

Cooperative Education Health and Safety Assignment

Directions to Employer – please complete this document before the student participates in any activities at your workplace. Each item should be initialed by the supervisor (or his representative) and the student.

Students:

Please return this complete assignment to the CO-OP office, Room 703 during the first week of the placement along with your first timesheet (from the duotang).

Co-op Student Name: _____ Date: _____		
Company/Organization: _____		
Orientation Provided by: _____		
Items Covered	Co-op Student Initial	Supervisor Initial
Location of First Aid Room (Kit) <u>Record Location</u>		
Workers Compensation <ul style="list-style-type: none"> • Paperwork to take to hospital if you require medical care • Importance of telling Supervisor and Co-op teacher if you seek medical care 		
How to report Accidents and Incidents <ul style="list-style-type: none"> • Importance of reporting accidents/ incidents so they can be tracked and deficiencies corrected • Report incident to Supervisor/ Co-op Teacher • Location of forms 		
Health and Safety Committee <ul style="list-style-type: none"> • Does one exist? Yes ___ No ___ • Function of the committee • Regular meeting time 		
Emergency Protection Plan <ul style="list-style-type: none"> • Refer to Emergency Response Procedure 		
Personal Protective Equipment <ul style="list-style-type: none"> • <u>List required items, and who it to supply equipment (employer or student)</u> 		

Items Covered	Co-op Student Initial	Supervisor Initial
Hazard Communication Programs <ul style="list-style-type: none"> • WHIMIS; Are dangerous materials identified with a WHIMIS label? Yes___ No___ • Location of MSDS sheets • Will employer provide WHIMIS training • Location of WHMIS posters in the workplace 		
Placement Entrances <ul style="list-style-type: none"> • Normal Entry and exit • Emergency Evacuation • Importance of Signing in/out 		
Lock Out/ Tag Out <ul style="list-style-type: none"> • Procedure • Training 		
Volunteer Emergency Team <ul style="list-style-type: none"> • Members • Function 		
Confined Space Entry <ul style="list-style-type: none"> • Procedure • Training 		
Explanations about Right to Refuse Work <ul style="list-style-type: none"> • Review of occupational Health and safety Act Art. 43 		
Description and Review of Site Specific Hazards <ul style="list-style-type: none"> • Examples would be, use of power tools/ equipment, biological, ergonomic, chemical hazards 		
List any other safety issues not covered above.		