

STUDENT PLACEMENT HANDBOOK

VERSION 2.0





Disclaimer

This Student Placement Handbook provides general advice only. It is not intended to be legal advice. While every effort has been made to ensure the information contained within this handbook is accurate at the time of publication, the publishers give no warranty as to its accuracy. If you require legal advice with regard to particular issues or questions, you need to access this through your own legal service provider.



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Important website Links

Fair Work

www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements

Working with Children Check

kidsguardian.nsw.gov.au/

Office of Safeguarding – Diocesan Safeguarding Services

02 4979 1390

officeofsafeguarding.org.au



Welcome

Welcome to the Catholic Diocese of Maitland-Newcastle and thank you for choosing to undertake your vocational placement or work experience with us.

The Diocese supports and encourages the provision of opportunities for student placement from the community to gain vocational placement or work experience in our organisation.

There are many agencies of the Diocese, which form the mission of the church and each of these areas provides an opportunity for vocational placement and work experience. These include:

- ▶ 38 parishes in the Hunter and Manning regions, the centres of the life of the Catholic Church
- ▶ 59 Catholic schools, which educate more than 19,000 students in primary and secondary schools
- ▶ CatholicCare Social Services, which delivers a wide range of social services including permanency support, counselling and youth services; CatholicCare operates food vans and community kitchens and provides

support to vulnerable people including refugee and asylum seekers.

- ▶ St Nicholas supports families in their early education centres and out of school hours care (OOSH), giving children high quality education and care. The agency also provides career opportunities through a range of study options and programs.
- ▶ Pastoral Ministries provides support under the five foundations: Identity & Community; Worship & Prayer; Formation & Education; Mission & Outreach; and Leadership & Structure.
- ▶ Shared Services, which provides services to our internal stakeholders including Technology Services; Human Resources; Finance; Communications; Property Services; Compliance, Legal & Risk; Administration Services; Data & Analytics; Enterprise Project Management Office and the Catholic Development Fund.

We hope that your experience with us will be enjoyable, and rewarding. We wish you every success here in your vocational placement or work experience.



Information for managers/supervisors

The Vocational Placements Fact Sheet provided by the Fair Work Ombudsman (2017), says a vocational or work placement is lawfully unpaid, and must meet the following criteria.

1. There must be a placement available either arranged by the student placement's educational or training institution, or the student placement may arrange it themselves.
2. There must be no entitlement to pay the placement.
3. The placement must be done as a requirement of the education or training course.
4. The training or educational course must be an authorised Registered Training Organisation (RTO), TAFE, University or other accredited school.

You may be contacted by institutions or individuals seeking suitable placement opportunities. If you are interested in offering a placement, you should ensure the proposed placement meets the above criteria, and that you have the capacity to supervise a placement either on a project basis, or through an operational opportunity. You may specify a mentor to assist the placement, who can support your supervision. Placements must be supervised at all times.

Managers/supervisors must first contact the relevant institution's co-ordinator to define the parameters of the placement, and then together with the co-ordinator assemble the required paperwork as outlined below and submit it to the Human Resources team in the Diocese for processing and clearances, in advance of the placement commencing.

Human Resources will contact you when checks are cleared and the placement can commence.

The manager/supervisor should ensure the person on placement goes through an induction process. The induction documents are returned to Human Resources with all other documents listed in the Student Placement Handbook. The manager/supervisor should retain a copy of the registration form during placement.

The manager/supervisor responsibilities during placement should:

- ▶ ensure equal opportunity is provided to the person on placement
- ▶ ensure an appropriate mentor (if available) is allocated to the person on placement

- ▶ ensure that either you or the mentor provides all induction processes to the person on placement including WHS induction, safe handling of onsite equipment and machinery.
- ▶ ensure all paperwork is completed correctly before submitting to Human Resources (this includes all documents contained in the Student Placement Handbook)
- ▶ ensure the person on placement has a thorough understanding of their placement requirements and have opportunities for exposure to work placement learning
- ▶ ensure the person on placement has been able to meet all the requirements set by their institution during their engagement
- ▶ ensure the person on placement receives regular feedback on their work
- ▶ ensure placements are supervised at all times.

