



OFF CAMPUS STUDENT WORKSITE SAFETY ORIENTATION FORM

This form is to be used for all off campus programs when a student is starting work at a new employer. The expectation is that the employer will use this form to orientate the student if they don't have a formal documented orientation process of their own. The purpose of a safety orientation is to communicate critical safety information to a new worker to ensure they are enabled to work safely in a new working environment. Check off each item after reviewing it and sign in the space provided. The student must complete the attached quiz and return this documentation to the Off-Campus Coordinator.

Employer: _____

Student: _____ School: _____

Date of Orientation: _____ Program: RAP Work Experience Green Certificate

Students Work Scope: _____

- **Roles and Responsibilities** (explain the workplace safety responsibilities and expectations of the student at your worksite as well as their direct supervisor. Make sure the student understands they have to work safely and that they don't have to perform any task they feel is unsafe.)
- **Hazard Assessment and Control Process/Frequency** (It is important that you make the student aware of the hazards or dangers of the work they will be doing and the workplace(s) they will be in. It is also important that these hazards or dangers be controlled so they don't pose unnecessary risk to the student. As mandated by Alberta OH&S Legislation, this process must be documented and repeated at reasonable intervals. Use the BRSD Hazard Assessment Forms/process if you don't have your own. For high risk occupations such as construction or trades work this process should be completed at least daily or weekly by the student. For occupations that are repetitive and carry less risk, such as working in a restaurant or grocery store monthly may suffice.) Go over the process with the student and determine how often the hazard assessment will take place. Copies of all hazard assessments must be turned into the Off Campus Coordinator.
- **Personal Protective Equipment required for the position** (Cover the Personal Protective Equipment the student is required to wear and when it should be worn ie. Safety Glasses when exposed to flying debris or working over your shoulders. Be sure to teach the student how to use, fit and maintain this equipment if it is new to them.)
- **Injury, accident, incident, hazardous condition or near miss reporting** (Explain how the student would report these events if they occur in the workplace, any paper work or forms to use and to whom it should be reported.)
- **Emergency Preparedness Planning** (explain what to do in the event of an emergency at the worksite, ensure the student knows what to do if there is a fire, a vehicle accident, machinery or tool failure, etc. Show the student the location of emergency equipment like fire extinguishers and first aid supplies.)
- **Tools and Equipment** (Explain to the student what equipment they are allowed to use, and what they are not allowed to use. Be sure to teach the student the dangers of the equipment and safe operation processes or tell them they can only use it when directly supervised.)

Supervisor Name

Supervisor Signature

Student Signature



OFF CAMPUS STUDENT SAFETY ORIENTATION QUIZ

After you have completed an orientation with your supervisor, answer the following questions about safety at your off campus worksite placement.

Student Name: _____ Employer: _____

1. If I get hurt while working during this placement I must tell my supervisor and the School Off-Campus Coordinator. True False
2. If I feel a task I am expected to do is unsafe, I should not do it and tell my supervisor. I have the right to refuse unsafe work. True False
3. Who is my direct supervisor? _____
4. How often are you responsible for completing or participating in a hazard assessment at this Off-Campus placement? _____
5. To be safe while working, I will need to wear the following Personal Protective Equipment:

6. It is important that I report any near miss or hazardous condition to my supervisor so they can help me make the situation safe. True False
7. Where is the location of the first aid kit? _____
8. Where are the fire extinguishers located? _____
9. I am responsible for my safety as well as that of anyone else on the worksite. True False
10. What equipment (if any) are you not allowed to use at this worksite?
