

WORK EXPERIENCE STANDARD GUIDELINES

This procedure is used to outline the acceptable duties of a work experience student whilst completing their work experience in the Fieldwicks Crushing and Screening workshop.

When a work experience student is in the workshop the following procedure must be followed by the student, and all FC&S employees:

ACCEPTABLE DUTIES FOR A WORK EXPERIENCE STUDENT

1. Sweep floors
2. Clean machine parts ready for reassemble
3. Assist tradesmen by getting tools/parts for them
4. Clean tools after use
5. Participate in toolbox meetings
6. Complete Take 5 risk assessments
7. Observe qualified tradesmen in day-to-day tasks
8. Wash/clean machinery

UN-ACCEPTABLE DUTES FOR A WORK EXPERIENCE STUDENT

1. Drive any vehicle or mobile plant (inc. cars, excavators, forklifts, ride-on lawnmowers etc)
2. Handle hazardous substances
3. Use of equipment that requires extensive training or experience to use safely
4. Work unsupervised
5. Work on a quarry / mine site
6. Travel in a vehicle without parental consent
7. Use of grinders / rattle gun / lathe / cutting tools
8. Use of cordless power drill UNLESS being closely supervised

- This is not a comprehensive list. Due to the environment, the tasks change daily and will not always be covered here. Please use common sense and if in doubt, speak to management.

IN ANY EVENT ----- IF YOU ARE UNSURE, ASK YOUR SUPERVISOR