School of Veterinary Science

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Industry Partner Handbook

Work Integrated Learning (WIL)

Pre-Clinical and Animal Husbandry Placements



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1. Acknowledgement

The School of Veterinary Science (SVS) at The University of Queensland (UQ) sincerely thanks you for accepting veterinary science students on placement.

Bachelor of Veterinary Science (Honours) students need to gain practical experience with animals within a range of workplace contexts. These requirements form part of the veterinary industry's accreditation standards.

Placements allow immersive, supervised experiences where students are actively engaged with real-world workplace activities that involve animals. Our placement partners contribute to a future veterinarian's development across all aspects of their technical, professional and personal skills and experience. In many cases, placement experiences provide a life-changing motivation for a future career that the individual may not previously have considered. Together, placement partners and the School are creating future leaders for our profession.

We deeply appreciate the contribution and effort that you make in helping the veterinary graduates of tomorrow gain these experiences.

1.1 Context

This handbook provides introductory information on the types of Work Integrated Learning (WIL) experiences that students are expected to complete and then provides detailed information on Animal Husbandry WIL and Pre-Clinical WIL. Animal Husbandry WIL focuses on farm experiences (animal husbandry and handling), and Pre-Clinical WIL involves students gaining general animal handling and nursing experience in veterinary practices.

A separate handbook provides detailed information on Clinical WIL.

2. Terminology

Terminology around WIL can be confusing. Often, we are using words and definitions coming from veterinary accreditation standards. This section provides a brief description to ensure that students, staff and industry partners (placement providers) share a common understanding of what we are all trying to do.

2.1 Work Integrated Learning (WIL)

WIL for students involves learning in authentic (real-world) professional workplaces.

The term placement refers to a mandatory student learning experience in a professional workplace. We often refer to a WIL placement – combining the two elements.

Veterinary students are expected to complete WIL across four types of placement experiences:

i. **Animal Husbandry WIL** – students working with animals on farms and in other types of animal enterprises.

ii. **Pre-Clinical WIL** – where students assist the veterinary allied health team in a veterinary practice setting, gaining skills in animal handling and husbandry, and in areas such as patient nursing, veterinary support and practice operations.

iii. **Clinical WIL** – where students are working in veterinary clinical practice and are involved in clinical decision making and treatment under the supervision of a registered veterinarian.

iv. **Professional WIL** (non-clinical) – where students gain experience in veterinary workplace settings other than clinical veterinary service delivery. Examples might be government agencies, diagnostic laboratories, veterinary public health roles, animal welfare agencies and research.

2.1.1 Animal Husbandry WIL

The aim of Animal Husbandry WIL (AHWIL) is for students to gain:

- practical experience in animal enterprise management and husbandry procedures across a range of commercial animal production, breeding and recreational enterprises
- competence and confidence in handling a range of animal species
- some insight into the business management of animal-based enterprises
- experience communicating with owners, managers and staff of animal enterprises
- a professional approach to working and communicating with different placement providers

Students complete a total of 40 days of practical experience in animal enterprises, consisting of:

- 10 days in intensive livestock production (e.g. dairy, equine)
- 10 days in extensive livestock production (e.g. beef, sheep, goats)
- 20 days in an animal enterprise of their choice

2.1.2 Pre-Clinical WIL

The aim of Pre-Clinical WIL (PCWIL) is for students to gain:

- practical experience in animal enterprise management and husbandry procedures across a range of clinical environments
- competence and confidence in handling a range of animal species in a clinical setting
- some insight into the business management of veterinary clinics
- experience communicating with owners, managers and staff of veterinary clinics
- a professional approach to working and communicating with different placement providers

Students complete 20 days of pre-clinical practical experience in clinical environments, consisting of:

- 10 days in Year 2 of the program
- 10 days in Year 4 of the program

3. Our students

The Bachelor of Veterinary Science (Honours) degree is a 5-year undergraduate program.

Every year, 140 commencing students are admitted to the Bachelor of Veterinary Science (Honours). Entry to the program is very competitive and attracts highly committed students from diverse cultures.

International students make up about 35% of the student cohort, coming from many different countries such as Singapore, Hong Kong, China, New Zealand, and Canada.

As part of their program of study, all students complete WIL at defined stages in the program:

- Animal Husbandry WIL – Years 2 & 3
- Pre-Clinical Practice WIL – Years 2 & 4
- Clinical and Professional WIL – Year 5

3.1 Student experience

Our students have variable levels of experience with animals before entering veterinary school.