A placement must not be used to replace a paid worker.



Information for mentors

A mentor is someone employed by a diocesan agency who provides guidance, oversight, and education to a person on placement.

A mentor will provide people on placement support, advice, guidance, feedback, learning and assessment in lieu of or in support of the manager/supervisor. The mentor may provide site-specific on boarding to a person on placement and ensure paperwork associated with a placement is complete and returned to the Human Resources team.

The mentor is usually a team member in the work group who may assist and support a manager/supervisor in supervising, guiding and training a person on placement. The mentor may also be the supervisor. Placements must be supervised at all times.

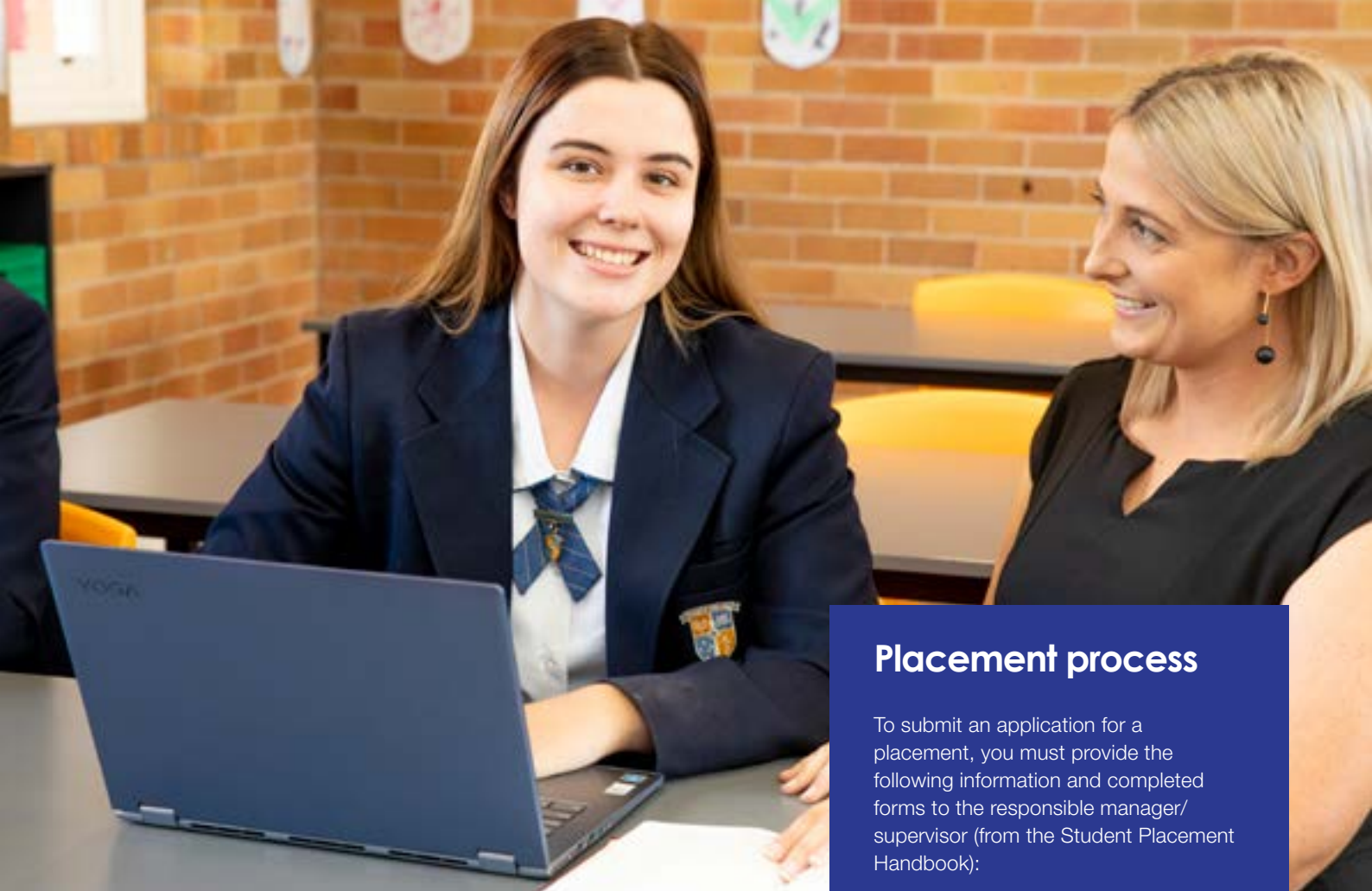
Information for people undertaking placement

