

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 \(MLTSD\)](#)

Name of Organization:	Address:	Telephone:
Type of Placement:	Student:	
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 (MLTSD):

- <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:
Type of Placement:	Student:	
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
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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 required to work in a pit or a quarry (see Minimum Age Requirements)?	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: