

WORK PLACEMENT FACTS

Health & Safety at DIT Advice for Work Placement Programme Providers

Introduction

To improve competitiveness, it is vital for the Education and Business sectors to work together to ensure that young people are better prepared for the world of work with necessary skills and motivation. Work placement programmes offer many benefits and opportunities to both the provider and student.

Students on work placement are visitors and therefore are owed a duty of care. This fact sheet provides guidance to work placement providers to ensure the safety, health and welfare of all students whilst on work placement.

What Work Placement Providers should have in place:

- Safety documentation with risk assessments (this should identify particular risks to young people and preventative measures including supervision needs).
- Record all health and safety issues, including incidents involving DIT students, and copy to the DIT Health & Safety Office.
- Provision of adequate information, training, instruction and supervision.
- Ensure checklist items are completed.

What Work Placement Supervisors should do:

The work placement supervisor should ideally be in a position to work daily with the placement student providing guidance and assessing their progress. (This is a designated person within the employer's organisation where the student is being placed).

- Liaise with DIT Mentor when relevant (concerns re: health and safety, behaviour, absence).
- Record all health & safety issues and incidents to the Health & Safety office at DIT involving students and copy to DIT.
- Introduce the student to aims, objectives, work practices and roles to promote a safety culture and efficient personnel.
- Ensure safe work practices are implemented.



Your Checklist: please mark ☒

- | | |
|---|--------------------------|
| Submit copy of safety documentation to DIT. | <input type="checkbox"/> |
| Give student relevant contact details eg. Line Manager | <input type="checkbox"/> |
| Outline departmental/site specific safety rules | <input type="checkbox"/> |
| Distribute relevant safety literature (Standard Operating Procedures, Risk Assessments) | <input type="checkbox"/> |
| Outline Personal Protective Equipment/ Clothing (PPE) requirements and safety equipment regulations | <input type="checkbox"/> |
| Outline emergency procedures (incident, evacuation, first-aid) | <input type="checkbox"/> |
| Outline duties and hours of work | <input type="checkbox"/> |
| Outline safety training requirements | <input type="checkbox"/> |

Contact Details:

DIT Health & Safety Officer: _____

DIT Mentor: _____

DIT Occupational Health Officer: _____

Work Placement Supervisor: _____

THIS DOCUMENT IS TO BE ISSUED BY DIT MENTORS