

COOPERATIVE EDUCATION 120

Due Diligence Action Plan For Student Safety In Coop Programs

This form is Due in to Mr. Mulligan on February 28, 2020

To be completed by the work placement supervisor.

Records and documentation to verify actions must be kept and signed by supervisor and student. Copies must be kept by supervisor and Co-op teacher for future reference.

Student's Name: _____

Action	Complete ? (Y/N)	If No, indicate target date	If Yes, indicate date completed	Supervisor Signature (date)	Student Signature (date)
Introduction to Work Site					
Introduce student to fellow workers					
Give the student a tour of workplace and work area					
Communicate safety policy to student and confirm role in Workplace safety responsibilities					
Review goals of student orientation program and links to safety					
Interview student to determine level of experience and knowledge of the job and amount of training needed					
Responsibilities					
Give student information regarding specific job instruction, tasks expected and responsibilities					
Review work hours, procedures for checking in and out, dress code and break times					
Give directions for missed time at work due to illness or other reasons					
Provide copies of workplace rules and policies					
Provide health and safety training regarding responsibilities, hazards, controls, reports and use of PPE					
Review workplace's no-tolerance policies (violence and harassment) and identify personnel who can help with complaints.					
Review importance of reporting unsafe work or hazards					
Provide student with instructions on how to report unsafe working					

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conditions and the right to refuse unsafe tasks					
Have student demonstrate skills and knowledge necessary to perform tasks safely					
Support					
Identify members of the Joint Health and Safety Committee in case of future need					
Ensure that student is fully aware of whom they may talk to if they have a problem, concern or feel unsafe at any time					
Hazards					
Make student aware of all hazards on the job and those specific to their worksite/station					
Identify specific examples of hazard prevention for each hazard					
Review student's role in preventing hazards and reducing risk of injury on the job					
Discuss consequences and safety risks of taking short cuts					
Review standard of expected behaviour					
Proper Clothing					
Review the consequences of violations (not using guards, not wearing PPE, etc.)					
Identify all personal protective equipment (PPE) required for the job					
Review the reason, proper use, and maintenance for PPE					
Identify personnel responsible for providing the required PPE					
Discuss safety measures for working under extreme temperatures (e.g. cold or hot)					
Tools & Equipment					
Provide detailed instructions and training for any machines the student will be required to use					
Explain the employer's role in maintaining equipment in good working order and conducting regular					

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inspections, and the student's role in reporting any faulty or unsafe equipment					
Relate instruction on machine guarding and the safety concerns in removing guards or taking short cuts					
Make the student aware of any pinch points (a point where it is possible to be caught between the moving parts of a machine) and ways they can protect themselves					
Provide instructions on the maintenance, repair, safe moving the storage of machines and equipment					
Provide information on the safe use of equipment specific to the workplace/ industry, including the following pieces of equipment:					
Hazardous Materials					
Provide detailed training and instruction on the use, handling, transportation, storage and disposal of dangerous goods and hazardous materials					
Review the importance of recognizing safety labels and symbols (WHMIS) in the workplace					
Identify the location of the MSDS sheets for hazardous materials and the importance of referring to the MSDS when handling such products					
Explain that when a product is unlabeled or unclear, the product should not be handled until confirming the contents and its potential dangers					
Review the routes of entry of hazardous materials (Ingested, absorbed through the skin and eyes, inhaled or injected) and PPE required to eliminate the risk of exposure					
Emergency Information					
Review the emergency procedures and the employee's role in an emergency situation					

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Review the evacuation procedures, location of fire exits, first aid kits and fire extinguishers					
Identify employees who have first aid training					
Explain the importance and the procedures for reporting a workplace injury, incident, accident or a near miss/close call					
Review emergency response for exposure to hazardous materials					
Other considerations					
Have the student demonstrate assigned job tasks to confirm safe and correct procedures					
Provide student with ongoing opportunities to ask questions					
Provide student with the opportunity to be involved in any safety-related activities					
Provide student with specific examples of consequences (e.g. accidents, injuries, damage to equipment) when safety procedures are not followed					
Provide student with examples of accidents that have occurred in the workplace in the past, their causes and means of preventing their reoccurrence					
Give student positive reinforcement when the job is done safely and/or reward for safe work practices					
Keep a record of attendance during orientation					
Additional Topics Specific to the Workplace (Use back of sheet if more space is required)					

Adapted from the Workplace Health, Safety and Compensation Commission (WHSCC) New Employee Checklist