


Form			
Pre-Placement – Health and Safety Checklist			
	Saskatchewan Distance Learning Centre (Sask DLC) Main Office: Box 370, Kenaston, SK S0G 2N0 Phone: 306-252-1000 www.saskDLC.ca	Reference	Work-Based Learning Placement AP
		Adopted	September 25, 2023
		Level	Local Campus
		Submit to	Sask DLC Supervisor
		When	Prior to Beginning of Placement

Course Name	
School Name	
Business/Organization Name	
Contact Name at Business	
Email	
Phone Number	
Date Visited	

Will the student be...	Y	N	N/A	Additional information: Consider student protection, which may include training, safe work practices, engineering control, and close supervision.
Working with hand tools or equipment?				
Working with portable power tools or equipment?				
Working with or near mobile equipment?				
Exposed to any electrical hazards in the workplace?				
Working with anything under compression such as compressed gases, gas cylinders, etc.?				
Exposed to flammable, corrosive, toxic or reactive chemicals?				
Exposed to any harmful microorganisms?				
Exposed to excessive dust, fumes or gases?				
Exposed to harmful radiation?				
Working in confined spaces or in the proximity of trenches?				
Working alone?				

Will the student be...	Y	N	N/A	Additional information: Consider student protection, which may include training, safe work practices, engineering control, and close supervision.
Working at a computer screen/ video display terminal for long periods of time?				
Doing excessive lifting of heaving or awkward loads?				
Required to work with sharp objects?				
In contact with hot materials or surfaces?				
Working with a cart, dolly, etc.?				
Working in areas that are crowded/cluttered with risk of trip/fall?				
Working in areas that may have wet or slippery surfaces?				
Working at elevated heights, climbing ladders, etc.?				
In worksites with entrances or exits (especially fire) that are not clearly marked?				
Spending periods of time working in very cold or hot conditions?				
Working in a noisy environment?				
Traveling to additional work sites as part of placement?				
Other Hazards? (please list any other hazards the student may encounter in the work environment)				

Dress Code/PPE/Environment	Additional information or comments:
Are there workplace expectations with regards to student dress code? Environment? (scent-free? allergies?)	
Protective equipment required by the student? (CSA steel toe-boots? Gloves? Coveralls? Are these supplied for the student?	

	Y	N	Additional information or comments:
Does the workplace have a policy on harassment?			
Are there situations where the student could be exposed to violence or the threat of violence?			
Will there be a high level of stress in the student's work?			

The purpose of the work-based learning placement is to provide students with:

- A “real” experience in the world of work.
- Exposure to workplace health and safety issues.
- An opportunity to develop self-confidence and transferable skills.
- An understanding of the rights and responsibilities of an employer/employee.
- An opportunity to develop a greater awareness of the needs of business, industry, and extended community.
- A chance to bridge the transition from school to work.

Student Responsibilities

- The student is expected to demonstrate the qualities required of employees in the given work placement location.
 - The student will experience as many areas as possible, with consideration given to the student's ability to handle the various tasks. **A training or action plan** will be developed between the employer, student, and coordinating Sask DLC Supervisor.
- Complete safety orientation and follow all safety rules/regulations.
- Complete daily work log in job portfolio.
- Report to employer and school in the event of an absence.

Employer Responsibilities

- Provide student with a “real” experience typical of the workplace.
- Provide orientation and safety training necessary for the work placement student on the first day of the placement.
- Supervise the student. It is recommended that student be under the supervision of a reliable employee.
- Complete any job interviews, progress reports, evaluations, etc. required by the Sask DLC Supervisor.
- Keep the Sask DLC Supervisor informed of student attendance, progress, skills, etc.

Sask DLC Supervisor Responsibilities

- Will visit the workplace periodically to observe the student's progress, consult with the employer, and be available for consultation with the employer or workplace supervisor.
- Will coordinate placement, administer forms and carry out other duties as required.

Remuneration

- Students are in the workplace as learners therefore **no remuneration is permitted**. Any benefits that the Employer receives from the student's work will help to offset the time he/she has contributed toward supervision and evaluation of the student.

Workers' Compensation

- Students in work-based learning placements are covered under the Workers' Compensation Agreements between the Ministry of Education and the Saskatchewan Workers' Compensation Board providing the cooperating Employer pays into Saskatchewan Workers' Compensation.
- Where employers do not contribute to Saskatchewan Worker's Compensation, students, staff, and the Board are covered under General Liability Insurance.
- Employers without Workers Compensation Agreements often recognize the value in working with a student in the Work-based Learning Placement. An employer who is not covered by Worker's Compensation can participate in our program, but is **strongly encouraged** to have appropriate levels of liability insurance in place.

Hours of Work

- To obtain necessary credit requirements, students are expected to complete a specified number of hours of work-based placement experience. The number of hours varies based on the specific course the student is enrolled in.

Sask DLC requires that **employers** carry appropriate levels of liability insurance **prior** to participating in the Work-based Learning Placement. In signing below, the employer indicates they are covered by Saskatchewan Workers' Compensation and/or have adequate insurance policies are in place at the above-named business.

I acknowledge that the information above is accurate and I understand that I am responsible for providing a safe work environment for the student in the work-based learning placement.

I will ensure that the student is provided with orientation and training **on the first day of the student placement** to ensure student safety. Topics will include workplace hazards, occupational health and safety, emergency procedures, personal protective equipment, workplace expectations, etc.

Employer's Signature

Date

I have discussed the workplace hazards and safety practices with the employer. Based on the information provided, from a health and safety standpoint, I am reasonably comfortable that this is a safe workplace for the student.

Sask DLC Supervisor's Signature

Date