

**Workplace Learning – Safety & Emergency Procedures  
Student Contact Card**

**Student Name**

Name: \_\_\_\_\_

My Nominated Teacher contact  
during normal business hours:  
(for example: 9am – 5pm)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

School, TAFE, P/C RTO: \_\_\_\_\_  
\_\_\_\_\_

**For an emergency  
out of normal business hours:**

My parents or nominated contacts:

\_\_\_\_\_

Telephone: \_\_\_\_\_

**If you are injured in the workplace**

- Seek first aid or medical help immediately.
- Contact your school, TAFE teacher or P/C RTO and tell your parent.
- If out of hours contact your emergency contact e.g. parent.
- If you see a doctor, must use your Medicare number. This will not be a workers compensation claim. Ask for a medical certificate, not a certificate of capacity (4 pages), Ask that any medical invoices be made out in your name, not to the school.
- Within 24hrs, write a report of the incident as your teacher will need to know these details. They will follow this up and report the incident where needed.

**My Medicare No:** \_\_\_\_\_

Any known allergies or medical conditions? \_\_\_\_\_  
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### Think about work health and safety while you are learning and working

- ✓ Participate in a work site induction. Ask information, instruction, training and ongoing supervision when undertaking an activity, especially where you are asked to undertake an unfamiliar activity, or an activity in unfamiliar surroundings.
- ✓ Keep yourself safe and don't do anything to jeopardise the safety of others.
- ✓ Tell your supervisor if you have any safety concerns. Concerns about safety while in the workplace are always legitimate and always need to be addressed to your satisfaction.
- ✓ If in doubt ring your nominated teacher contact. A concern might need to be followed up by your school or TAFE.

### For Medical Staff

- Do not treat this injury as a Workers Compensation Claim as the student is not a paid employee.
- Do not issue a WorkCover NSW – Certificate of capacity.
- Please issue invoices in the name of the student (not the school).

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