

CO - OP & EXPERIENTIAL LEARNING

Placement Assessment Checklist



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Placement Name & Address: _____

Type of Placement (manufacturing, health sciences, transportation, etc): _____ # Employees _____

Placement Representative: _____ Co-op Student Position: _____

School Board Representative: _____ School: _____ Date: _____

PLACEMENT REPRESENTATIVE'S RESPONSES

Part One: Health & Safety*

*Adapted from the College, University and School Safety Council of Ontario *Employer Safety Evaluation*.

1. Will the student be required to operate mobile equipment or motorized vehicles? Yes No

Identify mobile equipment or motorized vehicle(s) to be used: _____
Will student be trained before use? Yes No

***NOTE:** The School Board only provides “secondary” insurance coverage for students driving motorized vehicles (cars, vans, trucks, ride-on lawn mowers, lift-tows, etc.) while at their placement – Employers assume the primary liability if they choose to have students drive while on their placement.

2. Will the student be required to operate power equipment while on their placement? Yes No

Power Equipment to be used: _____
Will student be trained before use? Yes No

3. Will the student be required to work with hazardous substances? Yes No

Have all dangerous or hazardous substances been identified and clearly labeled? Yes No

Substances to be used: _____
Will student be trained before use? Yes No

4. Will the student need safety equipment?

Head Feet Ears Eyes
 Hands Mouth Body Apron/Coat

Identify any safety equipment that will be provided by student: _____

5. Is the supervisor familiar with accident reporting procedures for the student? Yes No

6. Will the student be working at additional placement sites? Yes No

If yes, identify locations: _____

Will training be provided? Yes No

7. Does company have restrictions (e.g. clothing, piercings, immunization, security checks, etc.) unique to this placement? Yes No

Details: _____

8. Does the company/organization have:
- Health & Safety Officer N/A (applicable for companies with over 20 employees)
 - Joint Health & Safety Committee N/A (applicable for companies with over 20 employees)
 - Posted copies of the Occupational Health & Safety Act
 - Training in workplace health & safety rules and regulations
9. Will the employer provide:
- WHMIS (Workplace Hazardous Materials Information System) training N/A
 - Material Safety Data Sheets available for all hazardous materials N/A
 - Instruction on safe and proper lifting N/A
 - Training for the emergency procedures for fire
10. Are there any job tasks to be performed by the student such as working at heights, in confined spaces, flammable or explosive environment, extreme dust or other contamination, etc.? Yes No N/A
- Details of tasks:* _____
- _____

Part Two: The Working & Learning Environment

11. Does the company have: Employment Policies & Procedures Harassment Policy
12. The following will be used by the student at the placement: *List examples:*
- Computer software and/or hardware applications _____
- Technology (internet, robotics, etc.) _____
- Other: _____
13. Will student be provided with an orientation of the facility, personnel and procedure? Yes No

Part Three:

Placement Representative Signature: _____

School Board Representative Signature: _____

Please note: Signatures denote that a discussion pertaining to placement health, safety, and learning Environment for the student has taken place between representatives of the placement and the school board.

Addendum attached:

- Placement Accommodations Construction & Manufacturing Animal & Health Sciences
- Service-based Industries Transportation N/A

Is the School Board Representative's recommendation that this placement is:

- Acceptable Not Acceptable Acceptable with certain conditions

Subsequent Semester Placement Assessment

Review conducted by: _____ Date: _____

Review conducted by: _____ Date: _____

Review conducted by: _____ Date: _____

PAC is kept in the student file; copies available upon request to: School Administration, Parent/Guardian, Board Administration