# Employer fact sheet

When supervising students with additional needs in a workplace setting, it is important that you have received instructions from the school on how to best support their learning needs.

## Duties of Employers and Employees

* The employer must provide a safe workplace, safe machinery and equipment, and safe systems of work
* The employee must, once you have been properly trained and instructed, take care to look after your own health and safety and not put other workers at risk

## Duties of employers

An employer's main responsibility is to make sure that the workplace is safe and that anyone working in or visiting the workplace is not exposed to any risks or hazards at work.

## Risk assessment

A risk assessment will be undertaken by a member of the school. This will include:

* Activities the student is likely to carry out while on work experience
* Hazards and potential risks associated with the activity
* Proposed action to control risks (note the most effective risk controls first)
* Training, instruction and/or supervision required for this activity.

## Induction

On the student’s first day they will require an induction to your workplace. The induction will include the following;

* Introduction to the student’s supervisor or ‘key person’
* Orientation of the workplace including reception area, toilets, tearoom, first aid station or representative, noticeboard, emergency exits, emergency assembly point, restricted areas.
* Some employment places may issue security access cards/staff ID, inform students how to acquire the ID card, how to use it and report if it is lost or stolen

## Training and supervision

Whilst on placement, the student must be supervised at all times. It is the responsibility of the employer to ensure that they:

* Provide information, instruction, training and supervision of employees so they can work safely
* Make sure that employees are aware of potential hazards
* Provide protective clothing and equipment as required for the job
* Supervision that includes regular checks to make sure health and safety instructions are being followed
* Talk with employees to identify and control hazards in workplaces.

## Duty of employees

Once you have been properly trained and instructed you must take care to look after your own health and safety and not put other workers at risk.

Your responsibilities include:

* Following health and safety instructions provided by the employer
* Correctly using personal protective equipment and clothing
* Taking care to use equipment safely and for its intended purpose
* Reporting hazards and potential problems without delay
* Reporting all work-related injuries and incidents that you think could result in harm to health
* Co-operating with the employer on health and safety matters

Employers and employees should talk to each other to solve health and safety problems at work.