

PROHIBITIONS AND RESTRICTIONS FOR ALL STUDENTS UNDERTAKING WORK EXPERIENCE

Work experience students must not be permitted to:

- Hand out medication or discuss condition of patients
- Administer medication either internally or externally
- Bathe patients
- Undertake any task that requires training or special skills to avoid a risk to safety - e.g. operating machinery, using explosives, welding, brazing or flame soldering
- Undertake work relying on safe worker behaviour (for example, the correct use of personal protective equipment such as respirators) rather than risk controls that protect everyone (such as a fully enclosed ventilation booth to isolate the hazard)
- Hold or transport cash and negotiable items – such as cash, stamps or cheques – with a value exceeding \$100. (This excludes the student's personal items)
- Hold keys, codes or ciphers except those required to operate standard office machines and other permitted equipment
- **Use ANY dangerous plant and equipment:**
(The examples listed here do not form an exhaustive list of items in this category.)
- Powered mobile plant (students must never be permitted to drive any vehicle or mobile plant while on work experience – this includes tractors, forklifts, all-terrain vehicles, ride-on mowers, bulldozers, excavators, skidders)
- Powered cutting or grinding tools (excluding those used for key cutting and engraving on items such as trophies)
- Ultra Violet (UV) equipment
- Gas fuelled cutting equipment
- Chain saws
- Welding, brazing and open flame soldering equipment
- Rubbish compactors
- Power presses – unless press has laser guarding or a remote control, and training and close supervision are provided
- Powered lifting equipment
- Excavators
- Elevating work platforms
- Compressed air power tools
- Abrasive blasting equipment
- Explosive powered tools
- Brush cutters with attached metal blades
- Scaffolding
- Power saws, including docking saws and circular saws
- Buzzers
- Thicknesses
- Guillotines
- Spindle moulders
- Power wood shapers
- Nail guns
- Jack hammers.
- Plastic moulding machines
- Lathes
- Petrol sales consoles.

WORKPLACE HAZARDS

Work experience students must never be exposed to the following hazards:

- Asbestos (including exposure through inadvertent disturbance of, or contact with, asbestos or asbestos-containing material)
- Biological/medical hazards (such as exposure to needle sticks from syringes or other 'sharps', blood or other body fluids, Legionella bacteria)
- Confined spaces (areas where it is difficult to enter or exit and which may have a contaminated atmosphere, low oxygen levels or stored substances that could cause engulfment)
- Exposure to occupational sources of ionising radiation (such as x-ray machines)
- Exposure to non-ionising radiation hazards (associated with devices such as UV sterilising equipment and laser devices)
- Electrical hazards associated with faulty, unsuitable or inappropriately placed leads, electrically powered plant or equipment, contact with live underground or overhead cables
- Excessive noise
- Exposure to hazardous substances and dangerous goods
- Extremes of heat or cold that could result in physical harm through illness or impaired performance
- Falling objects (such as objects falling from platforms, loads slung from cranes)
- Debris (for example, waste material generated by milling or grinding operations)
- Falls from, or collisions with, fork-lifts or mobile plant
- Falls from heights of two metres or more
- Trenching and excavation operations, including digging of post holes
- Exposure to high pressure liquids or gases, (associated with gas cylinders, compressed air tools, boilers and pressure piping)
- Hazardous manual handling involving the application of repetitive, sustained and/or high force, awkward postures or movements, exposure to sustained vibration, manual handling of people or animals, manual handling of unstable loads that are difficult to grasp or hold
- Impalement hazards, such as protruding angle iron
- Sharp objects and cutting equipment (not including scissors and secateurs sold for general use)
- Plant hazards including moving machinery or equipment, unguarded machinery where clothing, hair, limbs or fingers could be get caught, cut or crushed
- Bullying, occupational violence, work-related stress, sexual harassment.

NOTE that there are 30 Workplace Hazards Fact Sheets dealing with hazards encountered in many of the industries and occupations in which work experience may be offered. These Fact Sheets are located at: http://www.education.vic.gov.au/safe@work/workplace_hazards.asp