



Careers and Employment
Host Organisation Induction/Safety Agreement Form

HOST EMPLOYER DETAILS

Name of Company	
Address/Suburb/Postcode	

THE UNIVERSITY'S OBLIGATIONS

1. To provide details of the relevant Insurance Cover. Certificate of Currency is attached.
2. To ensure that the student agrees to comply with any confidentiality obligations required by your organisation.
3. To ensure that the student agrees to comply with the rules and obligations that apply to volunteers/employees (whichever applies to you) while on the premises of your organisation

YOUR OBLIGATIONS AS HOST EMPLOYER

1. Provide a contact/co-ordinator to supervise the students in their work duties, and to whom the student can refer any workplace issues.
 2. Provide a safe workplace in lawful compliance with all applicable occupational health and safety requirements and standards.
 3. Provide the student/s with an induction session outlining potential occupational health and safety risks associated with their duties, and any relevant policies and procedures prescribing safe work practices at the workplace, prior to their undertaking the work on your premises.
 4. Provide adequate public liability insurance.
 5. To complete and sign this Form.
- Please note that Swinburne University of Technology insurance cover will not apply until this document is completed, signed and returned (by post or fax) to **Careers and Employment, Swinburne Place, West Building, 20 Wakefield St., Hawthorn Vic 3122 or Fax. 9214 8447.**
- With best wishes,
- Emma O'Connell
 Manager, Careers and Employment

SAFETY AGREEMENT

PLEASE TICK YES OR NO FOR THE FOLLOWING QUESTIONS:	YES	NO
Do you have a safety strategy operating in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Will appropriate on-site induction and/or training be provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are there instructions for local emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Are safe working conditions available?	<input type="checkbox"/>	<input type="checkbox"/>
Will adequate supervision be provided for the student to ensure a safe working environment?	<input type="checkbox"/>	<input type="checkbox"/>

N.B. If your organisation does not have a safety strategy in place, please ensure that possible risks associated with the work to be undertaken and ways in which these risks can be minimised have been identified.

ACKNOWLEDGEMENT BY HOST EMPLOYER

Signature			
Title/Position			
Date			
Name and ID of Student		Dates of placements	