



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

WORK HEALTH AND SAFETY PROCEDURES FOR WORK INTEGRATED LEARNING (PROFESSIONAL EXPERIENCE)

Contents

1	Introduction	3
2	Purpose	3
3	Definitions	3
4	Responsibilities.....	4
	4.1 Faculties and Units.....	4
	4.2 Host Organisations.....	4
	4.3 Third party providers.....	4
	4.4 Students.....	5
5	Procedure	5
	5.1 Before the Professional Experience Commences	5
	5.2 During the Placement.....	8
	5.3 After the Professional Experience Concludes	8
6	Program Evaluation	9
7	Related Documents.....	9
8	External References	9
9	Version Control Table	9
	Appendix 1: Risk Profiling.....	10
	Work Factors.....	10
	Travel & Transportation Factors.....	11
	Location &/or Region Factors	12
	General/Environmental Health Factors.....	13
	Individual Student Factors	14
	Insurance Factors	15

1 Introduction

This document details the procedures required to be undertaken to support the health and safety of students undertaking professional experience as a requirement of their University of Wollongong course. It clarifies the roles and responsibilities of University staff, host organisations and third party providers who approve professional experience placements, prepare students for placement or support students undertaking professional experience. It identifies how University staff can contribute to student health and safety while recognising that the primary duty of care under the [Work Health and Safety \(WHS\) Act 2011](#) is shared with the host organisation.

This guidance has been developed in line with [The Higher Education Standards Framework \(Threshold Standards\) 2015 \(HES Framework\)](#) (see Standard 2.3 on Wellbeing and Safety), the [TEQSA Guidance Note: Wellbeing and Safety](#), and WHS legislative requirements ([WHS Act 2011](#) and [WHS Regulation 2017](#)).

This document should be used in conjunction with the [Code of Practice - Work Integrated Learning \(Professional Experience\)](#) and the [WHS Risk Management Guidelines](#).

2 Purpose

This document is designed to provide guidance to Faculties and Professional Units on student health and safety considerations which need to be managed as part of holistic approval and support processes. A risk-based framework has been developed in order to accommodate the different models of professional experience across disciplines at UOW. This allows a lighter touch on professional experience with relatively low risks and more rigorous control measures where the risks are greater.

3 Definitions

The following definitions apply for the purpose of these procedures:

<i>Academic Supervisor</i>	The member of academic staff responsible for the academic supervision of the student undertaking a student professional experience.
<i>Host Organisation</i>	An organisation that provides professional experience to a student.
<i>Student</i>	A person enrolled in a course at the University and approved by the University to undertake professional experience at the host organisation.
<i>Third Party Provider</i>	A party other than the University of Wollongong or the host organisation which mediates aspects of student professional experience placements.
<i>Work Integrated Learning (WIL)</i>	Describes activities that integrate work practices with learning in an academic institution. Through WIL, students undertake authentic, experiential learning relevant to their program of study. WIL may occur in person or remotely, in a physical or simulated workplace, or in the classroom. It includes practicums, placements, internships, service learning, industry projects and experience, workplace simulations and professional activities.
<i>WIL Coordinator</i>	A member of the staff of the University, or of a third party engaged by the University for this purpose, responsible for the placement of students undertaking a WIL program and/or in the administration of a WIL program. Where there is no WIL Coordinator, the Academic Supervisor will take on this role.
<i>Workplace</i>	Any place at which a student undertakes WIL activities as a component of their course of study.

4 Responsibilities

4.1 Faculties and Units

Faculties and Units are required to ensure the following is undertaken when coordinating WIL for students in their programs:

- gather required information prior to the WIL program commencing including completing risk assessments to determine suitability of the Host Organisation and WIL activities
- organise and plan the professional experience program with student and host organisation
- effectively manage risk to student health and safety including the identification and reporting of new and emerging risks
- facilitate ongoing communication between the University, the Host Organisation and student
- be accessible by appropriate means of communication and during office hours to resolve with students and/or host organisations any issues arising relating to the professional experience program
- report any incidents or injuries involving the student in [SafetyNet](#).