We hope the proposed placement meets both your learning objectives and the objectives of the diocesan agency. According to the Fair Work Ombudsman, as a placement, no remuneration can be paid for your services as they are completed in fulfilment of your training course or study.

Placement begins with the completion of the Student Placement Handbook. Once this information has been assessed and cleared by the manager/supervisor and provided to Human Resources, you may be offered a placement in the Diocese.

Your manager/supervisor or mentor will provide induction, supervision, and orientation, ensure you have all the information and support you require to work within the Diocese.

The Diocese has a formal induction program for all workers it engages. Your manager/supervisor or mentor will go through these and the relevant policies within your first week of placement. In addition, there will be site-specific information you will be required to understand and follow. This will also be determined by the manager/supervisor in your orientation to the site. All of the required on boarding forms can be found within the Student Placement Handbook.



While on placement you will be expected to participate in team meetings, and have regular meetings with your manager/supervisor. This is to ensure your placement is fulfilling both your goals and those of the Diocese. You may be asked to complete a project as part of your placement, which could include a presentation to your immediate team.

Your manager/supervisor are responsible for assisting you to meet the requirements of your placement. People on placement requiring extra assistance will be directed back to their educational or training institution. People on placement who are not meeting the standard of performance expected will be provided with feedback accordingly, and an action plan may be developed in liaison with the institution.

If you or your manager/supervisor have questions or need further information, please contact Human Resources on 02 4979 1266.

Student Placement's Responsibilities within the Diocese:

1. Understand all conditions of your placement responsibilities.
2. Participate in your on-boarding process.
3. Follow all organisational policies, procedures and processes.
4. Follow reasonable instructions from your manager/supervisor.
5. Ask questions if you are unclear or do not understand something.
6. Work safely and take reasonable care to protect your health and others.
7. Report all unsafe situations and incidents to your manager/supervisor.

Placement process

To submit an application for a placement, you must provide the following information and completed forms to the responsible manager/supervisor (from the Student Placement Handbook):

1. A Registration Form
2. A Working with Children Check (WWCC) Clearance Form OR an Exempt from Obtaining a WWCC Declaration Form
3. A signed Code of Conduct Declaration form
4. WHS Induction Checklist
5. Copy of the Institution's Insurance Certificate.

Once this information has been assessed and cleared by Human Resources you may be offered a placement within the Diocese. You will then receive a confirmation letter.



Student details

Name _____

Address _____

Mobile _____

Email _____

| | | |
|-------------------|-------|--------|
| Emergency contact | Name | Number |
| _____ | _____ | _____ |

Provide details of the student placement location

| | |
|--|--|
| Catholic Schools Office | CatholicCare Social Services |
| Name of school(s): | Area: |
| Catholic Schools Office <input type="checkbox"/> | |
| Diocese | St Nicholas |
| Area: | Early Education <input type="checkbox"/> |
| | OOSH <input type="checkbox"/> |
| | Pathways <input type="checkbox"/> |
| Start Date: | Finish date: |
| _____ | _____ |
| Hours of placement: | |
| _____ | |

Details of placement organisation (school/university/college)

Name: _____

| | |
|------------------------|---------|
| Placement Coordinator: | Number: |
| _____ | _____ |

Email _____

Insurance coverage must be provided
Personal Accident Insurance, Public Liability Insurance YES (Please attach proof of insurance)

Additional insurances:



| | |
|---|--|
| First name | |
| Surname | |
| Date of birth | |
| Home address | |
| Location of work (Agency/School) | |
| Position title | |
| Commencement date | |
| WWCC number | |

Volunteer
 Employee
 Contractor

I, have conducted a **Proof of Identity Check** for the person named above
OR I have known the applicant for a minimum of 12 months and can attest to their identity.

Signature
 Date

Next Steps

- ▶ ALL information on this form must be checked as correct, particularly spelling of names and date of birth (incorrect details will delay processing time).
- ▶ Surname provided **MUST** match against surname registered on WWCC.
- ▶ Please complete ALL information required.
- ▶ Once completed, submit via email to wwcc@mn.catholic.org.au

Processing Period

Please note that it may take up to 5 business days for a WWCC verification or renewal to be processed during peak periods, however the team will do it's best to process checks in 2 business days.

Once a WWCC has been verified, the form will be returned with confirmation of clearance and verification date.

Human Resources

Cleared: **Yes** **No**

Verification Date: Expiry Date:

[CLEAR FORM](#)



www.mn.catholic.org.au



**Social Services
Hunter-Manning**



Section 1: Applicant's Identification Details

I,

of

born _____ declare that I'm 'working for'

Section 2: Statement by Applicant

I do not have a WWCC Clearance Number and am exempt from requiring one or am not seeking to be engaged in child-related work; therefore, I state that:

- I have not been charged with an offence relating to children or young people.
- I have not been the subject of a police investigation relating to children or young people.
- I have not had disciplinary action taken against me in a workplace regarding my interaction with a child or young person.
- I am not a "prohibited person" on the Child Protection Register under the *Child Protection (Offenders Registration) Act 2000*. I know it is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, **or to sign this declaration.**
- I am not a "disqualified person" as defined in section 18 of the *Child Protection (Working with Children Act) 2012*. I understand that it is an offence for me to undertake child-related work if I have been convicted of the offences detailed in that section of the Act (the offences include indecent assault, murder of a child, sexual intercourse with a child, grooming, possession of child abuse material, intentional wounding to a child, and attempts to commit such offences).
- I understand that when I turn 18 years of age, I need to apply for and obtain a valid NSW Working with Children Check (WWCC) Clearance Number (employee or volunteer as appropriate) from the Office of the Children's Guardian (OCG) and provide it to the Catholic Diocese of Maitland-Newcastle, and I give consent for the Diocese to verify my Clearance with the OCG. I will provide 100 points of identification when I submit my Clearance number to the Diocese.
The date I turn 18 will be: _____ (please fill in the date)

Section 3: Declaration by Applicant

1. I understand the Diocese does not tolerate ill-treatment of children and that I am expected to adhere to behaviour standards in my role- such as *Integrity in the Service of the Church* or any Code of Conduct that applies.
2. I have read and understood the information above and know that it is expected that I have checked the definitions in the *Child Protection (Working with Children) Act 2012* if I am uncertain whether I am a disqualified person.
3. I understand that providing false or misleading information on this document can result in disciplinary action and will be considered during any future applications by me for engagement with the Diocese of Maitland-Newcastle.

Signature: _____ Date: _____

Section 4: Validation of Applicant's Identity

N.B.: *Identification must be sighted and checked by an employee of the parish/school/CSO/CatholicCare/Chancery and then certify that it has been sighted by filling in this section and signing underneath. DO NOT MAKE or RETAIN COPIES of a person's identity documents.*

I, _____

have conducted a Proof of Identity Check for the person named above OR I have known the applicant for a minimum of 12 months and can attest to their identity.

