

# WORK PLACEMENT FACTS

## Health & Safety at DIT Advice for DIT Mentors\* of Work Placement Programmes

\*Mentor- This is a DIT staff member assigned by the School/Faculty to facilitate the work placement of its students.

### Introduction

DIT shall, in accordance with its general health and safety policy, take all reasonable steps to ensure the safety, health and welfare of students taking part in work placement programmes. These programmes offer many benefits and opportunities to both the work placement provider and student. This factsheet is intended to offer general guidance to Mentors of students and raise awareness of the factors that can reduce incidents/ill-health which may occur in work placement situations.

### Your Vital Role as Mentor

As a Mentor for students on work placement, you form the vital link between the student and work placement provider. You can ensure the health and safety of the student is maintained by the following:

- Highlight the training required pre-placement in consultation with the Health & Safety office.
- Ensure the work placement provider has submitted all safety documentation. e.g. Safety Policy.
- Maintain a list of students and work placement providers on an annual basis.
- Visit the student if required.
- Provide the student with emergency contact information.
- Contact the student at least twice during their work placement.

### Your Duties

- Contact the Health and Safety Officer regarding training requirements and provide sufficient notice.
- Give emergency contact details to students.
- Ensure work placement provider submits a copy of safety documents.
- Give the relevant work placement fact sheet to the work placement provider and the student.



### Procedure for Placement Approval

- Once documentation is processed, file in central office agreed with School/College.
- Maintain a copy of names of students and work placement providers in the central file.
- Send the Health and Safety Officer details regarding training requirements.
- Sign off approval at College Executive if appropriate.

### Placement Agreement

Keep a list of the following (for 2 years)

- Student name, Employer name
- Date of Birth, Address
- Contact Number
- Next of Kin details
- Duration of placement, day/night
- Student duties
- Work placement supervisor contact details
- Any incident details

### Insurance Issues

DIT's insurance covers students on work experience/placement in **Ireland only**. There is no cover in place for students on work experience/placement outside Ireland.

Queries in relation to insurance for students should be addressed, in the first instance, to the relevant Faculty Administrator's office. If queries are not of a routine nature they will then be referred to the Property and Facilities Office, DIT 143-149 Rathmines Road.