

## **TAKING STUDENT TO WORK FOR A DAY**

***THIS INFORMATION SHOULD BE COMMUNICATED TO ALL SUPERVISING TEACHERS AND STUDENTS PARTICIPATING IN PROGRAMS WHERE STUDENTS ENTER WORKPLACES AS PART OF A SCHOOL CURRICULUM.***

Annually, schools encourage parents to facilitate a better understanding of the world of work by their children through taking a student to work for a day. There are inherent risks with bringing any person into a workplace setting if adequate preparatory work is not done. Responsibility for the safety and health of students while at any workplace related to a school function, rests with three groups; the school, the student (parents) and the workplace.

### **School Responsibilities**

In preparation for the event day, the school should have discussed (and verified comprehension) with the students the following issues related to safety and health:

- Are there activities at the workplace that would preclude the student from safely being present in the workplace?,
- Every workplace has hazards which can result in serious injury, illness or death,
- Employers have a legal responsibility to provide a safe workplace with appropriate safeguards, training and supervision to protect the workers and other persons who come into the workplace,
- Students have a responsibility to follow workplace rules, not operate equipment / processes unless trained and not place themselves or others at risk.

### **Student (Parental) Responsibilities**

Prior to going into any workplace students and their parents should become familiar with:

- Are there activities at the workplace that would preclude the student from safely being present in the workplace?,
- What the workplace does and particularly the operations of the specific area the student will be in,
- The requirements for specific personal protective equipment or clothing
- All workplace rules and instructions must be strictly adhered to.

(Over)

## **Workplace Management**

The management of the workplace must consider the presence of a student in their workplace for an entire day the same way as they do a new employee or a long term visitor.

- ❑ Are there activities at the workplace that would preclude the student from safely being present in the workplace?,
- ❑ Students should be provided with a overview of the company policy and procedures, particularly those relating to safety and health,
- ❑ Any issued personal protective equipment must be properly fitted to the individual,
- ❑ Students must be supervised at all times and not permitted to operate any equipment or process unless trained to the satisfaction of the supervisor and then supervised,
- ❑ Specific instructions on entry into high hazard areas.