

Student	
School	
Host Employer	

PROPOSED WORK EXPERIENCE - MINE SITES

SPECIAL APPROVALS

Workplace Guidelines for Students Working at Mine Sites

These guidelines provide information for host employers, students, parents and schools

Secondary students undertaking workplace learning on Mining Sites could be exposed to risks not found in other workplaces. To provide a safe and rewarding experience, host employers must recognise the hazards which could place a student at risk and consider the inexperience and likely capabilities of the student. Activities must be carefully selected and planned, and the risks managed.

IMPORTANT NOTE:

- **NO** student under 15 years of age should be permitted to undertake workplace learning at a mine site.

What host employers should consider

Students are to be allocated to Surface Areas only

CSNSW/CECG insurance policy coverage is for above ground environments, the underground environment is not covered. Students need to be allocated to the surface areas for all workplace learning. The school's representative will review this form and sign off if satisfied that the student understands the nature of the workplace learning, and the constraints which will apply in regard to areas of the mine site.

Providing Appropriate Induction and Supervision

Students *must* be given a thorough induction briefing and *must* be adequately supervised while at your workplace. This means allocating responsibility for the student to a staff member. Supervisor(s) should be familiar with the student's skill and knowledge level and prior experience, and must explain which activities and locations are prohibited. *All* staff must understand some tasks are not to be asked of the student.

Inform the student that **safety** is the most important consideration during their stay, that you have a legal duty of care for the student during the week, and in turn they must act to safeguard themselves by observing all requirements you have put in place to protect them.

Managing Potential Exposure to Hazards

The student must understand that mine sites are hazardous workplaces. Before exposing a student to any site, a risk assessment must be conducted to establish the likelihood of the students encountering hazards and potentially injurious behaviours.

There are some environments to which students must **NOT** be exposed. These include any underground areas.

Risk assessments should be documented, as should the control measures established to manage risk. These measures may be suitable for trained staff but not for others with less experience – this should be considered before a student is asked to carry out the task in question. Please use the Activities and Risk Management questions in the Host Employer Details on page 3 of the Student Placement Record.

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The following are examples of suitable activities:

Examples of potentially suitable activities
The student must be supervised at all times by appropriate tradespeople (not apprentices). They will shadow the tradesperson and where there is no hazard, provide assistance in the tasks being fulfilled.
Apply Work Health and Safety regulations, codes and practices in the workplace: <ul style="list-style-type: none"> - The student will be required to complete a site induction upon commencement and will be subject to comply with the site's WH&S standards. This may include the completion of SLAMS, SWMS, MATES, JSA's and workplace permit processes.
Use computer applications relevant to a workplace: <ul style="list-style-type: none"> - Under the guidance of an Electrical Supervisor, the student will have the ability to review and execute work orders in our system, which schedules work to be completed on electrical equipment.
Fabricate, assemble and dismantle utilities industry components: <ul style="list-style-type: none"> - The student will be provided with exposure to the assembly and dismantling of electrical equipment. They may act as a trades assistant during this process to an experienced electrical tradesperson.
Use drawings, diagrams, schedules, standards, codes and specifications: <ul style="list-style-type: none"> - The student will have the opportunity to sit down with the Electrical Supervisor to review and be explained a variety of electrical diagrams which meet site standards and statutory standards.
Fix and secure Electrotechnology equipment <ul style="list-style-type: none"> - This will depend on the work scheduled for the week in terms of electrical installations but again, the student can provide trades assistant support to an experience electrical tradesperson.

What students and parents should consider

Hazards associated with mining sites are many and varied but generally well controlled. Strict health and safety procedures and processes are in place and must be adhered to by all workers and visitors on a site.

The student's host employer has a duty of care to all persons in the workplace (staff, customers and visitors) but cannot guarantee complete absence of risk without each individual adhering to these protocols. The student must, for their own safety and the safety of others, commit to following all advised protocols.

Role of the school in assessing student suitability

If the school has concerns about the student's suitability, the workplace learning should not go ahead.

