**SAFETY & EMERGENCY PROCEDURES -STUDENT CONTACT CARD**

### Safety advice

* Be aware of risk at all times where you are working.
* Ask for information, instruction, training and on-going supervision when undertaking an activity, especially where you are asked to undertake an unfamiliar activity, or an activity in unfamiliar surroundings, for example, where there is not much light or ventilation.
* Concerns about safety at the workplace are always legitimate and always need to be addressed to your satisfaction. Tell your supervisor if you have any safety concerns. Make sure they are addressed, for example, through a safe work method statement or (if you are in a construction industry) a toolbox talk.
* Take responsibility for thinking about occupational health and safety.
* Ring your nominated contact if in doubt about your safety (see below).

### My nominated contact during normal business hours from my School/TAFE NSW institute/P/C RTO is:

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

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

Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

### For an emergency out of normal business hours (where applicable) my contact is:

**Contact name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact number**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### If you are injured in the workplace

* Seek first aid or medical help immediately.
* Contact the school, TAFE NSW institute, RTO or emergency contact.
* Ask the doctor attending for a medical certificate.
* Use your Medicare number: do not treat as a Worker’s Compensation claim.

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

* Complete a written report of the accident and forward it to the school or relevant TAFE NSW institute college or campus or P/C RTO.

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**STUDENT CONTACT CARD**

**This card is to be provided by the school.**

Students will be supervised in filling in the contact details and in supplying their Medicare Number

During normal business hours, if a student faces an emergency in the workplace, they must contact their nominated contact from the school, TAFE NSW institute or RTO. Where relevant, students must also contact their parent or carer.

Outside normal business hours, the contacts for students in Years 11 and 12 must be their parent or carer or other responsible and reliable adult who is trusted by the student and authorised by the Principal (or nominee) or responsible TAFE NSW Institute Manager (or delegate) or RTO Manager or nominee, and who understands the concept and context of workplace learning. The contact person must not be the host employer or any of their employees.

The contact must undertake to inform the school of any out of hours emergency as soon as possible after it happens.

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