At minimum, before commencing placements, students will have passed courses in basic animal handling with a range of species, including beef and dairy cattle, sheep, pigs, horses, dogs, cats, exotics, small mammals, and avian species.

Students will also have completed courses that cover basic knowledge of animal nutrition, care, welfare, behaviour, husbandry and anatomy, as well as study in professionalism and communication.

All students have been vaccinated against tetanus and Q fever and must complete basic health and safety training modules prior to commencing placements.



4. Our valued industry partners

4.1 Who can provide a placement experience?

You can provide a valuable experience for our student if your organisation:

- can meet the learning objectives and provide a portion of the core skills and experiences as listed in **Appendix 1**;
- is of sufficient commercial size to enable students to reliably experience a variety of tasks;
- has well-maintained, species-appropriate animal handling facilities e.g. functional yards, races and crushes, or clinical facilities that allow safe management of routine animal handling and processing; and
- provides a physically and psychologically safe working environment for our students.

We ask that your organisation provides an inclusive and supportive environment that considers student learning needs, including the following:

- Provision of clear and patient instructions to help students learn about farming systems, animal management and clinic operations, noting that many students have limited or no prior experience in these environments.
- An understanding that student year level will reflect their level of learning and development within the veterinary program and that tasks will need to be matched to student skill and experience.
- Preparedness to complete post-placement feedback, evaluations, or student competency logs where required by the School.

4.2 What will students learn on placement?

4.2.1 Learning objectives

Students on placement at your organisation will be working towards the following learning objectives. On completion of their placement requirements, students will be able to:

1. Describe typical daily, seasonal and annual management of various animal enterprises and associated specific husbandry practices
2. Demonstrate safe and effective animal handling and restraint in different placement environments
3. Demonstrate a professional approach to working with and communicating with different placement providers
4. Demonstrate an understanding of the role of self-reflection in development of skills and experience in the husbandry and management of animals
5. Demonstrate a basic understanding of the business operation of different placement providers
6. Identify opportunities to remediate self-identified weaknesses

4.2.2 Suggested skills/experiences

Students will be encouraged to seek placements that can provide a portion of the core skills and experiences listed in **Appendix 1**.

Industry Partners are NOT expected to deliver all the skills and experiences listed in the tables when providing placement opportunities.

Students will be attending other placements and will gain some skills and experiences at that time. The optional skills are only to be included in the experience if by chance the student is exposed to these specialised activities while on placement.

5. Student assessment

To encourage student reflection and development, we ask that you evaluate our students at the conclusion of their placement.

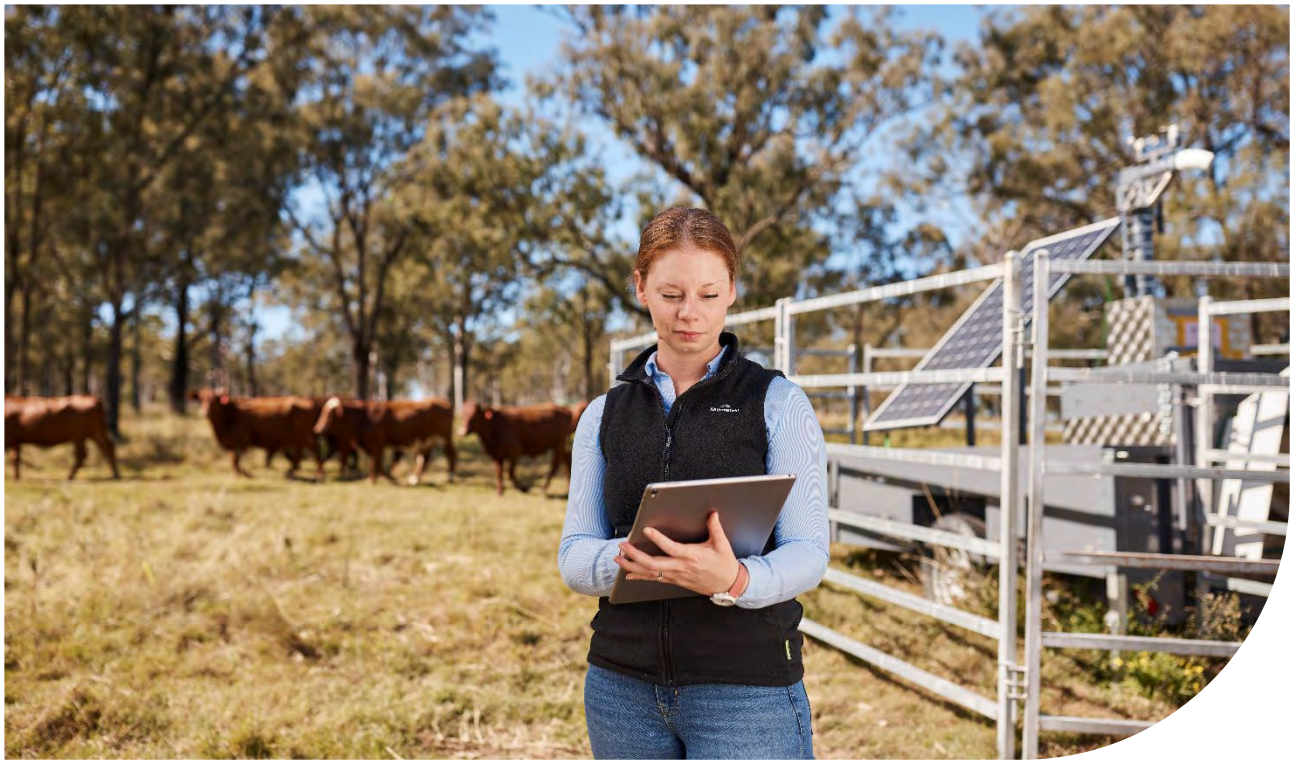
You will be sent an email with a link to the electronic assessment system, where you will see a grading template (see example at **Appendix 2**). This template allows you to provide a quick, accurate and objective assessment of the student's performance during the placement.

