



## **STUDENT SAFETY HANDOUT**

*All students are provided with this document in their enrolment pack*

Dear student,

To affirm the commitment of Westvic Staffing Solutions to provide and maintain, as far as reasonably practicable, an environment that is without risk to the health, safety and security our students during training please make note of the following points.

### **Car Parking**

We encourage all participants to park in the parking bays opposite or adjacent to Westvic Staffing Solutions as there is sufficient lighting when exiting the building. It is also free after 5.30pm and these are the nearest available car parks.

### **Entering and Exiting the Building**

Please enter via the buildings front door only. In the event you are running late please phone your trainer to advise them so they may let you in when you arrive. This door will not open from the outside after the designated start time of the course. If appropriate obtain the trainers mobile phone number so you can make contact in the event you are running late and are unable to get in.

### **Facilities and Equipment**

Should you identify any Occupational Health & Safety issues during the program please report these immediately to your trainer.

### **Please note:**

#### **As per VRQA guidelines:**

- At no time do we require any student to attend classes (including time allocated for self paced or on line learning) for more than 8 hours in any 24 hour period.
- Students are not be required to attend scheduled classes (including time allocated for self paced or online studies) outside of 0800hrs to 2200 hrs on any day.