

# Work Experience Agreement

This agreement is to be completed by all parties **before engagement within Gold Coast Health (GCH)**. Originals will be held in the workplace offering work experience placements and a copy will be submitted to Workforce Strategy and Culture via [GCH.StudentPlacements@health.qld.gov.au](mailto:GCH.StudentPlacements@health.qld.gov.au).

## 1. PARTICIPANT DETAILS

<b>Name</b> (please print)				
<b>Date of birth</b>		<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
<b>Telephone number</b>				
<b>Emergency contact name</b>				
<b>Emergency contact phone number</b>				
<b>Program name</b>				
<b>Name of Institution</b>				
<b>Period of Agreement</b>	to			
<b>Daily working hours and days to be worked</b>				

### Participant's agreement: I will

- attend GCH for the full agreed period stated above
- notify my presenting institution and GCH supervisor or unit providing the opportunity if I am unable to attend the workplace
- ensure my dress and behaviour will be in keeping with the accepted standards of GCH
- perform my duties to the best of my ability
- comply with all reasonable directions given by the supervisor
- promptly notify my supervisor of any personal injury or damage to property in which I am involved
- abide by Gold Coast Health's entry level pathway opportunity conditions as outlined in the Work Experience and Traineeships Guideline.

I declare that I have read, understood and agree to the above statements, all the conditions of 'Work Experience conditions' set out below, and the QLD Public Service Code of Conduct 2011.

\_\_\_\_\_  
Participant's signature

\_\_\_\_\_  
Date

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**PARENT/GUARDIAN/CAREGIVER'S CONSENT** (applicable to participants under 18 years of age)

I consent to \_\_\_\_\_ participating in the work experience as stated.

\_\_\_\_\_  
Signature of parent/guardian/caregiver

\_\_\_\_\_  
Date

## 2. PRESENTING INSTITUTION (school / TAFE / university / other institution or organisation)

<b>Business Name</b>			
<b>Contact Person</b>			
<b>Street Address</b>			
<b>Postal Address</b> (if different from street address)			
<b>Telephone</b>		<b>Out of hours emergency number</b>	
<b>Email</b>			

**Presenting institution's agreement:**

We enter into this agreement for the participant named above for a work experience placement. We confirm that the Presenting Institution has approved the student's involvement in the work experience opportunity as being of benefit to their course of study or career aspirations. We will provide public liability insurance for the duration of the activity. We will provide certificates of currency for such cover upon request by GCH.

**Name of PRESENTING INSTITUTION** \_\_\_\_\_

\_\_\_\_\_  
Signature of presenting institution's representative

\_\_\_\_\_  
Date

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### 3. DETAILS WITHIN GOLD COAST HEALTH

**Supervisor's Name:** \_\_\_\_\_  
(please print)

**Supervisor email:** \_\_\_\_\_

**GCH work unit:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:**

#### **Delegate Signature – Level 4**

(Human Resources Services (HR) Sub-Delegations and Authorities Manual Level 4)

**Delegate Name:** \_\_\_\_\_  
(please print)

**Delegate position:** \_\_\_\_\_

**Unit/Division:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:**

**By signing this document** you agree to enter into a Work Experience agreement with the participant identified above in accordance with the [Work Experience and Traineeship Guideline GL1713](#).

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# WORK EXPERIENCE PLACEMENT CONDITIONS

**Gold Coast Health** (GCH) enters into this agreement for the purpose of providing an work experience opportunity to the participant and places the following conditions upon the engagement:

- that the participant will not be paid by GCH for the period of the placement
- that either GCH or the Presenting Institution can terminate the placement at any time
- GCH will provide a safe working environment and inform the Presenting Institution of any injury to, or damage involving, the participant.

## 1. COMMUNICATION AND INFORMATION DEVICES

The participant (“**You**”) must ensure that your use of GCH information is lawful, respectful and responsible. You must not attempt to gain unauthorised access to GCH’s information records and systems.

Inappropriate use of GCH communication and information devices is unacceptable and using such facilities inappropriately may be subject to disciplinary action.

You must understand and comply with the security procedures in the area in which you work and take all reasonable precautions to protect information and systems against unauthorised access, use, disclosure, modification, duplication or destruction.

## 2. PERSONAL PRESENTATION, FOOTWEAR AND ID BADGES

Participants should be well-groomed. What may be acceptable at school or a social context may not be acceptable within our work environment. For example: the wearing of inappropriate footwear in the workplace places staff at risk of injury. Supervisors are required to enforce this procedure, based on an assessment of the potential risk of injury.

- your supervisor will provide you with an identification badge when you commence. It is a requirement that you display a GCH visitor ID badge on your person at all times when you are on GCH premises. The ID badge must be displayed in a position from which it can be easily read by another person. If an ID badge is not available, students are to sign the Visitor’s Register upon entering any GCH facility by providing proof of identity.

## 3. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights created by You in the course of your duties with GCH will be owned by the Queensland Government and managed by GCH. This clause does not affect ownership of copyright in the participant’s assessment items, which is owned by the participant.

