

## Guidance notes on Host Organisation Health and Safety Checklist

*Host Organisation Health and Safety Checklist* questions reflect a standard of care expected by UTS. By completing the checklist you assure UTS that our staff and students are in safe hands.

These guidance notes are provided to assist the host organisation put in place practical measures to meet this standard of care.

### **INDUCTION AND TRAINING**

- New employees and workers (including student interns) are provided with safety inductions and training in safe work practices appropriate to the activities they will be undertaking.

Health and safety information, training and instruction must be suitable and relevant to the nature of the work conducted, the nature of the risks and the way those risks are managed. This is a good opportunity to involve workers developing solutions to manage risk.

### **EMERGENCY MANAGEMENT**

- My organisation has planned and communicated to workers what to do in an emergency
- My organisation will request that hosted UTS staff and students provide emergency contact details in case of emergency.

Have an emergency plan that includes evacuation procedures, means to notify emergency services, means to obtain UTS persons emergency contact details in case of emergency, means to obtain medical treatment and assistance, testing of the system and communication of emergency procedures to workers.

### **FIRST AID**

- My organisation has processes in place to provide first aid to injured workers.

First aid equipment and supplies must be provided in the workplace. It must be accessible and maintained. There must be an adequate number of persons to administer first aid. The type of equipment and number of first aiders will depend on health and safety risk present (nature of work, nature of hazards, size and location of workplace, number and composition of workers and other persons).

Host processes should be fit for purpose e.g. in a domestic (working from home) situation.

### **ACCIDENTS/INCIDENTS**

- My organisation keeps a record of accidents/incidents and hazards and remedial action taken.




A process must be in place for receiving information about injuries in the workplace and responding in a timely way. In addition, as part of the University's health and safety management system, we require that you report to UTS any hazards or near misses UTS students they may experience during their internship with your organisation.

### **WORK ENVIRONMENTS AND ACTIVITIES**

- Health and safety risks associated with work practices are identified and controlled
- Regular inspections of work environments are conducted to identify and control health and safety hazards

The workplace and work activities must be without risk to health and safety, so far as is reasonably practicable. An effective way of identifying hazardous situations is to conduct regular workplace inspections. Once the risks are identified, solutions to manage the risk can be developed in consultation with workers.

Note that a 'workplace' is a place where work is carried out for the business. It can be off-site, or in a vehicle, and not necessarily limited to the premises.

### **INSURANCE**

- Workers at my workplace are covered by insurance

Employers must have an insurance policy to insure themselves against compensation claims for workplace related illness and injuries.

If you engage a UTS intern/student for paid work, or for work that is legally required to be paid, then regardless of whether you are a company, sole trader, or other legal entity, it is likely you will be required to have workers' compensation insurance that covers the intern/student. You should contact the NSW State Insurance Regulatory Authority, workers compensation authority in the State or Territory where the intern/student will be based or seek legal advice about the insurance coverage you must have in this instance.

UTS students/interns are covered by UTS' insurance where they are undertaking an internship approved by UTS, provided they are not employed, paid or performing work for which they are legally required to be paid. Insurance cover is extended per the terms and conditions of the policy and *Student Vocational Placement Agreement*.

Persons or organisations engaging students/interns to perform paid work, work that is legally required to be paid or undertaking internship-like activities that have not been formally approved by UTS, whether paid or unpaid, should obtain their own insurance to cover these students/interns.