4.2 Host Organisations

Host organisations are required to fulfil the requirements as outlined by applicable WHS legislation (WHS Act 2011 NSW and WHS Regulation 2017 NSW as a minimum) including:

- provide and maintain a safe working environment for students including freedom from discrimination and harassment
- take reasonable care for the health and safety of students and advise the WIL Coordinator as soon as possible in the event of any incident or illness affecting the student
- effectively induct students to the workplace in ways that ensure they are advised of hazards and risk controls including any job specific training
- inform students how they can report any unsafe situations and/or any incidents that occur
- adequately supervise students and ensure that they are assessed as competent to undertake hazardous activities
- provide University staff reasonable access to the workplace to facilitate assessment and monitoring of student progress
- comply with any requirements of the University in relation to the professional experience program, including participating in risk assessments and completion of Host Organisation WHS Checklist.

4.3 Third party providers

Third party providers are required to:

- ensure that student health and safety is a core component of the organisation's student WIL service model
- act to safeguard student health and safety at all stages of service delivery
- fully and accurately disclose any factor(s) which might affect student health and safety to the WIL Coordinator and host organisation
- monitor patterns of complaint or incidents associated with host organisations and notify the WIL Coordinator of possible risks to students
- advise the WIL Coordinator in the event of any incident or illness affecting the student.

4.4 Students

Students are required to:

- attend and complete all safety and induction sessions required for the professional experience
- comply with recommended health and safety requirements (e.g., the use of protective clothing or immunisation programs) of the University and the Host Organisation in relation to health and safety during the professional experience program
- comply with policies and procedures of the host organisation, including those relating to health and safety
- maintain appropriate levels of communication with the University regarding progress during the professional experience program, including complying with any specific communication requirements specified by the University
- advise the Host Organisation and their Academic Supervisor and WIL Coordinator of any health conditions that may affect their health and safety whilst on professional experience
- observe and report any hazards and incidents in a timely manner to the Host Organisation and their Academic Supervisor and WIL Coordinator.

5 Procedure

5.1 Before the Professional Experience Commences

5.1.1 Categorise the Risk Level

Sufficient information about the placement and the student should be gathered to enable the risk level to be categorised using each of the six factors below.

- **Work Factors**

These relate to the Host Organisation and to the work that the student will be carrying out. They include the nature of the work-based hazards to which the student may be exposed. Control measures may include the professional knowledge and expertise of the student.

- **Travel and Transportation Factors**

Travel to and from the professional experience workplace or accommodation, or travelling as part of professional experience activities.

- **Location and/or Region Factors**

The location of the professional experience program may heighten risks to student health and safety. Cultural differences associated with professional experience locations unfamiliar to a student, including international students undertaking professional experience in Australia, need to be taken into account.

- **General/Environmental Health Factors**

The student may face significant health, safety and welfare issues associated with the environmental conditions in their place of work or the general location, their accommodation, or their food and drink.

- **Individual Student Factors**

Each student is an individual. Factors to consider include their physical and mental health; their knowledge, skills and experience; and other characteristics could have an impact on health and safety in particular environments. Students with individual factors (e.g. health, disability, linguistic or cultural) which may influence the level of risk assessed for a placement

should be taken into account in facilitating student health and safety. Refer to Section 7 of the [Code of Practice - Work Integrated Learning \(Professional Experience\)](#) for further information.

▪ **Insurance and Compliance Factors**

Unless a student is undertaking WIL in a paid capacity, the student is not covered by the Host Organisation's insurance. The University provides Public Liability and Personal Accident insurance for all students on WIL.

If the student is undertaking WIL in child-related work a Working With children Check will be required. This does not apply to students over 18 on WIL in the course of a student clinical placement in a hospital or other health service. Please see the [Office of the Children's Guardian](#) website for further information.

5.1.2 Carry out preliminary risk assessment

The six factors in [5.1.1](#) form the basis for the preliminary risk assessment with [Appendix 1: Risk Profiling](#) providing indications for risk rating.

If the preliminary risk assessment indicates a high or medium risk in any of the six factors, a detailed risk assessment should be undertaken (see section [5.1.3](#)).