Signature: _____ Date: _____

ALL information on this form must be checked as correct, particularly spelling of names and dates of birth. Please complete the information required on a blank form, using clear PRINT (not script/running writing). Ensure that the applicant and diocesan worker signs the form. Once completed submit this first page only to Catholic Dioceses of Maitland – Newcastle (scanned as attachment to an email). E-mail: wwcc@mn.catholic.org.au



**Social Services
Hunter-Manning**



| | |
|--------------------------|-------------------------|
| Publication Date: | September 2020 |
| Contact: | Head of Human Resources |
| Review Date: | September 2021 |
| Status: | Active |

1. Introduction and Purpose

Message from the Bishop

I am pleased to introduce the Catholic Diocese of Maitland-Newcastle (the Diocese) Code of Conduct which sets out the standards of conduct, professional and personal behaviour the Diocese requires of its workers to uphold and encourage a safe, supportive, productive and harmonious workplace.

Workers have a responsibility to uphold these standards including the teachings and values of the Catholic Church and to avoid by word, action or public lifestyle, behaviours which are contrary to those teachings and values.

The Diocese is committed to the delivery of services consistent with the principles and standards detailed in the resources *Integrity in the Service of the Church* supported by the definition of appropriate standards of professional and person conduct contained within this Code of Conduct.

The principles we follow are extensions of the five basic principles for Church workers being:

- ▶ a commitment to justice and equity
- ▶ upholding the dignity of all people and their right to respect
- ▶ a commitment to safe and supportive relationships
- ▶ outreach to those who are poor, alienated or marginalised
- ▶ striving for excellence in all their work.

2. Scope

This Code of Conduct applies to all workers of the Diocese. Workers include paid employees, religious, volunteers, contractors and students on work placements.

The Code outlines the obligations, responsibilities and standard of behaviour the Diocese requires of all workers, to uphold the values, integrity and reputation of the Diocese. It does not form part of an employee's contract of employment.

Workers are to make themselves familiar with the requirements of this document and ensure they comply with the behaviours and obligations outlined within it.

Failure to comply with the responsibilities and obligations outlined in this document may result in disciplinary action being taken and termination of employment or engagement. This could result in the notification to external agencies and/or criminal charges.

Certain sections of the Code reflect the requirements of legislation, and breaches of these conditions may be punishable under law.

3. Commitment to Safeguarding

The Diocese has a particular and abiding commitment to safeguard children and vulnerable adults, particularly those who participate in the life of the Diocese.

Workers of the Diocese are expected to:

- ▶ foster communities of safeguarding that recognise and uphold the dignity, diversity and rights of all children and vulnerable adults
- ▶ empower children and vulnerable adults to have their say and to be listened to
- ▶ encourage open communication with families and communities to enable them to participate in decisions about the safety of children and vulnerable adults
- ▶ foster safe and supportive relationships between diocesan workers, children and vulnerable adults
- ▶ be aware of the signs of abuse and neglect and the indicators of increased situational and individual risk
- ▶ respond to disclosures of abuse from a child or vulnerable adult appropriately, with care and support for the individual foremost
- ▶ ensure that concerns for the safety, welfare and wellbeing of children and vulnerable adults are reported to the Office of Safeguarding and external authorities
- ▶ give appropriate support to police and other statutory and Diocesan authorities in conducting inquiries into alleged abuse, in accordance with those canonical, statutory and other obligations relevant to a diocesan worker
- ▶ participate in safeguarding training in accordance with diocesan expectations
- ▶ support diocesan assessment and management of elevated risks to children or vulnerable adults
- ▶ act in accordance with diocesan policies and procedures in managing complaints
- ▶ contribute to diocesan compliance with the [National Principles for Child Safe Organisations](#) and the [National Catholic Safeguarding Standards](#).

4. Lawful Compliance

Workers must act lawfully and comply with all legislative, contractual and industrial requirements while engaged by the Diocese. Workers must comply with the Diocese's policies and follow all reasonable and lawful directions given by the Diocese.

5. Ethical Behaviour

Workers of the Diocese are expected to:

- ▶ respect the dignity, rights and views of others
- ▶ listen and seek to understand different points of view (this does not necessarily mean agreeing with the point of view)
- ▶ act respectfully at all times, including respecting cultural, ethnic and religious differences
- ▶ acknowledge the genuine contributions that others make
- ▶ express constructive feedback considerately and in a moderate tone
- ▶ not harass, bully or discriminate against colleagues, students, people we support or members of the community
- ▶ be courteous, fair, sensitive and considerate to the needs of others
- ▶ be honest and act with integrity at all times
- ▶ actively assist in managing workplace conflict that personally affects them or workers under their supervision to create positive and constructive outcomes.

