



FACULTY OF HEALTH SCIENCES OCCUPATIONAL HEALTH AND SAFETY DISCLOSURE POLICY FOR STUDENTS

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Occupational Health and Safety Disclosure Policy for Students

Purpose

The aim of this policy is to assist students to safely achieve educational outcomes during the completion of course requirements. The Faculty is committed to Equal Opportunity in Education and to accommodating students with disabilities.

Background

The University and its clinical and fieldwork partners have legal responsibilities to protect the health, safety and welfare of students who are under its direction and supervision. The University requires proper disclosure of relevant information by students in order to satisfy this duty. Students are expected to cooperate with the Faculty and to abide by University policy and protocols established for their benefit.

Whilst one of the main purposes of the policy is as a support mechanism for students and to highlight the procedures in place to assist them successfully completing their course requirements, non-disclosure of relevant information by the student may be considered a breach of the student's obligation under the Code of Conduct for Students, which requires students to act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, other members of the public and other students.

Non-disclosure may adversely affect the health and safety of the student and others and may also have an adverse effect in the way indemnity and insurance is provided by the University in the event of a related incident.

The kind of duties which you may be expected to undertake whilst on professional or clinical fieldwork can be found at [\[insert link to relevant form\]](#).

Policy

Students are required to notify the Faculty in writing as soon as practicable of the implications of any illness, disability or other circumstances that may impact upon their physical or cognitive capacity to safely complete core academic requirements, including clinical and professional fieldwork requirements (**Notification**). Students will be provided with the OH&S Disclosure form at enrolment into their program, which is to be completed before a student can undertake their first clinical placement. Examples of circumstances that may adversely impact upon the safety of a student or third parties include injury, chronic illness, medication and pregnancy.

If unsure about his or her Notification requirements under this policy, a student should seek advice from either the Sub-Dean Clinical and Professional Fieldwork or Disability Services to discuss matters in confidence.

Students are advised that external parties may impose 'fitness to practice' requirements which must be complied with to enable clinical and professional fieldwork to proceed.

Notification and other relevant documents will be stored by the University in files maintained by Records Management Services. This will facilitate monitoring and control of access to a student's health information, to ensure compliance with the University's privacy obligations.

When the Course Director receives the Notification and other relevant documents, the following protocol will be adopted.

Protocol

- (1) A direct and open dialogue will be established between the Faculty and the student:
 - (a) The student will be contacted to arrange a meeting with the Course Director and Associate Dean Learning and Teaching (or the relevant Sub Dean) (the **Meeting**). The student may invite a support person, student representative or Disability Services Officer to attend the Interview. Where relevant, the Sub Dean for Clinical and Professional Fieldwork will also attend.
 - (b) During the Meeting, the student will be counselled about the risks to health and safety that may arise in connection with the student undertaking various units of study.
 - (c) Options for the student will be discussed at the Meeting and will include:
 - (i) deferral;
 - (ii) modified course program; and
 - (iii) maintaining course program with appropriate attention to risk management strategies including reasonable accommodations.
 - (d) Permission will be sought from the student to provide a detailed written statement to relevant Unit of Study Coordinators and clinical and professional fieldwork supervisors. Where permission is declined, the student will generally be precluded from attending clinical and professional fieldwork placements. Additional documentation may be requested on a case-by-case basis.
 - (e) The outcome of the Meeting will be documented and details attached to the File student's TRIM file.
 - (f) It is expected that students will participate in *good faith* in this process. Where the student fails to co-operate, the professional or clinical fieldwork will not proceed.
- (2) Following the meeting, the Course Director, in consultation with the Associate Dean Learning and Teaching (or the relevant Sub Dean), Unit of Study Coordinators, Disability Services Officer and, where relevant, the Sub Dean for Clinical and Professional Fieldwork, and taking into account the views of the student, will determine the most suitable option or options for safely achieving core academic requirements for the unit of study (the **Decision**).
- (3) The Course Director will advise the student of the Decision in writing. The student is required to provide his or her response to the Decision to the Course Director **within seven days**.
- (4) An appeal against the Decision may be made in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.