

CAREER PROGRAMS - WORK EXPERIENCE

STUDENT'S WORKPLACE SAFETY CHECKLIST

Student:

Program:

School:

Advisor:

Phone #:

Fax #:

Company:

Supervisor:

Phone #:

Fax #:

Employers are asked to conduct a workplace health and safety orientation and provide training specific to the duties of the workplace prior to the student starting work.

Please discuss the following topics that are related to your workplace	check <input checked="" type="checkbox"/>
<p>RIGHTS AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • General duties of employer, workers and supervisors • Worker's right to refuse unsafe work and procedure for doing so • Worker's responsibility to report hazards and procedure for doing so 	
<p>WORKPLACE HEALTH AND SAFETY RULES</p> <ul style="list-style-type: none"> • Procedures for working alone or in isolation • Procedures for dealing with violent situations in the workplace 	
<p>SAFE WORK PROCEDURES FOR CARRYING OUT TASKS</p> <ul style="list-style-type: none"> • Known hazards and how to deal with them 	
<p>FIRST AID</p> <ul style="list-style-type: none"> • First aid attendant name and contact information • Locations of first aid kits and eye wash facilities • How to report an illness, injury, or other accident (including near misses) 	
<p>EMERGENCY PROCEDURES</p> <ul style="list-style-type: none"> • Locations of emergency exits, fire extinguishers, exit routes and meeting points • What to do in an emergency situation 	
<p>PERSONAL PROTECTIVE EQUIPMENT (PPE)</p> <ul style="list-style-type: none"> • What to use, when to use it, and where to find it 	
<p>WHERE APPLICABLE, HAZARDOUS MATERIALS AND WHMIS</p> <ul style="list-style-type: none"> • What hazardous materials are in the workplace • Purpose and significance of hazard information on product labels • Location, purpose and significance of material safety data sheets (MSDS's) • How to handle, use, store and dispose of hazardous materials safely • Procedures for an emergency involving hazardous materials, including clean-up of spills 	
<p>GENERAL WORKSITE INFORMATION</p> <ul style="list-style-type: none"> • Provide the student with an orientation addressing hours of work, breaks, dress code, and employer expectations (including expectations concerning exploitation and harassment) • Introduce the student to regular worksite employees with an explanation of the student's position • Assign an employee to supervise the student 	

Employer's / Supervisor's Signature _____

Work Experience Student's Signature _____