

## Student name

Name:

## My nominated teacher contact

during normal business hours:  
(for example 9am - 5pm)

Name:

Telephone:

School or EVET provider:

## For an emergency

out of normal business hours:

My parent or nominated contact:

Telephone:

## If you are injured in the workplace

- Seek first aid or medical help immediately and tell your supervisor.
- Contact your school or EVET provider and tell your parent/caregiver.
- If out of hours, contact your emergency contact e.g. parent.
- If you see a doctor, you must use your Medicare number. This will not be a Workers Compensation claim. Ask for a medical certificate, not a certificate of capacity (4 pages). Ask that any medical invoices be made out in your name, not to the school.
- Within 24 hours, write a report of the incident as your teacher will need to know these details. They will follow this up and report the incident where needed.

My Medicare No:

Any known allergies or medical conditions?

# Workplace Learning



Safety & Emergency  
Procedures

**STUDENT CONTACT CARD**

## Think about work health and safety while you are learning and working

- ✓ Participate in a work site induction. Ask for information, instruction, training and on-going supervision when undertaking an activity, especially where you are asked to undertake an unfamiliar activity, or an activity in unfamiliar surroundings.
- ✓ Keep yourself safe and don't do anything to jeopardise the safety of others.
- ✓ Tell your supervisor if you have any safety concerns. Concerns about safety while in the workplace are always legitimate and always need to be addressed to your satisfaction.
- ✓ If in doubt ring your nominated teacher contact. A concern might need to be followed up by your school or EVET provider.

For HSC VET work placement students  
see [www.go2workplacement.com](http://www.go2workplacement.com)

## For medical staff

- Do not treat this injury as a Workers Compensation claim as the student is not a paid employee.
- Do not issue a WorkCover NSW Certificate of Capacity.
- Please issue invoices in the name of the student (not the school).

## Are you ready for workplace learning?

Prior to commencing your workplace learning you should complete work ready activities at your school or with your EVET provider.



Education