We encourage you to grade objectively, even if that results in an 'Unsatisfactory performance' rating for one or more domain in the assessment. An unsatisfactory rating will generate a feedback meeting between the student and the WIL Coordinator.

Any additional comments you provide in the assessment will be visible to the student after School review. Your feedback will assist the students to reflect on their performance, identify scope for improvement in their skills, and inform their goals for future placements.

We appreciate your completion of the online assessment as soon as possible after the student completes their placement.

If you are unable to complete the assessment online, please contact the SVS Placements Team via phone on +61 7 5460 1834 so we can assist you through the process.



6. Health and safety considerations

The University of Queensland (UQ) regards the health, safety and wellness of students as integral to the pursuit of knowledge and excellence, and as an ethical, moral and legal responsibility. It is unacceptable for people to be harmed in the course of their endeavours at UQ.

The university's Health, Safety and Wellness Policy is available should you wish to review our commitment to health and safety.

Similarly, UQ is committed to promoting and fostering a University environment that is safe, respectful and free from all forms of Sexual Misconduct and Gender-based Violence. We seek your assistance in ensuring that the work environment is collegiate and respectful and that you advise students on the best methods for raising any concerns.

UQ requires that all WIL placement providers sign a Student Placement Agreement that outlines the terms and conditions for student placements, including industry partner responsibilities. The Student Placement Agreement is administered by the SVS Placements Team. Contact the team at vetprac@uq.edu.au to request a copy of our standard terms and conditions for placements.

In addition, the university requires farm-based placement providers to complete our Industry Partner Safety Checklist to provide assurance on health and safety controls that minimise risks to student safety on placement. A copy of the checklist is available at **Appendix 3**.

The following sections provide an outline of the control measures being implemented by UQ to assist in managing health and safety for student placements, and a summary of the expectations for health and safety responsibilities managed by industry partners.

6.1 UQ Placement risk management

This section outlines UQ's measures to mitigate risks to student safety during placement. Information follows about our expectations of placement providers in contributing to safe placement experiences for all students.

6.1.1 Emergency preparedness

Students should seek your input to complete the Student Emergency Plan (see **Appendix 4**) and should seek advice from the person in charge of the facility if in doubt of any safety controls.

In addition, students are advised to let key contacts know their travel plans and expected arrival times for travel to the placement site and travel home at the end of the placement.

6.1.2 Outdoor PPE

Students are expected to attend placement with suitable protective clothing, including coveralls or appropriate outer clothing, sturdy enclosed footwear and sun protection (hat), as well as sunscreen, insect repellent and personal water bottle.

6.1.3 Vehicle safety

UQ students are advised that they are not authorised to operate farm machinery and more complex equipment. Further:

- The operation of farm machinery and farm vehicles must be limited to competent, licenced persons.
    - UQ students are not expected to be competent or licenced to operate farm machinery or farm vehicles
- **UQ students must not ride quad bikes (ATVs), motorbikes or horses during any placement.**
- **UQ students must not travel in the cargo tray of a utility vehicle, in or on the footplate area of a tractor, or on implements or trailers.**

6.1.4 Training and instruction

6.1.4.1 SSV vehicle operation training

Prior to commencing Animal Husbandry WIL, students have completed a UQ Farm Ready Training Course, which includes hands-on practical and theoretical components to prepare students to engage safely and effectively in farm placements. This training includes a competency unit for operating a side-by-side vehicle (SSV).

