



Raglan Area School
TE KURA A ROHE O WHAINGAROA

Health And Safety At Work Act 2015

A practical and working document for Gateway
administrators and employers

This document outlines the following:

- An introduction to the Health and Safety at Work Act 2015
- Roles and responsibilities of school, employer and employee
- Templates for good practice and implementation

Gateway

Health and Safety

Prior to accepting students into a Gateway placement it is important to consider all of the health and safety aspects to ensure that both the business and the students are kept safe whilst enjoying the benefits of a genuine work placement. Safety is always an issue in the workplace, and it is the obligation of both the school and the employer collectively to ensure that the student's work placement goes without a hitch.

What does this mean for businesses?

Under the Health & Safety at Work Act, a Person Conducting a Business or Undertaking (PCBU) has the primary duty to ensure the health and safety of its workers and others, so far as is reasonably practicable. This includes;

- Making sure that the health and safety of their workers and other people are not put at risk by its work.
- Safe plant, structures and systems of work are maintained
- Providing the appropriate information, training, instructions and/ or supervision necessary to protect all people from health and safety risks
- The health of workers and the conditions at the workplace are monitored so as to prevent injury or illness

Students on work experience in your work place are not employees, but must be treated as employees for the purposes of ensuring safety. Normal warnings and instructions relating to health and safety given to employees apply equally to students on work experience.

What do I need to do to support Gateway students in my business and meet the Health & Safety obligations?

- Students must be put through an induction process which includes the identification of hazards and appropriate behaviour in the workplace. Some time with the business Safety Officer is also useful.
- Every time a student undertakes a new selection of tasks, any new hazards will need be identified and notified to the student
- Eliminate or manage identified hazards to ensure there is no harm

- Prior to students utilising equipment, training will be provided on appropriate use including the use of all PPE.
- Students are not to be asked to do any work that is arduous or dangerous
- Students must be adequately supervised.
 - Students can get easily confused over who they are responsible to in the work place. Please clearly nominate one person to be directly in charge of the student during this time. Sometimes other workers ask them to do a job, and the student is then mistakenly seen to be not doing the right thing. Students are taught to check with the person they are assigned to if conflicting instructions are given. Please ensure there is clear instruction on who is responsible for them each day.

What does this mean for students?

- Students will be subject to legislative obligations to take reasonable care for their own health and safety and others which includes the requirements to:
- Take reasonable care that what they do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.
- Do not undertake work for which the student feels is unsafe for them

What is the school obligation?

It is our role under the Health and Safety legislation to ensure that workplace experiences for the students are safe environments which support their learning. We are required to carry out a risk assessment of the business prior to placement of students in the workplace and keep records of these checks. This safeguards the school, the student and the employer.

Gateway staff are always available for discussion around students and should be contacted immediately if there are any concerns with the placement.

Our responsibilities include:

- Ensuring that all health and safety obligations are being met by the employers
- Being readily accessible to support employers with a successful placement

HEALTH AND SAFETY CHECKLIST

Workplace Name: _____

This is a pre-placement check to ensure that obligations are being met under the Health and Safety at Work Act to ensure safety of students during their Gateway placement. This checklist is completed in consultation with the school delegate and employer.

1. There is a Health and Safety Policy operating on site: YES/NO

2. The Student will be provided with a full induction process and will be adequately supervised at all times during the Gateway placement.
 - Induction process carried out by: _____
 - Health & Safety training carried out by: _____

3. The student will be provided with adequate safety equipment:
 - Safety equipment required: _____
 - To be supplied by: _____

4. First Aid facilities are located where: _____

5. The students will not be working in contact with any person who would not be able to satisfactorily pass a police check

Health and Safety Agreement

The school and employer agree that all due care will be taken to ensure the safety of students in the workplace. Contact will be made with the school if there is any concern regarding ongoing safety or if there is a significant change to the students expected duties in the workplace.

Signed: _____
Offsite Provider

Signed: _____
Gateway Coordinator

Employer Health & Safety Checklist Gateway Student Placement

Description of work to be carried out by the student:

	When Completed	Signed Employer	Signed Student
Induction Discussion			
General Health & Safety Briefing			
Site Specific Safety Briefing Completed			
Task Training Completed			

GATEWAY

Student File Checklist

Student:

NSN Number _____

Interview/Application	
Contracts signed: Gateway Placement Agreement Parent Student School Agreement	
TEC Enrolment/Detail Form	
Learning Plan	
Establishing the work placement: Explain Gateway: purpose/assessment/commitment/employe r involvement/Health & Safety/learning development/work hours, dates & duration/contact details/visit times & dates organized/feedback processes in place/review process in place	
Employer Package (signed off)	
Unit Standard achievement list	
Report to TEC Workspace/TEC Confirmation	
Employer Thank you Letter	
Student Equipment Contract	

Gateway Placement Agreement

Between (School)
And (Employer)
And (Student)



1. The workplace learning will include the standards listed in the learning plan.
2. The employer will provide a learning environment that recognises the interests and welfare of the student.
3. The employer will promptly inform the school of any matters that could affect the delivery of the workplace learning.
4. The school may terminate this agreement at any time if the workplace learning is not being delivered to the school's satisfaction and/or the welfare and interests of the participating student is not being met.
5. The employer may terminate this agreement if unable to deliver the learning.
6. The employer is responsible for meeting all obligations of an employer, or person conducting a business or undertaking (PCBU) under the Health and Safety at Work Act 2015, and all obligations under the Human Rights Act 1993, and any other relevant statute, regulation or bylaw.
7. The student agrees to:
 - (a) Follow the employer's reasonable instructions; and
 - (b) Use all tools, equipment, safety equipment and clothing issued to the student in a safe and responsible manner; and
 - (c) Behave in such a way that neither the student nor other people are put at risk by the student's actions.

Signed on behalf of the school

Signed by the student

Signed by or on behalf of the employer

Date:

Hazard Register

Workplace / Location: _____

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls
		Yes	No				
							■ ■ ■
							■ ■ ■
							■ ■ ■
							■ ■ ■
							■ ■ ■
							■ ■ ■
							■ ■ ■
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							■ ■ ■
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E = Eliminate

I = Isolate

M = Minimise



Raglan Area School

TE KURA A ROHE O WHAINGAROA

Gateway Programme Incident / Accident Report

Date	Time	Name	Details of Incident/Accident Worksite/ Problem	Managemen t	Notified School/Parent	Signed Supervisor

Principal: Malcolm Cox

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