5.1.3 Carry out detailed risk assessment (where required)

Any risk factors identified as high or medium require a detailed risk assessment to be completed in [SafetyNet](#) by the WIL Coordinator. Following the [WHS Risk Management Guidelines](#), control measures must bring the risk down to an acceptable level prior to commencement of professional experience. These risk assessments should be conducted in collaboration with the Host Organisation and take into account work health and safety management systems in place at the host organisation.

See [Appendix 1: Risk Profiling](#) for indications of risk profiling and examples of risk control measures that may be implemented to eliminate or minimise the risk.

5.1.4 Clarify expectations with host organisation

There must be a Professional Experience Agreement (or equivalent) put in place with the Host Organisation.

The Host Organisation may provide their standard agreement for the University to approve and execute. This agreement may be approved and executed by the authorised delegate. The Legal Services Unit should be contacted if the authorised delegate has any concerns or questions about the agreement or wishes to negotiate the terms.

Where the Host Organisation has not provided their own agreement for review by the University, the relevant WIL team or coordinator for the Faculty should be contacted to put in place a Professional Experience Agreement as approved by the Legal Services Unit. In the event the WIL team or coordinator does not have a template agreement to use, Legal Services Unit should be contacted to develop a template University Student WIL Agreement for use by the Faculty or discipline.

Prior to commencement of professional experiences a Host Organisation Work Health and Safety checklist submission must be made and reviewed by the relevant UOW staff member.

5.1.5 Confirm insurance coverage

Where the University does not have an existing Professional Experience Agreement with the host organisation, both the student and the authorised delegate of the Faculty are required to complete a [Student External Work Placement Application](#) and forward to Financial Services. A letter will then be forwarded to the Host Organisation outlining the cover provided under the University's Insurance Protections.

However, if the student is remunerated for their placement, the University's Insurance Protections do not apply.

The University currently maintains a [Group Personal Accident Insurance Policy](#). Protection is subject to certain terms, exclusions, conditions and limitations. This policy provides cover for Personal Injury to students whilst on Campus and undertaking the following activities:

- University, Course or Sport related activities, including Field Trips; and
- Practical or Community Placement, including Work Experience, provided it is directly related to the student's course of study.

5.1.6 Prepare the student

Students are to complete a Placement Acknowledgement Form, or similar local form. They are also to acknowledge agreement with the [Code of Practice - Work Integrated Learning \(Professional Experience\)](#).

The student should be encouraged to seek out further information and to consider risks associated not only with the host organisation but with all risk factors associated with the professional experience program.

Details of relevant policies and procedures in place at the Host Organisation should be made available to the student during induction at the Host Organisation or prior to the professional experience commencing.

Please see the [Disability Policy - Students](#), and the [Code of Practice - Work Integrated Learning \(Professional Experience\)](#), where students with disability have reasonable adjustments in order to complete the professional experience program.

The student should ensure that they are matched to the professional experience position they will be undertaking. This may include:

- fitness levels where physical activity will be required (e.g. heavy lifting, hiking); or
- no medical conditions are present that may be triggered by professional experience activities (e.g. severe allergies).

General control measures within professional experience management procedures that are to be outlined to the student includes:

- means of maintaining contact with the student and process by which the student can raise any problems they are experiencing and receive guidance and support on their resolution.
- instructions for students on how to contact the Academic Supervisor in the event of an incident or emergency.
- reporting health and safety issues to the Host Organisation and Academic Supervisor.

5.1.7 Record findings and approve the professional experience

Details of the professional experience program, including risk assessments and agreement forms, are to be collated and recorded. Local area documentation may be used to document approval of the professional experience program.

In addition, a process to hold information about placement locations and student contact details whilst on placement should be maintained by the Faculty/Division.

5.2 During the Placement

5.2.1 Monitor placement and resolve any student health or safety issues

When the student is undertaking WIL, responsibility for looking after their health and safety rests with the Host Organisation and the student. However, the University has a responsibility to support the student should problems occur. It is good practice to maintain contact with the student at pre-agreed intervals appropriate to the placement duration and risk levels, except for extremely short duration placements.

Monitoring activities can include:

- communication strategies that maintain contact with the student at pre-agreed intervals appropriate to the placement duration and risk levels (contact may take the form of emails, phone/video calls or site visits depending on the location and duration of the placement)
- pre-determined contact plans and defined trigger points/processes for escalation if required, and
- clear reporting lines for students (i.e., Host Organisation and their Academic Supervisor and WIL Coordinator).

