

School and parent contact information during work placement:

School/training provider

Contact teacher:

Contact phone number:

In case of an emergency:

Parent/carer information

Name:

Relationship to student:

Phone:

If you are injured in the workplace:

- Seek first aid or medical help immediately.
- Contact your school, EVET teacher or training provider and tell your Parent.
- If out of hours, contact your emergency contact e.g. Parent.
- If you see a doctor, you must use your Medicare number. This will **NOT** be a Workers Compensation claim. Ask for a medical certificate, not a Certificate of Capacity. Ask that any medical invoices be made out in your name, not the school.
- Within 24 hrs, write a report of the incident as your teacher will need to know the details. They will follow this up and report the incident as needed.

My Medicare No:

Any known allergies or medical conditions?

Work Placements in Entertainment

STUDENT CARD



Safety & Emergency Procedures

Student name:

Work placement details:

Employer

Name of business:

Venue:

Supervisor:

Phone number:

Dates for placement:

School/EVET Provider

School:

Phone number:

Principal:

EVET Provider (if applicable):

Ready for your work placement?

Find out at go2workplacement.com

Prior to commencing your work placement you must:

- ✓ Have obtained your Work Placement Ready Certificate from www.go2workplacement.com
- ✓ Have a transport plan approved by your teacher.

During your work placement:

- ✓ You must participate in a worksite induction on the first day
- ✓ Wear appropriate clothing, seek advice if unsure
- ✓ Only use equipment that you have been trained to use
- ✓ Use PPE as requested by your supervisor
- ✓ Talk to your supervisor about your breaks during the day
- ✓ Work within industry protocols
- ✓ Use caution
 - in confined or dark spaces
 - when working at heights
 - when working with electrical equipment
 - when lifting and moving heavy items.

Safety Advice:

Think about work health and safety while you are working.

Participate in a worksite induction. Ask for information, instruction, training and ongoing supervision especially when you are asked to complete an unfamiliar task.

Keep yourself safe.

Don't do anything to jeopardise the safety of others.

If you have any safety concerns tell your supervisor. A concern might also need to be followed up by your school or EVET provider.

You may sometimes be asked to be on duty for extended periods of time. Remember to avoid fatigue and take appropriate breaks during your work placement.

Ensure that you have an approved travel plan to get to and from your workplace.