

OHS Risk Assessment Form for Student Work Placements

Your assistance is appreciated in enabling TAFE NSW - Sydney Institute students gain workplace experience through your organisation. To minimise any risks associated with this activity, would you please complete and return the form below to your Institute contact person.

Organisation for work placement	Name:
	Address:
Organisation for work placement Emergency Contact	Name:
	Telephone:

Sydney Institute Contact	Name:
	Telephone:
Sydney Institute Emergency Contact	Security Unit
	Telephone: (02) 9217 3333 (24 hours / 7 days)

Please note the NSW TAFE Commission provides Public Liability Indemnity. This indemnity covers legal liability for damage to property or injury to persons caused by work experience or visiting students. Any incidents involving a work experience or visiting student should be immediately reported to your Institute contact person.

Under the NSW OHS Act 2000, all employers have a responsibility to ensure the health and safety of anyone working at their place of work by:

- Providing systems of work and work environments that are safe and without risks to health
- Providing the information, instruction, training and supervision necessary to ensure the safety of employees
- Maintaining places of work under their control in a safe condition
- Making arrangements for the safe use, handling and storage of substances
- Providing adequate facilities for the welfare of employees

In regards to the work/activity in question, please assess your compliance with the NSW OHS Act and regulations, including:

Have procedures been implemented to adequately identify and control the following types of risks:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Mechanical - e.g. caught/crushed/struck by machinery	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Electrical – eg. electrical shock, burns	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Chemical: e.g. handling/storage of flammable, toxic or corrosive substances	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Ergonomic/biomechanical - e.g. strains/sprains from workplace equipment or practices, slips/trips	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Gravity- eg. falls, impact from falling objects	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Environmental/Radiation - e.g. noise, temperature, UV	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Biological - eg. infectious diseases	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Psychological: e.g. inadequate instruction, harassment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Have provisions been made to provide adequate training and supervision of safe work practices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Is appropriate equipment provided and maintained to allow the work to be performed safely?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Are appropriate emergency equipment, facilities and procedures in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
• Have you taken reasonable precautions to ensure compliance with the NSW OHS Act and regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>

If you checked "no" for any of the above questions, please comment:

Assessment completed by Host Employer for the organisation for work placement:

Name: _____

Position / Title: _____

Location (if applicable): _____

Signature: _____ Date: _____

Activity Approved by Sydney Institute: YES / NO

(Head Teacher / ADEP / College Director)

Name: _____

Position / Title: _____

Location / College: _____

Signature: _____ Date: _____