6. Professional Behaviour and Development

Workers of the Diocese are expected to:

- ▶ maintain a high standard and quality of work
- ▶ maintain and develop knowledge and understanding of their area of expertise
- ▶ continuously seek to improve work performance and bring about improvements in the workplace
- ▶ exercise care, responsibility and sound judgement when carrying out their duties
- ▶ ensure procedural fairness is followed in all processes
- ▶ maintain adequate documentation to support any decision making
- ▶ take reasonable care of their safety and health
- ▶ take reasonable steps that their acts/omissions do not adversely affect the health and safety of others
- ▶ comply and cooperate with any reasonable instruction, policy or procedure, including with respect to work health safety matters
- ▶ refrain from carrying out their duties under the influence of alcohol, any illegal substance, or any drug which impairs work performance or poses a safety risk to themselves or others
- ▶ not ignore work duties or waste time during working hours
- ▶ not take or seek to take improper advantage of any

information gained in the course of their engagement

- ▶ not take or seek to take improper advantage of their position to benefit themselves or others
- ▶ not allow personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities
- ▶ where relevant, adhere by any dress code requirements of the Diocese
- ▶ maintain confidentiality and privacy where required
- ▶ report to the Diocese any instance where the staff member believes they, or anyone within their workplace, has breached an obligation under this policy.

7. Conflicts of Interest

A conflict of interest includes any circumstance, whether actual or perceived, arising from a conflict between the performance of a staff member's professional duties with the Diocese and their personal interests. Workers are to take all appropriate steps to disclose a conflict of interest (or potential conflict) to the Diocese as soon as the staff member becomes aware of it.

A conflict can arise when there is a reasonable expectation of a personal benefit, direct or indirect, for a staff member that could influence the performance of their duties. This benefit may be financial or non-financial.

Workers must take suitable measures to avoid, or appropriately deal with, any situation or relationship they may have where a conflict of interest could, directly or indirectly, compromise the performance of their duties.

A staff member may ask themselves the following questions to assist in identifying whether a situation or relationship is potentially a conflict of interest:

- ▶ Do I have personal interests that may conflict, or be perceived to conflict, with my position at the Diocese?
- ▶ Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
- ▶ How will my involvement in the decision or action be viewed by others?
- ▶ Does my involvement appear fair and reasonable in all the circumstances?

8. Gifts and Benefits

Workers must not solicit or accept gifts, benefits or hospitality which might be reasonably seen to either directly or indirectly compromise or influence their professional duties with the Diocese.

All gifts must be brought to the attention of the relevant manager who will decide how the gift should be treated, in line with the Diocese financial protocols and policies.

Generally gifts of a nominal value or moderate acts of hospitality offered as a genuine thank you by a client, may be personally retained as long as they have not been solicited by the staff member or could be seen to have comprised or unduly influenced the staff member's professional duties with the Diocese.

Gifts or hospitality offered as an inducement to purchase, provide information or treat some-one favourably are not acceptable regardless of their monetary value. Examples of inducement include a recruitment agency offering theatre tickets for each temporary person engaged.

Gifts, such as a Christmas hamper or a box of chocolates from a consultant, should be shared and made available for consumption by all workers. Consideration should also be given to donating such gifts to charity.

9. Secondary Employment

Staff members employed on a full-time basis must seek and obtain approval in writing from the Diocese prior to engaging in any secondary employment or business activity, including employment within a family company.

Part-time and casual staff members must also seek approval to undertake secondary employment from the Diocese if the employment may result in potential conflicts of interest that could adversely impact on the staff member's ability to perform their duties with the Diocese, including work, health and safety concerns, or where the secondary employment may affect the Diocese financial position, services or standing in the community.

Approval for secondary employment is still required when workers are on leave, including periods of leave without pay.