6.1.4.2 Animal handling and husbandry training

Prior to commencing WIL placements, UQ students have also completed The Animal Management and Husbandry Online Placement Tool aimed at preparing students before they enter farms or clinic-based placements to optimise their learning opportunities and experience.

6.1.4.3 Biosecurity

All students will have received course-based instruction on biosecurity prior to commencing placements including specific information on the following topics:

- Zoonotic diseases
- Personal Protective Equipment demonstrations
- Hygiene and decontamination procedures
- Vaccination requirements to prevent zoonoses
- Information on governing bodies that manage biosecurity
- Duty of care as future veterinarians

Students have received advice on general biosecurity preventative measures to reduce risks of exposure to potential disease agents including:

- Appropriate use, cleaning and disinfection of personal protective equipment (boots, outer clothing, gloves, eye and face protection).
- Appropriate use of simple hand hygiene, including washing hands frequently with soap and water, and use of alcohol-based hand sanitisers where soap and water washing is not available.
- Appropriate management of safe handling of animals, including avoiding unnecessary close contact with sick animals and wearing protective coverings to protect any cuts or abrasions on skin.
- Following provider or health professional advice (e.g. veterinarian) when identifying and managing animals that may be at higher risk of carrying zoonotic diseases.

6.1.5 Student wellbeing

Students can access counselling services and support at UQ. Urgent mental health support for students is available 24 hours per day, 7 days per week at **1300 851 998**.

6.2 Industry partner responsibilities for student safety

Health and safety responsibilities expected of industry partners when acting as placement providers are outlined in general terms in the Student Placement Agreement.

Placement providers are expected to provide students with a site-specific safety induction and supervise hands-on training in the tasks that students will perform before they start a task.

UQ expects placement providers to train and supervise students to:

- follow safe work procedures and perform tasks safely;

- where appropriate operate equipment safely; and
- use and maintain any personal protective equipment.

Direct Supervision must be in place for any higher risk activities. Indirect Supervision may be appropriate for lower risk tasks where students have demonstrated that they can perform the task safely.

The following obligations reflect general health and safety regulations that apply across all Australian states and territories.

6.2.1 Side by Side Vehicle (SSV) use

Please ensure that all vehicles (SSVs, cars and utility vehicles) will be **used in compliance with manufacturers' recommendations**. Students have been provided with training on use of Side-by-Side vehicles (SSVs) and if these are to be used during the placement, students will require prestart training for the vehicles at your site. The use of SSVs by UQ veterinary students requires the following controls:

- Clean and hygienic helmets are available in a range of sizes
- Helmets are undamaged and serviceable and compliant with UNECE 22.05 and AS/NZS 1698 standards
- Seat belts are worn during SSV use
- Rollover Protection Structures (ROPS), also known as Operator Protection Devices or crush protection devices, are installed
- Cab nets or doors are in place during SSV use

6.2.2 Remote and isolated work

UQ recognises that farm work may be undertaken in remote and isolated locations. Please ensure that students work alongside others and have access to communication devices as appropriate to ensure access to emergency assistance if required.

6.2.3 Fatigue and heat stress

Students should not be expected to be acclimatised to hot working conditions or prolonged physical work. Please ensure that heat stress and fatigue risks are managed by ensuring sufficient rest breaks where water and shade are available. Consider environmental conditions and task demands when determining the scheduling and pace of the activity.

6.2.4 Chemical safety

UQ students **must not** handle dangerous or hazardous farm chemicals (e.g. pesticides). However, students can handle chemicals such as drenches, disinfectants, vaccines, and nutritional supplements with appropriate supervision and controls.

6.3 Reporting incidents

Any incidence of illness or injury sustained while on placements must be reported to The University of Queensland School of Veterinary Science during business hours via:

Phone	Email	Business hours
+61 7 5460 1834	vetprac@uq.edu.au	M-F 9am-4pm

In the event of a serious incident involving a student after business hours, please immediately notify **The University of Queensland Security** service by phone:

+61 7 3365 3333

6.3.1 Illness and personal issues

Students are encouraged to advise you directly of any pre-existing medical conditions, and any specific needs for medication, mobility, allergens or special considerations, preferably prior to arrival at the placement.

If a student becomes ill or personal / family issues arise whilst on placement, causing the student to be unable to participate in the placement, in all instances the student will contact you immediately as the placement provider, as well as contacting the SVS Placements Team.