Effective database management by the Faculty/Professional Unit will involve all information necessary to support student health and safety, including: location; key contacts; after hours contacts; student contacts and details with respect to pre-WIL risk assessment.

The Professional Experience Agreement provides guidance on how to conduct placement monitoring.

Students should raise any concerns with their direct supervisor at the Host Organisation and then with their WIL Coordinator.

5.2.2 Incident Management

Incidents involving student health or safety should be reported within 24 hours by the student and/or the Host Organisation to the WIL Coordinator. A [SafetyNet](#) Report must be entered and followed up with corrective actions in line with the [Incident Management and Reporting Guidelines](#). The Host Organisation's incident report should be attached to the UOW SafetyNet Report.

If the incident involves a serious injury or illness or instances of harassment or discrimination (defined in the [Incident Management and Reporting Guidelines](#)) the Safe and Respectful Communities Manager will be notified by the WIL Coordinator or the WHS Unit.

5.3 After the Professional Experience Concludes

5.3.1 Undertake review

There should be a process in place to ensure any concerns raised about student health or safety whilst on professional experience with a Host Organisation have been addressed before any further students engage in professional experience with that Host Organisation.

The nature of the incident to student health or safety will determine if a detailed risk assessment is required prior to further students engaging in professional experience with that Host Organisation.

If a detailed risk assessment was completed for that professional experience in [SafetyNet](#), new information should be added, including mitigating risk actions required. If a detailed risk assessment was not required, the new information is to be managed locally.

The Professional Experience Agreement provides guidance on how to conduct placement review.

6 Program Evaluation

These procedures will be reviewed triennially by the WHS Unit and relevant stakeholders to ensure that they meet contemporary practice standards for student health and safety, and continue to meet legislative requirements.

Reviews outside of this timeline may be triggered by changes to legislation or stakeholder feedback.

Changes to these procedures will be conducted in line with associated policies and reported to relevant committees.

7 Related Documents

- [WHS Risk Management Guidelines](#)
- [Incident Management and Reporting Guidelines](#)
- [Disability Policy - Students](#)
- [Code of Practice - Work Integrated Learning \(Professional Experience\)](#)
- [Student External Work Placement Application](#)

8 External References

- [Guidance on Health and Safety of Placements for Higher Education Students \(Universities Safety and Health Association \(USHA\)\)](#)
- [Guidance Note: Wellbeing and Safety \(Tertiary Education Quality and Standards Agency \(TEQSA\)\)](#)
- [The Higher Education Standards Framework \(Threshold Standards\) 2015 \(HES Framework\)](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2017](#)

9 Version Control Table

Version Control	Date Released	Approved By	Amendment
1	November 2019	Manager WHS	New document developed as a result of Student Welfare and Safety Internal Audit by KPMG.

Appendix 1: Risk Profiling

Work Factors

Rating Profile	Indications for Risk Profiling	Examples of Risk Control Measures
High	<ul style="list-style-type: none"> ▪ Work with hazards that have potential to cause permanent injury or fatalities, including: <ul style="list-style-type: none"> ○ Construction site with work at height or below ground, dusts, moving machinery, electrical systems. ○ Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks. ○ Laboratory work with toxic/hazardous materials. ○ Work with known high risk groups of clients or locations (drug abusers, violent patients) ○ Work with animal bedding or large or dangerous animals. ○ Activities requiring specific licences or qualification (e.g. diving, flying aircraft, crewing an aerial device). ○ Work involving significant hazards in small companies that do not have professional health and safety advice. 	<ul style="list-style-type: none"> ▪ Seek confirmation from Host Organisation about expectations of student's prior competency in high risk activities, and ensure student meets these. ▪ Seek written confirmation that appropriate training and supervision will be provided by the Host Organisation throughout the placement. ▪ Include details in the written communication with the Host Organisation. ▪ Ensure student is aware of the hazards of the placement as part of the briefing process. ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Medium	<ul style="list-style-type: none"> ▪ Working in proximity to high risk factors (but not directly with them). ▪ Work involving more practical elements with moderate potential for harm, e.g. education and service sectors. ▪ Low hazard work in small companies (less than 6 employees) that do not have professional health and safety advice. 	<ul style="list-style-type: none"> ▪ Ask the Host Organisation for confirmation in writing that the student will not be expected to participate in high risk activities, and will be appropriately supervised and trained. ▪ Ensure student is aware of the hazards of the placement as part of the briefing process. ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Low	<ul style="list-style-type: none"> ▪ Office work or other low hazard environments and activities in larger, well-established organisations with a well-developed health and safety system. 	<ul style="list-style-type: none"> ▪ No specific measures