Where a staff member is already involved in secondary employment, they must provide details of the secondary employment to the Diocese and obtain the necessary approval.

Current and former staff members are to seek and obtain approval in writing from the Diocese to act in the capacity of a volunteer.

10. Social Media

Workers should not use social media in a manner which may bring the Diocese into disrepute. Refer to the Social Media Policy for the Diocese and associated documents in this regard.

11. Public Comment

Only authorised workers are permitted to make public statements or give interviews on behalf of the Diocese to a media representative.

12. Management and Resources

Workers must use the Diocese resources economically and ethically. Such resources include money, facilities, equipment (e.g. phones, computers, iPads, and fax machines), vehicles, services (e.g. internet) and any other property which is owned or is the responsibility of the Diocese. Workers also have a duty to ensure the Diocese resources are used only for their intended purpose, are well maintained and secured against theft or misuse.

Workers are fully accountable for the use of the Diocese work time and resources. Workers should not use the Diocese work time or resources for an outside interest, secondary employment or personal gain, such examples include the development of a new commercial idea or writing a book.

Workers have a duty to report to the Diocese any improper use, waste or abuse of resources, corrupt or fraudulent conduct or inadequate administration or accountability.

13. Protected Disclosures

In reporting any suspected improper use, fraud, waste or abuse of resources, corrupt conduct, inadequate administration or accountability, workers are entitled to seek support and protection when making such disclosures, and to be notified of the action taken in relation to the disclosure.

Workers are not entitled to protection for disclosures which, on investigation, are found to be vexatious or malicious allegations, and may be liable for disciplinary action as a result.

14. Confidentiality

Workers must not divulge, either during employment or after, any confidential information gained as a worker of the Diocese.

Workers of the Diocese are expected to:

- ▶ Abide by the Australian Privacy Principles (APPs) found in the Privacy Act 1988 (Cth) in the conduct of their work
- ▶ Treat confidential and personal information about colleagues, volunteers, students, people we support and other members of the community respectfully
- ▶ Exercise caution and sound judgement in discussing other people's confidential and personal information
- ▶ Comply with relevant laws and regulations regarding the collection, dissemination, use and security of all such information
- ▶ Only use such information for work-related purposes
- ▶ Only communicate such information to those who need to know in order to perform their role.

Sharing of confidential and personal information with external persons or agencies may only occur:

- ▶ within the established guidelines for such communication, or
- ▶ in accordance with any relevant legislation relating to the provision of such information.



Code of Conduct Declaration



This form is to be completed by all workers of the Catholic Diocese of Maitland-Newcastle.

| | |
|-----------------------|--|
| Name: | |
| Department: | |
| Home Address: | |
| Date of Birth: | |

Declaration

I declare that:

1. I have read, understand and agree to abide by the Code of Conduct for workers of the Catholic Diocese of Maitland-Newcastle;
2. I am aware of the guidelines contained within this policy document and its implications for my conduct as I carry out my duties as a worker of the Catholic Diocese of Maitland-Newcastle.

Signed:

Date:

Original signed declaration to be returned to Human Resources for placement in personnel file.

| | | |
|-------------------------------|------------------------------------|---|
| Diocese of Maitland-Newcastle | Code of Conduct Worker Declaration | |
| Issue Date: September 2020 | Review Date: September 2021 | Document Owner: Head of Human Resources |



Social Services
Hunter-Manning



| | |
|------------------------|--|
| Name: | |
| Position title: | |
| Agency: | |
| Manager: | |
| Date: | |
| Location: | |

WHS Level 2 Induction (Geographic Location) Checklist

1. General Information

Please tick applicable Yes No N/A

Site location

Site operating hours

Site floor plan

Car parking arrangements

Access to and from site (access codes, keys)

