

INABURRA FAITH
KNOWLEDGE
LOVE

INABURRA WORK EXPERIENCE PROGRAM

EMPLOYER GUIDE



INABURRA SCHOOL

1. OVERVIEW OF THE WORK EXPERIENCE PROGRAM

As a school, we sincerely thank you for the opportunity that you are providing for our students to experience the world of work. The program is flexible in that we would like to invite you to nominate three possible weeks that would be best for you to host our students. We will then see if these weeks are suitable for Inaburra as well. If you would like to know more about our school, please visit www.inaburra.nsw.edu.au. A copy of all the documents, including insurance details can be found at <https://www.inaburra.nsw.edu.au/community/parents-students/careers-program/> and click on *Work Experience Program*.

2. SUPERVISION

- Mr Stuart Jones (the Work Experience Co-ordinator) will be responsible for the support of the student during the placement.
- If the student is late or fails to attend for work, the Host Employer is responsible for contacting the Work Experience Co-ordinator, Mr Stuart Jones on (02) 8525 2228 or email careers@inaburra.nsw.edu.au.

3. EXPECTATIONS, ROLES AND RESPONSIBILITIES OF THE HOST EMPLOYER

Please read the following statements carefully. If you are not able to meet any of the requirements below, or fulfil the obligations required in your role as the Host Employer please contact the Work Experience Co-ordinator, Mr Stuart Jones (02) 8525 2228 or email careers@inaburra.nsw.edu.au.

3.1 WORK HEALTH AND SAFETY

- My organisation, in its role as an employer, understands its legal responsibilities: for health and safety at our workplace(s).
- My organisation will act in accordance with those responsibilities; and will not expose other people, to risks to their health and safety in our workplace(s).
- My organisation complies with work health and safety laws and any other relevant codes of conduct or practice related to the workplace(s) in which the placement is conducted.
- My organisation understands that a student may lack any experience in the workplace and may be unaware of health and safety risks and my organisation will take appropriate measures to meet the specific WHS needs and requirements of students while they are in our workplace(s).
- My organisation will provide the student with any information, instruction and training necessary to ensure the student's health and safety in our workplace(s), including a WHS induction on the student's first day in our workplace(s).
- My organisation will provide a safe working environment and adequate facilities for the welfare of students at our workplace; in particular, we have first aid facilities, fire wardens and emergency procedures for our workplace(s). The student will be advised of these facilities and procedures during the WHS induction on the student's first day in our workplace(s).
- My organisation has identified hazards in our workplace(s) that could harm employees and students, assessed the risks of harm to employees and students of those hazards, and taken action to control and eliminate those hazards where possible.

- (Where applicable) My organisation will familiarise ourselves with the student's identified special needs. We understand that the School will provide a record of such needs to my organisation before the placement.
- The student will not undertake any activities requiring a licence, permit or certificate of competence unless they have the relevant current licence, permit or certificate and the activity is directly related to the outcomes of the placement.
- My organisation will supervise and instruct the student on how to use, store and maintain equipment/machinery and hazardous substances necessary for them to fulfill their work placement.
- My organisation will provide protective clothing to the student whenever needed.
- If we are considering taking the student onto a building/construction site or another high-risk area, we will discuss this with the Work Experience Co-ordinator in advance.
- Should the student accompany a member of our staff or other person in a motor vehicle as part of their placement tasks, the driver of the vehicle will hold a current NSW driver's licence (as appropriate to the vehicle), and the vehicle will be currently registered, fully insured (compulsory third party and full comprehensive insurance) and roadworthy.
- In the event that the student is injured or becomes ill at work, we will contact the Work Experience Co-ordinator as soon as practicable after being notified of the injury or illness.

3.2 CHILD PROTECTION

- My organisation is not aware of anything in the personal background of a member of staff or another person, who will have close unsupervised contact with the student during their placement, that would legally preclude that member of staff or another person from working with children.
- We will contact the Work Experience Co-ordinator immediately if an allegation is made against a member of staff or other persons of child abuse against the student, including physical, emotional or psychological abuse, or sexual misconduct.
- We will also contact the Work Experience Co-ordinator immediately should we become aware of any ill-treatment of the student, act of violence that occurred in the student's presence, act of violence toward the student or other occurrences that puts the student at risk.

3.3 ANTI-DISCRIMINATION

- My organisation complies with the anti-discrimination laws of the state in which the placement is conducted.
- We understand the legal responsibilities of an employer for anti-discrimination at our workplace(s) and will act in accordance with those responsibilities.
- We will contact the Work Experience Co-ordinator immediately if an allegation is made against a member of staff or other persons of discrimination against a student or an allegation is made of discrimination by a student.

3.4 CIRCUMSTANCES

If the circumstances of my organisation/business change prior to the student commencing the placement or during the placement, and we are no longer able to meet the above requirements, we will contact the Work Experience Co-ordinator to discuss the situation as soon as possible.

4. CONTACT DETAILS

Mr Stuart Jones (Work Experience Coordinator) on (02) 8525 2228 or careers@inaburra.nsw.edu.au or Inaburra School Reception (8:00am until 4:00pm) on (02) 8525 2200.