



TO WHOM IT MAY CONCERN

Experience in the workplace is an important part of the education and training of students at Otago Polytechnic. The Polytechnic appreciates the co-operation of employers in this regard and thanks you for your assistance in taking on our **New Zealand Certificate in Animal Management Pet Grooming student** from the School of Veterinary Nursing at Otago Polytechnic, for a period of work/workplace.

This letter sets out the basic undertakings of Otago Polytechnic and the Employers involved in such placements.

Otago Polytechnic agrees to advise its students that they must:

- be punctual in their attendance at the workplace
- be diligent and willing in their performance in the workplace
- follow all rules in force in the workplace
- maintain confidentiality as appropriate to the workplace
- conduct themselves at all times in a professional manner

The Employer agrees to provide:

- Proper supervision for the period of the placement
- Such reasonable feedback on the performance of the student while in the workplace as may be requested by Otago Polytechnic
- A safe working environment where all workplace laws, codes of practice and safe industry practices are observed
- Notice to School of Animal Health, Otago Polytechnic in the event of any adverse incident affecting the student

We ask that both you and the student sign below and the student scans and emails this to animalhealth@op.ac.nz to indicate your acceptance. Please feel free to contact the School of Animal Health, Otago Polytechnic for any further information which may be required or with any suggestions you may think useful for the continued development and improvement of the workplace programme.

Yours sincerely

Francesca Brown, Head of Programmes
Otago Polytechnic Staff Member

Otago Polytechnic Student name and signature

I have read the original of this letter and accept its contents.
Workplace supervisor name _____
Workplace supervisor signature _____
Date _____

Student Workplace Experience Health and Safety - Student Responsibilities



Student Workplace Experience Health and Safety – Student Responsibilities

"Health and Safety is Everyone's Business"

1. Before you start work you must know who your appointed supervisor is within the workplace.
2. Before starting work, ask your supervisor to identify hazards you may be exposed to in your work, or hazards you may cause.
3. Ask your supervisor to explain the methods you should use to minimise the likelihood of these hazards becoming a source of harm to yourself or others.
4. Be certain that you completely understand instructions before starting work.
5. If you have any doubts about the safety and/or healthfulness of a task, stop and get instruction from your supervisor before continuing.
6. If protective equipment is required for a task, ensure that you use it correctly.
7. Make sure that you understand exactly what your responsibilities are in an emergency situation.
8. Know when and how medical help can be obtained and the position of the nearest first aid kit.
9. Report all accidents and incidents to your supervisor.
10. Treat all people with respect. You have a responsibility to not harass or bully others and a right to not be harassed or bullied. Report concerns to your supervisor/lecturer.