Travel & Transportation Factors

Rating Profile	Indications for Risk Profiling	Examples of Risk Control Measures
High	<ul style="list-style-type: none"> ▪ Significant travel to reach placement, prolonged on or local transport facilities known to be high risk (poor driving or vehicle safety standards). ▪ Demanding travel during placement. ▪ Student will be driving their own or unfamiliar vehicles overseas. 	<ul style="list-style-type: none"> ▪ Consider the student's driving experience. ▪ Check the Host Organisation's insurance and driving policy. ▪ If using own vehicle, advise students to ensure they have appropriate driving licence and insurance (for Country they will be working in) and of need to be familiar with local driving legislation. Consider reducing risks by providing accompanied travel where practicable. ▪ Specify regular contact times. ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Medium	<ul style="list-style-type: none"> ▪ Night travel. ▪ Long daily commuting requirements. ▪ Student required to drive familiar vehicle in reasonable conditions. 	<ul style="list-style-type: none"> ▪ Discuss travel arrangements with the student to ensure risks are considered. Consider the student's experience. ▪ Advise students to ensure, they have an appropriate driving licence and that their vehicle is roadworthy. ▪ Where relevant check the host employer's insurance and driving policy. ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Low	<ul style="list-style-type: none"> ▪ No significant travel, comfortable daily commute. ▪ No driving associated with placement. 	<ul style="list-style-type: none"> ▪ No special measures

Location &/or Region Factors

Rating Profile	Indications for Risk Profiling	Examples of Risk Control Measures
High	<ul style="list-style-type: none"> ▪ Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Department of Foreign Affairs and Trade advice against travel). ▪ Unavoidable working alone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp). ▪ Medical and rescue services not available quickly or locally. ▪ Means of communications likely to difficult or compromised. 	<ul style="list-style-type: none"> ▪ Check SmartTraveller restrictions and recommendations. ▪ Consult guides or appropriate behaviour, clothing, etc. ▪ Arrange briefing/information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous placement or a placement practitioner at a local University in the overseas country). ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Medium	<ul style="list-style-type: none"> ▪ Higher than normal risk of civil disorder, crime or comparable danger. ▪ Delays likely in communicating with others. ▪ Placements abroad in areas identified as low to medium risk by the Department of Foreign Affairs and Trade. 	<ul style="list-style-type: none"> ▪ Check SmartTraveller restrictions and recommendations. ▪ Provide information to students on guides on appropriate behaviour, clothing, etc. ▪ Agree strategy for keeping in touch. Ensure students are aware of what to do in an emergency and have in-country and Australian emergency contacts. ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Low	<ul style="list-style-type: none"> ▪ Placements in Australia with no significant local risk 	<ul style="list-style-type: none"> ▪ No special measures.