6.4 Insurance

Students undertaking an authorised, unpaid UQ placement will be covered by the following types of insurance as applicable:

- Public liability
- Professional liability
- Malpractice (clinical placements)
- Personal accident
- WorkCover work experience
- Travel

In some circumstances, students may be covered while travelling to and from your placement venue. All coverage is subject to policy terms and conditions.

Student's personal belongings and vehicles will not be covered by the University's insurance policies.

For students returning to their home country for a placement, the benefits payable for medical care under UQ's travel insurance policy may be reduced if they are covered by their home country's medical benefits scheme or a local health insurance policy while they are there.

7. Student placement management

7.1 Student-sourced placements

To support students in securing appropriate placement experiences, the SVS Placements Team maintains a 'Suggested Provider List' of participating organisations. The list provides an overview of the placement experiences available at each organisation, along with relevant contact information, enabling students to identify opportunities that align with their learning goals and species interests. Students may use the list to make direct enquiries regarding placement availability.

7.2 UQ-sourced placements

To support our industry partners, the SVS Placements Team can assist with coordinating placement scheduling and student communications. Through the 'Placement Opportunities' process, agreed placement dates are advertised to students, and the placement team manages student applications and allocations on your behalf. Once placements have been confirmed, we will provide you with the relevant student information for the allocated dates.

Many industry partners find this approach helpful in reducing the time required to manage student enquiries while ensuring placements are filled in accordance with their preferred availability and capacity. Please contact the Placements Team if you would like further information on this process.

8. Student responsibilities

Students are informed that it is their responsibility to:

1. Contact you as the placement provider at least 2 weeks before arrival.
   - Introduce themselves, confirm hours of work and discuss any other requirements or considerations.
2. Inform the School of Veterinary Science and you as the placement provider as soon as possible if they cannot attend a placement.
   - As a placement provider, you are entitled to cancel a placement at any time, however the earlier you can notify the School, the more chance we have of finding an alternate placement for the student.
3. Maintain a high standard of professionalism and integrity whilst on placement.
   - They must be able to communicate on all levels with the supervisor and other staff and demonstrate an ability to follow directions.
   - It is intended that the student will use their placements as an opportunity to strengthen their communication skills and professional conduct.
4. Ask permission before taking photographs, videos or other recordings.
   - If the student requires photographs or other forms of evidence for reflection or future assignment work, they must seek approval from you as the provider in the first instance for this to occur.
   - These images must not be used in any public forum at the time of the placement or anytime in the future.
5. Not engage in use of the internet or personal mobile phones during work time, except on designated breaks, if approved by the provider.

8.1 Confidentiality

Students are advised that all information gained during a placement is strictly confidential. It is not to be discussed with fellow students, friends, family or anyone outside the placement. Information is not to be posted on social media. To do so would not only be unprofessional, but also a serious breach of trust. The School of Veterinary Science would view a breach of confidentially by a student as professional misconduct.

8.2 Conflict of Interest

A conflict of interest (COI) happens when a person's private, personal, or financial interests clash with their professional responsibilities or duties.

In line with UQ policy, students may not be approved to attend a placement where a COI is likely to exist. Examples include:

- Where a student has a personal relationship with a provider who would be involved in or could influence the assessment of the student, or who could cause special treatment of the student due to the relationship.
- Where a student is an employee of, or has a business interest with, a placement provider.

Appendix 1 - Skills and experience lists by species

The following pages provide examples of core skills or experiences that students may be likely to engage in during placement.

Dairy experience

Core skills / experience

- Mustering cows
- Milk harvesting
- Cleaning and sanitisation of dairy facilities / equipment
- Feeding cows – mixing, hand feeding, shifting electric fences
- Feeding calves
- Drafting
- Vaccinating
- Drenching
- Dehorning calves
- Administering medications
- Pasture assessment
- Irrigation application
- Farm maintenance
- Ear tagging
- Herd recording
- Health and welfare checks
- Administration duties

Optional skills / experience

- Artificial insemination
- Ultrasonography
- Pregnancy diagnosis
- Embryo transfer
- Intravenous treatments
- Tattooing calves
- Freeze branding
- Sampling for genetic assessment
- Assistance with calving
- Care of the neonate
- Marketing opportunities
- Stud / commercial stock sales



Beef experience

Core skills / experience

- Mustering cattle
- Cattle handling – yarding / drafting
- Cattle crush competence
- Administering medications
- Feeding cattle – hand feeding, mixing / electric fencing / licks / supplements
- Vaccinating
- Drenching
- Dehorning
- Treatment of external parasites
- Pasture assessment
- Irrigation application
- Health and welfare checks
- Ear tagging
- Branding
- Castrating
- Farm maintenance

