

Work-based Learning Worksite Safety Checklist

Worksite _____ Paid Non-paid

Supervisor _____ Job title _____

<input type="radio"/>	YES	NO	
			The work environment is well lit, ventilated, clean and orderly, and there are adequate rest room facilities.
			Exits, fire extinguishers, rest rooms and dangerous and off limit areas are clearly marked.
			Noise levels are low enough to allow verbal communication.
			Worksite supervisors are able to recognize safety hazards and know how to register safety complaints.
			Worksite has clear policies and procedures in case of emergencies such as fire and earthquake
			Worksite supervisors are aware of Seattle Public Schools accident procedures and policies.
			Worksite supervisors are aware of the need for close supervision and that inappropriate behavior such as "horseplay" is not to be tolerated.
			Worksite supervisors have arranged for adequate supervision of students in the absence of the immediate supervisor.
			No regularly scheduled, unsupervised access to minor students is allowed.
			Worksite supervisors are aware that students under the age of 16 are prohibited by law from operating or using heavy equipment, power-driven machinery, toxic, flammable or explosive substances, motor vehicles, scaffolds or ladders.
			Worksite is equipped with fire extinguishers, first aid kits, telephone (in case of emergency), all in operable condition. Circle any missing or inoperable equipment.
			Worksite supervisors will require students to use safety equipment, e.g. safety helmets, goggles, gloves, boots, coveralls and rain gear when necessary.
			Worksite supervisors are aware of Seattle Public Schools sexual harassment policy, discipline procedures and grievance procedures.
<input type="radio"/>			<i>Paid internships only:</i> Employer has obtained a Minor Work Permit for the worksite, or will have said permit before the student begins his/her internship.
			General conditions of safety at this site are adequate to allow placements.

Internship Instructor/
Coordinator _____ Date _____

Employer Representative _____ Date _____

Notes _____

Seattle Schools
Work-based Learning
Worksite Safety Checklist

What: This form is required for all Work-based Learning internships. The purpose of this form is to ensure that students are placed at safe and appropriate work sites. This form should be used to facilitate a conversation between the school district representative and the worksite supervisor. It is the employer's responsibility to comply with OSHA/WISHA standards.

Who: Items 1 -5 and 7 are to be completed by the Work-based Learning Instructor/Coordinator or another Seattle Public Schools representative through a site visit with the employer. Item #6 is to be signed by an employer representative. *Item #4 pertains to paid internships only.*

When: This form must be completed before any internship can begin. Multiple forms may be required for each business if students are placed in significantly different areas of the company/business operation.

The numbered items that follow correspond to the circled numbers of the Work-based Learning Site Agreement sample form.

1. Name of Business/Company
2. Mark and X in the box next to **paid** if the student will receive a wage and be a paid employee. Mark and X in the box next to **non-paid** if the student will receive no wage or stipend for his or her time at the worksite.
3. First name, Last name and job title of employee who will serve as the worksite supervisor of the student or students.
4. Mark and X in the box under YES if the worksite meets the safety criteria stated to the left. Mark an X in the box under NO if the worksite does not meet the safety criteria as stated.
5. Washington Law requires that all **employers** of minors obtain a Minor Work Permit from the Department of Labor and Industries. A Minor Work Permit is required for each worksite (for example: a band with several branches must obtain a Minor Work Permit for each branch that chooses to employ a minor). **A Minor Work Permit is not required for a non-paid internship.**
6. Dated signature of the Work-based Learning Instructor/Coordinator or other Seattle Schools representative indicating that the above evaluation of the worksite is true and accurate to the best of his/her knowledge.
7. Dated signature of the employer contact, worksite supervisor or other company representative indicating that the above evaluation of the worksite is true and accurate to the best of his/her knowledge.
8. Any other comments related to worksite safety can be placed here such as areas of concern, timelines for improvement, etc.