General/Environmental Health Factors

Rating Profile	Indications for Risk Profiling	Examples of Risk Control Measures
High	<ul style="list-style-type: none"> ▪ Regional/local health risks require mandatory and specific health protection measures e.g. inoculations. ▪ Very hot or strenuous working conditions (e.g. manual working outdoors in the sun) ▪ Very cold working conditions ▪ Significant differences in cultural norms and laws (e.g. dress, attitudes to women and LGBTQTI travellers) may put certain students at greater risk. 	<ul style="list-style-type: none"> ▪ Advise students to check health requirements and to arrange appropriate health protection via their GP or a travel clinic at least 8 weeks prior to departure. ▪ Advise student to research cultural norms and laws. (Guidebooks such as Lonely Planet and Rough Guides are good sources of information). The SmartTraveller site also has some specific advice for travellers with a disability and LGBTQI travellers. ▪ Check proposed accommodation arrangements. ▪ Formal risk assessment and approval in accordance with University procedures.
Medium	<ul style="list-style-type: none"> ▪ Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases, medical travel kit is a sensible precaution. ▪ The placement may involve work that puts student at increases risk of infection (e.g. tetanus, blood borne infections). ▪ Differences in cultural norms and laws in overseas locations (e.g. dress, attitudes to women and LGBTQTI travellers) may put certain students at greater risk. ▪ Standards of safety/hygiene can be poor. 	<ul style="list-style-type: none"> ▪ Advise students to check health requirements and to arrange appropriate health protection via their GP or a travel clinic at least 8 weeks prior to departure. ▪ Undergo mandatory vaccinations. ▪ Advise student to research cultural norms and laws. (Guidebooks such as Lonely Planet and Rough Guides are good sources of information). The SmartTraveller site also has some specific advice for travellers with a disability and LGBTQI travellers. ▪ Check proposed accommodation arrangements. ▪ Formal risk assessment and approval in accordance with University procedures.
Low	<ul style="list-style-type: none"> ▪ No significant environmental health risks. 	<ul style="list-style-type: none"> ▪ No special measures

Individual Student Factors

Rating Profile	Indications for Risk Profiling	Examples of Risk Control Measures
High	<ul style="list-style-type: none"> ▪ The student has personal factors (e.g. mental or physical health conditions, disability, linguistic, cultural, pregnancy) which may increase the risk of illness or incident during work-related activity even following adjustments. ▪ The student has significant personal factors which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness. Other risk factors identified in the risk profiling table (e.g. location) may also impact on the risk. ▪ The student's knowledge, understanding, and skills are low for the type of work. 	<ul style="list-style-type: none"> ▪ Discuss with the student any activities that give rise to risk to try to eliminate or reduce potential risks in consultation where possible. Take account of impact of other risk factors identified in the risk profiling table (e.g. location) when determining suitability of placement. ▪ Agree with student and host employer how gap in student's knowledge, understanding, and skills is going to be addressed and by who (e.g. through training or limiting work activities). ▪ Confirm arrangements to reduce risk in the written communication with the Host Organisation. ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Medium	<ul style="list-style-type: none"> ▪ The student has personal factors (e.g. mental or physical health conditions, disability, linguistic, cultural, pregnancy) which may require specific adjustments or support during the professional experience program, or in social interactions at work. 	<ul style="list-style-type: none"> ▪ Engage with student, host employer and health professional/other support professionals to agree on reasonable adjustments. ▪ For pregnant students a risk assessment should be undertaken. ▪ Confirm these in the written communication with the host employer and student. ▪ If necessary contact the Student Support Team for advice. ▪ Advise student of support and counselling resources available to them whilst on placements. ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Low	<ul style="list-style-type: none"> ▪ The student has no personal factors likely to cause episodes of illness or require specific support whilst on placement. ▪ Student has relevant knowledge, understanding and skills for the type of work being undertaken. 	<ul style="list-style-type: none"> ▪ No special measures

Insurance Factors

Rating Profile	Indications for Risk Profiling	Examples of Risk Control Measures
High	<ul style="list-style-type: none"> ▪ Countries where the Host Organisation does not have public liability insurance associated with the work being undertaken by the student. 	<ul style="list-style-type: none"> ▪ Students undertaking placements outside of Australia with an overseas employer are covered under the University's Travel insurance (at no cost to themselves), where a limited level of Personal Accident Cover is provided. ▪ Consult the University's insurance office if you are in doubt for further advice. ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Medium	<ul style="list-style-type: none"> ▪ Locations, activities and/or circumstances that require special consideration before the placement proceeds. ▪ There may be cover in place, but not in the format we would expect in Australia or at a lower level than expected. 	<ul style="list-style-type: none"> ▪ The location or activities being undertaken may be more high risk, therefore specific insurance or the limit may need to be increased to accommodate the placement. Consult the University's Insurance Office if you are in doubt for further advice. ▪ Formal risk assessment and approval will be needed in accordance with University procedures.
Low	<ul style="list-style-type: none"> ▪ Australian locations and the Host Organisation has confirmed Public Liability Insurance cover. 	<ul style="list-style-type: none"> ▪ No special measures.