Optional skills / experience

- Artificial insemination
- Pregnancy diagnosis (manual and ultrasonography)
- Embryo transfer
- Administering capsules / boluses
- Assistance with calving
- Care of the newborn calf
- Sampling for genetic testing
- Stud / commercial stock sales
- Animal performance analysis

Sheep experience

Core skills / experience

- Mustering sheep
- Sheep handling – yarding / drafting
- Administer medications
- Feeding sheep – hand feeding, mixing / electric fencing / licks / supplements
- Vaccinating
- Lamb marking
- Drenching
- Dipping / jetting / back-lining
- Pasture assessment
- Health and welfare check
- Ear tagging
- Mouthing sheep
- Collecting faecal samples
- Fly strike checks
- Foot examination / trimming
- Farm maintenance
- Administration duties

Optional skills / experience

- Artificial breeding
- Assiging with shearing / crutching / wool shed activities
- Pregnancy diagnosis
- Milk harvesting
- Assistance with lambing
- Worm egg counts
- F scoring
- Marketing opportunities
- Stud / commercial sales

Equine experience

Core skills / experience

- Feeding horses
- Mixing feeds
- Cleaning stables and yards
- Horse handling – catching and restraining
- Grooming
- Saddling / tacking up
- Bandaging
- Hosing down / washing
- Worming
- Vaccinating
- Administering medications
- Pasture assessment
- Foot care
- Rugging
- Treatment of external parasites
- Health and welfare checks
- Identification
- Farm maintenance
- Administration duties

Optional skills / experience

- Natural and artificial breeding technologies
- Pregnancy diagnosis
- Foal watch
- Dental care
- Shoeing
- Stud / commercial stock sales
- Marketing opportunities



Pig experience

Core skills / experience

- Biosecurity entering / exiting piggery
- Feeding – checking feeders / drinkers working
- Health and welfare checks
- Parasite control
- Hygiene / cleaning
- Pig handling
- Moving pigs
- Administering medications
- Vaccinating
- Ear tagging
- Tattooing piglets
- Body condition scoring
- Teeth clipping – piglets
- Tail docking – piglets
- Iron injection – piglets
- Weaning
- Sorting pigs – sex and size
- Weighing pigs
- Back-fat measuring
- Rodent / pest control
- Piggery maintenance
- Administration duties

Optional skills / experience

- Natural and artificial breeding technologies
- Breeder selection
- Pregnancy diagnosis
- Farrowing supervision / assistance
- Piglet fostering
- Marketing opportunities
- Stud / commercial sales

Other experience (e.g. camelids)

Core skills / experience

- Animal management (environmental / health)
- Animal handling
- Animal husbandry
- Feeding of animals
- Feed assessment
- Treating animals
- Health and welfare checks
- Breeding (natural / artificial)
- Animal performance analysis
- Product marketing
- Farm / facility maintenance
- Administration duties

Optional skills / experience

- Natural and artificial breeding technologies
- Breeder selection
- Pregnancy diagnosis
- Parturition - assisting
- Neonatal care, fostering, rearing
- Marketing opportunities
- Stud / commercial sales



In clinic experience

Core skills / experiences

- Create accurate and legible written communications according to practice policy
- Use correct signalment to identify animals
- Recognise normal versus abnormal behaviour
- Conduct health and welfare checks and identify normal and abnormal parameters
- Communicate patient parameters to colleagues using correct terminology
- Handle and restrain animals safely, effectively and humanely, with consideration for animal welfare
- Safely move animals, including exercise, capture and lifting
- Provide husbandry, including accommodation, nutrition and excretions
- Clean cages, enclosures, laundry and animal facilities
- Perform faecal scoring
- Wash and groom animals, including brushing, drying and clipping
- Weigh animals
- Check, clean and maintain surgical instruments
- Prepare, package and monitor the sterilisation of instruments and materials
- Perform administration duties

.

Optional skills / experience

- Identify behavioural and environmental factors when approaching and handling animals, minimising fear and distress
- Apply animal welfare and low-stress handling techniques in a range of situations, considering case-specific factors such as species and injuries
- Assess, monitor, manage and report wound status and pain in patients
- Identify key sites for injections and site preparation
- Under supervision, administer prescribed oral, topical or subcutaneous medications
- Under supervision, collect non-invasive samples, including urine, faeces and milk
- Implement infection control strategies according to practice protocols and policies
- Assist with fluid therapy
- Perform ear tattooing
- Perform physical examinations and TPRs (temperature, pulse and respiration)
- Provide post-operative care
- Prepare patients for surgery, including clipping and aseptic scrubbing
- Trim nails
- Use a microscope

Appendix 2 - Grading template

The assessment of student performance will be completed online using a link sent to you via email. The grading template is provided here for reference.

