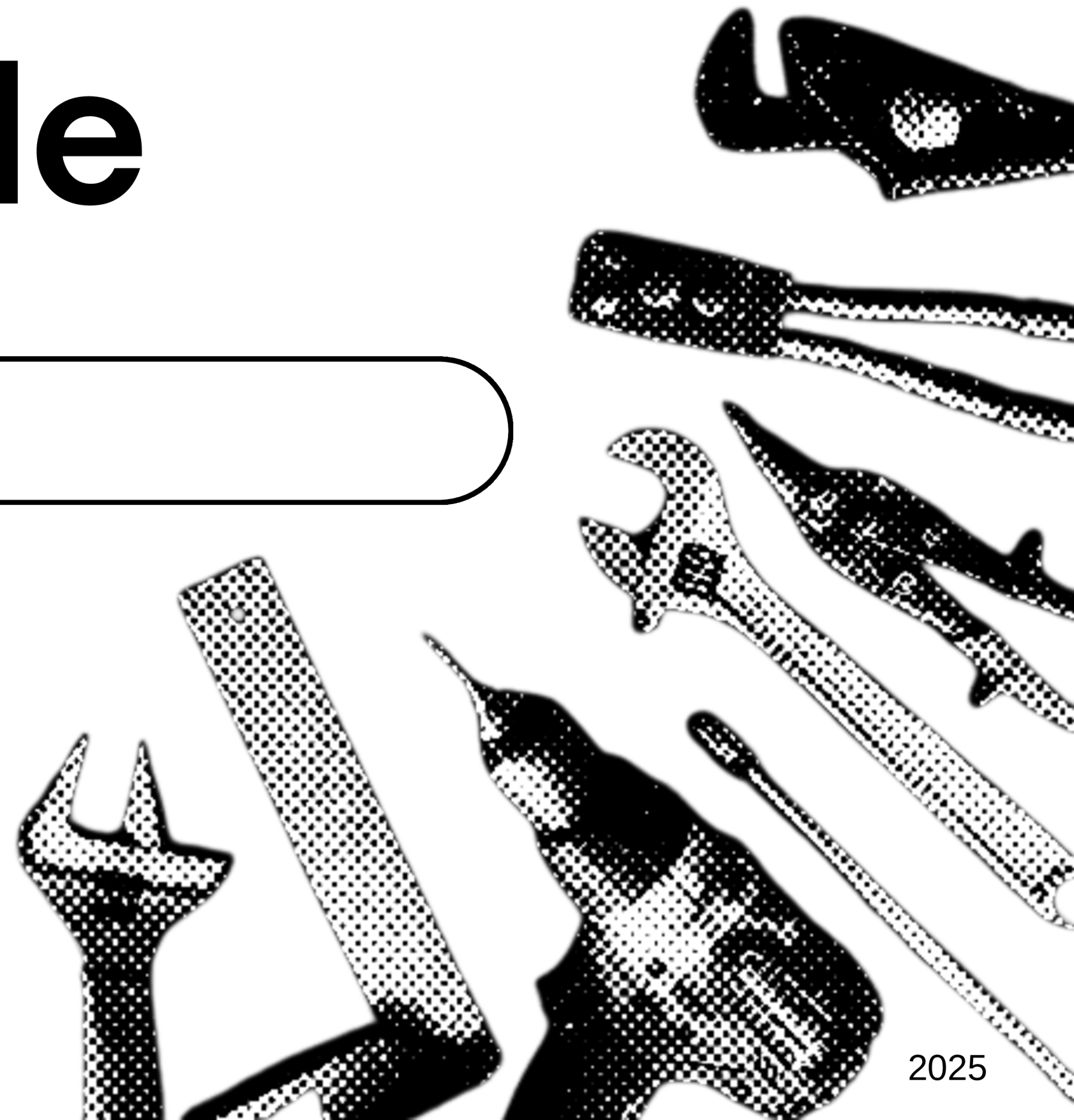


Work Experience Students

Quick Guide

Dates:

- Limitations
- Punctuality
- Appearance
- Considerations
- Help



Help

If you're unsure, feeling unsafe, or need assistance - remember you can contact all these people as you need it. We encourage you to speak up if you need to.

Office

Dunstone Bros Plumbing & Roofing
(03) 5446 1535
office@dunstonebros.com.au

Emergency

dial **000**

Your School

Your Emergency Contact(s)

Work Experience Student:

Punctuality

Arrive no later than start time at our **Office** to be ready to depart to job sites. **Office: 179 Allies Rd, Maiden Gully.**

*Located in the Shed. **Toilet**, Fridge, and Coffee facilities also here.*

Start Time:



If you're expecting to arrive late due to unforeseen circumstances, please call the office ASAP. Your supervising plumber has scheduled clients to attend to and we aim to be **reliable**. Tardiness may hold up the plumber, and therefore our clients.

Breaks:

10:00AM
(15min)

12:00PM
(30min)



BYO Lunch & Water. We limit personal phones calls/messages to our break times - unless for medical reasons, emergencies, or work related.

Finish Time:



If your supervising plumber has informed your of suspected overtime and cannot return you to the office by finish time, you can contact your parent/guardian to arrange pick up from your location.



If you are unwell, or will be unable to work - Please try give the office 24 hours notice to aid with our scheduling. You can call (03) 5446 1535, leave a message, or contact your school to let us know.

Appearance

We make sure we are well presented, clean and tidy for our customers. Ensure you are clean and presentable at the beginning of each day.



What to Wear

- Navy or Black long sleeve shirt, plain
- Long pants for outdoor work
- Wide brim hat
- Steel cap boots (if you have them, otherwise speak to the supervisor)
- Weather appropriate jacket/jumper

We work in all types of weather. Indoors & outdoors.



Don't Wear

- Headphones (*hazard*)
- Long jewelry (*hazard*)
- Shorts, Dresses, Skirts (*hazard*)
- Short-sleeve shirts (*sun safety*)
- Open-toe shoes. Heels. (*hazard*)
- Offensive clothing or jewelry

If you have any questions, please speak to your supervisor or call the office.

Limitations



Work experience students in plumbing and roofing face significant limitations due to safety concerns and the need for extensive training and experience. **They cannot use/do the following:**

Power Tools

Students cannot operate tools like **power saws**, **drills**, or other equipment that requires experience and expertise.

Work at Heights

Students cannot work at heights, including on **roofs** or **ladders**, due to fall hazards.

Hazardous Substances

Students cannot handle or be exposed to **hazardous chemicals** used in plumbing work.

Confined Spaces

Students cannot work in **trenches**, **pits**, or **roof cavities**, which are considered confined spaces with potential hazards.

Licensed Work

Students cannot perform plumbing tasks that require a license, such as **installing or repairing water supply systems or gas lines**.



In essence, **work experience in plumbing and roofing is designed to be a learning opportunity through observation and assistance**, not for students to perform tasks that require extensive training, experience, or licenses

Considering Others

This applies to more than just the workers around you. Be mindful of the public and our clients.



No smoking



Don't play loud music



Don't leave unannounced

Let your supervisor or the office know if you need to leave the work site.



Respect other's privacy

We don't look through windows or peer over fences.



Respect others property

Be courteous in other's homes. Be mindful that tools often belong to the plumber themselves.



Offer assistance

Ask if there's anything more you can do. Even small tasks can help!

If you have any questions, please speak to your supervisor or call the office.
We're here to help.

Notes