Procedure

Please forward the following forms fully completed, to your diocesan representative who will forward it to your school's Work Experience Coordinator, who will then forward the completed forms to the Registered Training Organisation (RTO) Manager at the Catholic Education Office:

- *Student Self-Assessment Form*
- *Student Placement Record (including fully completed and signed Host Employer section)*

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EMPLOYER RISK MANAGEMENT

This fact sheet is for secondary school students undertaking workplace learning programs, and for their host employers. It can be used as a tool to assist with task planning, and to develop appropriate induction, training and supervision to minimise any risk to students while they are 'at work'.

As a host employer, we ask you to consider the information below and if any further risk management activities are appropriate for your workplace, these should be noted on the *Student Placement Record* which you are required to complete and sign.

Students must be given an induction addressing health and safety issues and must be supervised at all times. Hazards must be considered when allocating tasks. If a risk cannot be managed, students must NOT undertake the activity.

The hazards described here are commonly encountered in mining site workplaces.

Workplace Hazards at Mine Sites			
Potential Hazard	Possible Harmful Effects	Possible Employer Action to Prevent Injury / Illness	Preventative Action Students Can Take
Handling Material	Lifting-related back injuries in mining workplaces is a clear sign that proper lifting is not common practice.	<ul style="list-style-type: none"> Provide training on safe lifting techniques. 	<ul style="list-style-type: none"> Prepare, lift /move and lower being mindful of safety techniques. Hand injuries are also commonly related to hauling material. Be sure to wear gloves to protect from lacerations and bruising.
Slips, Trips, and Falls	Slips, trips and falls can cause life-changing injuries	<ul style="list-style-type: none"> Provide clearly marked safe walkways and steps. 	<ul style="list-style-type: none"> Falls on or around offices and equipment involving ladders or steps. Always ensure you have three points of contact with ladder rungs or steps and handrails. Start and end the process with both hands securely holding handrails or grip points.
Hand Tools	Life-changing hand tool injuries are the result of improper use of equipment.	<ul style="list-style-type: none"> Lockout, tagout, and block machinery to ensure it is not used if unsafe. 	<ul style="list-style-type: none"> Inspect equipment prior to use. Observe lockout, tagout, and block machinery to ensure safety. Wear required PPE.
Machinery	Machinery hazards put body parts at risk of being pinched, crushed, severed, and drawn into a range of machine motions and actions.	<ul style="list-style-type: none"> Ensure hazardous machine components are properly guarded and that guarding is only removed when all machine motions and actions have been properly de-energized and blocked. 	<ul style="list-style-type: none"> The best course of action to avoid machinery hazards is to keep your distance. Avoid wearing loose or dangling clothing and be sure to secure long hair under a hard hat.

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STUDENT SELF ASSESSMENT

Students: This form should be completed and provided to your school's workplace learning coordinator, to enable them to make an informed decision about your suitability for workplace learning on a mine site. If satisfied, they will forward the form to the insurer representative, who will make the final decision.

It's important to understand that your presence on the mine site will be restricted to activities that do not present unacceptable risk. Your safety is your host employer's most important consideration.

STUDENT INFORMATION

Please provide information of any medical condition, allergy, medication, disability or other factors which are relevant to this application:

Is there any other information you think could be relevant in assessing your suitability?

What connection do you have to the mining industry, and what understanding do you have of it?

STATEMENT BY PARENT OR GUARDIAN

- The information provided here is accurate to the best of my knowledge.
- I have read the above *Workplace Hazards at Mine Sites*
- I am aware that working in a mining environment may involve exposure to risk.

Signed: _____ Date: _____

STATEMENT BY SCHOOL REPRESENTATIVE

Reviewed by School Workplace Learning Coordinator:

Signed: _____ Date: _____

Please forward this completed form and accompanying Student Placement Record to the CECG Registered Training Organisation Manager karen.ruppert@cq.catholic.edu.au, who will forward to voced@csnsw.catholic.edu for consideration.