

Introducing the Experiential Learning – Health and Safety Placement Assessment Checklist

In their efforts to ensure the health and safety of students at their placement, educators complete a placement assessment. This placement assessment focuses on opportunities for learning at the workplace as well as any health and safety considerations related to those opportunities.

This document, produced by the Public Services Health and Safety Organization (PSHSA) is intended to support you – the cooperative education teacher/educator - in your efforts to these health and safety considerations.

We – the PSHSA – recognize that you have your students' best interests at heart and want to ensure their health and safety in every way you can. This checklist provides the opportunity for you to have a conversation with student's potential supervisor regarding health and safety considerations. Some of these elements are already in place in existing checklists. Your input here may be incorporated into those existing checklists.

In conjunction with this tool, there are other resources to support you such as: pshsa.ca/education-culture

The information concerning the tasks the student will be doing at the placement and the related health and safety training and requirements should be reflected in the student's personalized placement learning plan (PPLP).



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Name of Placement:		Date:	
Address:		School:	
		Cooperative Education Teacher	
Placement Supervisor:		Educator's Contact Number	
Contact Phone:			
Type of Placement:			
Questions that enable you, the cooperative education teacher, to assess the health and safety conditions of a placement workplace		Description	Discussion
Placement Employer Health & Safety Commitment:			
A1	Who will be the employee responsible for supervising and evaluating this student?	Name of employee:	
A2	Please describe the process you use to provide a safe, clean and appropriate learning/work environment.		
A3	If there is equipment/technology that this student will be using, can you tell us how you will ensure that guarding, lockout, manuals and labels are up to date?		
A4	Are you able to provide the student with access to on-site hand washing, washroom or change room facilities?		
A5	Please explain who will review the health and safety policy with the student.		
	Is the policy in a manual and where would it be posted for the student's reference?		
A6	The student may wish to review violence and harassment policies and prevention procedures. Are these easily accessible?		
A7	As part of the general and jobsite orientation, is your Employee Health and Safety Committee member or H&S Representative available to speak with the student?		



Name of Placement:		Date:	
A8	If the student requires any accommodations, are you able to provide them? (e.g. job coaching from you, online resources, informal discussions with industry professionals)		
A9	Please tell us how you will provide site specific WHMIS 2015 – Globally Harmonized System training (GHS)? See also B8 below		
A10	Please describe how the student will receive Ministry of Labour e-Learning Worker Awareness Training.		
A11	Has the person responsible for supervising the student received Supervisor Awareness training? Please describe the training this person has received.		
A12	As part of the general orientation training, will your supervisor be providing training on measures and procedures in the workplace?		

Questions enabling cooperative education teachers to restrict or permit high hazard occupations and tasks at this placement

Placement Restrictions of High Hazard Occupations/Tasks:			
B1	In situations where the student is working at heights greater than 3 meters, will he/she be provided with Working At Heights (WAH) training? Please describe.		
B2	If your student already has WAH training from a Ministry of Labour approved provider, or fall prevention training (transition period), could you provide a copy to the placement employer?		
B3	Will the student be operating any mobile equipment, including vehicles? If so, has he/she been trained or licensed according to provincial laws?		



Questions enabling cooperative education teachers to restrict or permit high hazard occupations and tasks at this placement			
B 4	If this placement involves potential exposure to hot environments, is there an opportunity for the student to be introduced to the heat stress program?		
B 5	If the student is going to be working alone, will he/she be able to summon assistance if necessary?		
B 6	Does the placement involve potential exposure to workplace violence? If so, please explain what training, if any, will be provided to the student.		
B 7	In situations where the student will be entering a confined space, please discuss the training available to them.		
B 8	Does this placement involves potential exposure to chemical or physical agents? If so, please describe any training that the student will receive. Please include the protocol for possible spills or exposure.		
Further questions enabling cooperative education teachers to speak to general life and personal safety at this placement			
Personal Safety			
C 1	Please describe the type of Personal Protective Equipment (PPE) that the student is required to wear. Also, please explain how he/she will be trained in the use of PPE, and whether he/she is required to provide his/her own PPE.		
C 2	In cases where the student is required to lift heavy loads, please explain the training that will be provided on proper lifting techniques.		



Further questions enabling cooperative education teachers to speak to general life and personal safety at this placement			
C 3	Does this placement involve client/patient lifting or handling?		
	Is there a requirement for the student to provide medical clearance, i.e., vaccination?)		
	If so, can you provide details?		
C 4	Since the student is required to work with animals, plants, insects, raw foods, please discuss the training program for this type of work placement.		
Life and Fire Safety			
D 1	Please provide an explanation of your organization's emergency equipment/procedures.		
D 2	In cases where there is an accident in the workplace, please explain the initial response and follow-up procedures.		
D 3	In situations where the student is involved in an incident or accident, please describe procedures for response, initial and follow-up.		
Initial Placement			
Recommended		Conditions:	
Yes			
No			
Printed Name/ Signature of Cooperative Education Teacher			Date:
Signature of Placement Supervisor (Optional)			Date:
Signature of Student (Optional)			Date:
Name of Placement Supervisor:			
Comments:			



Review of Placement		
Recommended		Noted changes in conditions:
Yes		
No		
Printed name / Signature of Cooperative Education Teacher		Date:
Signature of Placement Supervisor (Optional)		Date:
Signature of Student (Optional)		Date:

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Web links – Tips for the teacher

B1: [Working at Heights Training](#)

B2: [Approved Providers for Working at Heights Training](#)

B3: [Mobile Equipment](#)

B4: [Heat Stress](#)

B5 and B6: [Workplace Violence Survey](#)

B7: [Training | Confined Spaces Guideline](#)

B8: [Workplace Hazardous Materials Information System \(WHMIS\): A Guide to the Legislation](#)

B9: [Student Placement Resource Manual](#)



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