

Assessment of the Community Placement Including COVID-19 Safety Oversight Checklist

The Ministry of Labour has guided employers with a [COVID-19 workplace safety plan](#). This placement safety checklist will document these workplace safety considerations for our co-op student based on the [Public Health Ontario Guidelines](#).

Resources: [Guidance notes and tip sheets \(MLITSD\)](#)

| | | |
|--------------------------------|--|------------|
| Name of Organization: | Address: | Telephone: |
| Student: | Type of Placement: | |
| Cooperative Education Teacher: | Form completed by School Representative: Organization Representative: | |

CHECK OFF THE LISTED ITEMS AS APPLICABLE TO THE CO-OP STUDENT IN THE WORKPLACE

| | Yes | No | N/A |
|---|-----|----|-----|
| Will you be sharing your COVID-19 workplace safety plan with the co-op student/teacher in your onboarding/training? | | | |
| Is there physical distancing signage at the workplace for workers and the public? | | | |
| Are workers expected to follow proper hand hygiene COVID-19 safety protocols? | | | |
| Is there sufficient access to sanitizing products to support workplace COVID-19 safety plan (e.g., hand sanitizer)? | | | |
| Is there sufficient access to PPE to support workplace COVID-19 safety protocols (e.g., face masks, gloves)? | | | |
| Is there a COVID-19 safety plan in place for workers handling materials, objects, equipment, and tools? | | | |
| Is guidance given to workers in the event that they have concerns about their safety in the workplace? | | | |
| Other comments: | | | |

Note: In the event that the worker/co-op student presents [COVID-19 symptoms](#) during their co-op placement, the co-op teacher would follow school board accident reporting procedures, including guidance from the school board.

COVID-19 workplace safety plan:

- <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

Public Health Ontario Guidelines:

- <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

Guidance notes and tip sheets (MLITSD):

- <https://www.ontario.ca/page/resources-prevent-covid-19-workplace#section-1>

Assessment of the Community Placement

Unpaid students and learners are considered workers under the **Occupational HEALTH and Safety Act (OHSa)** and have the same duties and rights as paid workers. They therefore have the right to know about workplace hazards and the right to refuse unsafe work. All workers, including unpaid students, learners and trainees, must complete a basic occupational health and safety awareness training for workers and meet all requirements set out in **Ontario Regulation 297/13**. Placement employers have the same duties to protect the health and safety of unpaid students and learners who are workers under the OHSa as they do to protect their paid workers. Workers have a general duty to take responsibility for personal health and safety. Workers in the workplace who see a health and safety problem such as a hazard or contravention of the Act in the workplace have a duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations.

| | | |
|--------------------------------|--|------------|
| Name of Organization: | Address: | Telephone: |
| Student: | Type of Placement: | |
| Cooperative Education Teacher: | Form completed by School Representative: Organization Representative: | |

LEARNING ENVIRONMENT AND WELL-BEING

| | | | |
|--|------|----|-----|
| 1. Will this placement provide a sufficient range of educationally rich learning opportunities based on the Student's Cooperative Education Learning Plan? | Yes | No | N/A |
| 2. Does the placement supervisor have the necessary background and competencies to guide the student? | Yes | No | N/A |
| ➤ Please identify the worker responsible for supervising the student. | Name | | |
| 3. Will the placement provide a learning environment that is supportive, safe, and accepting? | Yes | No | N/A |
| 4. Will the placement provide a learning environment that is inclusive, culturally responsive, and equitable? | Yes | No | N/A |
| 5. Is the learning environment free from violence, harassment, and discrimination? | Yes | No | N/A |
| Comments: | | | |

WORKING ENVIRONMENT

| | | | |
|--|-----|----|-----|
| 1. Is the facility safe, clean and an appropriate working environment? | Yes | No | N/A |
| ➤ Is ventilation adequate? | Yes | No | N/A |
| ➤ Are safety guards, conveyer belts, tracks, and other equipment up to standards? | Yes | No | N/A |
| ➤ Are rest and eating areas clean and free from contaminants? | Yes | No | N/A |
| ➤ Is the workplace equipped with a first aid station, eye-wash station, and safety signs? | Yes | No | N/A |
| 2. Are there suitable washrooms/change facilities? | Yes | No | N/A |
| 3. Will the employer provide health and safety awareness training/orientation (e.g., general workplace orientation: tour of the workplace, location of fire extinguishers, first aid stations and fire exits, evacuation procedures, staff bulletin boards)? | Yes | No | N/A |
| 4. Does the organization have a health and safety policy? | Yes | No | N/A |
| 5. Are the health and safety policies and other related documents easily accessible to students (e.g., bulletin board)? | Yes | No | N/A |
| 6. Is the supervisor familiar with accident reporting? | Yes | No | N/A |
| ➤ Has the student been introduced to the health and safety representative? | Yes | No | N/A |

WORKING ENVIRONMENT

| | | | |
|---|-----|----|-----|
| 7. Does the organization have policies regarding emergency procedures (e.g., cleared pathways, marked exits) in response to various emergency events (e.g., fire, chemical spills)? | Yes | No | N/A |
|---|-----|----|-----|

Comments:

HAZARDS

An unpaid high school student participating in a work experience program authorized by the school board operating the student's school is subject to the minimum age requirements set out in the OHSA's regulations under [Minimum Age Requirements](#).

If placement employers are unsure of the rules that pertain to a specific hazard, they should verify the OHSA.

