

GUIDELINES FOR COMPLETING THE OFF-CAMPUS EDUCATION WORKSITE INSPECTION CHECKLIST

For a worksite to be approved all categories must be checked as **acceptable** or **not applicable**.

To be completed for all employers.

1. Name of the supervisor (and position) that will have primary responsibility for student.
2. Will the student receive an orientation? This should cover basic information such as how to get help, who to call for help, hazards and their precautions and emergency preparedness procedures that are in place.
3. What Personal Protective Equipment (PPE) will be required for the student's work? Will the employer be supplying the equipment, or is it the responsibility of the student?
4. Ensure the employer is aware that the student has Worker's Compensation Board (WCB) coverage through Alberta Education.

The following section to be completed if the employer is not COR certified.

5. What emergency preparedness procedures are in place? How will the student be made aware of them?
6. Consider the risk, the higher the risk the more important it is to make sure that the student has access to first aid; also the locations where student is working; if the site is in a remote location, there is a requirement to have first-aiders on site.
7. Yes/ No - Fire extinguishers have a card attached to them; check to make sure it is signed off monthly. First aid kits - ask the employer if there is one on site.
8. Check that emergency exits are marked.
9. Emergency eyewash stations - if it is a bottle type then it needs to be have the solution changed every month, if it is saline solution it needs to be changed every 6 months. A system that is hooked up to a water source should have dust caps in place.
10. Check all hazards that the student may be exposed to; ensure the employer has controls in place to reduce the risk to the student.
11. Ask the employer; look for orientation or safety meetings.
12. Check all that the student will be required to use. Ensure students will receive orientation on all equipment they will use.
13. Are employers doing any screening of employees, i.e. Criminal record checks, drug screen etc. The information is provided as just that, information and a "no" answer does not mean the worksite is unacceptable.

Complete the following question for all employers.

Yes / No. Remember to ask yourself, would you let your child work there?

The purpose of this document is to ensure "due diligence" on the part of the school, not to audit a worksite's safety program.