DOMAIN	Unsatisfactory performance	Satisfactory performance	Very good performance
PROFESSIONALISM Reliable, responsible, punctual, followed instructions			
ATTITUDE & ENTHUSIASM Respectful, engaged in placement, motivated to learn			
ABILITY Animal handling skills, husbandry knowledge, basic clinical skills, basic patient care, understanding of business principles and risk management strategies			
COMMUNICATION Ability to engage in discussion of operation of animal enterprise and ask questions			
SAFETY & BIOSECURITY Applied appropriate Occupational Health & Safety and Biosecurity principles relevant to the experience			

Appendix 3 – Industry Partner Safety Checklist

Work Integrated Learning (WIL) - Student Safety on Placement

Thank you for partnering with The University of Queensland (UQ) School of Veterinary Science to provide practical animal handling and husbandry experience to UQ veterinary students.

Please take the time to read through our Work Integrated Learning (WIL) Industry Partner Handbook. The handbook provides important information for industry partners and students in preparing for and managing Animal Husbandry and Pre-Clinical WIL placements.

UQ regards the health, safety and wellness of students as integral to the pursuit of knowledge and excellence, and as an ethical, moral and legal responsibility. It is unacceptable for people to be harmed in the course of their endeavours at UQ. The university's Health, Safety and Wellness Policy is available should you wish to review our commitment to health and safety.

As a valued industry partner providing mutually rewarding placement experiences, we kindly request completion of the checklist below to provide assurance on health and safety controls that minimise risks to student safety.

If you have questions or concerns about any of the information below, please get in touch with the SVS Placements Team via email at vetprac@uq.edu.au or phone at +61 7 5460 1834.

Industry partner details

Site / Organisation name and ABN (required)
Please enter the common and / or legal name of your site / organisation and your ABN.

Location (required)
Please provide the physical address of your site / organisation.

Your name (required)
Please enter your details as the person completing this checklist. **First Name** **Last Name**

Your contact details (required)
Please enter your email and the best contact number to reach you during business hours, should we have any questions about your submission. **Email** **Phone** **Mobile**

Industry Partner Handbook

The Industry Partner Handbook contains important information about preparing for and managing student placements. Please take the time to review this document prior to completing the following questions.

Handbook confirmation (required)
Please confirm you have read the Industry Partner Handbook and that the planned placement activities are included in the list of core / optional skills and experiences for the relevant species.

I have read the Industry Partner Handbook	Yes	No
I understand the expected placement health and safety controls outlined in the Handbook	Yes	No
The skills and experiences available to students at my property are listed in the Handbook for the relevant species	Yes	No
There are additional skills and experiences offered at my property that are not included in the Handbook (if Yes, please list below)	Yes	No

Additional experiences (optional)
Please describe any additional skills and experience offered at your property that are NOT included in the Handbook.

Handbook questions (required)
Do you have questions or concerns about any of the information in the Industry Partner Handbook? **Yes / No**
(If Yes) Please outline any questions or concerns you may have about the information in the Industry Partner Handbook. We will be in touch with a response and / or contact you to discuss.

Transport safety

UQ students are not permitted to operate or ride on quad bikes / ATVs, motorbikes or horses while on placement. If Side-by-Side Vehicles (SSVs) are intended for student use, clean and hygienic helmets in a range of sizes must be available for students to use. Helmets should be undamaged, serviceable and compliant with UNECE and AS/NZS 1698 standards.

Transport safety confirmation (required)
Please confirm your understanding of UQ's expectations regarding transport safety during placement.

	CONFIRM
Students MUST NOT BE PERMITTED to operate or ride quad bikes (ATVs) on placement	
Students MUST NOT BE PERMITTED to ride motorbikes on placement	
Students MUST NOT BE PERMITTED to ride horses on placement	

Student transport on site (required)
Will students need to be transported around the site / property to participate in planned placement activities? **Yes / No**

Transport options (required, if Yes above)
Please describe the type/s of transport available for students to move around the site / property and their capacity.

Side-by-Side Vehicles (required)
Are Side-by-Side Vehicles (SSVs) available and intended for student use at your site? **Yes / No**

SSV safety (required, if Yes above)
Please confirm whether the following safety controls are available for SSV use.

