

Work Integrated Learning International Accommodation and Site Safety Assessment

Please complete the following checklist regarding site accommodation and safety features

Name of Host Institution: _____		
Accommodation Address: _____		
City: _____	Country: _____	Area Code: _____
Name: _____ Job Title: _____		
Phone Number: _____ Email: _____		

Security	Yes	No												
Does site accommodation have security measures in place?														
Is the accommodation a gated community?														
Does site accommodation have locks on external doors? If locks on external doors please select what type of lock from below														
<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Key lock</td> <td><input type="checkbox"/></td> <td>Security card access</td> <td><input type="checkbox"/></td> <td>Combination or pin lock</td> </tr> </table>	<input type="checkbox"/>	Key lock	<input type="checkbox"/>	Security card access	<input type="checkbox"/>	Combination or pin lock								
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Do security measures include locks on internal doors? If locks on internal doors please select what type of lock from below.														
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Security Personnel	Yes	No												
Are security personnel available for Curtin student/staff safety at all hours?														
Are security personnel available at all hours to escort Curtin students/staff, or attend issues if they arise?														
If security personnel are available how many security staff are in the vicinity? _____														
Please provide information about the local area security or crime profile in a few sentences (or link to relevant websites) _____														
Is the accommodation governed by village (local community) or police? Please outline _____														
Occupational Safety and Health	Yes	No												
Will Curtin students/staff attend a safety induction course onsite?														
Are Curtin students and staff offered First Aid training at the site?														
Does the site have Fire Risk Management procedures in place? If Fire Risk Management are in place please select what this includes from the options below:														
<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Fire evacuation and emergency response management procedures</td> <td><input type="checkbox"/></td> <td>Electronic smoke alarm warning system installed in buildings</td> <td><input type="checkbox"/></td> <td>Electronic smoke alarm systems installed in living quarters</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Public access to fire extinguishers</td> <td><input type="checkbox"/></td> <td>Fire escapes in stairwells</td> <td><input type="checkbox"/></td> <td>Fire wardens</td> </tr> </table>	<input type="checkbox"/>	Fire evacuation and emergency response management procedures	<input type="checkbox"/>	Electronic smoke alarm warning system installed in buildings	<input type="checkbox"/>	Electronic smoke alarm systems installed in living quarters	<input type="checkbox"/>	Public access to fire extinguishers	<input type="checkbox"/>	Fire escapes in stairwells	<input type="checkbox"/>	Fire wardens		
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<input type="checkbox"/>	Public access to fire extinguishers	<input type="checkbox"/>	Fire escapes in stairwells	<input type="checkbox"/>	Fire wardens									
Food and Water Safety	Yes	No												
Is onsite water safe for drinking and food preparation?														
Is bottled water available on site?														
If you have answered 'No' to the last two questions please outline the best source of clean water available on site. _____														
Work Hours and Leisure Time	Yes	No												
Will Curtin students be expected to work more than 9 hours each day?														
Will Curtin students be expected to participate in activities outside of normal work hours? If 'Yes' please outline the types of activities students will be expected to participate in and how often they would occur? _____														
Site Location	Please select from the below options. Is the accommodation:													
<input type="checkbox"/>	Urban	<input type="checkbox"/>	Remote											
<input type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal											
If tribal, please describe: _____														

Accommodation - Bedroom Please select the option/s which most accurately describes the accommodation							
Shared bedroom (with other students/teachers). Please outline how many beds in shared room ____				Single bedroom (private sleeping quarters)			
Linen provided				Quilt/Blanket provided			
Pillow provided				Male/female separation			
Mattress provided				Mini-fridge provided			
Accommodation – Bathroom							
Male/female separation				Single guest bathroom facilities (private)			
Shared bathroom facilities, please outline how many people use this bathroom _____				Western style commode toilet			
Squat toilet							
Accommodation – Kitchen							
Shared kitchen facilities		Tea/coffee facility in private room		Private kitchen facilities			
Accommodation – Living Areas							
Shared leisure/TV area				Private leisure/TV area			
Accommodation – Laundry/Cleaning							
On site laundry facilities				Cleaning service			
Accommodation – Communications Access Please select which best describes accommodation internet communications							
ICT access is available to Curtin students/staff onsite				Encryption rules apply			
Wireless, landline, mobile and satellite phone coverage available to Curtin students				Photography and video is permitted on site			
Curtin students and staff networks and phones will be monitored during their stay				Cyber threats exist for Curtin students and staff			
If cyber threats exist please outline procedures for dealing with these: _____ _____							
Please outline any social media protocols or rules Curtin students and staff should be aware of: _____ _____							
Neighbourhood Facilities Please select which facilities are nearby							
Restaurants and coffee shops				Laundry			
Community activities				Local transport			
Transport Please select which modes of transports are available nearby							
Bus		Train		Taxi		Ferry/boat	
Tuk Tuk		Push bike		Scooter		Yes	No
Are helmets usually provided for bike and scooter travel?							
Are there any risks associated with using public transport? If 'Yes' please outline what risks Curtin students/staff be aware _____ _____							
Access to Money							
Will Curtin students/staff require cash to make purchases on site?							
Is there an automatic teller machine on site that Curtin students/staff can access?							
I confirm the above information accurately describes the accommodation Curtin students/staff will be accessing during fieldwork.							
Signature: _____							
Name : _____ Date: _____							