

## Appendix D

### Student Work Placement Safety Checklist

A safe and healthy work environment is a priority for student placements. This checklist is intended to familiarize the student with the types of workplace hazards they may encounter during the placement, safety measures in place and the safety training they will receive as part of the placement.

Each placement student is required to complete this checklist (or alternate) at the start of the work placement in consultation with the Placement Supervisor and returned to the Mohawk College Placement Coordinator.

The student must inform the Mohawk College Placement Coordinator of any unresolved or high risk health and safety questions or issues.

<b>Student Name:</b>	
<b>Placement Employer:</b>	
<b>COMPLETE DURING ORIENTATION</b>	✓
Name and contact information for Placement Supervisor	
Name and contact information for Joint Health and Safety Committee (JHSC) Representative or Health and Safety Representative	
Worker/Supervisor rights and responsibilities	
Workplace policies and procedures on, but not limited to: <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Workplace Harassment</li> <li>• Workplace Violence</li> </ul>	
Safe work procedures and operation of equipment	
Use of Personal Protective Equipment (PPE). (E.g. respirator, gloves, eye/face protection, footwear, etc...)	
Identification of restricted or prohibited areas, tools, equipment and machinery	
Hazards in the workplace that may affect the student, how they are controlled and how to deal with them	
What to do and who to see if the student has a safety concern	
What to do in the event of a fire or other emergency (e.g. evacuation procedures)	
Location of fire exits and fire extinguishers	
Procedures for reporting accidents and injuries and how to obtain first aid or medical attention	
Workplace Hazardous Materials Information System (WHMIS) and location of Material Safety Data Sheets/Safety Data Sheets	
<b>Note:</b> One Checklist may be used to document group orientation sessions (attach sign-in sheet for multiple attendees)	
Supervisor Name	Signature <span style="float: right;">Date</span>
Student Signature	Date