

Department Retail Institute – RTO (ID4049)		
Document ID RI_RTO_008a2	Title Work Placement – Risk Management - Reporting and Incident of Injury_V1.17	Effective July 2017
Version ID No.2	Superseding Version Work Placement – Risk Management - Reporting and Incident of Injury_V1.17	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 managing risk and incident or injury reporting 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 any potential risk to the student's welfare and safety before and during work placement and the process of reporting an incident or injury.

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,
- the Supervisor/s undertaking the responsibility of a student for a Host Employment, and
- the student engaged in work placement.

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.

1. **FORM** – Please use the Injury and Incident Form at the end of the document and available on the ARARI policies and procedures pages of the ARA Website.

2. Reporting an Incident or Injury

a) Incidents involving a student whilst on placement must be reported to the Project Manager immediately and to ARARI Student Services within two working days (where possible)

a) Reporting an incident or injury must follow the ARARI Incident and Injury process within the ARARI RTO's work placement policy and procedures.

b) Please use the ARARI Incident and Reporting Form and any form the employer chooses to use as part of their processes. Each should retain a copy of the others.

Students reporting an incident or injury

1. Advise your Program Manager or Trainer Assessor of the incident or injury
2. Comply with the protocol and complete an incident and injury form as required by the employer
3. Seek medical advice if necessary

3. Bullying, sexual harassment and discrimination in the workplace.

Please refer to the Fair Work Australia information about bullying, sexual harassment, and discrimination in the workplace.

Website: www.fairwork.gov.au/employment-conditions/bullying-sexual-harassment-and-discrimination-at-work