Clean and hygienic helmets are available in a range of sizes	**Yes**	**No**
Helmets are undamaged, serviceable, and compliant with UNECE 22.05 and AS/NZS 1698 standards	**Yes**	**No**
Seat belts will be worn during SSV use	**Yes**	**No**
Rollover Protection Structures (ROPS), also known as Operator Protection Devices or crush protection devices, are installed	**Yes**	**No**
Cab nets or doors are in place during SSV use	**Yes**	**No**

PPE and hand hygiene

Please ensure that students are aware of any infection risks relevant to your property and follow infection control procedures. This includes the use of Personal Protective Equipment (PPE) and practising good hand hygiene. Students are expected to attend placement with protective footwear, coveralls and long clothes (trousers and shirts) and a sun-safe hat.

Hand washing (required)
Do you have adequate hand washing and / or disinfecting equipment available for students to use at your site? **Yes / No**

Student PPE (required)
Will student-supplied PPE (long clothes, coveralls, boots) be sufficient for placement activities at your site?

- o **Yes**, student-supplied PPE is sufficient
- o **No**, additional PPE will be supplied on site

Additional PPE (required, if Yes above)
If your placement activities are likely to require additional PPE, please select below.

- o Disposable gloves
- o Safety glasses
- o Helmet
- o Disposable coveralls
- o Other

PPE availability (required, if Yes above))
Please confirm additional PPE is provided for students while on placement at your property.

PPE is provided in a range of sizes to fit all students	**Yes**	**No**
Stocks of PPE are sufficient to accommodate all students	**Yes**	**No**
PPE is in-date, cleaned, and maintained appropriately	**Yes**	**No**

Safety induction

Student must receive a local, site-specific safety induction before commencing placement activities at your site / property.

Induction topics (required)
Please indicate whether the safety induction provided to students before commencing placement activities includes the following topics.

Property layout and directions to key locations / facilities, including any relevant hazards	**Yes**	**No**
Location and appropriate use of Personal Protective Equipment (PPE)	**Yes**	**No**
Expectations for working hours and daily routine	**Yes**	**No**
Social media and photography restrictions	**Yes**	**No**
Task-specific training as appropriate, including use of any equipment	**Yes**	**No**
Level of supervision required for specific tasks based on risk and student competence / confidence	**Yes**	**No**
First aid information and emergency response procedures	**Yes**	**No**
Amenities e.g. toilets, drinking water, hand washing facilities	**Yes**	**No**
Any other information relevant to your property to ensure student health, safety and wellbeing	**Yes**	**No**

Communication

We acknowledge some placement sites will be outside standard mobile service coverage areas. During placement, students may need to contact the University, loved ones, or emergency services. Please let us know what communication arrangements are available to students at your site. For remote properties without reliable mobile phone service, please provide additional information about communications around the site.

Communication options (required)
Please indicate the communication options available to students while at your site.

Mobile network coverage	**Yes**	**No**
Wifi / internet access	**Yes**	**No**
Landline phone	**Yes**	**No**
2-way radio	**Yes**	**No**
Satellite communication device e.g. EPIRB or satellite phone / communicator	**Yes**	**No**

Remote communications (optional)
For remote locations without reliable mobile phone service across the property, please provide additional information about on-site communication arrangements.

<END OF CHECKLIST>

Appendix 4 – Student Emergency Plan

Thank you for assisting students to complete the Student Emergency Plan prior to commencing placement.

Emergency Communication Plan **For all medical emergencies, CALL 000 or 112 (or international emergency number).** **Please notify The University of Queensland (UQ) of any emergencies involving UQ Students.** **UQ Security can be contacted 24/7 at +61 7 3365 3333.**	
Student details	
Name	
Student number	
Mobile phone	
Email address	
Placement provider contact	
Name	
Phone / mobile	
Email	
Location details	
Property name	
Nearest town	
Rural address (emergency address for farms based on distance from start of road to property entrance**)**	
Directions from nearest town	
Local hospital (nearest source of medical care in event of emergency)	
Communication contacts	
Supervisor's day-to-day contact on site (as above or additional)	
School of Veterinary Science Placements Team	**+61 7 5460 1834 (business hours) or vetprac@uq.edu.au**
Personal emergency contact	

Thank you

Our sincere thanks for your contribution to the School of Veterinary Science placement program. Our graduates can only succeed if they are exposed to worthy learning opportunities, such as the one you are providing.

Your input and feedback are valuable to us – please contact us at any time with questions, concerns or comments.

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

For more information

School of Veterinary Science Placements Team

+61 7 5460 1834
vetprac@uq.edu.au

veterinary-science.uq.edu.au/community/become-placement-provider

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