

## Faculty of Science

### Off-Campus Workplace Safety Assessment: Student Placements

Prior to commencing a placement off-campus, the University seeks to ensure that its students will be operating in a safe environment. To facilitate this, all students participating in an off-campus placements have been asked to ensure that the following is completed and signed by both their on-campus and off-campus supervisor prior to commencement.

#### Part A: Student Details

<i>Name</i>	
<i>Student number</i>	
<i>Telephone (off-campus)</i>	
<i>Email</i>	
<i>Dates of placement</i>	

#### Part B: University-Based Supervisor Details (or Head of Department Details if There is no University-Based Supervisor)

<i>Name</i>	
<i>Department</i>	
<i>Telephone</i>	
<i>Email</i>	

#### Part C: Off-Campus Supervisor Details

##### C.1 Contact details

<i>Name</i>	
<i>Position</i>	
<i>Organisation</i>	
<i>Organisation address</i>	
<i>Telephone</i>	
<i>Email</i>	

Please turn overleaf.

C.2 Health & Safety Procedures

<b>Please tick the appropriate boxes:</b>	<b>YES</b>	<b>NO</b>
Does an Environment Health and Safety strategy operate in your workplace?		
Will appropriate on-site induction and/or training be provided?		
Are you aware of the University of Melbourne's issue resolution and incident notification procedures? (see <a href="http://www.unimelb.edu.au/ehsm/4.html">http://www.unimelb.edu.au/ehsm/4.html</a> )		
Are there accessible instructions for local emergency procedures?		
Are safe working procedures available and documented?		
Is there a risk of exposure to a potential Hepatitis B environment?		
If 'YES' has the student been Hepatitis B vaccinated?		
If the organisation does not have an EHS strategy in place, will you ensure the following occur? <ul style="list-style-type: none"> <li>• The provision of personal protective equipment (e.g. lab coat, safety footwear) by your organisation, if required?</li> <li>• Supervision is provided through technical guidance and support to ensure safe work environments and safe systems?</li> <li>• Risk Assessments have been used and documented to identify possible risks to the environment and personal safety associated with the work and the hierarchy of controls have been used to minimise risk?</li> </ul>		

Provide a brief written description of the nature of the work to be undertaken and the possible risks the student may be exposed to:

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**Part D: Signatures**

<p>1. University-based Supervisor (or head of Department if there is no University-based supervisor)</p> <p>.....</p> <p style="text-align: center;">Name (printed)</p> <p>.....</p> <p style="text-align: center;">Signature</p> <p>.....</p> <p style="text-align: center;">Date</p>	<p>2. University Head of Department/School</p> <p>.....</p> <p style="text-align: center;">Name (printed)</p> <p>.....</p> <p style="text-align: center;">Signature</p> <p>.....</p> <p style="text-align: center;">Date</p>
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