

## Health and Safety Checklist

| PLACEMENT CENTRE INFORMATION   |           |              |
|--|-----------|--------------|
| Name of Practicum Centre:  |           |              |
| Address:   |           |              |
| City:  | Province: | Postal Code: |
| Website:   |           |              |
| Contact Name:  |           |              |
| Title:   |           |              |
| Phone number:  | Email:    |              |
| COMPLETE DURING ORIENTATION <span style="float: right;">✓</span>   |           |              |
| Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative  |           |              |
| Worker/supervisor rights and responsibilities  |           |              |
| Safe work procedures and operation of equipment  |           |              |
| Use of Personal Protective Equipment (PPE)   |           |              |
| Identification of restricted or prohibited areas, tools, equipment and machinery   |           |              |
| Hazards in the workplace that may affect the student, how they're controlled and how to deal with them   |           |              |
| What to do and who to see if the student has a safety concern  |           |              |
| What to do when there is a fire or other emergency (e.g., evacuation procedures)   |           |              |
| Location of fire exits and fire extinguishers  |           |              |
| Location of the first aid supplies, equipment, facilities:<br>Names of staff responsible for first aid<br>How to record first aid treatment  |           |              |
| Procedures for reporting accidents and injuries  |           |              |
| Workplace Hazardous Materials Information System (WHMIS)   |           |              |
| Workplace policies and procedures on: <ul style="list-style-type: none"> <li>• Workplace Harassment</li> <li>• Violence prevention</li> <li>• Working in isolation</li> <li>• Smoking/Drinking/Substance abuse</li> </ul>  |           |              |
| Location of other important information <ul style="list-style-type: none"> <li>• Materials Safety Data Sheet (MSDS)</li> <li>• Joint Health &amp; Safety Committee Minutes</li> <li>• Instructions for safe operation of each piece of equipment (if applicable)</li> <li>• Important telephone numbers</li> </ul> |           |              |

Please complete this Safety Orientation Checklist during the student's health and safety orientation, and return a completed copy to: Your EE Faculty Coordinator (see list in the Faculty Tool Kit)

I have completed the Safety Orientation with my Practicum Centre and/or Placement Supervisor.

| <b>STUDENT INFORMATION</b> |                 |
|----------------------------|-----------------|
| Name:                      | Student Number: |
| Signature                  | Date            |
| Course Title:              | Course Code:    |