

## Vacation Placement (Employment)

The Faculty of Engineering requires that all engineering students complete 12 weeks of approved work experience and submit a formal technical report which documents the work as partial fulfilment of the requirements of the Bachelor of Engineering degree.

Part of this process is to ensure a safe place of work whilst you are on Placements. We expect that on applying for your placement work with an organisation that they have adequate systems in place for your health and safety whilst on site or conducting activities on behalf of them.

Please refer to your department webpages for department specific vacation work requirements.

All students must fill in the health and safety checklist below and return to your department administrator, prior to commencing the placement.

### Insurance

Students enrolled in full time study who undertake vacation work experience as part of their Engineering course are covered by the Monash University Personal Accident Insurance Policy which provides capital, medical and loss of income benefits. If the employer asks for a letter from the University regarding Vacation Employment Insurance, you can download a copy of [the insurance letter \(PDF File, 22K\)](#).

An information sheet explaining Student Insurance can be found on the Monash OHS Website or the following link:

<http://www.adm.monash.edu.au/ohse/assets/docs/information-sheets/insurance.doc>

### Other Links for Vacation Placement

Student [Insurance information](#)

[Vacation Work Handbook for Engineering and Science Students APESMA SMUCE Careers Guide](#) (996K, Acrobat PDF format)



## PLACEMENT HEALTH AND SAFETY CHECKLIST

### To be filled in By Placement Organisation Supervisor

For negative responses, please provide further details in the space provided below.

1.	Does the you have a written health and safety policy?	YES	NO
2.	Will appropriate health and safety induction, training and supervision be provided to the placement participant(s)?	YES	NO
3.	Are there instructions for local emergency procedures readily available?	YES	NO
4.	Are safe working procedures documented and available?	YES	NO
5.	Risk assessment		
	a) Have you carried out risk assessments of your work practices to identify possible risks to employees and to others within your organisation?	YES	NO
	b) Are risk assessments kept under regular review?	YES	NO
	c) Are controls for the assessed risks implemented?	YES	NO
6.	Will personal protective equipment be provided by your organisation for the placement participant(s)?	YES	NO
7.	Accidents and incidents		
	a) Is there a formal procedure for reporting and recording accidents and incidents?	YES	NO
	b) Have you procedures to be followed in the event of serious and imminent danger to people at work in your organisation?	YES	NO
<b>NB</b>	The University requires that all accidents, illnesses or near misses involving placement participants are reported to Monash OHS Unit within 48 hours of occurrence. <b>Phone:99051016 or Fax 99052580</b>		
8.	Insurance		
	a) Is Public liability insurance held? Please give details of your insurance policy:	YES	NO
	PL Insurer.....Policy No.	-	
	Indemnity Limit.....Expiry Date.	-	
	b) Does your insurances cover any liability incurred by a placement student/staff member as result of his/her duties?	YES	NO

**If any questions were answered NO please document controls to minimise risks in these areas or attach relevant placement organisational policies:**

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**Contact personnel at placement organisation:**

Who is your nominated contact for health and safety?

Name ..... Position .....

Telephone .....

The above statements are true to be best of my knowledge and belief.

Signed ..... Position ***Placement Supervisor***

Telephone .....

Thank you for completing the checklist. Please retain a copy and send original as soon as possible to: .....

The Department of ..... at PO Box XX, Monash University,  
Victoria 3800