

Department Retail Institute – RTO (ID4049)		
Document ID RI_RTO_008a1	Title Work Placement – Risk Management Guide	Effective January 2017
Version ID No.2	Superseding Version Student Work placement – Guide to Risk Management – V1.0_2017	Effective July 2022
Associated Instrument/s	Work Placement – Policy and Procedures	
Approved by Aaron Hines Director, ARA Retail Institute	Next Review July 2023	
Reason for change	General review of the content and improvement.	

This instrument is a general guide to risk management for students entering a work placement as a required training and assessment method within one of the Nationally Recognised Training courses they are enrolled.

The purpose is to identify and limit potential risks to the student's welfare and safety before commencing placement.

This instrument, as a general guide, applies to:

- the ARARI team member is responsible for the coordination of the students in a work placement,
- Host Employers, and
- Supervisor/s undertaking the responsibility of a student for a Host Employment.

This guide supports the implementation of the ARARI Work placement Policy and Procedures. Documents are maintained and updated on the ARRI policy and procedures pages of the ARA website.

Related documents:

- Work Placement – Policy and Procedures
- Assessor Work Placement Logbook & External Site Checklist
- Host Employer Logbook
- Participant Logbook
- Incident and Injury Reporting Form
- Work Placement - Risk Management - Reporting an Incident or Injury Guide

A. Work placement Arrangements

Topics	All parties applicable to this guide MUST
<p>Students <i>must</i> attend a safety induction with an employee.</p>	<p>Ensure arrangements for students to attend a safety induction before commencing with a host employer.</p> <p>The aim is to address and specific policies and procedures, including site management emergencies plans for the business or organisation participating in this program.</p> <p>Ensure supervision of a student given jobs and tasks involving manual handling and that internal safety protocols and controls are followed.</p>
<p>Is machinery used to perform tasks?</p> <p>Students <i>must</i> not operate machinery for which they are trained and qualified.</p>	<p>Ensure machinery meets statutory legislation and Australian Standards.</p> <p>Ensure ONLY trained, qualified and supervised students can operate the equipment.</p>
<p>Supervision arrangements</p>	<p>The student will have different supervisors because of shift arrangements.</p> <p>Ensure that all Supervisors responsible for students are instructed in required task-specific risk controls.</p>
<p>Ensure that the host employer is contacted in person (virtual is permitted) at least once before the student's first day in the workplace.</p>	<p>Following item 3.5 of the ARARI work placement policy procedures:</p> <p>An ARA Trainer/Assessor allocated the responsibility for a student for assessment must ensure that at least <u>one</u> of the contacts with the host employer is face-to-face onsite or virtual at the workplace. (Exemption for remote and regional students).</p> <ul style="list-style-type: none"> • Telephone and email contact is acceptable for other references. • Records of contacts must be maintained on the student's file, which contains details of the type of contact, when it occurred, what was discussed and any follow-up arrangements. • Students that have required reasonable adjustment before entering a work placement MUST be monitored more regularly to ensure there has not been any deviation from their request.
<p>Does the host employer conduct a regular safety inspection?</p>	<p>Yes or No</p>
<p>Accidents and Incidents</p>	<p>ARARI must ensure all accidents and incidents are investigated and resolved.</p> <p>Report the incident to the ARARI following Item 6.21 of the work placement procedures</p> <p>Students must be informed about how to report incidents, near misses and hazards</p>

	<p>without delay?</p> <p>ARARI have a procedure to facilitate prompt reporting and appropriate corrective action.</p> <p>Please visit the ARARI Work placement Policy and Procedures.</p>
Does the Host Employer have appropriate and current insurance policies for providing Certificates of Currency?	Yes or No
Other Controls	<p>ARARI must ensure students have read the Student Handbook regarding workplace, health, and safety (WHS)</p> <p>The ARARI is responsible for ensuring all parties understand their obligations and responsibilities before commencing work placement.</p> <p>Student responsibility: ARA's insurance arrangements (Public) Liability and Professional Indemnity cover students who have obtained approval to undertake an UNPAID work placement with a host employer ONLY when they have signed a Work Placement Acknowledgement form.</p> <p>Host Employer Responsibility: The work placement documents are given to the Host Employer to acknowledge the work placement. include</p> <p>These forms include:</p> <ol style="list-style-type: none"> 1. Work Placement Letter 2. Work Placement Agreement 3. Work Placement Declaration 4. Host Employer Feedback

A. Identifying potential risks and hazards (General Guide ONLY)

Activities the staff is likely to carry out while on work placement	Hazards and potential risks associated with the activity	Training, instruction, and supervision required for this activity
Fetch and carry items Manual handling (bending, reaching, stretching, pulling, lifting, and carrying heavy items, repetitive motions)	Slips, trips, or falls (e.g., slipping on floors if spills are not cleaned immediately, tripping over	Ensure all students are informed of potential hazards at induction and provided with a walk-through to demonstrate potential risks before

	objects left on the floor)	<p>undertaking any placement activity.</p> <p>Instruction should include how to clean the spills if appropriate (e.g., water or food spills can be cleaned by the staff, but WHS staff must be chemicals require cleaning up).</p>
	Sprains and strains	<p>Instruct students about safe manual handling, and risk control measures (e.g., trolleys).</p> <p>The supervisor will assess other tasks and discuss them with the student before commencing them.</p>
Abusive or agitated customers	Verbal or physical abuse from customers who may become confused, agitated, and violent	<p>Instruct students about the procedure for summoning aid if a customer or fellow staff member requires medical or other assistance at any time.</p> <p>Induction includes details of the emergency and first aid procedures.</p>