WORK PLACE HAZARDS

| | | | |
|---|-----|----|-----|
| 1. Will the student be exposed to or be required to work with any hazardous materials? | Yes | No | N/A |
| ➤ Are the hazardous materials identified with a WHMIS label? | Yes | No | N/A |
| ➤ Are the Material Safety Data Sheets (MSDS) readily available? | Yes | No | N/A |
| ➤ Will the organization offer WHMIS training specific to the hazardous materials used during the placement? | Yes | No | N/A |

If yes, specify:

| | | | |
|---|-----|----|-----|
| 2. Will the student be working with or exposed to any biological hazards (e.g., animals, plants, insects, human bodily fluids, infectious diseases or uncooked food)? | Yes | No | N/A |
| ➤ Will the student receive training for working with biological hazards? | Yes | No | N/A |

If yes, specify:

| | | | |
|---|-----|----|-----|
| 3. Will the student's duties involve lifting (e.g., lifting materials, client patient)? | Yes | No | N/A |
| ➤ Will the student be offered specific training on proper lifting techniques? | Yes | No | N/A |

If yes, specify:

| | | | |
|--|-----|----|-----|
| 4. a) Will the student be required to use hand tools? | Yes | No | N/A |
| ➤ Will the student receive training on safe and proper use of the tools? | Yes | No | N/A |
| b) Will the student be required to use industrial/power equipment and/or industrial/power tools? | Yes | No | N/A |
| ➤ Are the equipment and/or tools fitted with safety guards and/or safety devices? | Yes | No | N/A |
| ➤ Will the student receive training on safe and proper use of the equipment and/or tools? | Yes | No | N/A |
| ➤ Are the equipment and/or tools fitted with Lockout/Tagout mechanisms? | Yes | No | N/A |
| ➤ Will the student be trained in Lockout/Tagout procedures? | Yes | No | N/A |

If yes, specify:

| | | | |
|--|-----|----|-----|
| 5. Will the student be required to operate mobile equipment (e.g., forklift, crane, overhead crane, watercraft)? | Yes | No | N/A |
| ➤ Will the student be trained or licensed according to provincial laws to operate mobile equipment? | Yes | No | N/A |

If yes, specify:

WORK PLACE HAZARDS

| | | | |
|---|-----|----|-----|
| 6. Will the student be required to ride as a passenger or drive in a motor vehicle licensed for the road during their placement (e.g., company vehicle, personal vehicle or truck)? | Yes | No | N/A |
| If yes, specify: | | | |
| 7. Will the student be required to work in a confined space (e.g., storage areas, crawlspace)? | Yes | No | N/A |
| ➤ Will the student receive training on safety requirements for working in a confined space? | Yes | No | N/A |
| If yes, specify: | | | |
| 8. Will the student be required to work at heights? | Yes | No | N/A |
| ➤ If working with ladders, will training be provided? | Yes | No | N/A |
| ➤ If working at more than three meters, will "Working at Heights Training" be provided? Construction Projects O. Reg. 297/13 | Yes | No | N/A |
| If yes, specify: | | | |
| 9. Will the student be required to work on bodies of water? | Yes | No | N/A |
| ➤ Will the necessary steps be taken to ensure the student's safety (e.g., swimtest)? | Yes | No | N/A |
| If yes, specify: | | | |
| 10. Will the student be participating in a work experience program subject to the minimum age requirements set out in the OHS's regulations under Minimum Age Requirements (e.g., required to work in a pit or quarry)? | Yes | No | N/A |
| ➤ Will the student receive training for such circumstances? | Yes | No | N/A |
| If yes, specify: | | | |
| 11. Will the student be exposed to physical agents (e.g., vibration, noise, extremes in temperature)? | Yes | No | N/A |
| ➤ Will the student receive appropriate training for such circumstances? | Yes | No | N/A |
| If yes, specify: | | | |
| 12. Will the student be placed in dangerous situations (e.g., worker/client conflicts)? | Yes | No | N/A |
| ➤ Will the necessary steps be taken to ensure the student's safety? | Yes | No | N/A |
| If yes, specify: | | | |
| 13. Will the employer provide any other sector-specific safety training not previously mentioned? | Yes | No | N/A |
| If yes, specify: | | | |

PERSONAL SAFETY

| | | | |
|---|-----|----|-----|
| 1. Will the student know how to summon assistance in various situations? NOTE: Cooperative education students must always be supervised at worksites. | Yes | No | N/A |
| If yes, specify: | | | |

PERSONAL SAFETY

| | | | |
|---|-----|----|-----|
| 2. Will accommodations be provided to the student based on their learning needs (e.g., quiet setting, additional support and/or accommodations as stipulated in the student's IEP)? | Yes | No | N/A |
| If yes, specify: | | | |
| 3. Will there be general consideration of the student's mental and physical health before any work assignment? | Yes | No | N/A |
| If yes, specify: | | | |
| 4. Will the student be required to wear personal protective equipment? | Yes | No | N/A |
| ➤ Will the student receive training on the proper use of personal protective equipment? | Yes | No | N/A |
| ➤ Will the personal protective equipment be fitted and maintained properly? | Yes | No | N/A |
| If yes, specify: | | | |
| 5. Will the personal protective equipment be provided by the employer? | Yes | No | N/A |
| If yes, specify: | | | |
| 6. Will the student be required to receive any immunizations or preventative testing/health screening? | Yes | No | N/A |
| If yes, specify: | | | |

Recommendation

| |
|---|
| This placement is: |
| ACCEPTABLE |
| NOT ACCEPTABLE |
| ACCEPTABLE on the following conditions: |
| Comments and special considerations: |
| Assessment Date: |
| Cooperative Education Teacher's signature: |
| As a Placement Employer and/or Supervisor, I understand my responsibilities as stated under the OHSA: |