

Date: _____

Dear _____,

Thank you for agreeing on behalf of _____ (The Host) to offer a student research program for the Faculty of Medicine, Dentistry and Health Science of the University of Melbourne (The University). This agreement shall be in place for the term of this project.

The following students are included in this agreement:

Names of Students

The University's obligations and responsibilities are:

1. To plan and administer educational programs relevant to the field of study that relates to the standards of knowledge and practical experience of students.
2. To ensure that the selected students are prepared for effective participation in the program.
3. To provide an induction program to advise students of their responsibilities which include appropriate Environment, Health and Safety information.
4. To advise students of confidentiality, privacy and other obligations including legal obligations they may be required to fulfil or undertake in respect of the research program.
5. To advise students of the requirement to disclose any relevant medical or other health related conditions that may affect the health, safety or comfort of the student or any other person.
6. To maintain Public Liability Insurance to cover the University's legal liability to pay as compensation for personal injury or property damage, caused by an event occurring in connection with the University's business.
7. To maintain Personal Accident Insurance to cover University of Melbourne enrolled students whilst engaged on Faculty approved Work Experience, Medical, Research Electives and other Placements associated with their University course. Cover includes hospital and ancillary expenses, excluding 'Medicare' claimable items, such as medical consultations and x-rays. Note that the students are not covered by Workcover as students are not deemed to be 'employees'.

Please read the following page and sign the declaration and return the documentation to me at your earliest convenience. This agreement shall be in place for the term of this project.

Yours sincerely,

Name:

Unit:

Faculty of Medicine, Dentistry and Health Sciences
University of Melbourne VIC 3010

Name: _____

Position: _____

Organisation: _____

By agreeing to provide a student placement or research opportunity, the Host's responsibilities are:

1. To appoint appropriately qualified and experienced personnel to undertake the role of supervisor.
2. To ensure an adequate level of supervision of the student and to promote safe systems of work.
3. To provide adequate facilities and experiences for participating students.
4. To provide an orientation program for the student and provide training in safe work procedures.
5. To advise students of confidentiality, privacy and other obligations including legal obligations they may be required to fulfil or undertake in respect of the research program.
6. To ensure that the student's physical or psychological health is not placed at risk during the research program (as far as is reasonably practicable).
7. To ensure that all work is performed in accordance with any relevant Acts, regulations, industry standards, codes of practice and Australian Standards, and that equipment used is maintained in a safe condition.
8. To assist the student to conduct a risk assessment of proposed work and develop a safe system of work for all activities
9. Provide copies and details of these risk assessments on request
10. Inform the Honours Coordinator (or nominee) of any incidents on site immediately

I agree to the responsibilities outlined above.

Signature

Date

All supervisors are required to complete and return a copy of the Health Information for Honours and Postgraduate Students (I2) form and ensure appropriate control actions are carried out.

Risk Assessment Methodology

Select a Consequence that is a foreseeable outcome if the hazard were to cause an injury:

| <i>Consequence Type</i> | <i>Score</i> | <i>Definitions</i> |
|-------------------------|--------------|---|
| <i>Insignificant</i> | <i>1</i> | <i>Insignificant – no injuries</i> |
| <i>Minor</i> | <i>2</i> | <i>Minor first aid treatment, immediate containment</i> |
| <i>Moderate</i> | <i>3</i> | <i>Medical treatment required, assisted containment</i> |
| <i>Major</i> | <i>4</i> | <i>Major injuries, Area shut down for investigation</i> |
| <i>Catastrophic</i> | <i>5</i> | <i>Death(s) , Detrimental effect to community</i> |

Select a Likelihood that is foreseeable for the hazard to actually cause an injury:

| <i>Likelihood Type</i> | <i>Score</i> | <i>Definitions</i> |
|------------------------|--------------|--|
| <i>Very Likely</i> | <i>A</i> | <i>Expected to occur in most circumstances</i> |
| <i>Likely</i> | <i>B</i> | <i>Will probably occur in most circumstances</i> |
| <i>Possible</i> | <i>C</i> | <i>Might occur at some time</i> |
| <i>Unlikely</i> | <i>D</i> | <i>Could occur but is unlikely at some time</i> |
| <i>Rare</i> | <i>E</i> | <i>May occur only in exceptional circumstances</i> |

Calculate a Risk Score by matching up the selected Consequence and Likelihood using the matrix below:

| | <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> |
|----------|----------|----------|----------|-----------|-----------|
| <i>A</i> | <i>M</i> | <i>H</i> | <i>H</i> | <i>VH</i> | <i>VH</i> |
| <i>B</i> | <i>M</i> | <i>M</i> | <i>H</i> | <i>H</i> | <i>VH</i> |
| <i>C</i> | <i>L</i> | <i>M</i> | <i>H</i> | <i>H</i> | <i>H</i> |
| <i>D</i> | <i>L</i> | <i>L</i> | <i>M</i> | <i>M</i> | <i>H</i> |
| <i>E</i> | <i>L</i> | <i>L</i> | <i>M</i> | <i>M</i> | <i>H</i> |

09 Honours Program Requirements

Activity: _____

Date: _____

Completed by: _____ *(Student)*

Authorised By: _____ *(Supervisor)*

| Task | Hazard | C | L | Score | Controls | Res Risk |
|------|--------|---|---|-------|----------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |