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# SAFETY & EMERGENCY PROCEDURES – STUDENT CONTACT CARD

## Safety advice

- Be aware of risk at all times during your work placement.
- 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, for example, where there is not much light or ventilation.
- Concerns about safety at the workplace are always legitimate and always need to be addressed to your satisfaction. Tell your supervisor if you have any safety concerns. Make sure they are addressed, for example, through a safe work method statement or (if you are in a construction industry) a toolbox talk.
- Take responsibility for thinking about occupational health and safety.
- Ring your nominated contact if in doubt about your safety (see below).

**Nominated contact in case of an emergency during normal business hours from my School/TAFE NSW institute/P/C RTO is:**

(teacher to provide these details)

\_\_\_\_\_

Phone No: \_\_\_\_\_

Student's Parent/Carer Name: \_\_\_\_\_

Student's Parent/Carer Phone No: \_\_\_\_\_

**My nominated contact in case of an emergency outside normal business hours (parent/carers, relative, teacher etc.) is:**

(student to provide these details)

\_\_\_\_\_

Phone No: \_\_\_\_\_

## If you are injured in the workplace

- Seek first aid or medical help immediately.
- Contact the school, TAFE NSW institute, RTO or emergency contact.
- Ask the doctor attending for a medical certificate.
- Use your Medicare number: do not treat as a Worker's Compensation claim.  
**My Medicare No:** \_\_\_\_\_
- Complete a written report of the accident and forward it to the school or relevant TAFE NSW institute, college or campus or P/C RTO.