2. Requirements of the job

Please tick applicable Yes No N/A

Working schedules

Conditions

Processes and procedures applicable to the role

Inform the person on placement of the use of equipment used in their role

| | | |
|-------------------------------------|---|----------------|
| Diocese of Maitland-Newcastle | 6.3.4.2 WHS Level 2 Induction Checklist | Revision No. 0 |
| Issue Date: 31/01/2020 | Next Review Date: 31/01/2022 | HPE RM Ref:TBA |
| Confidentiality Level – Open Access | Not Controlled When Printed | Page 1 of 3 |

3. General WHS information

| | <i>Please tick applicable</i> | Yes | No | N/A |
|--|-------------------------------|--------------------------|--------------------------|--------------------------|
| Inform the person on placement of the Work Health & Safety Policy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discuss procedure for reporting hazards and incidents in the workplace | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there any specific personal protective equipment (PPE) requirements for the employee? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If PPE is a requirement for the role, has this equipment been made available to the person on placement and have they been provided instruction on use and care. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Emergency response

| | <i>Please tick applicable</i> | Yes | No | N/A |
|--|-------------------------------|--------------------------|--------------------------|--------------------------|
| Discuss process for emergency response and explain alarm system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discuss process for emergency response for lockdown and explain system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify emergency evacuation signage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify emergency evacuation exits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify emergency evacuation muster point(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify location of fire control equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify location of first aid kit(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify first aid personnel in work area(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Electrical safety

| | <i>Please tick applicable</i> | Yes | No | N/A |
|--|-------------------------------|--------------------------|--------------------------|--------------------------|
| Explain to the person on placement that all electrical equipment used must be tested and tagged and show a current inspection tag | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Before using any portable items (laptop computers) please check electrical cords, plugs and power connections to ensure there is no damage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. Office ergonomics

| | <i>Please tick applicable</i> | Yes | No | N/A |
|---|-------------------------------|--------------------------|--------------------------|--------------------------|
| Office ergonomics checklist with worker if they are required to work in an office environment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Chemical hazards

| | <i>Please tick applicable</i> | Yes | No | N/A |
|--|-------------------------------|--------------------------|--------------------------|--------------------------|
| Identify if the person on placement will be exposed to or required to use hazardous substances | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify the location of safety data sheets (SDS) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Review the SDS for all hazardous materials to be used by the person on placement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explain hazardous material labelling requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conduct or coordinate additional job-specific training for the person on placement if required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|-------------------------------------|---|----------------|
| Diocese of Maitland-Newcastle | 6.3.4.2 WHS Level 2 Induction Checklist | Revision No. 0 |
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8. Traffic management

| | <i>Please tick applicable</i> | Yes | No | N/A |
|--|-------------------------------|--------------------------|--------------------------|--------------------------|
| Discuss any site rules or regulations regarding car parking | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify pedestrian crossings/walkways <i>Need to ensure that any site-specific rules and regulations are communicated (e.g. staff to always use the traffic lights and pedestrian crossing at the corner of Hunter and Tudor Streets to move between offices.)</i> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Remind the person on placement of the risks of using a mobile device while walking/driving | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| People on placement are not permitted to drive fleet vehicles in the course of their placement. Explain that people on placement can travel with an employee in a fleet vehicle, but are not permitted to be the driver. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9. Housekeeping

| | <i>Please tick applicable</i> | Yes | No | N/A |
|--|-------------------------------|--------------------------|--------------------------|--------------------------|
| Discuss housekeeping standards with the person on placement and explain that person on placement is responsible for maintaining immediate work areas (desk, fleet vehicle) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify waste disposal and recycling locations | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

10. Site tour

| | <i>Please tick applicable</i> | Yes | No | N/A |
|--|-------------------------------|--------------------------|--------------------------|--------------------------|
| Conduct a site tour with person on placement to meet and greet other team members, identify location of facilities (i.e. kitchen, bathroom etc.) and emergency response requirements | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Action items

Are there any items arising from this induction that need action? If so, please list below and make arrangements with relevant department for completion:

Completion

When induction is completed, please sign below and ensure a copy is sent to Human Resources with the Student Placement Handbook:

Name:

Signature: Date:

Manager name:

Signature: Date:

| | | |
|-------------------------------------|---|----------------|
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