For further information please email [IP\\_Officer@health.qld.gov.au](mailto:IP_Officer@health.qld.gov.au) or call Workforce Strategy & Culture via (07) 5629 0964

## 4. OCCUPATIONAL VIOLENCE PREVENTION

GCH has a zero tolerance of any form of assault in the workplace, whether directed at a patient, client, visitor, fellow employee, or other person. Disciplinary action will be taken against any employee found to have committed such an offence. Assault is an unlawful criminal offence under the Criminal Code - refer to [HR Circular 07/13](#).

## 5. PERSONAL PROPERTY

GCH will not accept liability for any loss, theft or damage to clothing, belongings or private vehicles while they are used or stored in GCH grounds. Insurance of these items is your responsibility.

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## 6. REPORTING RISKS / INCIDENTS / INJURIES OCCURRING AT WORK

GCH is committed to providing a safe, supportive and healthy environment for our staff, volunteers and other persons in the workplace.

This commitment includes proactive continuous improvement in health and safety especially focussing on those issues that are preventable in nature. It is therefore a requirement for students to complete online mandatory training at <http://gchlol.sth.health.qld.gov.au/login/index.php> and should include, but not limited to:

- Ethics, integrity and accountability
- GCH Welcome Orientation
- First response evacuation instructions
- General evacuation instructions
- Infection control awareness
- Musculoskeletal disorder prevention awareness
- Occupational violence prevention awareness

Contributing to establishing a safety culture, is the responsibility of **everyone** within GC Health.

All work related incidents no matter how minor, must be reported on an '*Employee Incident Report*' form and forwarded to your supervisor. The incident must be reported within 24 hours of the incident occurring.

## 7. SMOKE-FREE WORKPLACE

In accordance with QLD government requirements and Gold Coast Health's commitment to a healthier workplace, the GCH Smoke Free Workplace procedure supports a smoke-free working environment. Smoking is only permitted in a Nominated Smoking Place (ask your supervisor) and only during designated breaks. Smoking is prohibited within all buildings, grounds, and vehicles of the GCH.

## 8. STANDARDS OF CONFIDENTIALITY

Confidentiality must be always observed. To maintain the privacy of clients, participants in entry level opportunities are to observe the following practices:

- never disclose confidential patient/client/staff information without the patient's consent to any person who is not authorised to receive it
- use discretion and sensitivity when discussing patients so that you cannot be overheard by other patients, the general public or any other unauthorised person
- never discuss patients/clients/staff by name with anyone not entitled to this information
- never allow a patient/client/staff or their friends and relatives to see GCH records. Release of such records is the prerogative of GCH (subject to provision of Right to Information legislation). Any access to GCH records is a privilege and should only be used to gain data relevant to your studies
- when using patient/client/staff information in case-study assignments or discussions never use identifying information (instead use their initials or a false name).

When undergoing work experience opportunities within Gold Coast Health, students must also meet the same standards regarding the Public Service Code of Conduct 2011 and GCH Policies as is required of volunteers and paid employees, consultants and contractors, including:

- Principle 1, Point 1.3 which states:  
*"Like any other citizen, I have the right to contribute to public discussions on community and social issues in our private capacity. In doing so, I will:*
  - a. *take reasonable steps to ensure that any comment I make will be understood as representing our personal views, not those of Gold Coast Health*
  - b. *maintain the confidentiality of information I have access to due to our roles, that is not publicly available".*

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- Principle 1, Point 1.4 which states:  
*“In all instances, I will comply with the appropriate laws of privacy, confidentiality and information management”.*
  - Principle 4, Point 4.4 which states:  
*“I will continue to respect the confidentiality of official information when I leave Gold Coast Health”.*

Any breach of confidentiality provisions may constitute a breach of the *Hospital and Health Boards Act 2011*, and the *Code of Conduct for the Queensland Public Service*.

Privacy of information within Gold Coast Health is governed by the *Information Privacy Act 2009* which establishes a framework for the responsible collection and handling of personal information.

**The Participant will NOT**

- be expected to work any hours exceeding those normally worked in this industry;
- perform any work prohibited by Law;
- have individual unsupervised patient contact.

**The Participant will**

- be covered for Personal Injury and Public Liability by the Presenting Organisation;
  - attend the placement for the full work experience period or if prevented from doing so by illness or for any other reason, will inform the placement supervisor or [GCH.StudentPlacements@health.qld.gov.au](mailto:GCH.StudentPlacements@health.qld.gov.au);
  - read the Standards of Confidentiality and undertake to abide by the requirements for confidentiality as set down in these standards;
  - read the Queensland Public Service 2011 Code of Conduct;
  - perform their duties to the best of their ability and will comply with all reasonable instructions whilst on the placement;
  - advise GCH of any medical condition, including medication, which may affect the performance of their duties;
  - adhere to all workplace health and safety regulations and follow safe work practices. Participants will promptly inform their supervisor of any personal injury and/or of any damage to property which may involve them;
  - read, ensure understanding and abide by these Work Experience Conditions.
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