

New Student Orientation to Worksite - Checklist

STUDENT: _____ DATE: _____

Training Station - Company/Business Name: _____

Address: _____

Work Site Telephone: _____ Fax: _____

Worksite Supervisor Name: _____ Title: _____

Directions. Be sure that your student employee obtains information about the following factors. Check the information on each item as it is completed. Return the completed form to the teacher-coordinator.

Company Orientation

- 1. Give student copies of printed materials.
- 2. Explain the company's history.
- 3. Describe the company's product line(s).
- 4. Discuss company policies and procedures regarding:
 - a. Hours of operation/work
 - b. Overtime policies
 - c. Pay periods
 - d. Vacation/policy
 - e. Holiday policy
 - f. Appropriate dress and grooming
 - g. Safety rules
 - h. Emergency procedures
 - i. Procedures for absence
 - j. Parking
 - k. Procedures for arrival
 - l. Procedures for departure
 - m. Policies about use of telephone
- 5. Describe employee benefits such as:
 - a. Discounts
 - b. Educational assistance

Section/Department Orientation

- 6. Describe the relationship of the store or department to the overall company.
- 7. Discuss specific store or departmental rules including:
 - a. Breaks
 - b. Work schedules
 - c. Days off
 - d. Presence of food at workstation
- 8. Introduce co-workers.
- 9. Explain job responsibilities of co-workers.
- 10. Identify training sponsor.

Job Orientation

- 11. Show student her/his workstation.
- 12. Describe student's responsibilities.
- 13. Explain the importance of the student's responsibilities to the organization.

(Student)

(Employer/Training Sponsor)

(Teacher-Coordinator)

(Date)

Student Worksite Health & Safety Checklist

Worksite Learning Site Safety Assessment

Company/Organization: _____

Training Site List on District Pre-Approved List: Yes No Unknown

Reviewed By: _____ Date: _____

√ or S = Satisfactory **U= Unsatisfactory** **N/A = Not Applicable**

Floors and Walkways

- Exits are marked; walkways and stairways are clear
- Locations of cleanup supplies are identified
- Non-slip mats, grates, or slip-free coatings are used in potentially wet areas
- Stairways have handrails

Ladders (including step stools, etc.)

- Ladders (including step stools, etc.)
- Ladders appear to be in good condition
- Ladders have safety feet
- Non-metal ladders are used where there is a possibility of electric shock

Fire Safety

- There are at least two emergency exits for each work area
- Fire exits are clearly marked and pathways to exits are clear
- Emergency procedures are posted and/or covered in student orientation
- Fire extinguisher(s) are available and marked

Electrical Hazards

- Visible electric cords are in good condition (unfrayed and without defects)
- Any floor cords and cables are covered with safety covers
- Emergency "stop" switch is available to shut down electricity (where applicable)

Machine Guarding and Mechanical Safety

- Machines are securely attached to the floor
- Machines have protective guards as appropriate to protect workers
- Emergency turn off switches are functional and available where appropriate
- Safe use procedures are posted and/or covered in student orientation

Ventilation

- Temperature, humidity and air movement appears to be appropriately maintained
- Air exchange equipment is operational; maintains clean air availability

Lighting

- There is adequate light throughout the worksite
- Areas surrounding equipment and machinery are well lighted

Sanitation & Housekeeping

- Toilet facilities are clean and well-ventilated
- Toilet facilities have sinks with hot and cold water, hand soap and disposable hand towels
- Insects and rodents are adequately controlled
- An eating area is available separate from the work area
- Eating areas and drinking facilities are clean
- Waste containers appear to be adequate, leak proof and emptied regularly

Noise

- Noise is monitored/maintained at a comfortable level
- High-noise areas require hearing protection

Chemical Hazards

- Activities involving use of chemicals require protective clothing and/or equipment
- Chemical are properly labeled and stored
- Safe use procedures are posted and/or covered in student orientation
- Material Safety Data Sheets (MSDS) are current and accessible
- Smoking near chemicals of any type is prohibited
- Environment in which student will be placed is non-smoking

Ergonomic Hazards

- Lifting is a minimal element and under 50 pounds (alone)
- Proper lifting procedures are posted and covered in student orientation
- Tasks requiring repetitive movements are varied or rotated

Other Health and Safety factors reviewed

- _____
- _____
- _____
- _____
- _____
- _____
- _____