

QUICK GUIDE

Workplace learning injury and damage to property flowchart

For Employers



What to do when there's an accident or damage to property relating to a student

MANAGE THE IMMEDIATE RISK

1

Seek medical help immediately. If the student requires urgent assistance from police, fire or ambulance ensure you have contacted emergency services (000).

Students treated at a hospital or medical centre use their Medicare number as provided on the Student Placement Record (SPR) or on the Student Emergency Contact Card. Students are not employees. Medical staff should not treat this as a worker's compensation claim.

WHO TO CONTACT

2

During normal business hours, the host employer must notify:

- School contact
- EVET Provider, where relevant
- Work Placement Service Provider. Contact number: _____

Outside normal business hours, the host employer must notify:

- The parent, carer identified in Section 4 of the Student Placement Record.

GATHER INFORMATION

3

Complete a written report of the accident and forward it to the school (and EVET provider if relevant) as soon as possible.

Information may include:

- details of supervision arrangements in place at the time of the accident
- staff supervision rosters
- first aid register or its equivalent
- photographs of the scene
- sketch plans of the site indicating the location of the accident and of relevant people such as supervising staff at the time of the accident.

DEBRIEF AND REFLECTION

4

Ensure staff are provided the support they need. A reflection on the incident is recommended to inform any required changes to procedures, practices and risk assessments.

Reflect on the information you provided in 'Section 3: Host Employer details' of the Student Placement Record. Consider adjustments to information that may be required when completing the SPR in the future.

FOR MORE INFORMATION:

Contact Pathways and Transitions

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