Medicare number
- As students are not employees, it would never be treated as a workers compensation claim
- Any medical invoices are to be made out to the student and are payable by the parent/carer