

## Occupational Health and Safety (OHS) Checklist

#### About this form

This checklist was originally developed by Victoria University to ensure volunteers are properly orientated to Occupational Health and Safety (OHS) requirements. The checklist is to be used by a student on field placement in the absence of an agency policy or checklist to help ensure that the student is aware of possible OHS issues in their placement learning and working environment. The student is responsible for completing the checklist before or at the first liaison visit on placement. The University Liaison Person is responsible for ensuring the checklist or an agency OHS induction has been completed by the student. This should be done during the first liaison visit on placement.

For further information about the Victoria University (VU) and Australian Association of Social Workers' (AASW) requirements for student placements, please refer to the <a href="VU Social Work Field Education Manual">VU Social Work Field Education Manual</a> or email the Field Education Coordinators at: <a href="mailto:sw.placements@vu.edu.au">sw.placements@vu.edu.au</a>.

OHS CHECKLIST					
Student ID s Date completed: / / Full name					
	Liaison Person's name				
,					
	Item/Activity	Notes by inductee / student			
	Introduction to direct Manager / Supervisor				
	Location of activities				
	Times of work including breaks and lunch / meal arrangements are clear				
	Kitchen, toilet and other facilities location				
	Restrictions on activities defined (e.g. smoke free environment)				
	First Aid arrangements – is there a First Aider how can they be contacted and location of First Aid Kit				
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# SOCIAL WORK FIELD EDUCATION OCCUPATIONAL HEALTH AND SAFETY (OHS) CHECKLIST



Emergency Response – what arrangements are in place for emergency response and what is expected of the volunteer (e.g. immediately evacuate to a specific assembly area)	
Injury or hazard recording – how does the volunteer notify of any injury, hazard or near miss experienced or witnessed	
Risk assessment for the work involved – has a risk assessment been completed, what hazards were identified and what has been, or is to be, done to control the risk of injury	
Instruction / training on completing required tasks safely has been provided – written or verbal	
Tools, personal protection equipment and other items required to complete tasks safely are available as needed	

### **QUESTIONS ABOUT THIS FORM**

In person to:	Email:	Contact \	Contact VU Social Work Field Education:		
Field Education Coordinators	sw.placements@vu.edu.au	Phone	+61 3 9919 9541		
Social Work Unit		Email	sw.placements@vu.edu.au		
Building G, Room 350		Web	www.vu.edu.au		
Footscray Park Campus					
Melbourne, Victoria Australia					

### **Privacy information**

We collect and protect your personal information in accordance with our university Privacy Policy (www.vu.edu.au/privacy).